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## 1. SAFETY POLICY

Our company will conduct their operations so that injuries to people, damage to property and/or the environment will be avoided. Every effort will be made to prevent accidents. Our objective is to provide a clean, safe and healthy working environment for all employees. It is our intention to comply with all safety and health standards that are enforced by local, state or federal authorities.

Our company will provide engineering controls, administrative controls, personal protective equipment and training to abate hazards and to prevent injury and illness. We have developed policies, rules and procedures, which will contribute to your safety and that of your coworkers.

We expect all employees to work according to good safety practices as posted, instructed, and discussed, and to be safe employees on and off the job.

Each employee will contribute to the company safety program by following the Rules of Safe Conduct, bringing unsafe conditions to the attention of management, and recommend actions to improve the effectiveness of our program.

Supervisors shall insist that employees observe and obey every rule, regulation and order necessary to the safe conduct of the work, and shall take such action necessary to obtain compliance.

## 2. RESPONSIBILITIES

### A. CORPORATE SAFETY MANAGER

The Corporate Safety Manager will be responsible for assure that the site leadership personnel are educated on the safety requirements and are provided sufficient resources to assure compliance with ATACCON safety requirements. This individual will:

- Be responsible for regular communications with the site safety representative to assure adequate controls to protect ATACCON personnel, subcontractor personnel, the general public and the environment.
- Provide the time, money and authority needed to develop and execute the safety program.
- Monitor the progress of the safety program and take action to ensure its success. This will include the review of incident reports, accident reports, policies, procedures and written communication.
- Review all incidents reports and follow-up with any significant events at the job sites.

## **B. PROJECT MANAGER/ PROJECT SAFETY COORDINATOR**

The Ataccon Project Manager serves at the Site Safety Coordinator. This individual will:

- Monitor the implementation and enforcement of the policies and procedures established by this safety program as well as the requirements set forth by federal, state and local regulations.
- Perform a pre-job safety assessment and coordinate with the appropriate general Contractors as appropriate.
- Review the conditions of the workplace and jobsites.
- Develop an effective plan to address the abatement of hazards.
- Provide on-going safety training to workers, subcontractors, partners and visitors.
- Retain all safety records.
- Maintain of all records and documents associated with the safety program and generate all required reports.
- Conduct accident and incident investigations and provide corresponding reports.
- Maintain an effective system of communication between workers, supervisors and management relevant to the safety program and abatement of hazards.
- Communicate company policies and procedures with other contractors, subcontractors and hosts, and ensure that all work is performed in a safe and compliant manner.
- Conduct a periodic review the safety program as a whole and make revision as needed to address changing regulations or conditions.

## **C. EMPLOYEES**

- All employees are required to work safely in accordance with state federal local regulations as well as the rules established by the company.
- All employees are required to notify their supervisor immediately of any unsafe acts or conditions they observed.
- All employees are encouraged to take an active role in the safety program and make recommendations to improve any and all parts of the program.

## D. VISITORS

- No visitors will be allowed on company property or jobsites unless they have received permission from a designated company representative and completed all necessary paperwork.
- Visitors must be escorted at all time and follow instructions from ATACCON authorized representatives.
- Must follow all safety requirements, code of safe practices, and regulations.
- Will not be permitted in areas where imminent hazards may exist.
- Must wear all applicable PPE.

## 3. CODE OF SAFE PRACTICES

These general requirements will be posted at the job site for all workers to review.

- **All company safety policies and procedures must be followed.**
- **Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on company property. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work-related problems with the supervisor/employer.**
- **All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the Project Manager.**
- **No one knowingly shall be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness, or other causes that might expose the individual or others to injury.**
- **Horseplay, scuffling and other acts which tend to endanger the safety or well being of employees are prohibited. Fighting or instigating fights will not be tolerated.**
- **All injuries shall be reported promptly to the supervisor/employer so that arrangements can be made for medical and/or first aid treatment.**
- **Work shall be well planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees should bend their knees and use the muscles of the leg instead of the smaller muscles of the back.**
- **Employees should be alert to see that all guards and other protective devices are in place, and properly adjusted, and shall report deficiencies to management.**

- **Employees shall not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties unless they have received instructions from their supervisor/employer. Only trained and authorized employees shall operate machinery, equipment, tools or company vehicles.**
- **All tools and equipment must be inspected before and after each use. NEVER use damaged equipment. Destroy or tag defective tools and equipment out of service.**
- **Observe all warning signs and tags. Ask your supervisor if you are not sure what they mean.**
- **All power tools and sources of ignition that may be present shall be turned off or disconnected before working with solvent materials with a low flashpoint. Smoking is only allowed in designated areas.**
- **Machinery shall not be repaired or adjusted while energized or in operation. All adjustments and repairs must be done in accordance with the Hazardous Energy Control Plan.**
- **Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.**
- **Sturdy work shoes, preferably high top leather with nonskid soles, are recommended. Inappropriate footwear shall not be worn. Long-legged pants must be worn. Also, hats and gloves must be worn when necessary. Loose or frayed clothing, dangling ties, finger rings, etc. must NOT be worn around moving machinery or other places where they can get caught.**
- **Approved protective equipment shall be worn in specified work areas and in the execution of tasks that require their use.**
- **In addition to the rules established here, employees are expected to follow all safety policies, procedures and instructions provided in training.**

#### **4. COMMUNICATION AND TRAINING**

No employee will be allowed to perform a job or task unless they have received training on the hazards present and the precautions necessary to perform the job safely. The Safety Coordinator will ensure the following training is provided:

##### **A. Orientation Training**

Each new and newly assigned worker will participate in a safety orientation training session delivered by the Project Manager/Safety Coordinator. Participants will be instructed in all

elements of the company safety program and those outlined by any General Contractors with any specific authority over the scope of work.

#### **B. Refresher Training**

On-going safety training will be a primary component of the company safety program. This training may take the form of classroom or on-the-job instruction. Training elements will include all refresher training required by federal, state and local agencies, as well as recent hazard analysis and review of accident/incident reports.

#### **C. Specific Hazard Training**

Before beginning a new job, a review of the hazards will be conducted by the Safety Coordinator. Training will be provided for any new hazards introduced to the workers. This may include the introduction of new substances, equipment, tools, processes or procedures.

#### **D. Job Briefings**

Job site supervisors will conduct a job briefing at the beginning of each shift. The job briefing will identify job assignments, procedures to be followed and the actions that will be taken to protect workers in the performance of their assigned tasks. Additional briefings will be conducted as tasks, assignments or conditions warrant.

#### **E. Safety Talks/Meetings**

The Safety Coordinator will ensure that periodic safety talks, activities and meetings are conducted by supervisors on the job. Toolbox Safety Talks will be provided at least weekly and will be documented.

#### **F. Management/Supervisor Training**

Special training will be provided to management and field supervisors with oversight responsibilities. . This training will address the requirements of OSHA regulations and best safety practices used in our industry. Training will be provided on an on-going basis so that our safety program is kept current and effective.

## **5. HAZARD ASSESSMENT**

Control of hazards through application of engineering controls is the most desirable course of action. However, when engineering controls are not feasible, administrative controls and personal protective equipment are often the most effective option to reduce the potential hazards to our workers.

Prior to the start of any new process, the Project manager/Safety Coordinator will be responsible for assuring a Job Hazard Analysis (JHA) has been developed and reviewed with the effected crew for each major task. While standard JHAs for certain repetitive tasks are permitted, certain site-specific tasks will require personnel to create or modify existing JHAs. The purpose of this analysis is to evaluate the task, identify the sources of hazard related the task, and assign control measures for each hazard. The completed JHA can be used to train

employees and subcontractors prior to initiating the task. It should be used by the Project Manager/Safety Coordinator to assure adequate preplanning and the necessary equipment and PPE is available to perform the job safely. An example JHA format appears in the Form Section.

## 6. SAFETY EVALUATIONS AND INSPECTIONS

Each employee will monitor their work areas at the beginning of the shift and report any hazards to the ATACCON Project Manager. They will also check equipment, tools, mobile equipment and personal protective equipment before each use.

Each shift, the project manager will evaluate all work area for hazards and ensure that a plan is established to abate hazards. Weekly inspections will be documented.

## 7. PROGRESSIVE DISCIPLINARY ACTION PROGRAM

This company strives to create a safe and healthy workplace for all employees. To achieve this objective will require the cooperation of everyone. Supervisors must enforce all company safety policies and procedures. When appropriate, workers will be provided with additional training or information to assure their knowledge though when workers have shown a disregard for the safety requirements designed to protect them and their work colleagues, action must be taken.

The Project manager will determine the best disciplinary action to be taken which best suits the circumstances. The steps to be taken at a minimum shall include the following:

- **Verbal Warning:** As the first step in correcting unacceptable behaviors or minor infractions, a verbal warning will be issued to the worker. These will be recorded by the project manager.
- **Written Warning:** If the unacceptable behavior continues, or if the severity of the infraction warrants, the Project Manager will issue a written warning to a worker. The warning will clearly indicate the safety policy or requirement and the necessary step an employee need to take to correct their behavior.
- **Suspension:** Time off without pay based on continued poor behaviors or serious infractions.
- **Termination:** Termination or employment or access to the job site for the inability to adhere to safety or job site requirements.
- **Immediate Termination:** Any employee or worker who commits a serious safety violation or a flagrant or illegal action will be subject to immediate termination of from the project or employment. Examples include:
  - Participating in a fight or instigating a fight during working hours.
  - Insubordination (direct violation of an order).
  - Immoral conduct or indecency.
  - Engaging in sabotage or espionage.
  - Theft or removal from premises, without proper authorization, of any company property or property of another employee.
  - Unauthorized possession or use of firearms, explosives or any other concealed weapons during assigned working hours.



- Possessing, using, selling or distributing alcoholic beverages or illegal drugs on company premises, or in company vehicles, or on project sites during working hours.
- Disregard for fall protection requirements.

## **8. DRUG FREE WORKPLACE PROGRAM**

In order to maintain a safe, healthful and efficient work environment, and to minimize absenteeism and tardiness, all workers under the ATACCON scope of work will be subjected to a drug screening and testing program.

A drug screen will be administered to each new worker to the project prior to project indoctrination training and prior to gaining access into the work environment. If results are not negative, a drug test will need to be performed by an official drug testing facility.

Employees are strictly prohibited from reporting to work having used alcohol or controlled substances. Suspicion and for-cause testing will be performed at the request of their supervisory and/or the Project Manager. Employees who are found to offer illegal drugs for sale or to encourage their use or transfer in any way while on Company property or while on Company business will be immediately terminated.

Employees who become aware of violations of this policy have a duty to report such violations to management. Full compliance with these policies is a condition of employment with this company. Any employee who violated this drug and alcohol-free workplace policy shall be subject to immediate discharge.

## **9. SAFETY RECOGNITION PROGRAM**

Based on safety performance and at the discretion of the Project Manager, personnel and the entire crew will be recognized for their contribution to the overall success of the project. Paid lunches and small gifts will be awarded to encourage worker to continue to work safely.

## **10. RECORDS**

The Project Manager/Safety Coordinator will ensure that all records and documents related to the safety program are properly maintained. This will include material safety data sheets, accident/incident reports, and the OSHA Log and Summary.

The Safety Coordinator will ensure accidents are entered in the OSHA log within 6 days of knowledge of the accident.

Medical records, if required will be kept with the physician administering the service. Requests for documents and records should be submitted to the Safety Coordinator.

## **11. HAZARD COMMUNICATION**

### **A. INTRODUCTION / GENERAL REQUIREMENTS**

It is the policy of the company, that the first consideration in the performance of work shall be the protection of the safety and health of all employees. The company has developed this Hazard Communication Program to ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various hazardous substances used in the company's operations and processes. The following program outlines how we will accomplish this objective.

### **B. SCOPE**

This policy covers all potential workplace exposures involving hazardous substances as defined by federal, state and local regulations.

### **C. HAZARD DETERMINATION**

The company does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers, but have chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

### **D. CONTAINER LABELING**

No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible.

All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.

The label must contain the chemical name of the contents, the appropriate hazard warnings, and the name and address of the manufacturer, and any other information required.

All secondary containers shall be labeled. The information must include details of all chemicals that are in the referenced container.

### **E. MATERIAL SAFETY DATA SHEETS (MSDS)**

Each location must maintain a master MSDS file as well as a department-specific file. These Material Safety Data Sheets are available to all employees, at all times.

The Safety Committee or a designee will be responsible for reviewing all incoming MSDSs for new and significant health/safety information (the company will ensure that any new information is passed on to the employees involved).

The Safety Coordinator or designee will review all incoming MSDSs for completeness. If any MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer or distributor. OSHA is to be notified if the manufacturer or distributor will not supply the MSDS or if it is not received within 30 days from request. Any new information will be passed on to employees involved.

New materials will not be introduced into the work area until a MSDS has been received.

The purchasing department will make it an ongoing part of its function to obtain MSDSs for all new materials when they are first ordered.

The safety coordinator or his or her designee shall coordinate with appropriate departments to make sure all MSDSs are obtained, distributed and communicated.

## **12. ACCIDENTS/INCIDENTS**

Each company employee has the responsibility to immediately report all work-related accidents, property damage, incidents, near misses or illnesses to his/her supervisor. Unsafe acts and conditions observed by any employee should immediately be brought to the attention of the supervisor.

Supervisory personnel are required to document all accidents, incidents, illnesses, unsafe acts and unsafe conditions reported by employees and submit a report to the Project Manager/Safety Coordinator immediately.

Supervisory personnel are required to immediately take the appropriate corrective action that will ensure the prevention of future accidents and/or incidents.

The Project Manager/ Safety Coordinator will ensure that a thorough investigation of the incident/accident is made and that additional corrective action, if required is taken.

In the case of a fatality or hospitalization of any employees the Project Manager/Safety Coordinator will be notified as soon as possible to determine the appropriate notification to the local OSHA Office. The local OSHA or state OSHA program contact will be placed on the emergency notification posting.

## **13. EMERGENCY RESPONSE AND EVACUATION PLAN**

The Emergency Response Plan is developed to take into account probable and possible emergency situations specific to the operations and the location where the ATACCON work is being performed. The plan must align with the General Contractor(s) Emergency Response Plan. This plan will be revised as necessary.

## 14. FIRE PREVENTION

When possible, organic solvents and fuels with low fire hazard shall be used. Users of flammable liquids shall be trained in safe work practices. Material Safety Data Sheets (MSDS) shall assist with the specific training on the safe use of chemicals. The use of flammable materials shall be closely monitored and shall be kept away from all ignition sources. The “No Smoking or Open Flames” posting will be strictly enforced in areas where flammable liquids exist.

Flammable liquids shall be stored in approved storage cabinets or facilities as identified by the Project Manager/Safety Coordinator or the General Contractor. Flammable liquids may be transferred into an approved container after the original manufacturer’s container is opened. Containers are to be kept closed except when transfers are being made. A maximum of a one day supply or a very small (less than one quart) manufacture’s container may be kept in work area at any one time.

Approved fire extinguishers will be present any time a flammable liquid or fire hazard exists. ATACCON fire extinguishers will be inspected monthly by the Project Manager/Safety Coordinator. If workers have not been providing training on safe use of fire extinguishers in the last year, this will be provided.

Employees will only be permitted to fight small fires in the incipient stages providing the local Fire Department is contacted to respond.

## 15. ELECTRICAL

All electrical work, installations and wire capabilities will be in accordance with the pertinent provisions of the National Electrical Code.

It is mandatory that Ground Fault Circuit Interrupters (GFCIs) be used on all 120-V, single phase, 15/20 amp receptacles outlets used for temporary power. All temporary power systems need to be inspected at least monthly. Users of power cords shall inspect them prior to use. All cords will be formally checked periodically, but no less than quarterly. All extension cords with portable electrical tools or appliances shall be 3-pronged and grounded. Flexible electrical cords shall be continuous length and without splices. Plugs will conform to the type and configuration as the local OSHA Construction Standards.

All switches shall be enclosed and grounded. Panel boards shall have provisions for closing and locking the main switch and fuse box compartments. All switches will be label to show the devise or area that the switch supports.

A written Lock-out/Tag-out program for the control of hazardous energy that meets or exceeds the OSHA standards is required to be followed if ATACCON employees are potential exposed to isolated system and need to participate in the program. The General Contractors program can be followed or a written program will need to be developed in cooperation with the GC.

## 16. HAND AND PORTABLE POWER EQUIPMENT

Hand and portable power equipment will be operated in accordance with the manufacture's specifications and instructions. Hand and portable power equipment shall be inspected for damage prior to use. Markings, guards, grounding devices and other safety equipment must be fully functional.

Wrenches with cracked work jaws, screw drivers with broken points, broken handles, hammers with loose heads, dull saws, damaged cords, broken or removed grounding prongs, removed guarding devices are all examples of tools in poor condition and have to be taken out of service or tagged out as dangerous to use.

Screw drivers applied to objects held in the hand, knives pull towards the body, and cutting of the ground pin off the plug are all prohibited. Edges of sharp tools shall be protected when not in use and never carried loosely in a pocket. Tools used overhead or at height shall be tied or areas barricaded below if personnel could be exposed to falling objects.

The following requirements apply to Powder-Activated Tools:

- Powder-actuated tools must meet or exceed the requirements of ANSI A10-3.1977.
- Only trained workers holding a valid Operator's card can use a powder-actuated tool.
- Containers for powder-actuated tools must be lockable and bear the label POWDER-ACTUATED TOOL on the outside. The container must be kept under lock and key storage.
- The following must be provided with each tool:
  - Operating and service manuals.
  - Power load chart.
  - Inspection-Service record.
  - Repair and servicing tools.
- Eye or face protection is required for Operators and assistants.
- Tools must be inspected prior to use. Defective tools must not be used.
- Powder-actuated tools must not be left unattended.
- Powder-actuated tools must be unloaded if work is interrupted. Tools must not be loaded until ready for use.
- On misfire, the tool must be held in place for 30 seconds.
- Misfires shall be placed in a can of water.
- Different power loads must be kept in separate compartments.
- Warning signs must be posted bearing the words: "POWDER-ACTUATED TOOLS IN USE" within 50 feet of the point of use.

## 17. FALL PROTECTION

100% Fall Protection shall be implemented by all trades for all fall exposures of six (6) feet or more. Where a fall hazard exists, efforts must be made to eliminate the hazard; provide protection against the hazard; or establish alternative methods to control/monitor the hazard.

Employers are required to provide training for any Employee who might be exposed to a fall hazard prior to the exposure or upon hiring. Documentation shall be maintained and available for review upon request.

Methods of fall protection include:

- Guardrails and toeboards
- Covers for floor and roof openings, pits, trap-doors, and temporary floor openings.
- Personal Fall Arrest Systems.
- Personal Fall Restraint Systems.
- Positioning Device Systems.
- Safety Nets.
- Scaffold Platforms.
- Roof Warning Lines.

Fall Protection Plans, Controlled Access Zones, Safety Monitor Systems and Controlled Decking Zones require the approval of General Contractor and the Corporate safety Manager

The only allowable type of body restraint system allowed will be a full body harness with a lifeline, and lanyard. Safety belts are not permitted for fall arrest or fall restraint. All personal fall arrest, personal fall restraint and positioning device systems shall be labeled as meeting the requirements contained in ANSI A10.14-1991.

Personal Fall Arrest Systems shall (a) limit the fall distance to a maximum of 6 feet and (b) prohibit the Employee from contacting a lower level or structural element. Where practicable, the anchor end of the lanyard shall be secured at a level not lower than the Employee's waist.

## 18. PERSONAL PROTECTIVE EQUIPMENT

Personal protection requirements for all ATACCON personnel including visitors include:

- ANSI - approved hard hats
- ANSI - approved safety glasses
- Study leather work footwear
- A shirt with 4 inch sleeves
- Hearing protection (as necessary)
- Face shields (as necessary)
- High visibility clothing or safety vests (as necessary)
- Respiratory protection or dust mask (as necessary)
- Glove (as necessary)

The use of splash goggles and welding hoods has not been deemed relevant pieces of PPE for the type of work ATACCON performs. Based on task being performed or the General Contractor's requirements, the Project Manager/Safety Coordinator may adjust jobsite minimum personal protective equipment requirements.

## A. EYE PROTECTION

ANSI approved, standard industrial safety glasses, preferably with side shields/protection, are considered minimum protection at all times during construction activities. Darkened or colored lenses should not be used in areas of low ambient lighting. Workers are required to have clear, clean lens for work in areas of non optimal lighting.

## B. FACE SHIELDS

An approved full-face shield shall be worn when necessary to provide face protection to workers exposed to flying particles, splashes or mists. However, a face shield is not acceptable form of eye protection and thus face shields will need to be worn in conjunction with safety glasses. Face shields shall be worn when cutting metals, pipe, grinding or similar work.

## C. HEAD PROTECTION

ANSI approved head protection include both plastic and fiberglass hard hats that meet ANSI Z89.1 Class I and II only. Metal caps, theme (i.e. cowboy style), or bump caps are not considered approved head protection. All employees at all times will be required to wear hard hats in all construction zones.

To continue to meet ANSI Standards, hard hats **can not**:

- Be drilled into.
- Have the shape altered including the bill or rim.
- Be painted or covered in unapproved decals.
- Have the suspension straps removed or altered.
- Worn in the wrong configuration (backwards)

Hard hats need to be inspected regularly and after any impact incident. Any damage requires the damaged hat to be replaced.

## D. HEARING PROTECTION

Employees will not be exposed to noise levels in excess of the OSHA Occupational Exposure Limits. Employees will be required to wear hearing protection when exposed to noise level in excess of 90 decibel (90dB(A)) for any duration. The two types of recognized hearing protection available for use in reducing noise exposures are earplugs and earmuffs.

In most cases, universally fit earplugs are acceptable hearing protection. Cotton plugs are not acceptable and shall not be used.

If earmuffs are used, special care should be taken to disinfect before transferring to another individual.

## E. FOOT PROTECTION

Leather work boots or sturdy leather work shoe are required to be used at all time in the construction zone. Sneakers (even ANSI-approved), sandals, tennis shoes, high heels, leather sole dress shoes, and thongs are not considered acceptable footwear and are prohibited.

## **F. RESPIRATORY PROTECTION**

If respiratory protection is necessary for any reason including voluntary use, a written respiratory protection plan will be developed under the guidance of the General Contractor.

## **G. HIGH VISIABILITY CLOTHING AND/OR SAFETY VESTS**

The use of types of clothing or safety vests will be dependant on the General Contractor requirements and potential employee's exposures to mobile equipment or automobile traffic.

## **19. SCAFFOLDING**

Scaffolds shall be erected, moved, dismantled or altered only under the supervision and direction of a Competent Person qualified in scaffold erection, moving, dismantling or alteration. The competent person will use all available resource to protect persons exposed to a fall over 6 feet. The competent person will be a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall include the following topics, as applicable:

- the nature of any electrical hazards, fall hazards, and falling object hazards in the work area,
- the correct procedures for dealing with electrical hazards
- the correct procedures for erecting, maintaining, and dismantling the fall protection and falling object protection systems being used
- the proper use of the scaffold, including the proper handling of materials on the scaffold
- the maximum intended load and the load-carrying capacities of the scaffold
- any other pertinent procedures or safety requirements

Handrails, midrails and toeboards are required on all scaffolds over six feet high. A ladder or other acceptable means for access must be provided on all scaffolding.

Wheels must be locked on rolling scaffolds before use. There is no riding of manually propelled scaffolds. All connections, including casters, on rolling scaffolds shall be pinned.

## **20. LADDERS**

Type II (Commercial) and Type III (Household) ladders are prohibited. Broken or defective ladders must be immediately removed from service. Employees must maintain a 3-point contact while climbing ladders. Job-Made ladders shall be constructed in accordance with OSHA provisions.

All types of ladders must be inspected at least daily for:

- cracks, splits, splinters, and decay.
- protruding nails and loose rivets.
- loose, bent or broken braces, tie rods, guide irons, locks, pulleys and strand hooks.
- broken, worn or defective spurs and pads.



## **A. Extension Ladders**

1. Portable ladder feet shall be placed on a substantial base.
2. Straight and extension ladders must be tied off or secured to prevent displacement.
3. Metal ladders must not be used near energized equipment.
4. No more than one Employee is allowed on a ladder.
5. Ladders are not to be used for skids, braces, workbenches, or any other purpose other than climbing.
6. All straight and extension ladders must be equipped with nonskid safety feet.
7. Ladders must extend no less than 36 inches above the landing.
8. Ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

## **B. Step Ladders**

1. Stepladders must be fully open and the spreader set in the open and locked position.
2. Do not climb, stand or sit on the top two rungs.
3. Do not lean a stepladder against a wall in the unopened position.
4. Always ascend and descend facing the ladder.
5. Do not exceed the designated weight capacity.

# **21. HOUSEKEEPING**

All construction materials must be stored in an orderly manner. All exits and access ways must be kept unobstructed. All work areas must be cleaned and free of debris.

Puncture hazards (nails, staples, fasteners, etc.) created by stripped formwork, scrap lumber, pallets, shipping materials, etc. shall be eliminated or controlled by the creating employee. Metal containers with covers must be provided for disposal of oily and paint soaked rags.

All exits shall be maintained. Emergency exits must be available. Panic hardware, where present, must remain unobstructed. Walkways and sidewalks must be kept free of construction materials, debris, dirt, tools and extension cords.

# **22. MOBILE EQUIPMENT**

## **A. HEAVY EQUIPMENT**

- Equipment shall be maintained in good working order and must be inspected each day according to manufactures recommendations.
- Whenever visibility conditions warrant additional light, all vehicles, or combinations of vehicles, in use shall be equipped with at least two headlights and two taillights in operable condition.
- All vehicles, or combination of vehicles, shall have brake lights in operable condition.
- All vehicles shall be equipped with an adequate audible warning device (horn) at the Operator's station.

- All vehicles must have a back-up alarm that is normally audible for a distance of 200 feet.
- All vehicles with cabs shall be equipped with windshields and powered wipers.
- Vehicles operating in areas or conditions that causes fogging or frosting of windshields shall be equipped with operable defogging or defrosting devices.
- Cracked or broken windshields shall be promptly replaced.
- Windshields and mirrors shall be kept clean such that vision is not compromised or obstructed.
- Seat belts with approved proper anchorage points shall be installed in all haulage, earth moving, and material handling heavy equipment.
- Employees shall use seat belts on all motor vehicles.
- Trip handles for tailgates of dump trucks shall be so arranged that, in dumping, the Operator will be in the clear.
- Before starting the motor, the Operator shall check to make sure that all operating controls are in the neutral position.
- At no time shall a piece of equipment be left unattended while the motor is running, especially if the machine is on an inclined surface or on loose material.
- Block or chock wheels when parking on inclines.
- Machines shall be operated at speeds and in a manner consistent with conditions on the project.
- No Employee other than the Operator shall ride on equipment.
- During refueling operations equipment motors shall be turned off. Smoking is prohibited during refueling.
- If possible, equipment shall be driven entirely off the roadway at night.
- Unattended equipment must be left in a secure area not accessible to members of the public or unauthorized third parties. Keys shall be removed from unattended equipment.
- Spotters and/or Flaggers must be used when equipment Operator's view is obstructed whether moving forward or backward.

## **B. POWERED INDUSTRIAL TRUCKS (FORKLIFTS)**

- Only drivers authorized by the Employer and trained in the safe operations of industrial trucks shall be permitted to operate forklifts.

- Operator training and posting of information regarding forklift operations shall be in accordance with applicable OSHA Standards.
- Each operator shall have a card certifying they have been trained in the last 3 years.
- All forklifts and industrial trucks and tractors shall be equipped with an audible back-up alarm which can be normally be clearly heard from a distance of 200 feet
- The rated capacity of all industrial trucks and industrial tractors shall be displayed at all times on the vehicle in such a manner that it is readily visible to the Operator.
- Every industrial truck and tractor shall be equipped with operable brakes, a parking brake, and a horn.
- Seat belts shall be provided on and used on all industrial trucks and tractors.
- No riders shall be permitted on vehicles unless the vehicles are equipped with adequate riding facilities. Employees shall not ride on, or be elevated on the forks of lift trucks.
- Industrial trucks may be used to elevate employees in accordance with applicable OSHA Standards and manufacturer's recommendations using appropriate personnel platforms.
- Employees shall not be allowed to stand, pass, or work under the elevated portion of an industrial truck, loaded or empty.
- Drivers shall check the vehicle at least once per shift. Attention shall be given to tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system (forks, chains, cable and limit switches).
- Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times.
- The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed.
- Grades shall be ascended or descended slowly.
- The forks shall always be carried as low as possible, consistent with safe operation.
- When leaving a vehicle unattended, the power shall be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position.
- Forklifts (Industrial Trucks and Tractors) shall not be loaded in excess of their rated capacity.

### **C. ELEVATING WORK PLATFORMS AND AERIAL DEVICES**

- Only authorized and trained personnel shall operate an aerial device or elevating work platform.
- Boom, basket, platform load limits specified by the manufacturer shall not be exceeded.

- Employees shall not sit or climb on the edge of the basket or platform or use planks, ladders, guardrails or other devices to gain greater height.
- Employees shall not work off of elevated work platforms or aerial devices when exposed to high winds.

### **Aerial Devices**

- An aerial device is any vehicle-mounted or self-propelled device, telescoping extensible or articulating, or both, which is primarily designed to position personnel.
- Belting off to an adjacent pole, structure, or equipment while working from an aerial device is not permitted.
- Lift controls shall be tested in accordance with the manufacturer's recommendations or instructions prior to use to determine that such controls are in safe working condition.
- Aerial baskets or platforms shall not be supported by adjacent structures when workers are on the platform or in the baskets while in an elevated position.
- An Employee, while in an elevated aerial device shall be secured to the identified anchorage point through the use of a full body harness and lanyard for fall protection.

### **Elevating Work Platforms**

- An elevating work platform is a device designed to elevate a platform in a substantially vertical axis. (Vertical Tower, Scissor-Lift)
- The top rail shall be 42 inches high, plus or minus 3 inches, with a midrail at the half-height point. Where the guardrail is less than 39 inches high, an approved personal fall protection system shall be used.
- Powered elevating work platforms shall have both upper and lower control devices. Controls shall be plainly marked as to their function and guarded to prevent accidental operation.
- An emergency stopping device shall be provided at the upper controls of elevating work platforms.
- Ladders or other objects shall not be placed on top of units to gain greater height.



**FORM 1**

**Project Information and Contact Information**

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Safety Coordinator:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Emergency (Fire/Ambulance) Phone :** \_\_\_\_\_

**Medical Treatment (non Emergency)**

**Location :** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**General Contractor:** \_\_\_\_\_

**GC Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Local OSHA Phone Number:** \_\_\_\_\_



**FORM 2**

**SUPERVISOR'S INCIDENT INVESTIGATION REPORT**

**ADMINISTRATIVE INFORMATION**

Supervisor's Name \_\_\_\_\_

Jobsite Location \_\_\_\_\_

Job Name and # \_\_\_\_\_

Date of Incident \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time of the Incident \_\_\_\_\_ am / pm (circle one)

Date Incident Reported \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time Incident Reported \_\_\_\_\_ am / pm (circle one)

**INCIDENT CLASSIFICATION**

- Is this report for an **ACCIDENT** or **NEAR MISS**? (circle one)

**INCIDENT LOCATION/CONDITIONS**

- Did the incident occur on the employer's premises? \_\_\_\_\_
- Name of Location of Incident \_\_\_\_\_
- Address of Location of Incident \_\_\_\_\_
- Identify weather/environmental conditions \_\_\_\_\_

**DESCRIPTION OF THE INCIDENT**

- Describe the events, conditions, and what the employee was doing leading to the incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- How did the incident occur and what were the results (specific injury / illness description):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- List Name (s) injured/ill employee (s) (include Soc Sec. No's.) \_\_\_\_\_  
\_\_\_\_\_
- List Names of other employees involved in the incident \_\_\_\_\_  
\_\_\_\_\_

- List Names of injured/ill non-employees \_\_\_\_\_
- List Names and Phone # of witnesses to the incident \_\_\_\_\_  
\_\_\_\_\_
- List equipment and/or property involved and describe any damage \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PREVENTION**

- What was the cause of the incident? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What corrective action was taken? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SEVERITY**

- Did the occurrence result in a fatality (death)? \_\_\_\_\_
- Was the occurrence a result of an instantaneous event? \_\_\_\_\_
- Describe the specific location and extent of the employee's injury or illness \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Was there a loss of consciousness? \_\_\_\_\_
- Was the employee physically or mentally unable to perform all or any part of their normal assignment during any part of the workday or shift as a result of the job-related injury?  
\_\_\_\_\_
- Was the employee transferred to another job? \_\_\_\_\_

**TREATMENT**

- Was First Aid provided? \_\_\_\_\_
- Describe First Aid provided: \_\_\_\_\_  
\_\_\_\_\_
- Who provided the first aid? \_\_\_\_\_
- Was first aid provided by an employee? \_\_\_\_\_
- Were professional medical services required? \_\_\_\_\_
- Who provided professional medical services? \_\_\_\_\_

Survey completed by: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_





**Form 3**

**WITNESS SURVEY**

**ADMINISTRATIVE INFORMATION**

Jobsite Location: \_\_\_\_\_ Job Name and # \_\_\_\_\_

Name of Injured Employee: \_\_\_\_\_

Date of Incident \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time of the Incident \_\_\_\_\_ am / pm (circle one)

Date Incident Reported \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time Incident Reported \_\_\_\_\_ am / pm (circle one)

Name of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_

Phone Number of Witness: \_\_\_\_\_ Was the witness an employee? \_\_\_\_\_

**INCIDENT LOCATION / CONDITIONS**

Did the incident occur on the employer's premises? \_\_\_\_\_

Name of Location: \_\_\_\_\_

Address of Location: \_\_\_\_\_

Identify weather/environmental conditions: \_\_\_\_\_

**DESCRIPTION OF THE INCIDENT**

Describe the events, conditions, and what the employee was doing leading to the incident:

\_\_\_\_\_  
\_\_\_\_\_

How did the incident occur and what were the results (specific injury / illness description):

\_\_\_\_\_  
\_\_\_\_\_

What were you doing when the incident occurred?

\_\_\_\_\_

What was the injured worker doing when the incident occurred?

\_\_\_\_\_  
\_\_\_\_\_



Describe how this specific injury / illness occurred: \_\_\_\_\_  
\_\_\_\_\_

**WHO AND WHAT WAS INVOLVED**

List other employees involved in the incident: \_\_\_\_\_

List other injured / ill persons (non-employees): \_\_\_\_\_

List other witnesses to the incident: \_\_\_\_\_

List damaged equipment / property and description of damage: \_\_\_\_\_  
\_\_\_\_\_

**SEVERITY / TYPE OF ILLNESS/INJURY**

Was the occurrence a result of an instantaneous event? \_\_\_\_\_

Was there a loss of consciousness? \_\_\_\_\_ Did the occurrence result in a fatality (death)? \_\_\_\_\_

Describe the location and extent of the employees' injury or illness. \_\_\_\_\_  
\_\_\_\_\_

Was the employee physically or mentally unable to perform all or any part of their normal assignment during any part of the workday or shift as a result of the job-related injury? \_\_\_\_\_  
\_\_\_\_\_

**TREATMENT PROVIDED**

Was First Aid provided? \_\_\_\_\_ Who provided the first aid? \_\_\_\_\_

Describe First Aid provided: \_\_\_\_\_

Were professional medical services required? \_\_\_\_\_

Who provided professional medical services? \_\_\_\_\_

**PREVENTION**

What was the cause of the incident? \_\_\_\_\_

What corrective action was taken? \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



## Form 4

# Pre-Job Hazard Analysis CHECKLIST

Use this checklist to evaluate the general condition of the work area before beginning the Job Hazard Analysis. It may assist you in identifying additional hazards.

- Ground or floor free of slipping or tripping hazards
- Work area has adequate lighting.
- Work area free of live electrical hazards.
- Work area free of explosive hazards.
- Tools and equipment in good repair.
- Safe noise levels.
- Is the noise interfering with communication?
- Fire protection equipment available and identified.
- Workers trained in the use of fire protection equipment and procedures.
- Emergency exits marked.
- Written evacuation plan available and workers trained.
- Motorized vehicles pass pre-shift inspections.
- Only authorized employees operated vehicles and equipment.
- Proper use of vehicles and equipment observed.
- Workers trained on the safe use of vehicles and equipment.
- Personal protective equipment being used.
- Employees have no complaints about breathing, headaches, odors, or dizziness.
- Adequate ventilation provided, especially in confined spaces.
- Tests performed in areas of suspected poor air quality.



**Form 5**

**Job Hazard Analysis (JHA) Form**

NAME: \_\_\_\_\_

JOB LOCATION: \_\_\_\_\_

JOB: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

STEPS	HAZARDS	CONTROLS	RECOMMENDATIONS





## Form 7

# General Work Area Checklist

This check list needs to take specific project conditions into account, and refer to OSHA standards for complete and specific standards that may apply to your work situation.

### FIRE

- Fire extinguishers checked, tagged, accessible
- Extinguishers proper for exposure
- Flammable materials properly labeled and stored
- Flammable waste, rubbish removed daily

### ELECTRICAL

- Electrical equipment marked, grounded, guarded
- Portable tools grounded or double insulated
- Extension cords and plugs in good condition
- Ground fault circuit interrupter (GFCI) available
- Damaged equipment and tools tagged and removed from service.

### FIRST-AID

- First-Aid supplies and equipment available
- Personnel trained in CPR / First-Aid available
- Employee emergency medical data card available

### PERSONAL PROTECTION EQUIPMENT

- Respirator, cartridges and pre-filters appropriate for use
- Extra cartridges and pre-filters available
- Respirators and replacement parts available

Safety harnesses and lanyards available



- Hard hats available
- Eye protection available
- Hearing protection available
- Hand protection available
- Eye wash stations available
- Appropriate work shoes worn by employees
- Airline respirators available
- Disposable clothing available (if required)

#### EQUIPMENT

- Air compressor belts and pulleys guarded
- Air compressor's air tank drained daily
- Air compressor's safety relief valves checked weekly
- Air compressor working at recommended psi
- Air tools in good condition
- Ladders and stepladders used properly and are in good condition
- Class A or A1 ladders used with ladder jacks
- Scaffolding (access ladders, planking, all guards installed)
- Meshing in place between the toe board and guardrail
- Aerial lifts are in good working order and used properly

#### HOUSEKEEPING

- Material properly stored; containers checked for leaks
- Solvent soaked rags put into waste container
- All tripping and falling hazards are eliminated
- Walkways and stairs kept clear



- Working area cleared of construction debris

#### EMPLOYEE INFORMATION

- Required OSHA posters available
- Material Safety Data Sheets available
- Hazard Communication Program available

#### REPORTING INFORMATION

- Accident / Incident investigation reports available
- Emergency number poster available

#### GENERAL

- Traffic control available (if needed)
- Adequate ventilation supplied in operation areas
- Proper lighting throughout the job site
- Employees' training completed for work assignments
- Toilet facilities available
- Drinking water and disposable cups available
- Security provided as required