POLICIES and PROCEDURES

<table>
<thead>
<tr>
<th>POLICY STATEMENT:</th>
<th>REVISION:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Safety Policy Statement</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>1.1 Health and Safety Policy Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Non-Discrimination and Equal Opportunity…</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 Sexual Harassment Policy Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4 Drug and Alcohol Policy Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5 Employee Discipline Policy Statement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POLICY:</th>
<th>REVISION:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0 Medical Treatment for Injured Employees</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>2.1 Accident Investigation and Reporting</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.1 Personal Protection Equipment</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.2 Hazardous Communication Program</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.3 Asbestos</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.4 Compressed Gases</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.5 Electrical Safety</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.6 Fitness for Duty</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.7 Confined Space</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.8 In Plant Rail Safety</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.9 Fire Protection and Prevention</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.10 Ladders and Stairways</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.11 Lifting</td>
<td>2</td>
<td>06/24/2014</td>
</tr>
<tr>
<td>3.12 Lead Safety</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.13 Scaffolding</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.14 Fall Protection</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.15 Respiratory Protection</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.16 Lock Out/ Tag Out</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.17 Housekeeping</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.18 Emergency Action Plan</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.19 Arsenic Safety</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.20 Blood Borne Pathogens</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.21 Noise/Hearing</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.22 Compressed Air</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.23 Floor and Roof Openings</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
<tr>
<td>3.24 Hot Work Permits</td>
<td>2</td>
<td>06/26/2014</td>
</tr>
</tbody>
</table>
3.25 Safe Work Permits 2 06/26/2014
3.26 Return to Work 2 06/26/2014
3.27 Hexavalent Chromium 2 06/26/2014
3.28 Benzene Awareness 2 06/26/2014
3.29 H2S Awareness 2 06/26/2014
3.30 Process Safety Management 2 06/26/2014
3.31 Vehicle Safety 2 06/26/2014
3.32 Mobile Equipment 2 06/26/2014
3.33 Rigging Equipment Instructions 2 06/26/2014
3.34 Trenching and Excavation 2 06/26/2014
3.35 Use and Maintenance of Hand Operated Tools 2 06/26/2014
3.36 Gas Hazard Awareness 2 06/26/2014
3.37 Hazard Awareness and Risk Assessment 2 06/26/2014
3.38 Hazardous Waste Operations 2 06/26/2014
3.39 Short Service Employee Policy 2 06/26/2014
3.40 Heat and Cold Stress 0 06/26/2014

EXIBIT:

4.1 Exhibit 1 PPE Matrix
4.2 Exhibit 2 PPE Hazard Review Forms
SAFETY POLICY STATEMENT

Accidents are preventable. They often result in property damage, bodily harm, lost productivity, or death. It is in the interest of our employees, our customers, and Job-Site Safety to take all possible measures to reduce the number of accidents to zero.

It is the policy of Job-Site Safety to provide a safe work place for all employees and to expect safe professional performance from each of them. We will take every reasonable precaution to protect the safety of employees, clients, and visitors from injury. We will provide safety training and education as required to make employees aware of work place hazards and to prepare them to identify and prevent accidents before initial job start and annually thereafter.

Primary responsibility for safety rests with the Corporate Safety Manager whose responsibilities includes, but is not limited to, education, training, and development of accident prevention procedures, accident recording, facility inspection, fire prevention and state and federal code compliance.

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
None

1st Edition, Revision 0
Job-Site Safety,

Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER: 1.1

SAFETY & HEALTH PROGRAM

Safety and Health Goals

Our company goal is to create and maintain a safe and healthy work environment, to reduce injuries to zero, to maintain an EMR of less than 1, and to foster a robust communication network between management and field personnel.

Management Leadership and Employee Involvement

Management will commit the necessary resources of staff, money, and time to ensure that all persons on the worksite are protected from injury and illness hazards. In addition, management will visibly lead in design, implementation, and continuous improvement of the company safety and health activities. Specifically, the highest level management will establish and review annually the site’s safety and health policy and ensure that all employees know, understand and support that policy. All management levels, with input from hourly employees, will develop an annual safety and health goal with objectives and action plans to reach that goal. At the end of each year all management levels, with the input from hourly employees, will evaluate the progress in accomplishing the action plans, achieving all objectives, and meeting the annual goal. This evaluation, which also includes an evaluation of the overall safety and health program, will result in a written report that includes the next year’s objectives, and action plans, including any remaining action needed to accomplish the current year’s goal. Management will ensure that all employees, including themselves, have clearly written safety and health responsibilities included within their job description, with appropriate authority to carry out those responsibilities. Also, management will ensure that all employees, including all levels of management, receive performance evaluations that include a written evaluation of the accomplishment of assigned safety and health responsibilities. Management will ensure that all visitors to the site have knowledge of site hazards and how to protect themselves against those hazards, including emergency alarms and procedures. Management will also ensure that these visitors do not introduce to the site hazards that can be prevented or that are not properly controlled. Management will ensure that at least several avenues for employee involvement in safety and health decisions making and problem solving exist. These avenues may include serving on ad hoc problem solving groups, acting as safety observers, assisting in training other employees, analysis of hazards inherent in site jobs and how to protect against those hazards (writing JHAs) and planning activities to heighten safety and health awareness. Management will encourage employees’ involvement and devise appropriate recognition for outstanding employee participation. All employees have several avenues available for communicating with management concerning health and safety issues including daily logs that are submitted via email, weekly phone calls to the operations
department, and an open door policy with the company president.

Worksite Analyses

All employees who may encounter the controlled hazards have been trained in appropriate job procedures to follow in the presence of these hazards. Management has established change procedures to follow whenever the site experiences changes in equipment, material, or processes, including safety and health consideration in the selection of the change, equipment and process shut down procedures, startup procedures, and phase hazard analysis to ensure employee protection as the change is being made.

Appropriate employees are trained to follow these procedures. Management and employees work together to analyze safety and health hazards inherent in each site job and to find means to eliminate those hazards whenever possible, and otherwise to protect persons against those hazards. These job hazard analyses (JHAs) are revised, as appropriate, such as following a change in the job, the reappearance, or an accident at this job. All employees the various work sites have been trained to recognize hazards and to report any hazard they find to the appropriate person to ensure that the hazard is corrected as soon as possible. In addition to taking immediate action to report a hazard orally and to provide interim protection, if necessary, employees are authorized to stop the work causing the hazard, until a solution has been found and implemented to eliminate or mitigate the hazard. Any near miss, first aid incident, or accident will be investigated. As part of the annual safety and health program evaluation, the company president, vice president, and operations manager will receive all near misses, first aid incidents, and entries on the OSHA 300 log as well as employee reports of hazards, to determine if any pattern exists that can be addressed. The result of this analysis will be considered in setting the goal, objectives, and action plans for the next year.

Hazard Prevention and Control

Management will ensure that the following priority will be followed to protect persons at the work site:

(1) hazards will be eliminated when possible;
(2) barriers will protect persons from hazard, such as machine guards and personal protective equipment (PPE);
(3) exposure to hazards will be controlled through administrative procedures, such as more frequent breaks and job rotation.

Management will ensure that the worksite is cared for properly so that the environment remains safe and healthy.

All employees, including all levels of management, are held accountable for obeying site safety and health rules. The site’s four step disciplinary policy: (1) oral warning, (2) written reprimands; (3) three days away from work; (4) dismissal will be applied by the appropriate level of supervision.
Training

Management believes that employees can only be successful when everyone on the site has received sufficient training to understand what their safety and health responsibilities and opportunities are and how to fulfill them. Therefore, training is a high priority to ensure a safe and healthy workplace. All new employees receive the necessary training and orientation before they begin work and the company has a monthly training program that all employees are required to participate in. The initial training includes in the office training, online training, and on the job training with a mentor. Training records are kept by the personnel manager and are available for employee review, upon request. All employees are encouraged to suggest qualified trainers, including themselves. Management is responsible for ensuring all training given is conducted by qualified persons.

Management roles defined

Company president has the overall responsibility for the success of the health and safety programs and goals and the final review authority for any changes and is the Safety Director for the company with the authority to make changes as necessary for the good of the company and to involve the other members of the company staff as needed.

Company Vice President has the responsibility to ensure that the programs are in compliance with the overall goals of the company and adhered to.

Chief Operating Officer will be the driving force for the implementation of the safety programs, review all programs, recommend changes to programs, and inform the workforce of changes to the programs. COO will solicit and review input from the field and chair any ad hoc committees that are formed for the health and safety programs. COO will monitor the performance of the field personnel and conduct random inspections (with the assistance of the operations manager and designated field managers) of worksites to ensure that the personnel in the field are adhering to company policy. These inspections will be recorded on the I-pad electronic site audit program.

Operations Manager shall assist the COO as needed and be responsible for the same as the COO in his absence.
Field managers are responsible for a group of up to seven field personnel. They shall ensure that those worksites are being monitored according to company policy, that all reporting requirements are met, and for communicating with these personnel on a regular basis.
Job-Site Safety, Ltd

POLICY NUMBER: 1.2
Nondiscrimination Policy

Job-Site Safety, LTD prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, Job-Site Safety, LTD prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person’s protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person’s employment opportunities or benefits has the purpose or effect of unreasonably interfering with the person’s work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Reporting:

Any Job-Site Safety, LTD employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor or Job-Site Safety, LTD’s President or Vice President. Job-Site Safety, LTD will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and Job-Site Safety, LTD will take appropriate action based on the outcome of the investigation.
No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

Equal Employment Opportunity Policy

Job-Site Safety, LTD is an equal opportunity employer and does not lawfully discriminate against employees or applicants for employment on the basis of an individual’s race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, Job-Site Safety, LTD makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact Job-Site Safety, LTD’s President or Vice President.
POLICY NUMBER: 1.3
Sexual Harassment Policy

Job-Site Safety is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When Job-Site Safety determines that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

What Is Sexual Harassment?
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or

2) The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.

Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other employee, or a non-employee who has a business relationship with Job-Site Safety.
Reporting:

Any Job-Site Safety, LTD employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor or Job-Site Safety, LTD’s President or Vice President. Job-Site Safety, LTD will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and Job-Site Safety, LTD will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.
OVERVIEW:

The purpose of the following policy is to establish and maintain a drug free, alcohol free, safe, healthy work environment for all of the employees of Job-Site Safety, LTD and all affiliated companies, hereinafter known as (“The Company”) and to protect its employees, customers, and the public from the dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or alcohol in the workplace. An employee who abuses drugs or alcohol creates a grave risk or serious danger to the safety, security and health of not only himself, but also innocent co-workers, customers and members of the public.

The Company is concerned with the health and safety of all employees and intends, by adopting this policy, to make its policies and objectives known and made applicable to all groups of employees from executives to hourly workers.

PURPOSE:

The Company’s Drug-Free Workplace Program was adopted to ensure, to the greatest extent possible, the we have a work environment free of the negative effects of drug and alcohol abuse. The abuse of drugs and alcohol leads to an increased number of accidents and medical claims. The abuse of drugs and alcohol can also lead to the deterioration of an employee’s health and can interfere with family life. Our goal is to provide help for our employees who have substance abuse problems while at the same time ensuring that our workplace is operating efficiently and safely. We believe that early recognition and treatment are critical to successful rehabilitation and to the minimization of business, personal, family and social disruption. Therefore, we strongly encourage the use of the Drug and Alcohol hotline for employee assistance. Free Addiction Helpline for Drug and Alcohol is 866-925-7411. However, for those employees who refuse to seek assistance or refuse to comply with the Drug-Free Workplace Program, the Company will take appropriate measures to ensure our goal is reached. Finally, we believe it is important that our employees’ personal privacy and dignity be respected while maintaining a safe and productive workplace.

COVERAGE:

The Drug-Free Workplace Policy covers all employees of the Company.
EMPLOYEE ASSISTANCE:

The Company encourages employees to voluntarily seek help. Therefore, the Company’s Drug and Alcohol hotline for employee assistance will help employees with problems related to substance abuse. The hotline, 866-925-7411 provides information on drugs and alcohol, assistance on finding counseling, assessment and/or referral to treatment. All employees have access to the hotline, 24 hours a day and 365 days a year. All calls to the hotlines will be kept confidential and callers can choose to remain anonymous.

Employees who undergo voluntary counseling or treatment and who continue to work are subject to the same job performance and behavior standards as other employees. As is the case of all employees, those seeking voluntary counseling or treatment who fail to meet performance standards will be subject to disciplinary action.

When treatment is necessary, coverage is based on the parameters set forth in the medical benefits plan.

PROHIBITED CONDUCT:

The policy lists thirteen (13) examples of prohibited conduct which include use, possession, manufacture, distribution, sale or being under the influence of illicit drugs on all company property, on company business or during working hours. Other violations include being convicted under any criminal drug or alcohol statute for a violation occurring in the workplace or while conducting company business and failing to notify the Company within five (5) days of the conviction.

Employees taking prescription drugs must do so according to their physician’s direction. In addition, employees must follow manufacturer’s directions when taking over-the-counter drugs. Employees in safety sensitive positions who take prescription drugs must immediately notify a supervisor of the prescription drug use if the use could alter the employee’s physical or mental ability to perform his or her job.

Unauthorized use of alcohol, possession of alcohol or being “under the influence” of alcohol (defined as a blood alcohol content of .04% or higher or shorter base on a client site) on company premises or while on company business, is also prohibited. There are a number of exceptions in the policy to the prohibition of alcohol consumption and storage. However, the exceptions do not permit an employee to be “under the influence” of alcohol under any circumstance. For example:

- Consumption is allowed at a company sponsored function when authorized in advance by the President or Vice President of the Company;
- Consumption is allowed while an employee is attending a professional activity or while conducting business entertainment with non-company personnel;
- Consumption is allowed by an employee who operates a company supplied vehicle, when the employee is authorized to operate the vehicle for personal use, and the employee is not on personal time nor on company business; and
- Employees may store sealed, unopened alcohol containers in their personal vehicles, company supplied vehicles, or vehicles used for company business (excluding company trucks, vans, operating equipment, field vehicles and field equipment) if the containers are not visible and the vehicle is
Finally, refusing to sign the Drug-Free Workplace Policy Acknowledgement Form, the Substance Abuse Testing Consent Form, the Laboratory Chain of Custody Form or the Rehabilitation Agreement, when required, is a violation of policy.

TESTING:

Testing is the only objective way to know with certainty whether an individual has drugs or alcohol in his/her system. For the safety of all our employees, the Company may test for drugs and/or alcohol in the following circumstances:

- During the pre-employment period
- Where there is reasonable suspicion of prohibited drug or alcohol use
- After an accident
- When required by the government
- Follow-up to treatment and/or assessment
- An accident is defined as an unplanned, unexpected and unintended event which occurs on company property, on company business, or during working hours, or which involves company supplied motor vehicles or motor vehicles being used for company purposes and which results in either:
  - A fatality
  - Bodily injury requiring medical treatment away from the scene
  - Or Damage to a motor vehicle or other company property in excess of $1,000.00.

Some types of testing may be restricted or prohibited by state law.

Refusing to consent to or submit to a drug and/or alcohol test when required under this policy is considered a violation and an employee may be subject to discipline up to and including termination.

The Company has adopted procedures that respect employees’ privacy and confidentiality concerns to the greatest extent possible. For example, before a reasonable suspicion test can be requested, a supervisor or manager must document all suspected behavior and confer with a corporate officer.

Whenever possible, the supervisor will discuss the reasonable suspicion referral with the employee in a private location. Further, to ensure testing reliability, the Company has contracted a drug-testing laboratory, which utilizes the most accurate and advanced testing methods available.

Finally, before a positive test result is reported to the Company, the test will be reviewed by an outside Medical Review Officer (MRO) who is a licensed physician. The MRO will contact the employee for further information. If an employee has a legitimate medical explanation for the positive test and the MRO has verified the explanation, the test will be reported as negative to the company.
CONSEQUENCES:

Any violation of the Drug-Free Workplace Policy, even a first offense, may be a basis for disciplinary action, up to and including termination. However, particularly serious violations, such as selling drugs at the Company, will normally result in immediate termination. For new employees or violations other than a positive test, the Company may, in its sole discretion, discipline the employee or, in addition to any disciplinary action, refer the employee to qualified professionals for assessment, counseling and/or referral to a treatment program.

Employees who are referred to treatment by the Company will be required to sign a rehabilitation agreement. Employees must comply with all of the treatment conditions or they may be discharged. Employees are always required to meet the established standards of conduct and job performance while undergoing substance abuse treatment.

INSPECTIONS:

Whenever the Company has reasonable suspicion to believe that an employee may be in possession of alcohol, drugs or drug paraphernalia on all company property (including job sites), the Company may search company property or may request that the employee empty the contents of his/her personal effects or personal vehicle on company property.

CONFIDENTIALITY:

All information concerning drug and/or alcohol testing referrals and testing results, and/or treatment and rehabilitation of an employee will be kept confidential.

IMPORTANT: This policy does not create a binding employment contract.

LISTING OF SAFETY SENSITIVE POSITIONS:

- Safety Professional
- Confined Space Rescue Technician
POLICY NUMBER: 1.5

EMPLOYEE DISCIPLINE POLICY

It is the goal of the Job-Site Safety to fairly and consistently administer employee discipline when needed to ensure appropriate employee behavior.

PURPOSE: This policy sets forth uniform procedures for administering employee discipline.

RESPONSIBILITY:

1. Job-Site Safety shall ensure that the procedure set forth in this policy is followed in a consistent manner.

2. Compliance with this policy is the responsibility of all Job-Site Safety employees.

3. Physical inspections of each work area are conducted at regular intervals by the company President, Vice President, Operations Manager, and/or Assistant Operations Manager.

POLICY:

It is the policy of the Job-Site Safety to establish and maintain a formal system of employee discipline applicable to all Job-Site Safety employees that conforms with the recognized principles of proper personnel management. This policy will ensure that the rules of the work place and accepted standards of employee conduct are adhered to by all Job-Site Safety employees, and discipline, when deemed necessary, is equitably and uniformly administered. This system will apply to all Job-Site Safety employees.

PROCEDURE:

1. Discipline must conform to the following criteria:
A. Management must make a reasonable effort to assure that the work force at large, and each individual employee, is aware of the rules and what criteria constitutes acceptable job performance. All employees will be furnished a copy of work rules, their position classification, a briefing by their supervisor covering job assignments, working hours, break times, appropriate dress, and any other relevant topics particular to the specific job and assigned functions.

B. Management must conduct a thorough, impartial and objective investigation to fully determine all the facts surrounding an incident or issue, and act in a timely manner. The following factors must be specifically addressed:

a) Define the incident or issue in very precise terms.

b) Determine who was involved, if there were any witnesses and how the matter was brought to management’s attention.

c) Indicate the date, time, and exact location of the incident.

2. The employee involved must be provided a meaningful opportunity to present information on the issue or incident. The employee shall be informed of the subject of the interview prior to commencement of the meeting.

3. The form of discipline to administer must be based upon the following considerations:

a) The disciplinary action must be appropriate to the offense (i.e., it must not be excessive).

b) Discipline must be applied consistently, throughout the organization.

C. It is an accepted principle of management that discipline will normally be administered in progressive stages in order to be reasonable and equitable. This sequence of discipline generally involves written warning, suspension without pay, and dismissal.

1. Written Warning: This is a formal written warning given to employees who are involved in a moderately serious incident that is not of sufficient magnitude to warrant a dismissal. The written warning will specifically outline the incident or offense, date, time, place, witnesses, and will include a warning that any further violations of rules will result in either a suspension or
dismissal. The employee shall be requested to acknowledge receipt of the written warning by signature. A copy will be presented to the employee and the original will be for inclusion in the employee’s personnel file.

2. Suspension: A suspension without pay is more serious than a written warning. An employee will be suspended one to five days when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written warning is in effect. An employee's suspension will be documented and, regardless of the length of the suspension issued, will remain in effect for one (1) year.

3. Dismissal: This is the involuntary employment termination of an employee who fails to respond to lesser disciplinary actions and warnings, fails to perform up to reasonable job standards, or who commits a major infraction of work rules (e.g., theft, assault, dishonesty, fighting, intentional falsification of official records, possession or being under the influence of prohibited narcotics or alcohol during duty hours, gross negligence or gross insubordination -- this is not an all-inclusive list). A full written report of the incident must have been completed before dismissing an employee. The employee must be presented with a letter, which states the incident, date, and location. The exit interview form is to be completed during the conference and the employee will receive a copy along with their final pay.
POLICY NUMBER
2.0

SUBJECT: Medical Treatment for Injured Employees

SCOPE: The scope of this policy establishes reporting procedures, first aid treatment and emergency medical treatment guidelines to be followed by all Job-Site Safety employees and includes all general responsibilities and accountabilities.

PURPOSE: To obtain prompt first aid or medical treatment in an emergency or non-emergency situation and to notify appropriate personnel.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall be primarily responsible for obtaining first aid or medical treatment for all employees under their direct supervision.

At the completion of a field job, the Operations Manager shall be responsible to organize and file all medical records, of employees who have been injured, in the completed job file.

The Corporate President/Vice President is responsible for review and approval of any changes to this document.

Method:

This section outlines the steps that should be taken to ensure prompt and consistent medical attention for injured employees.

1) General Requirements

   1.1 All injuries, illnesses and near misses must be reported to the lead safety/lead rescue person or designee IMMEDIATELY. No matter how minor the injury is perceived to be.

   1.2 The company will provide emergency first aid services at every job site.

   1.3 Employees are required to obtain first aid for all injuries and illnesses on the job site. Specific provisions and procedures will vary according to job site conditions and location.
1.4 Job-Site Safety Inc. shall provide medical treatment for emergency care and follow up treatment at a hospital or medical facility convenient to each job site.

1.4.1 In the event of unconsciousness or serious injury, or an apparent life-threatening situation, the victim is to be immediately transported by ambulance to the hospital.

1.4.2 If in the opinion of the Manager/Superintendent and/or the Safety representative, the injured employee requires medical care, or if the employee so requests, the employee is to be transported to the appropriate clinic or hospital, and returned to the job site upon completion of treatment.

1.5 All injured employees who receive off-site medical treatment, regardless of how minor the injury is perceived to be, shall be administered a 10-panel drug and a breath alcohol test prior to leaving the medical facility. Failure to submit to either or both of the above mentioned post-accident testing will be considered to be a positive test and the employee will be subject to termination for failure to comply with Policy 7.6, Fitness For Duty, of this manual.

1.6 The job site Superintendent/Manager or Safety Representative shall transport all Job-Site Safety employees, requiring INITIAL off-site medical treatment or evaluation for an occupational injury/illness. On all follow-up treatments or evaluations, the employees will be responsible for providing their own transportation.

1.7 On a non-work related personal injury or illness, Job-Site Safety will provide transportation relative to the “Good Samaritan” code. Any expense associated with the treatment or transpiration, such as emergency room, medication, ambulance, taxi etc., will be the employee’s responsibility.

1.8 When an injury or illness involves a sub-contractor, the sub-contractor is required to provide the needed first aid and proof of post-accident drug and breath alcohol testing.

1.9 All Job-Site Safety job sites are required to have a readily available fully stocked First Aid Kit, including flushing or drenching agents used for the quick flushing of eyes or body, available for basic employee first aid. At a minimum, first aid kits will consists of the following:

- Adhesive strips and tape
- Triangular bandages
- Gauze pads and bandages
- Wound dressing pack w/lace gloves
- Eye flush and dressing pack
Job-Site Safety,

- Eyes pads
- Aspirin tablets
- Cold packs
- Antiseptic wipes
- First aid and burn cream
- Tweezers
- Scissors
- Ace bandage

1.10 The First Aid Kits shall be checked weekly and filled by the job’s lead safety/lead rescue person or designated employee when deemed appropriate.

1.11 The First Aid Kits shall be stored in a weather proof container with individual sealed packages of each type of item.

1.12 Eye wash and shower station shall be provided within the work area where the eyes or body of any employee may be exposed to injurious corrosive materials provided the facility has none in place.

1.13 Job sites shall have posted the names, addresses, directions, and phone numbers of Doctors, Hospitals, and Ambulance in the area in the event of an emergency.

2) Medical Responsibilities:

2.1 The job site lead safety/lead rescue person shall be trained in First Aid and CPR and shall administer initial “on scene” first aid treatment, when required. A valid certificate in first aid training must be obtained from the American Red Cross, or equivalent training that can be verified by documentary evidence.

2.2 The job site lead safety/lead rescue person, Safety Representative, or designee shall arrange the mode of transportation on all life threatening injuries to the nearest Hospital and contact the Corporate Operations Manager immediately.

2.3 The job site lead safety/lead rescue person, Safety Representative, or designee is required to provide or arrange transportation on all non-life threatening injuries to the nearest Hospital and contact the safety Department within 2 hours.

2.4 In the event that an exact protocol is not clearly indicated, the Corporate Operations Manager is available 24 hours via cell phone:

(219) 299-4266

2.5 In the event that an injury requires hospitalization, the job site Superintendent/Manager or Safety Representative shall notify the following personnel:
2.6 When an employee refuses medical treatment or evaluation, the Corporate Operations Manager and President/Vice President shall determine what action will be taken.

2.7 When an employee receives off-site medical treatment or evaluation, other than the initial visit, the employee will be required to obtain a return to work form in accordance with Policy 3.26, Section 1 (Return-to-Work Policy).

2.8 The lead safety/lead rescue person or Safety Representative shall direct the employee to return to normal duties, or if appropriate, will determine what restricted job duty the employee can perform.

2.9 If there is no better alternative available, emergency first aid and medical care are to be made available to any non-Job Site Safety employee on the job site, regardless of questionable legal responsibility. If the injured person is referred to a doctor, clinic, hospital or other medical service, the provider of that service is to be informed that the referral is for necessary medical service and no further obligation is assumed.

2.10 Accidents on the job site, which result in injury to non-Job-Site Safety employees, are to be immediately investigated as indicated in Policy 6, Section 1 of this manual.

2.10.1 The investigation is to determine the person’s identity, their purpose for being on the job site, the exact location of the incident, the date, time, weather conditions, the cause, and all complaints of injuries. All witnesses shall be identified and statements taken.

2.11 Due to the special hazards associated with blood borne pathogens, Job-Site Safety employees are not to treat any person, whether an employee or not, who has a bleeding wound. All cases in which a person has a bleeding wound should be referred to paramedics or other trained specialist. Risks related to blood borne pathogens include Hepatitis B and HIV viruses.

3) Follow-up Care:

3.1 Subsequent visits by an employee to a clinic or hospital for continued treatment and/or therapy are to be scheduled during off duty hours, if local conditions and contract provisions permit. If not practical, the employee must be permitted to leave the job site on his own time, must sign out and sign in upon return. The company is not required to provide transportation for repeat visits.
3.2 The nature of follow-up treatment should be reported to the Corporate Operations Manager on Exhibit 6.2, (Accident Investigation Report) to assist in determining the OSHA classification of the accident.

3.3 If an employee elects to have the follow up treatment performed by their personal physician they must be permitted to do so, however, this treatment will be during off duty hours and the employee will be required to furnish his/her own transportation.

4) Safety Department Responsibilities:
   4.1 The safety department is available to assist in all aspects of the accident investigation and act as a liaison between Superintendent/Manager and Physician.
   4.2 Compile necessary information in order to determine the severity of the injury in terms of a First Aid, OSHA recordable or Lost Time Injury and make appropriate documentation in the OSHA 300 log.

Approved By:

Stephen P. Arndt
President

Review Interval:
   Annually or as needed

References:
   29 Code of Federal Regulations, Subpart K, Medical services and first aid, 1910.151
POLICY NUMBER
2.1

SUBJECT: Accident Investigation and Reporting

SCOPE: The scope of this policy statement shall include all general responsibilities and accountabilities.

PURPOSE: To establish minimum requirements with regards to Accident Investigation and Reporting. Effective accident reporting and investigation of incidents, both injuries and/or near miss incidents is the key in determining the root cause and corrective actions needed to prevent incident recurrence.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job lead safety/lead rescue person shall be primarily responsible for performing all accident reporting and investigation.

At the completion of a field job, the Operations Manager shall be responsible to organize and file all accident reports and investigations in the completed job file.

The Corporate President/Vice President is responsible for review and approval any changes to this document.

Operations manager shall share lessons learned from accidents and incidents with entire workforce.

Method:

This section defines accident investigation, reporting, and recording requirements and methods, which shall be developed by the Operations Manager to ensure that the all incidents and near misses are reported, investigated, recorded in a timely and consistent manner, regardless if there is personal injury or property damage.

These requirements assure compliance with Federal, State, and Local Laws, contracts provisions and insurance policy requirements.
Incidents investigated shall be conducted in sufficient detail to determine the root cause of the incident and any other contributing factors.

1) Accident Reporting:

1.1 When an accident occurs, the lead safety/lead rescue person or Safety Representative shall begin the following necessary actions:

1.1.1 Notify the Corporate Operations Manager by phone as soon as reasonably possible.

1.1.2 In the event of a fatal or serious incident where three (3) or more employees are hospitalized, OSHA must be notified within eight (8) hours of the incident.

1.2 Completion and appropriate distribution of the Accident Report form (Exhibit 6.1) is the responsibility of the lead safety/lead rescue person:

1.2.1 Accident Report form shall be completed on all incident.

1.2.2 A copy forwarded to the Operations Manager within (24) hours of the incident. The original retained at the job site.

1.2.3 The Operations Manager shall notify Job-Site Safety Workers Compensation Carrier of the incident regardless of compensability.

2) Investigation:

2.1 Although not all incidents require formal reports, all incidents should be investigated and analyzed to determine root cause and corrective action.

2.2 Investigations of all accidents shall begin within two (2) hours of the time of injury and should include the following:

2.2.1 Review the assigned work task and associated procedures.
   • Adequacy
   • Safe guards
   • Permits

2.2.2 Collect and review the completed, job specific “Safe Work Permit” for the following:
   • Completeness and accuracy
   • Identified hazards
Job-Site Safety,

- Hazards not identified

2.2.3 Review the task communications for comprehension:

- Worker (s)
- Adjacent worker (s)

2.2.4 Review worker competence:

- Training
- Craft knowledge

2.2.5 Review work area:

- Housekeeping
- Clutter
- Congested

2.2.6 Upon the occurrence of a serious incident:

- Secure area to prevent tampering
- Obtain any witness statements
- Photograph the scene, if possible
- Take any necessary measurements
- Notify the Operations Manager

2.2.7 After all facts have been obtained, they should be analyzed to determine the root cause, contributing factor(s), and the appropriate corrective action needed to prevent further similar type incidents.

2.2.8 Completion and appropriate distribution of the Accident Investigation Repo(Exhibit 6.2) is the responsibility of the lead safety/lead rescue person:

- Accident Investigation form shall be completed on all incidents.
- Accident Investigations should begin within a couple of hours, but no more than twenty-four (24) hours of the incident.
- The original forwarded to the Operations Department within (24) hours of the incident. The Operations Department will distribute accordingly.

2.2.9 The Operations Department shall assist in any incident investigations, which involve an OSHA recordable injury.

3) Reporting and Recording:

Policy 2.1, Rev #1

Safety Manual

Page 3 of 6
3.1 Reporting and recording of all injuries are crucial in determining trends and establishing corrective actions to prevent recurrence. For this reason, it is imperative that all incidents be reported and investigated.

3.2 Responsibilities include:

3.2.1 Employee is responsible to report all incidents to the lead safety/lead rescue person or site Safety Representative immediately.
3.2.2 The lead safety/lead rescue person or Site Safety Representative is responsible to report the incident to the Corporate Operations Department.
3.2.3 The Corporate Operations Manager is responsible for recording all OSHA recordable injuries.
3.2.4 Employees, Superintendents, Managers, and the Safety Department are responsible to investigate all incidents.
3.2.5 Corporate Operations Department is responsible for incident analysis.
3.2.6 Records concerning incidents shall be maintained by the Corporate Operations Department and made available to OSHA, when necessary.

4) Next of Kin Notification:

4.1 Next of kin notification shall be coordinated through the Corporate Safety Department.

4.2 Next of kin notification shall be made in person by a member of the management staff. If, in the event the employee’s next of kin resides out of town or state, such notification should be coordinated through the local law enforcement organization.

5) Public Statement/Press Release:

5.1 Public Statement/Press Release and the release of any information pertaining to any incident, safety and health, insurance investigation, or other area of operations, to any individual, to the media, or to any other organization shall not be permitted without the expressed authorization of the President of Job-Site Safety.

5.2 Media personnel are not to be permitted on to a job site without the expressed authorization of the President of Job-Site Safety and the Client/Owner.

5.3 All requests for information are to be referred to the office of the President of Job-Site Safety.

5.4 All requests for statements, documents, records, and/or other information, made by our insurance carriers, attorneys, or investigators acting on their behalf, are to be referred to the
Corporate Operations Manager. Similar requests by attorneys and/or insurers representing the interests of others are to be referred to the appropriate attorney or insurer representing Job-Site Safety.

6) Damage to Property

6.1 Damage to property shall be investigated, recorded, and reported using the Insurance Carrier’s Public form.

6.1.1 Damage control procedures shall be initiated to secure the involved property and prevent further damage, when such action can be taken without endangering personnel.

6.1.2 Salvage operations shall be conducted to minimize the loss.

6.1.3 Job-Site Safety does not permit disposal of material/equipment without prior authorization.

Approved By:

[Signature]

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
29 Code of Federal Regulations, Subpart D, Accident Investigation, 1960.29
POLICY NUMBER
3.1

SUBJECT: Personal Protective Equipment (PPE)

SCOPE: This safety standard establishes safety guidelines for eye, head, and hand protection, clothing, and footwear. These guidelines apply to the employees of Job-Site Safety.

All employees, sub-contractors, service representatives, vendors, and visitors are responsible for observing the personal protective equipment guidelines described below.

PURPOSE: The purpose of this program is to establish minimum safety guidelines for all Job-Safety personnel performing work.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors comply with all PPE requirements.

All required PPE should be used and maintained in a sanitary and reliable condition.

The Corporate President/Vice President is responsible for reviewing and approval of any changes to this document.

PLAN:

1) General:

1.1 All personnel working for Job-Site Safety are required to wear company provided PPE or if employee chooses to wear personally purchased PPE, it must be inspected and approved by the President/Vice President or Operations Manager.

1.1.1 All respiratory equipment will be provided to all affected employees at no cost.
1.2 All job tasks shall have a PPE hazard assessment completed. The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE and contain the certifiers name, signature, date and identification of assessment documents.

1.3 Defective or damaged PPE shall not be used.

2) Apparel:

2.1. Persons who work for Job-Site Safety must wear appropriate clothing that minimizes the potential for injury due to body exposure and work conditions. The following protective clothing shall be worn as a minimum:

- Shirt with long sleeves, unless short sleeves are authorized for a specific location and job
- Pants that cover the entire leg
- No oil soaked clothing
- Steel or composite toe boot
- Hard hat
- Be aware of clothing that fits loosely
- Be aware of rings, watches, etc. which may get caught

2.1.1 Cotton is the best all-around material to wear. Synthetic materials are prohibited because they melt easily, and some may burn rapidly when exposed to minor flames.

2.1.2 Only clothing in good repair should be worn. Frayed or tattered clothing can be a hazard to the employee.

2.2 Special Clothing

2.2.1 When required, special protective clothing (i.e., fire retardant clothing, rubber suits) shall be worn to protect employees from the following hazards:

<table>
<thead>
<tr>
<th>Corrosives</th>
<th>Heat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irritants</td>
<td>Toxics</td>
</tr>
<tr>
<td>Fire</td>
<td>Sensitizers</td>
</tr>
</tbody>
</table>
2.2.2 Job tasks not covered by this policy shall be evaluated in accordance with Exhibit 2, (Personal Protective Equipment Hazard Review Forms), and the employee provided the appropriate clothing for the hazard.

2.2.3 When fire retardant clothing (FRC) is required, it must be worn with long sleeves buttoned at the wrist, pant leg cuffs worn over the ankles, and front closures buttoned or zipped next to the upper most button.

2.2.4 Job-Site Safety will provide each rescue tech a pair of FRC coveralls that are required to be worn on site as part of the employee uniform. JSS will supply each Safety Professional with two pairs of FRC pants and three FRC shirts. The shirts are required to be worn at all time while on the job as part of the employee uniform. The FRC pants will be worn at facilities that require them. If FRC pants are not required by the facility that we are working at, the employee must wear blue jeans that are clean and free from rips and tears.

2.2.5 Sub-contractors are responsible for supplying FRC to its employees, when required.

2.3 Training

2.3.1 Employees shall be educated in the clothing requirements of the project during the initial orientation.

3) Footwear:

3.1 Basic Foot Protection

3.1.1 Steel toe boots are required as a minimum for acceptable footwear. If metatarsals are required, JSS will provide metatarsal boots, metatarsal covers, or the employee may purchase the boots and receive reimbursement. The reimbursement will occur after three months of employment and the purchase must be made from the list of metatarsals located at the home office. All requested reimbursements must be accompanied by a dated receipt. JSS will provide any other special required footwear (i.e. rubber boots).

3.2 Special Purpose Footwear

3.2.1 When required, special purpose footwear (i.e., rubber boots) shall be selected to provide maximum protection to the employee.
3.2.2 Whenever employees are exposed to atmospheres where there may be possible exposure to corrosives or irritant chemicals, assurance shall be made that employees are wearing the appropriate special purpose footwear.

3.3 Inspection
3.3.1 All foot protection shall be inspected to ensure it is in good repair, free of rips, tears, or holes.

4) Hearing Protection:

4.1 Hearing protection must be worn by employees working in designated high noise areas, operating tools or equipment, or working near tools or equipment where time weighted averages (TWA’s) are above the permissible limit. When engineering controls cannot reduce noise levels or exposure times below the levels prescribed by OSHA, ear protective devices shall be provided and used.

4.1.1 Employees shall not be exposed to more than an average of 90 db over an 8-hour period and hearing protection is required when noise levels exceed 85 db.

4.1.2 Plain cotton is not an acceptable protective device.

4.2 The Operations Manager is responsible for ensuring that employees upon hire are educated and comply with the requirements for hearing protection and shall:

4.2.1 Inform employees of the areas where hearing protection is required on the project and what type of protection is needed.

4.2.2 Provide training and education with regards to hearing protection and the effects of noise.

4.2.3 Enforce the use of hearing protection in posted areas.

5) Eye Protection:

5.1 Persons must wear safety glasses with side shields with ANSI Z 87.1 stamped on the frame.

5.1.1 Exceptions to this requirement are:
Job-Site Safety

- Inside office building if not performing maintenance, construction, or repairs and lunchrooms.
- While traveling on roadways between plant entry gates and work areas at beginning and end of work unless required by owner or general.
- While walking to and from vehicles in the parking lots of plant buildings unless required by owner or general.
- While riding inside vehicles having a solid roof.

5.1.2 Job-Site Safety will furnish non-prescription safety glasses with permanent side shields for all employees, both full time and transient.

5.1.3 Job-Site Safety will furnish prescription safety glasses with permanent side shields to all regular full-time personnel who wear corrective lenses.

5.1.4 Only safety glasses with clear or amber lenses shall be worn, while working indoors.

5.1.5 Implementation of Section 2 – SOP # A-001, Prescription Safety Glasses, will be the responsibility of the Operations Manager or Safety assistant.

5.1.6 Job-Site Safety will furnish safety glasses to visitors and vendors who do not have ANSI Z 87.1 approved safety glasses with side shields.

5.1.7 Due to their electrical conductivity, persons performing instrument and electrical work may not wear metal frame glasses.

5.1.8 Since safety glasses only offer the minimum level of eye protection, goggles, face shields or other special eye protection shall be worn in conjunction with safety glasses during certain activities, such as grinding, cutting, and welding, or exposure to chemical splashes, sprays, mists, or vapors and flying particles, dusts or fibers is likely.

5.1.9 Goggle or face shields must be worn as minimum level or eye protection when opening process equipment.

5.2 Impact-Type Goggles

5.2.1 Approved impact-type goggles shall be provided to ensure greater eye protection from flying particles. Tasks which may dictate the need for such eyewear include:
Job-Site Safety,

<table>
<thead>
<tr>
<th>Chipping</th>
<th>Power Sawing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scraping</td>
<td>Hammering</td>
</tr>
<tr>
<td>Buffing</td>
<td>Grinding</td>
</tr>
<tr>
<td>Blowing</td>
<td>Pneumatic Tool Use</td>
</tr>
</tbody>
</table>

5.2.2 Goggles should not be worn in conjunction with basic eye protection because a good seal cannot be obtained, but they may be worn in conjunction with a face shield.

5.3 Chemical (Splash-Proof) Goggles

5.3.1 Approved chemical goggles shall be provided to ensure eye protection from hazards associated with handling of irritant chemicals.

5.3.2 Irritant chemical operations may include hazards from:

- Irritant Dust
- Irritant Mist/Sprays
- Irritant Splashes
- Working with melted metal or tar

5.3.3 The manager/Superintendent or Site-Safety Representative along with hazard communication MSDS information can provide specific use information.

5.3.4 Chemical goggles shall not be worn in conjunction with basic eye protection because a good seal cannot be obtained, but they may be worn in conjunction with a face shield for certain operations.

5.4 Burning Goggles

5.4.1 Approved burning goggles shall be worn to provide employee protection from ultra-violet radiation (a number 6 shade of lens is considered adequate for burning).

5.4.2 Burning goggles shall be worn when an oxy-gas torch is used for cutting or burning.

5.5 Face Shields

5.5.1 An approved face shield shall be worn to provide face protection to the employee from flying particles, splashes, or mist.
5.5.2 Face shields only provide protection to the eyes and face from direct impact objects, and additional eye protection must be worn in conjunction with a face shield.

5.5.3 Tasks which may dictate the use of a face shield include:

<table>
<thead>
<tr>
<th>Chipping</th>
<th>Power Sawing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scrapping</td>
<td>Grinding</td>
</tr>
<tr>
<td>Blowing</td>
<td>Pneumatic Tool Use</td>
</tr>
<tr>
<td>Hot Tar Work</td>
<td>Pouring of Irritants</td>
</tr>
<tr>
<td>Liquid Metal Work</td>
<td>Routing</td>
</tr>
</tbody>
</table>

5.6 Welding Hood

5.6.1 A welding hood with a filtered lens of Number 10 shade or darker shall be used to provide protection from ultra-violet rays produced during electric arc welding.

5.6.2 Approved safety glasses with side shields and hard hats shall be worn in conjunction with the welding hood to ensure protection from hot slag when then hood is raised and there is overhead work being performed.

5.6.3 A welding hood with a “flip-up” window and secondary clear lens, marked with Z 87.1 shall be considered to provide greater protection to the welder.

5.7 Inspection

5.7.1 The wearer to ensure adequacy of equipment, shall inspect all aspects of the eye protection for worn or damaged parts.

5.8 Training

5.8.1 All employees shall be educated in the eye protection requirements of this section and specifics dictated by the project.

6) Hand Protection

6.1 Appropriate gloves must be worn when persons work with materials or equipment that present the potential for hand injury due to sharp edges, corrosive, flammable and irritating materials, extreme temperatures, splinters, etc. Many job procedures specify that certain types of gloves must be worn. This section of the safety standard presents general guidelines for wearing gloves
6.2 Leather gloves should be worn when working with materials or equipment that have sharp edges that can cut or puncture the skin and when hand contact with moderately heated or cooled equipment is not desired. Leather gloves should not be used when hand contact could occur while handling corrosive and irritating liquids, such as acids, caustic and hydrocarbons. Heavily soiled leather gloves should be discarded to avoid skin irritation.

6.3 Appropriate chemical resistant gloves (rubber or vinyl) should be worn when handling corrosive and irritating materials, such as acids, caustics and hydrocarbons.

6.4 Insulated gloves should be worn when handling equipment or materials, at extremely low or high temperatures, which could cause thermal burns if contact with the hands occurs.

6.5 Cut resistant gloves should be worn when handling extremely sharp instruments or equipment, which could cause severe lacerations if hand contact would occur.

6.6 In general, cloth gloves may be worn to keep hands from getting dirty when handling harmless substances, such as dirt, dust, etc. However, cloth gloves should not be worn when working on rotating equipment or machinery.

6.7 When protective hand wear is required for the job you perform make sure:

- That the gloves you use fit well;
- Are comfortable to wear; and
- Are designed to guard against the particular hand hazards you face.

6.8 Training

6.8.1 Employees shall be educated in the proper use and requirements of this section and specifics dictated by the project including basic inspection practices.

7) Head Protection

7.1 Hard hats shall be worn at all times on the project and shall be worn with the BRIM FORWARD.

7.2 When welding, welders may wear their hard hats with the brim facing backward, provided the suspension is worn with the nape strap at the rear of the employee’s head.

7.3 Only hardhats meeting the following specifications:

- ANSI Code Z 89.1
- Hard hats must not be altered in any way that will affect the integrity of the hard hat. (i.e. drilling holes in the hard hat etc.)
7.4 Exceptions to this requirement are:

7.4.1 Inside office buildings/trailers and the tool room.

7.4.2 While traveling on plant roadways between the Owners entry gates and work areas at the beginning and end of work unless required by owner or general.

7.4.3 While walking to and from vehicles inside the Owners parking lots or riding inside vehicles having a solid roof unless required by owner.

7.4.4 When wearing other personal protective equipment which prevents the use of a hard hat.

7.5 Job-Site Safety will furnish hard hats/bump caps to employees who are required to perform work. The procedure for obtaining hard hats/bump caps is spelled out in SOP# A-002 (Obtaining Hard Hats) of this policy.

7.6 Employees are required to wear the head protection provided by Job-Site Safety.

7.7 Inspection

7.7.1 Hardhats shall be inspected regularly by the individual worker to ensure the head protection is in a safe condition.

7.7.2 Operations Manager shall ensure the hardhats worn by their employees are approved and meet the guidelines within this policy.

7.7.3 Hardhats returning from field jobs, for possible future use shall be inspected as per section 4, SOP# I-001 (Hard Hat Inspection Criteria) by the Operations Manager.

7.7.4 All defective or damaged equipment shall not be used.

7.8 Training

7.8.1 Employees shall be educated in the requirements of this section and specifics dictated by the project including basic inspection practices.

8) Fall Protection

8.1 Fall protection requirements are given in Policy 7.15 of the Job-Site Safety Corporate Safety Manual.
9) Training

9.1 The Operations Manager/Safety Professional shall train all employees in the proper use of PPE. All required training shall be documented.

9.2 Training records shall be forwarded to the Operations Manager and the originals kept in the training file.

9.3 In addition, this training shall include:
   - Proper fit and/or replacement or adjustment
   - Proper donning and doffing of PPE
   - Cleaning
   - Inspection
   - Maintenance

Approved By:

Stephen P. Arndt
President

Review Interval:
   Annually or as need arises

References:
   29 Code of Federal Regulations, Subpart I, General requirements, 1910.132

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 24, 2014
POLICY NUMBER
3.2

SUBJECT: Hazard Communication Program

SCOPE: This Hazard Communication Program (HAZCOM) outlines how the Job-Site Safety meets the requirements of the OSHA Hazard Communication Standard. The written program includes provisions for hazard determination, employee information, training, safety data sheets (SDS’s), container labeling, how this program applies to sub-contractors, and compliance with local and state regulatory agencies and statutes. This standard does not apply to hazardous waste regulated by the EPA.

PURPOSE: OSHA has issued a regulation to help reduce the incidence of chemical source illnesses and injuries through labels, warning, SDS’s and training. The regulation is called the Hazard Communication Standard or Right to Know Law.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site. The lead safety person shall be responsible to ensure that there is a written hazard communication program on all job sites.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors compliance with the Job-Site Safety Program and shall abide by the customer requirements to have a written hazcom program onsite.

The Chief Operating Officer is responsible for the administration of the Hazcom program.

The Operations manager shall be responsible for the training of all company personnel.

The President/Vice President is responsible for reviewing any changes and approval to this document.

DEFINITION:
• **Chemical:** any element, chemical compound, or mixtures or elements and/or compounds.

• **Chemical name:** means the scientific designation or a chemical.

• **Common name:** means any designation or identification such as a code name, brand name, trade name, or generic name used to identify a chemical by other than its chemical name.

• **Container:** means any bag, barrel, bottle, can, cylinder, drum, reaction vessel, storage tank, or any other container that contains a hazardous chemical.

• **Employee:** means a worker who may be exposed to hazardous chemicals under normal operation conditions or in foreseeable emergencies. Workers such as office workers who encounter hazardous chemicals only in non-routine isolated instances are not covered.

• **Exposure:** means that an employee is subjected to a hazardous chemical in the course of employment.

• **Hazardous Chemical:** Those substances determined to be hazardous in accordance with the OSHA Hazard Communication Standard.

• **Health hazard:** means a chemical for which there is statistically significant evidence based on at least one study conducted that acute or chronic health effects may occur in exposed employees.

• **Health Hazards** are:
  - Carcinogens (cancer-causers)
  - Toxic Agents
  - Reproductive Toxins
  - Irritants
  - Corrosives
  - Sensitizers

• **Physical Hazards** are:
  - Flammable Liquids/Solids
  - Combustible Liquids
  - Compressed Gases
  - Explosives
  - Pyrophoric
  - Reactives

1) **Hazard Determination**

1.1 Purchased Products

The manufacturer will perform hazard determination for products purchased by Job-Site Safety, and this information will be communicated through the SDS provided by the manufacturer or supplier.
2) Employee Information and Training

2.1 General

Training may include, but is not limited to, classroom instructions, the use of videotapes, reviewing materials pertaining to chemical safety.

Employees will be trained on knowing certain gas characteristics, health effects and proper use of personal protection equipment.

2.2 New Employees

Affected employees new to Job-Site Safety will receive hazard communication training during their initial orientation prior to the employee’s job assignment. Orientation will include a review of:

2.2.1 OSHA Hazard Communication Standard Requirements

2.2.2 Availability of the Job-Site Safety written Hazard Communication Program, the Hazard Communication/MSDS Manuals, the SDS’s and the alphabetical Chemical/MSDS Index.

2.2.3 How to read and utilize the information contained on the SDS’s, including fire and explosion data, health and reactivity data, spill and leak procedures, and special protection and precautionary information.

2.2.4 The categories of hazardous chemicals

2.2.5 Labeling and other forms or warning and requirements for transferring chemicals to containers other than the manufactures.

2.2.6 Each new employee will receive training on the items listed below.

- Operations in their work area where hazardous chemicals are or may be present.
- The health and physical hazards posed by chemicals the employee (s) will work with or be exposed to.
- The location of SDS’s in the employee’s area.
- Employer shall maintain a list of hazardous chemicals on the job-site.
A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate SDS.

Precautions, including personal protective equipment, safety procedures, etc., to protect the employee from chemical hazards.

Methods or observations the employee may use to determine the presence or release of hazardous materials in their work area.

What to do in the event of a leak or spill.

2.3 Annual Refresher

2.3.1 Hazard communication refresher training will be provided to all employees annually during one of the scheduled safety meetings.

2.3.2 Refresher training will consist of a review of the elements described in section 2.2 above.

2.4 Documentation

2.4.1 All training related to Hazard Communication must be documented.

2.4.2 Documentation of formal training, including new employee orientation training and annual refresher training, shall be kept as following:

- Full time regular employees – documentation of training shall be kept by the Operations/Administration Department.
- Field Employees – documentation of training shall be forwarded to the Operations/Administration Department for tracking and kept in the safety-training file specific to the job site.

3) Material Safety Data Sheets (MSDS)

3.1 Administration

3.1.1 The Safety Department is responsible for maintaining and updating the SDS binders and Indexes, containing a current SDS for each hazardous chemical produced, stored, or otherwise handled by employees of Job-Site Safety.

3.1.2 SDS’s are available to all employees through the distribution of the Hazard Communication/SDS Manuals.

3.1.3 SDS Binders are located in the administration office.
3.1.4 The two SDS Binders mentioned in Section 3.1.3 above are updated concurrently.

3.1.5 All field jobs shall have site-specific MSDS Binders with Index, containing SDS’s for all chemicals common to the job-site.

3.1.6 The field SDS Binders and Indexes shall be updated and maintained by the job site lead safety/lead rescue person.

3.1.7 SDS’s for materials no longer used by Job-Site Safety will be removed from SDS binder and filed and maintained for 30 years.

3.2 Location and Contents of Hazard Communication Manuals

3.2.1 There are 6 separate sections within the Job-Site Safety Hazard Communication/SDS Manuals.

   - Section 1 Chemicals
   - Section 2 Welding Consumables
   - Section 3 Steels
   - Section 4 Fuels and Gases
   - Section 5 Refractory Fibers
   - Section 6 Miscellaneous Materials

4) Labeling

4.1 General

4.1.1 All containers of hazardous materials must display an appropriate label identifying the contents and associated hazards. Non-hazardous materials must display only the identity of the contents.

4.1.2 The Receiving Department, for both shop and field, shall not accept delivery of any containers not displaying a proper label.

4.1.3 Labels affixed to purchased product containers shall not be altered, or removed.

4.1.4 When purchased product container labels become illegible, when hazardous chemicals are transferred to a new container, or when the contents of a container changes, a label conforming to the NFPA 704 (diamond) format must be affixed to the container displaying the identity
of the contents and its hazard(s). The individual who discovers an illegible label, performs a transfer, or changes the use of a container, is responsible for affixing the new label to the container.

4.1.5 Labels for materials transferred from the original container to a new container must be consistent with the original container label.

4.1.6 When the contents of a container changes, a new label must be developed in accordance with the particular chemical’s SDS hazard information.

4.1.7 Manager or designee is responsible for ensuring that all containers, within their area of responsibility, are properly labeled. Labels shall be accurate and legible.

4.1.8 When communicating with non-English speaking employees, Job-Site safety will utilize a bi-lingual employee to communicate training.

4.1.9 When communicating with non-English speaking employees, Job-Site Safety will provide bilingual labeling.

4.2 Portable Containers

4.2.1 Portable containers, such as bags, bulk containers, drums, oil cans etc. must be labeled indicating the material name and hazard(s) as described in section 4.1 above.

4.2.2 Portable containers whose contents are transferred from a labeled container and are intended for the immediate use by the employee who performs the transfer, do not have to be labeled.

5) Sub-Contractors (Field)

5.1 Sub-contractors invited by Job-Site Safety to bid on work at an Owner specific job-site, shall be informed of the hazard communication program, and any requirements relative to the particular job or project, by the Manager or designee.

5.2 Upon awarding a job to a sub-contractor, the Job-Site Safety Manager or designee shall provide a copy of the written hazard communication program to the sub-contractor’s representative and/or supervisor.

5.2.1 The Job-Site Safety Manager or designee shall inform the sub-contractor of the location of the job-site SDS manual.
5.3 Prior to performing work for Job-Site Safety, the sub-contractor is responsible for notifying the superintendent of any materials that will be introduced to the job site by the sub-contractor and provide necessary SDS’s.

5.4 The sub-contractor is responsible for training their employees, and any associated sub-contractors, on the Job-Site Safety hazard communication program and its requirements, the location of SDS’s, and any hazards or precautions related to the job.

6) Personal Protective Equipment (PPE)

6.1 When required, personal protective equipment must be worn. The job’s lead safety/lead rescue person is responsible for assuring that such equipment is available and properly used.

6.2 For additional PPE information, see Policy 7.2, section 1 of this manual.

7) Emergency Procedures

7.1 The job’s lead safety/lead rescue person shall be responsible for letting employees know of the owners contingency plan provisions including evacuation routes and alarms. This includes employee participation in emergency evacuation drills and practice rescue procedures.

7.2 Any spill of hazardous chemicals or over exposure to a hazardous chemical must be reported immediately to the job’s lead safety/lead rescue person and to the Corporate Operations Manager.

7.3 The job’s lead safety/lead rescue person shall arrange for proper emergency treatment for emergencies occurring at his/her job site.

7.4 The Operations Manager shall be responsible for arranging for proper emergency treatment of injuries occurring at the Home Office.

8) Informing Others

8.1 The job’s lead safety/lead rescue person shall be responsible for informing Owners and Operations Manager of any hazardous chemical emergencies that arise at a job site.

8.2 Employees performing non-routine tasks shall immediately contact his/her Supervisor for guidance prior to performing the non-routine tasks.
8.3 Employees performing non-routine tasks who encounter unlabeled container within their work areas shall immediately stop work and contact their Supervisor for guidance, prior to continuing work.

Approved By:

[Signature]

Stephen P. Arndt
President

Review Interval:
   Annually or as need arises

References:
POLICY NUMBER

3.3

SUBJECT: Asbestos

SCOPE: This policy applies to the employees of Job-Site Safety.

PURPOSE: The purpose of this program is to provide guidance for all Job-Site Safety personnel who have the potential to be exposed to any asbestos containing material (ACM) as covered in the OSHA, CFR 1926.1101 standard.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The President/Vice President is responsible for reviewing any changes and approval to this document.

PLAN:

1) General:

Job’s lead safety/lead rescue person – Responsible for determining if ACM is located in the work area and to ensure that no Job-Site Safety employee, working on asbestos covered equipment, removes and/or disturbs the asbestos insulation. If removal of any ACM is required during the performance of our work, the job’s lead safety/lead rescue person shall subcontract the removal to a licensed contractor specializing in this work and the following shall apply:

1.1 The Operations Manager shall be notified prior to the removal of any ACM.

1.1.1 When the ACM has been removed the following information shall be forwarded to the Operations Manager:

- Copy of the Purchase Order
- Quantity of material removed
- Identification of material removed
- Disposal records
1.2 Employee – Responsible to notify his/her supervisor in the event their job duties require them to perform work on any asbestos covered equipment. **The employee shall not perform work on any ACM.**

2) Definitions:

2.1 **Asbestos Containing Material** (ACM) – Any material that contains more than 1% asbestos.

2.2 **Authorized Person** – An employee who is authorized and required by work tasks to be present in regulated areas.

2.3 **Owner** – The legal entity, which exercises control over the building and/or facility in which the activities covered herein are conducted.

2.4 Asbestos work has been broken into three classifications as defined below:

2.4.1 **Class 1** – means activities involving the removal of ACM thermal insulating systems (TSI), surfacing, and presumed asbestos containing materials (PACM).

2.4.2 **Class 2** – means activities involving ACM which do not fall under class 1, such as wall board, floor tile and sheeting, roofing, shingles, and construction mastics.

2.4.3 **Class 3** – means repair and maintenance operations where ACM, including thermal system insulation and surfacing material is likely to be disturbed.

2.4.4 **Class 4** – means maintenance and custodial activities during which employees contact ACM and PACM, and activities to clean up waste and debris containing ACM and PACM.

2.5 **Competent Person** – One who is capable of identifying existing asbestos hazards in the workplace, selecting the appropriate control strategy for asbestos exposure, and has the authority to take prompt corrective measures to eliminate them. Additionally, for Class 1, Class 2 and Class 4 work, the competent person must be trained in a course, which meets the appropriate EPA requirements.

2.6 **Excursion Limit** – 1.0 fiber per cubic centimeter of air (1 f/cc).

2.7 **Negative Assessment** – An assessment conducted by Job-Site Safety, the owner, or its agents, which complies with the OSHA standard. The assessment must also
demonstrate that an employee exposure during an operation is expected to be consistently below the Permissible Exposure Limits (PEL).

2.8 **Presumed Asbestos Containing Materials** – means thermal system insulation and surfacing material found in buildings constructed no later than 1980. For all thermal system insulation, airborne asbestos concentrations are to be assumed over the PEL until a negative exposure assessment is made.

3) **Notification:**

3.1 The U.S. Environmental Protection Agency (EPA) and the appropriate designated state agency shall require notification as following:

3.1.1 10-day advance notice for asbestos demolition of at least 260 linear feet on pipes or at least 160 square feet on facility components.

3.1.2 20-day advance notice for asbestos demolition of less than 260 linear feet on pipes or at least 160 square feet on facility components.

3.1.3 As soon as possible for any emergency demolition.

3.1.4 Normally, the owner of the facility where asbestos removal is taking place is responsible for notifying the EPA.

3.1.5 Communication to all employees working on a job site where ACM is present.

4) **Accidental Exposure:**

4.1 If during the course of normal duties, in areas not designated “asbestos free” by the Owner or part of a negative initial assessment area and accidental exposure is suspected, the job’s lead safety/lead rescue person shall take the following action:

4.1.1 Immediately clear the area, minimize dust and/or additional exposure to employees. Make a list of employees who were in the area and may have been exposed.

4.1.2 Notify the Owner’s representative and request any information the Owner may have on the material.

4.1.3 Immediately notify the Operations Manager. This will be treated as a near miss incident for reporting purposes only.
4.1.4 Have potentially exposed employees remove clothing. Place them in plastic bags and seal. Shower and thoroughly clean them.

4.1.5 If the material is of unknown nature, a licensed contractor shall be contracted to take a sample of the material for analysis to determine if the material in question contains asbestos. Results shall be forwarded to the Operations Manager.

4.2.1 Employees accidentally exposed to an ACM material will be informed of the exposure.

5) Training

5.1 The Operations Manager/Safety Representatives shall conduct Asbestos Awareness training. All training records shall contain topic, instructor, date, employee’s name and SS #.

Approved By:

Stephen P. Arndt
President

Review Interval:

Annually or as need arises

References:


1st Edition, Revision 2

Original Issue Date: September 1, 2010
Revision Date: June 24, 2014
POLICY NUMBER
3.4

SUBJECT: Compressed Gas Cylinders

SCOPE: This policy applies to the employees of Job-Site Safety.

PURPOSE: The purpose of this program is to provide guidance for all Job-Site Safety personnel who work with or around compressed gas cylinders.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors comply with all Compressed Gas Cylinder requirements.

The President/Vice President is responsible for reviewing any changes and approval to this document.

TRAINING:

The Operations Manager/Safety Representative shall conduct Gas Hazard awareness training for new employees and then trained annually.

METHOD:

1) Compressed Gas Cylinders

1.1 General Safety Precautions include:

1.1.1 Do not mix gases in a cylinder.
1.1.2 Do not refill cylinders.
1.1.3 Do not try to repair cylinder leaks.
1.1.4 Do not smoke around compressed gas cylinders.
1.1.5  Do not refer to oxygen as air.
1.1.6  Do not mix oxygen and oil.

1) Compressed Cylinder Storage
   2.1  Compressed gas cylinder storage facilities shall be positioned in such a manner as not to cause a hazard to the employee, facility, or supplier.
       2.1.1 Compressed gas cylinders must be legibly marked with either the chemical or the trade name of the gas.
           • Never work with unidentified cylinders
           • Do not rely on cylinder colors
           • Never destroy, deface, or remove labels

       2.1.2 Cylinders shall be stored in assigned locations, which are away from elevators, stairs or gangways.

       2.1.3 Signs designating the contents of cylinders to be stored in each rack as well as “empty” and “full” signs are required. Signs should be visible from all approach directions reading “DANGER – NO SMOKING OR OPEN FLAMES”.

       2.1.4 Empty and full cylinders should not be stored together.

       2.1.5 Empty cylinders must be so identified.

       2.1.6 Cylinders must be kept away from heat sources and electrical wiring and stored in well-protected, well-ventilated dry locations. The storage location must be at least 20 feet from any combustible materials.

       2.1.7 An ABC rated fire extinguisher shall be located between 25’ and 75’ away from the rack.

       2.1.8 Storage racks must have intermediate chains so that any number or cylinders can be securely tied.

       2.1.9 Oxygen cylinders must be separated from fuel gas cylinders (or any combustibles – especially oil and grease) by 20 feet or by a five (5) foot high firewall with a fire rating of $\frac{1}{2}$ hour.

           • Storage is considered two (2) or more cylinders.
           • Valve protection caps must be in place at all times when gauges are not connected.
2.1.10 If cylinders are stored outdoors, they must be more than 30 feet from any building and protected from the ground beneath to prevent rusting. In winter they should be protected from accumulations of ice and snow, and in summer from the continuous direct rays of the sun.

2.1.11 In storage, cylinders should be secured upright by chains, cables or similar devices.

2.1.12 Valve protection caps, where the cylinder is designed to accept a cap, shall always be in place, hang-tightened when cylinder is not in use.

2.1.13 Nothing shall be placed on top of an acetylene cylinder.

3) Transporting Compressed Gas Cylinders

3.1 When transporting compressed gases the following shall apply:

3.1.1 Cylinders should never be carried by hand. Move them by cylinder carts or hand trucks.

3.1.2 Never allow an acetylene cylinder to lie flat. (Permits acetone accumulates in the valve.)

3.1.3 Unless cylinders are on a suitable truck, remove regulators and put in place valve protection caps, and insure they are hand tight when the cylinders are moved.

3.1.4 Always close the cylinder valves before moving.

3.1.5 When cylinders are being moved, they should not be subjected to abnormal mechanical shocks, they should not be dropped and they should not be permitted to strike one another violently.

4) Handling and use

4.1 Cylinders, cylinder valves, couplings, regulators, hose and apparatus shall be kept free from oily or greasy substances.

4.1.1 Oxygen cylinders or apparatus shall not be handled with oily hands or gloves.

4.1.2 Cylinders should be kept away from operations that create sparks, heat, and fire.

4.1.3 They shall be kept from electrical outlets and areas where they might become part of an electric circuit.
4.1.4 Do not let oxygen spray on any oily or greasy surface or the clothing of any employee.

4.1.5 Cylinders should not be used in an unventilated area.

4.1.6 Valves should be opened by hand. Do not use a hammer or wrench if the valve will not open. Tag the cylinder as having a defective valve and notify the supplier.

4.1.7 Do not tamper with any safety devices.

4.1.8 Do not place anything on top of an acetylene cylinder when in use which may damage the safety device or interfere with the quick closing of the valve.

4.1.9 They cylinder valve shall always be opened slowly.

4.1.10 The employee should be standing to one side of the regulator and gauge faces when opening the cylinder valve.

4.1.11 An acetylene cylinder valve shall not be opened more than one and one-half turns of the spindle, and preferably no more than three-fourths of a turn.

4.1.12 Remember that acetylene is an asphyxiate. In very high concentrations, sufficient ventilation may be required.

4.1.13 Before connecting any cylinder for use the operator should check the tag to make certain of the identity of the contents. Do not rely on the color of the cylinder.

5) Acetylene Leaks

5.1 General

5.1.1 Because acetylene mixed with air in certain proportions is explosive, acetylene leakage must be prevented. Hoses should be kept in good working order and connections must be tight.

5.2 Suspected leakage can be tested by covering any points with soapy water. Bubbles will indicate a leak.

5.3 Do not use an open flame to test for acetylene leaks.

5.4 If the acetylene leak is around the valve spindle when the valve is open, the valve should be closed and the gland nut tightened to compress the packing around the spindle. If this does
not stop the leak when the valve is opened again the valve should be closed and the cylinder should be tagged as defective. Notify the gas supplier and follow his instructions.

5.5 If the acetylene leaks even when the valve is closed or if the leak is from any of the fusible safety plugs, the cylinder should be moved to an open space away from a potential source of ignition and visibly tagged as having an unserviceable plug/fuse valve.

5.5.1 If the cylinder continues to leak perform the following:

- Open the valve slightly to permit the acetylene to escape slowly.
- Post a sign warning persons not to approach the cylinder with lit cigarettes or other ignition source.
- Once the cylinder is empty, the valve should be closed.

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
29 Code of Federal Regulations, Subpart H, Compressed gases (general requirements), 1910.101

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 24, 2014
POLICY NUMBER
3.5

SUBJECT: Electrical Safety

SCOPE: This safety standard will apply to all employees who may be working with or near electrical power or using electrically powered tools and equipment.

PURPOSE: The purpose of this standard is to provide guidelines and outline precautions that must be adhered to while working with or near electrical power in order to prevent injuries to personnel and damage to equipment due to unsafe procedures.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors compliance with the Job-Site Safety Electrical Safety Program.

The President/Vice President is responsible for reviewing any changes and approval to this document.

DEFINITIONS:

**Qualified Person** – One that is thoroughly familiar with the construction, operation of the equipment, and hazards involved and who are well acquainted with electrical equipment and associated hazards.

1) General

1.1 Employees who face a risk of electric shock but who are not qualified persons shall be trained and familiar with electrically related safety practices.

1.2 Employees shall be trained in safety related work practices that pertain to their respective job assignments.

1.3 All personnel shall follow OSHA guidelines for safe distances from electrical equipment, but at minimum persons not engaged in the actual electrical work shall stay a minimum of ten (10) feet away.

1.4 When working near or on exposed electrical parts, they shall ALWAYS be treated as live.
1.5 All qualified personnel shall adhere to safety-related work practices to prevent electric shock.

1.2 No hot taps energized circuits above 150 volts will be permitted unless authorized and approved by electrical supervision. After the work is started, supervision will remain with the job until completion.

1.3 Proper protective equipment, such as rubber gloves, insulating blankets, etc., must be used by personnel working on or in the immediate vicinity of exposed energized circuits 400 volts and above.

1.4 Special precautions shall be taken when working on or near exposed energized electrical parts, including a specific safety plan and adherence to all applicable parts of 1910.333

1.5 Employees may not enter spaces containing exposed energized parts, unless illumination is provided that enables the employees to perform the work safely.

1.6 The minimum safe distance for working near overhead lines is 10 feet unless the line is de-energized and grounded.

1.7 Only qualified persons may work on energized electrical components.

1.8 Only qualified personnel shall open electrical enclosures, including starter compartments in motor control centers. Non-qualified personnel must maintain a 10' clearance distance.

1.9 A Ground Fault Circuit Interrupter (GFCI) must be used on all portable electrical equipment.

1.10 All vehicular and mechanical equipment clearance distances of 10 ft. and protective measures

1.11 All electrical powered tools and equipment using a plug-in type of cord must be equipped with a ground plug or be double insulated (with appropriate markings on the tool). Use of spliced cord or frayed cords will not be permitted.

1.12 All work on electrical equipment in hazardous locations will be performed in a manner that safeguards the hazardous location rating of the equipment. Particular attention shall be given to enclosures with screwed or flanged covers with regard to immediate replacement after work is completed.

1.13 Only qualified personnel will perform replacement of broken light bulbs and/or light bulbs in fixtures where the fixture is damaged. All personnel who have been instructed in safety replacement procedures will perform routine light bulb replacement.

1.14 Do not plug or wire in any 480-volt plug (items such as welding machine, flange vat pump, etc.) unless the beaker feeding the receptacle is in the “off” position.
1.15 Lock out all electrical equipment and/or circuits as required when performing work covered by policy 7.11, section.

1.16 Only fiberglass ladders shall be used when performing work on or near electrical equipment.

1.17 If work is being performed in areas where underground lines may exist, the job’s lead safety/lead rescue person will notify the appropriate Owner Representative to identify and locate the lines before any work is continued.

1.18 The job’s lead safety/lead rescue person shall inform all employees of the location, the hazards involved, and the protective measures to be taken. This can be accomplished by means of a Tool Box Talk and so documented.

1.19 All qualified employees must adhere to the approach distances in Table S5

**TABLE S-5 - APPROACH DISTANCES FOR QUALIFIED EMPLOYEES - ALTERNATING CURRENT**

<table>
<thead>
<tr>
<th>Voltage range (phase to phase)</th>
<th>Minimum approach distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>300V and less</td>
<td>Avoid Contact</td>
</tr>
<tr>
<td>Over 300V, not over 750V</td>
<td>1 ft. 0 in. (30.5 cm).</td>
</tr>
<tr>
<td>Over 750V, not over 2kV</td>
<td>1 ft. 6 in. (46 cm).</td>
</tr>
<tr>
<td>Over 2kV, not over 15kV</td>
<td>2 ft. 0 in. (61 cm).</td>
</tr>
<tr>
<td>Over 15kV, not over 37kV</td>
<td>3 ft. 0 in. (91 cm).</td>
</tr>
<tr>
<td>Over 37kV, not over 87.5kV</td>
<td>3 ft. 6 in. (107 cm).</td>
</tr>
<tr>
<td>Over 87.5kV, not over 121kV</td>
<td>4 ft. 0 in. (122 cm).</td>
</tr>
<tr>
<td>Over 121kV, not over 140kV</td>
<td>4 ft. 6 in. (137 cm).</td>
</tr>
</tbody>
</table>

2) **Work Area**

2.1 Barricades shall be used to ensure that work areas will not be used as passageways during periods when energized equipment is exposed.

2.2 Protective shields, protective barriers or insulating materials as necessary shall be used when working in confined or enclosed work spaces where electrical hazards may exist.
2.3 Work areas, walk ways, and similar access areas shall be kept free of cords so it does not pose a hazard to employees.

3) Cords and Cables:

3.1 Worn and/or frayed electrical cords and cables shall not be used. They shall be tagged and placed out of service.

3.2 Extension cords and cables shall be strung overhead when they are being placed. They shall not be secured overhead by use of staples, hung from nails, or by using wire. This can cause wear through the insulation and pose an electrical shock hazard.

3.3 All extension cords used by Job-Site Safety shall be three wire cords.

4) Lighting

4.1 Light stringers shall have guards in place to protect against contact with exposed bulbs.

4.1.1 Lights or light stringers shall be 12 volt (low voltage) in areas that are moist or have standing water present.

4.1.2 Splices shall have the same thickness of insulation to match the remainder of the cord.

4.1.3 All sockets shall have a bulb present and any broken bulbs shall be replaced immediately.

5) Other Information

5.1 When an Assured Grounding Program is required by owner, see section 2 of this policy.
Job-Site Safety,

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
None

1st Edition, Revision 2
Original Issue Date:   September 1, 2010
Revision Date:         June 24, 2014
POLICY NUMBER
3.6

SUBJECT: Fitness For Duty

SCOPE: This Program applies to the employees of Job-Site Safety

PURPOSE: Drug and alcohol abuse in the workplace represents a threat to the safe and efficient operation of our business and to the safety and health of our employees. In response to these hazards, Job-Site Safety has developed this Drug and Alcohol abuse Program and Policy for all employees.

POLICY STATEMENT:

Job-Site Safety recognizes the problems created by drug and alcohol abuse and the need to develop prevention and treatment programs. Job-Site Safety is committed to protect people and property, and to provide a safe working environment. The purpose of this program and policy is to establish and maintain a safe, healthy, drug and alcohol free, work environment for all of its employees. Job-Site Safety will assure employees who voluntarily seek help with drug or alcohol related illness that they do not jeopardize their job status by seeking professional assistance.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors compliance with Job-Site Safety Fitness for Duty Program.

The President/Vice President is responsible for reviewing any changes and approval to this document.

PLAN:

1) General:

1.1 When working for a NORTHWEST INDIANA BUSINESS ROUNDTABLE (NWIBRT) Company, Job-Site Safety is required to follow the NWIBRT, Contractor Substance Abuse Policy, (Revised Effective March 1, 1995). Contact the Operations Manager for the substance abuse policy specifics.
2) Use/Possession

2.1 Possession, sale, manufacture, unauthorized use, misuse, or distribution of illegal drugs, alcohol, controlled or illegal substances, and the unauthorized use or misuse of prescription drugs and over the counter medication, or the paraphernalia associated with such, on Job-Site Safety premises, including parking areas, or on the premise of Job-Site Safety customers while employed by Job-Site Safety is absolutely prohibited. Violations will result in disciplinary action, including possible termination of employment. If appropriate, violations will be reported to local law enforcement authorities.

2.2 Job-Site Safety will conduct unannounced searches of any and all equipment issued to personnel, subcontractors, vendors, and their employees, including, lockers, baggage, desks, toolboxes, clothing, and vehicles, while on the premises. The purpose of such searches is to ensure compliance with this policy.

2.2.1 Personnel who refuse to submit to a search will results in the revocation of the person’s access privileges.

3) Definitions

3.1 Company – The Term “Company” refers to Job-Site Safety

3.2 Bat – Breath Alcohol Technician

3.3 EBT – Evidential breath testing device used for breath alcohol screening

3.4 Company Premises – The term “Company Premises” as used in this policy includes all property, facilities, land, buildings, structures, trucks and other vehicles owned, leased or used by the Company with the exception of executive automobiles. Customer’s job sites for which the Company has responsibility are included.

3.5 Prohibited items & Substances – Prohibited substances include illegal drugs (including controlled substances, look alike drugs and designer drugs), alcoholic beverages, and drug paraphernalia in the possession of, or being used by, an employee on the job.

3.6 Employee – Person employed by the Company.

3.7 For Cause – A belief based on objective and articulable facts sufficient to lead a reasonable person to suspect that the individual’s behavior might be influenced by drugs or alcohol.
Job-Site Safety,

3.8 **Accident** – Any event resulting in injury to a person or property to which an employee contributed as a direct or indirect cause.

3.9 **Incident** – An event, which has all the attributes of an accident, except that no harm was caused to person or property.

3.10 **Reasonable Cause** – Reasonable cause shall be defined as excessive tardiness, excessive absenteeism, and erratic behavior such as noticeable imbalance, incoherence, disorientation, and noticeable changes in attitude or behavior.

4) **Confidentiality**

4.1 This program and policy has the health and safety of employees as its primary purpose. Therefore, any employee with a substance abuse problem is encouraged to come forward and voluntarily accept assistance in dealing with the illness. An employee assistance program will provide guidance and direction for you during your recovery period. If you volunteer for help, the Company will make every reasonable effort to return you to work upon your recovery. The Company will also take action to assure that your illness is handled in a confidential manner.

4.1.1 All Actions taken under this policy and program will be confidential and disclosed only to those with a “need to know”.

4.1.2 Unless an initial positive result is confirmed as positive, it shall be deemed negative and reported by the laboratory as such.

4.1.3 The handling and transportation of each specimen will be properly documented through strict chain of custody procedures.

4.1.4 Samples and specimens collected pursuant to this policy will not be used for any purpose other than testing for the presence of substances defined in this policy.

5) **Fitness for Duty – Disciplinary Actions (Grievance procedures)**

5.1 **Fitness for Duty** – All employees must report to work in a condition that will enable them to perform their jobs in a safe and efficient manner.

5.2 **Employees shall not:**

5.2.1 Use, possess, dispense or receive prohibited substances on or at the job site; or
5.2.2 Report to work with any measurable amount of prohibited substances in their system.

5.3 Applicants initially testing positive and who have been confirmed positive for drug use will not be hired. No secondary tests will be accepted.

5.4 Employees having samples reported to Job-Site Safety, as diluted will be required to report to a drug testing facility and submit to another test within 8 hours of notification.

5.5 Employees having samples reported to Job-Site Safety that is altered will be treated as a positive test.

5.6 **Disciplinary Action** – When the company has reasonable cause to believe that an employee is under the influence of a prohibited substance, or is displaying aberrant behavior, for reasons of safety the employee is to be immediately sent for drug screening at our expense. At that time, he/she will be suspended until test results are available. If no test results are available after three (3) working days, the employee, if available, shall be reinstated with back pay. In all other cases:

5.6.1 Employees who have not voluntarily come forward, and who test positive for drug use will be subject to disciplinary action including possible termination.

5.6.2 Upon confirmation of a positive drug and/or alcohol screening, it is the prerogative of Job-Site Safety to treat each incident on a case-by-case basis, acting on the merits of each individual incident as deemed necessary. Individuals testing positive will be subject to termination.

5.6.3 Employees terminated for failure to comply with this Fitness for Duty Policy shall not be eligible for rehire for thirty (30) days from the time of termination. The termination employee shall not be allowed to return to work for Job-Site Safety, at the job-site is completed and/or any additional requirements deemed necessary by Job-Site Safety have been fulfilled.

5.6.4 Employees who refuse to cooperate with testing procedures will be subject to termination.

5.6.5 Employees found in possession of illegal drugs or drug paraphernalia will be subject to termination.

5.6.6 Employees found selling or distributing drugs will be subject to termination.
5.6.7 Employees found under the influence of alcohol while on duty or while operating a Company vehicle will be subject to disciplinary action including termination.

5.7 **Prescription Drugs** – Using or possessing prescription drugs or over-the-counter medication that may cause impairment is strictly prohibited except when all of the following conditions have been met:

5.7.1 Prescription drugs have been prescribed by a licensed physician for the person in possession of the drugs.

5.7.2 The prescription was filled by a licensed pharmacist for the person possessing the drugs.

5.7.3 Employees using prescription medication, which may impair the performance of job duties, either mental or motor functions, must immediately inform their supervisors of such prescription drug use. For the safety of all employees, the Company will consult with the employee and physician to determine if a re-assignment of duties is necessary. The Company will attempt to accommodate by making an appropriate re-assignment. However, if a re-assignment is not possible, temporary medical leave until released as fit for duty by the prescribing physician will be necessary.

6) **Drug/Alcohol Testing**

6.1 Drug and Breath alcohol screening are an integral part of this Drug and Alcohol Program and Policy. The acceptable screenings are as follows:

6.1.1 A 10-panel drug screening.

6.1.2 A 5-panel Department of Transportation, (DOT), drug screening. Acceptable levels are shown in Appendix D of the Job-Site Safety anti-drug plan and shall be used when testing an employee who is covered under DOT.

6.1.3 A breath alcohol screening shall be administered by a certified breath alcohol technician.

   a. Once a breath alcohol test has been administered and confirmed positive, a secondary breath alcohol test must be performed to confirm the prior results.
6.1.4 Unacceptable Breath Alcohol Test level is 0.04 or greater for non-DOT covered employees.

6.2 Scheduled, random, for cause, and post accident testing will be performed in accordance with the items listed below. Employees, who refuse to cooperate by not submitting themselves to the testing as outlined above, will be subject to termination.

6.3 **Pre-employment testing** – A pre-employment drug test will be administered to all applicants for employment whether such employment is as a permanent, temporary or subcontracted employee.

6.3.1 Employees that have taken a drug test for Job-Site Safety within one year will not be subject to this testing, unless the owner requires it.

6.3.2 When an employee undergoes initial on the job drug screening he/she will remain working as long as the instant test shows negative. If the instant test shows non-negative, the employee will be released from Job-Site Safety pending confirmation of laboratory results. Upon confirmation the employee will be released and/or terminated due to a positive result or reinstated back to work in the case of a negative result.

6.3.3 When employees are working at a **North West Indiana Business Round Table, (NWIBRT) Company** and are not in compliance with the Building & Construction Resource Center, (BCRC), a per-access test must be administered within (ninety) 90 days, immediately preceding access.

6.4 **Random testing** – All employees working six (6) months or more for Job-Site Safety, will be subject to random drug testing in accordance with the following:

6.4.1 Random drug testing will be performed on a total of fifty (50) percent of total employees.

6.4.2 All employees consecutively working for twenty-four (24) months, under the employ of Job-Site Safety, shall be substance abuse tested when not selected by random drug testing criteria.

6.4.3 Random drug testing selection will be made by a computer-based random number generator that will be maintained and administered through a third party administrator.

6.5 **“For Cause” testing** – A test may be administered in the event a supervisor has reasonable cause to believe that an employee is under the influence of a prohibited substance, or is
displaying aberrant behavior. For reasons of safety, the employee is to be immediately taken for drug and breath alcohol screening at our expense. At that time, he/she will be suspended until test results are available. If the screening results verify a negative indication, the employee, if available, shall be reinstated with back pay.

6.6 Post Accident/Incident testing – Drug and breath alcohol screening is required if an employee is involved in a serious workplace accident/incident or if there is a workplace injury.

6.6.1 If available, a 5-panel immediate response test shall be administered.

6.7 “Follow-up testing” – Random testing may be required as a part of a follow-up to counseling or rehabilitation for substance abuse. This “Follow-up” test period shall last for a period of up to two (2) years following return to work from a rehabilitation program.

6.8 Regardless of the type of substance abuse testing, all employees scheduled for drug screening shall report to the test site within two (2) hours of when the notice is given.

6.9 Employees who are “post/Incident” or “For Cause,” will be subject to a Drug and Breath alcohol test and be transported to the testing facility by a Job-Site Safety representative.

6.10 For any and all of the above-mentioned tests, each employee will be required to sign a consent and chain of custody form, assuring proper documentation and accuracy. If an employee refuses to sign a consent form authorizing the test, employment by the Company will be subject to termination.

6.11 Drug testing will be conducted by an independent accredited laboratory certified by the National Institute on Drug Abuse. Testing will be limited to urine testing.

6.12 It is the responsibility of Job-Site Safety to inform the testing facility of our requirements regarding prohibited substances and their acceptable limits.

6.13 The Company will bear the costs of all testing procedures.

7) Three Rivers Substances Abuse Consortium (TRSAC)

7.1 While working for an Owner who is a member of the TRSAC the following additional requirements shall be met:

7.1.1 All required testing will be accompanied by a breath alcohol test.
7.1.2 All Job-Site Safety employees working at a TRSAC member company will be subject to a random substance abuse test immediately upon access to the company premises.

7.1.3 Each TRSAC member reserves the right, at all times, while Job-Site Safety Personnel are on its premises, to conduct unannounced searches and inspections of Job-Site Safety Personnel and their effects, lockers, baggage, desk, tool boxes, clothing and vehicles, for the purpose of determining if such Job-Site Safety Personnel or other persons are in possession, using, transporting or concealing any prohibited substances or illicit drug equipment or paraphernalia prohibited under this policy.

7.1.4 Breath alcohol testing level at or above 0.02% is a violation if this policy.

7.2 Pre-access testing may be waived by a TRSAC member for continuously employed Job-Site Safety Personnel who have passed a drug and alcohol test meeting the minimum requirements of this Policy within the preceding 90 days, or who are active members of a TRSAC approved random drug testing pool.

7.3 All “For Cause” and post Accident/Incident drug and breath alcohol testing shall be administered within one (1) hour of being notified.

7.4 Former employees of TRSAC Member Companies separated from their job with a TRSAC member, in whole or in part as a result of a positive drug test, may not work on the premises of that TRSAC member under Job-Site Safety employment without the express written authorization of the TRSAC member.

7.5 Job-Site Safety Company will provide any TRSAC member requesting this information with a written consent form detailing the audit right named above.

7.6 Job-Site Safety will furnish, on request, a summary of screening activity for the previous twelve-month period. This summary shall indicate the number of drug screenings in each category; i.e., pre-access, random, reasonable suspicion, post-incident, and shall be signed by an officer of Job-Site Safety.

7.7 Job-Site Safety will ensure that a list of the workers that have successfully passed the substance abuse test is regularly forwarded electronically to the TRSAC Administrator. Job-Site Safety may have their Third Party Administrator send the list to the TRSAC Administrator, the preferred method, or they may send it themselves. A form listing the required information will be made available by the TRSAC Administrator so the TPA can furnish this information electronically. The TRSAC Administrator will develop and maintain
a database of eligible workers. A TRSAC member company may deny access to their facility to a worker whose name is not in the database.

7.8 Names of employees who test positive will not be disclosed to a TRSAC member. Job-Site Safety will certify that each employee assigned to work on a TRSAC premises has followed the requirements of this policy. The results of substance tests performed for reasonable suspicion or post-incident must be disclosed to local management upon request.

7.9 Any Job-Site Safety Personnel found in violation of Job-Site Safety policy or who refuse to cooperate with the searches and tests included in Job-Site Safety policy shall be removed by Job-Site Safety from the TRSAC member’s premises.

8) Records and Record Keeping

8.1 Records of all drug and alcohol test results will be kept at Job-Site Safety in the employee file.

9) Rehabilitation and Employee Assistance Program

9.1 Employees are encouraged to seek help for a drug or alcohol problem before it deteriorates into a disciplinary matter. If an employee voluntarily notifies supervision that he or she may have a substance abuse problem, the Company will assist in locating a suitable employee assistance program for treatment, and will counsel the employee regarding medical benefits available. Upon proof of participation in an agreed upon treatment program, said employee, with prior approval for Job-Site Safety, will have the option to continue working while completing the rehabilitation process.

9.2 If treatment necessitates time away from work, the Company shall provide for the employee and unpaid leave of absence for purposes of participation in an agreed upon treatment program. An employee who successfully completes a rehabilitation program shall be reinstated to his/her former employment status, if work for which he/she is qualified exists.

9.3 Employees returning to work after successfully completing the rehabilitation program will be subject to drug tests without prior notice for a period of two years. A positive test will then result in disciplinary action as previously outlined in this policy and program.

10) Discrimination

10.1 This program will be applies only to accomplish the purpose set forth in the Purpose statement and will not be a vehicle for harassment and/or discrimination.
Job-Site Safety,

Approved By:

[Signature]

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
None

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 24, 2014
POLICY NUMBER
3.7

SUBJECT: Confined Space

SCOPE: This Safety Standard applies to all activities where persons may enter Confined Spaces. All Job-Site Safety personnel are responsible for following these guidelines.

PURPOSE: The purpose of this standard is to ensure the health and safety of personnel entering Confined Spaces by identifying, evaluating & controlling the circumstances and conditions under which Confined Space entry is conducted.

EXCEPTIONS:

Exception requests must include an explanation of any deviation and a detailed plan that ensures the safety of the job and entrants. The appropriate Supervisor or designee must agree with the exception request before recommending approval.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors compliance with all confined space requirements.

The President/Vice President is responsible for reviewing any changes and approval to this document.

DEFINITIONS:

**Attendant:** Qualified individual assigned to monitor/observe-authorized entrants inside a Confined Space.

**Cleaning:** The act of removing harmful materials/substances from a Confined Space, rendering the space harmless. Cleaning is usually accomplished by chemical, steam and/or water washing/rinsing a Confined Space.
Confined Space: Confined Spaces are large enough for a person to enter, has limited or restricted entry/egress, is not intended for continuous human occupancy.

Confined Space Entry: Occurs as soon as any part of the body breaks the plane of an opening to a confined space.

Confined Space Entry Permit: Written authorization which permits personnel entry into a confined space.

Continuous Atmospheric Monitoring: Continuous monitoring of a Confined Space atmosphere using a device which signals an alarm when a predetermined level of one or more hazards is detected.

Entrant: An individual who is listed on the Confined Space Entry Permit is authorized to enter the Confined Space.

Entry Supervisor: The individual responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry.

Gas (Atmospheric) Testing: Using a certified and currently calibrated device that measures the presence and/or concentration of oxygen, flammable/combustible vapors/gases and air contaminants in the Confined Space atmosphere.

Hazardous Atmosphere: An atmosphere which exposes entrants or rescuers to the risk or incapacitation, injury, death or acute illness from one of the following causes:

a. The presence of any flammable or combustible gas, vapor or mist, detectable by a combustible gas/oxygen meter or continuous air-monitoring device;

b. An atmosphere in which the oxygen concentration is above or below ambient conditions (approximately 20.8%), measured by a combustible gas/oxygen meter or continuous air monitoring device;

c. An airborne concentration of combustible dust that obstructs vision at a distance of five feet or less;

d. An airborne concentration of any substance for which a permissible exposure limit (PEL) has been established by OSHA;

Hazardous Service: Equipment which has been in toxic, flammable, inert, corrosive, hot or pressurized service.
**Job-Site Safety,**

**Lower Explosive Limit (LEL):** The Lowest concentration of a flammable or combustible gas, vapor or mist, in air, at which flame propagation will occur if an adequate ignition source is present to ignite the flammable mixture.

**Retrieval System:** A full-body device with attached retrieval line worn by an entrant (including rescuers) when the potential for a free fall greater than 6 feet exists.

**Method**

1) **General**
   1.1 **Identification**
      1.1.1 Confined Spaces are large enough for a person to enter, has limited or restricted entry/egress, is not intended for continuous human occupancy. Permit required confined space has one or more of the following characteristics:

      - Contains or has the potential to contain a hazardous atmosphere.
      - Contains material that has the potential for engulfment, mechanical, rotating and electrical hazards.
      - Internal configuration may entrap or asphyxiate the entrant.
      - Contains any other recognized serious safety or health hazards, such as hydraulic or pneumatic.

      1.1.2 Confined spaces must be identified by signs or other markings.
      1.1.3 Spaces, such as dikes or vessels that are determined not to be Confined Spaces must be identified by signs that indicate the space is not a Confined Space. These signs must be displayed at each point at which the space may be entered.
      1.1.4 The area near a confined space entry location should be secured by red tape or other acceptable means. The attendant and entry supervisor are responsible to ensure that the employees working inside the space are warned of and protected from external hazards such as impending bad weather, fires, explosions, and other disasters, unauthorized pedestrians, and from machinery and vehicles operating in the vicinity.

      1.1.4.1 The ventilation air should not create an additional hazard:

      - Recirculation of contaminants
      - Improper arrangement of the inlet duct
      - The substitution of anything other than fresh (normal) air (approximately 20.9% oxygen, 78.1% nitrogen, and 1% argon with small amounts of various other gases).
1.1.5 The lead safety/lead rescue person shall be responsible for determining whether a specific work area constitutes a confined space. When working for an Owner ("Host Employer") who has predetermined the nature of its confined space areas, the lead safety/lead rescue person shall test and inspect the area in question and if he/she may rely on the Owners classification of the space.

1.1.6 If a work area is determined to be a “Non-Permit Confined Space”, work may proceed after informing the affected employees of the determination and instructing them in any potential hazards that could change the status of the space to a “Permit Required Confined Space” or “Alternate Entry”.

1.1.7 Once a Confined Space Entry Permit has been issued, only authorized entrants under the supervision of qualified attendants and the entry supervisor may enter the Permit Required Confined Space.

2) Confined Space Preparation

2.1 Permit Required Confined Space entry may only be carried out after a Confined Space Entry Permit is issued. Before a Confined Space Pre-Entry Permit can be issued, (Confined Space Pre-Entry Checklist) must be completed and the Confined Space must be made safe for entry. Safe for entry includes, but is no limited to, establishing that the following conditions have been satisfied:

2.1.1 The Confined Space has been safely isolated, meeting all requirements for equipment isolation, including blinding and lockout/tag out.

2.1.2 The Confined Space has been cleaned to ensure that all harmful substances have been eliminated (i.e. purging, washing etc.).

2.1.3 Adequate ventilation exists to maintain a safe environment.

2.1.4 The atmosphere must be sampled within one hour prior to entry.

2.1.5 The samples must be taken from the working elevation and from the lowest elevation within the confined space.

2.1.6 Entrant (s) and their representative (s) shall be given the opportunity to participate in and review air monitoring prior to entry.

2.1.7 Employees, or their representatives, are entitled to request additional monitoring at any time.

2.1.8 Conditions in the space must remain acceptable for the duration of entry.

3) Issuing Confined Space Entry Permits

3.1 Prior to entry into a “Permit Required Confined Space”, a (Confined Space Entry Permit and the Safe Work Permit) shall be completed and posted at the point of entry and shall remain posted until the work is completed or until the end of the shift. The permit must identify all hazards that may pose inhalation or skin absorption hazards that are immediately
dangerous to life or health or other conditions that may cause death or serious harm. The lead safety/lead rescue person is responsible for assuring that the confined space is properly identified, entry permits are properly filled out, and that confined space is safe for entry.

3.2 Before issuing the permit, the following items should be completed:

3.2.1 Ensure that all other relevant permits have been prepared and issued.

3.2.2 Determine that attendant(s) and entrant(s) are qualified to carry out work under the Confined Space Entry Permit.

3.2.2.1 “Attendant” means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

3.2.2.2 Duties of attendants. The employer shall ensure that each attendant:

- **1910.146(i)(1)** Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- **1910.146(i)(2)** Is aware of possible behavioral effects of hazard exposure in authorized entrants;
- **1910.146(i)(3)** Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants under paragraph (f)(4) of this section accurately identifies who is in the permit space;
- **1910.146(i)(4)** Remains outside the permit space during entry operations until relieved by another attendant; **1910.146(i)(6)** Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
  - **1910.146(i)(6)(i)** If the attendant detects a prohibited condition;
  - **1910.146(i)(6)(ii)** If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
  - **1910.146(i)(6)(iii)** If the attendant detects a situation outside the space that could endanger the authorized entrants; or
  - **1910.146(i)(6)(iv)** If the attendant cannot effectively and safely perform all the duties required under paragraph (i) of this section;
- **1910.146(i)(7)** Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;
- **1910.146(i)(8)** Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
Job-Site Safety,

- **1910.146(i)(8)(i)** Warn the unauthorized persons that they must stay away from the permit space;
- **1910.146(i)(8)(ii)** Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
- **1910.146(i)(8)(iii)** Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;
- **1910.146(i)(9)** Performs non-entry rescues as specified by the employer's rescue procedure; and
- **1910.146(i)(10)** Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

3.2.3 Any workers who may have reason to enter the area and who are unable to read English shall be notified of the “Permit Required Confined Space” status by their supervisor.

3.2.4 Discuss with the authorized entrant/attendant, normal and abnormal operating conditions in the area (welding, falls, fires, spills, etc.), which could affect the Confined Space entry work.

3.2.5 Ensure that a method of communication exists that will maintain continual visual or voice contact between the attendant and the authorized entrants.

3.2.6 Ensure that the attendant(s) and the entrant(s) understand what to do in the event of an emergency.

3.2.7 Ensure that safety equipment and/or rescue equipment is available in the event a non-entry rescue is necessary.

3.2.8 Determine if work within the Confined Space will require that additional precautions be taken, i.e., continuous monitoring of the atmosphere within the Confined Space or the need to wear personal protective equipment such as; fall protection, proper respiratory protection, etc. Additional precautions must be stated on the permit.

- Continuous monitoring must be conducted when any activity within the Confined Space affects air quality, such as, painting or applying special coating; where products of combustion are produced (cutting/welding); when water blasting, chipping residual product; when conditions in the unit dictate continuous monitoring; etc.
- When products of combustion are produced the monitoring device must be capable of detecting carbon monoxide (CO) in addition to measuring for oxygen and flammable vapors/gases (LEL).
- Entrants will exit the Confined Space if a monitoring device signals an alarm indicating poor air quality.
3.2.9 One attendant may be used to monitor more than one Confined Space providing the following conditions have been met:

- Radio communication must be established between all parties.
- Confined Spaces must be located within 25 feet of each other or immediately above or below when working between sections of equipment (i.e., distillation towers).
- Attendant will be qualified and knowledgeable with all hazards associated with each specific confined space.
- In the event of a situation where a single confined space must be evacuated, all remaining confined spaces must be canceled, entrants evacuated and not allowed to return until the potential hazard has been addressed and all spaces are evaluated, cleared for re-entry, and new permits are issued.

3.2.10 Prior to re-issuing the Confined Space Entry Permit after a Confined Space has been vacated, the Confined Space must be thoroughly tested to determine that a safe atmosphere exists.

3.2.11 Using a combustible gas meter/oxygen analyzer, determine the level of oxygen and flammable vapors within the Confined Space. Entry will only be permitted when the level of oxygen is measured between 19.5% and 21.5% and NO flammable or combustible vapors and present. Levels measured below 19.5% are considered oxygen deficient; levels above 21.5% are considered oxygen enriched.

3.2.12 Determine that the air concentrations normally contained within the Confined Space do not exceed permissible exposure limits. Use a direct reading analyzer (i.e. MSA, Industrial Scientific) to determine the level of potentially toxic air concentrations.

3.2.13 The attendant(s) and each entrant must also sign the permit.

3.2.14 The permit must be securely located at the entrance to the Confined Space for the duration of work. A clear plastic sleeve should be used during inclement weather. Only those entrants listed on the permit may enter.

3.2.15 The original will be retained in the job file. In the event of a Confined Space incident, the original has to be filed with the incident investigation report.

3.2.16 When the job is completed, the entry supervisor shall confirm all entrants are out of the confined space prior to signing off the permit and returning the posted permit to the lead safety/lead rescue person.
3.2.17 If conditions change (fire, spill/leak, release, etc.), the permit will become invalid. The attendant must ensure that all entrants exit the Confined Space in a safe and timely manner. A new permit must be issued before work can resume in the Confined Space.

3.2.18 If an accident occurs within the Confined Space involving injuries to the entrant(s) and they cannot exit the Confined Space under their own power, the attendant will use his/her radio to advise the lead safety/lead rescue person, or designee of the situation and to summon the Emergency Response Team. Under no circumstances will the attendant enter the Confined Space to assist an entrant with exiting or to attempt a rescue.

3.2.19 When the job is completed, all canceled confined space permits must be sent to the corporate safety department for an annual review to ensure safe work practices are maintained and accurate.

4) Hot Work, Lighting and Tools

4.1 When hot work will be performed in the Confined Space, the permit must be changed to include hot work. If products of combustion are produced, continuous air monitoring must be conducted and adequate ventilation must be provided to remove smoke and fumes from the Confined Space.

4.2 Fuel gas cylinders and/or welding machines will be placed outside of the Confined Space where entry to and exit from the space in not obstructed. When not in use, fuel gas and oxygen cylinders should be shut off and the torch should be removed from the Confined Space.

4.3 Pneumatic or electric tools may be used in conjunction with work in a Confined Space. All electrical tools must have a Ground Fault Circuit Interrupter (GFCI) placed outside the Confined Space.

4.4 When natural lighting conditions are not adequate, additional lighting devices can be used if protected with a GFCI. Potentially explosive atmospheres require lighting from a battery or a low voltage (12 volt) source.

5) Rescue Procedures

5.1 The lead safety/lead rescue person or designee in concurrence with the Operations Manager or Engineering Supervisor shall be responsible for developing a rescue plan for use in the event of an emergency. The plan may provide for a Job-Site Safety on site “Rescue Team” or for an offsite rescue service. The Plan shall be discussed with all affected parties prior to entry into the “Permit Required Confined Space.”

5.2 The offsite rescue team must be trained to address the specific hazards associated with each Permit Required Confined Space that are deemed Immediately Dangerous to Life and Health.
5.3 Rescue services must be on-site for immediately dangerous to life and health (IDLH) conditions while work is being performed.

5.4 If the plan includes an onsite Rescue Team, the team must be properly equipped and trained in the rescue techniques provided for in the plan. Additionally the team members must be trained in the use of personal protective equipment, rescue equipment, in first aid, and in CPR techniques. The lead safety/lead rescue person or designee shall be responsible for assuring that all safety equipment required for the rescue plan is on site and in good working order.

6) Qualifications and Training

6.1 Any persons with responsibilities associated with Confined Space entry must be qualified and medically fit to carry out their respective assignments. The duties associated with typical job assignments and crafts listed below are specified in Section 2 of this policy.

- Attendants
- Authorized Entrants
- Authorized Entry Supervisor – foreman, Manager, or designee.

6.2 All employees who may be required to enter a confined space including their supervisors and foreman shall be trained in hazard recognition, avoidance, and prevention of unsafe conditions. This shall include but not be limited to:

6.2.1 The use of respiratory protection equipment if the use of such equipment is required.

6.2.2 The use of atmospheric testing devices for those employees required to perform atmospheric tests. Training shall cover field checks as specified by the manufacturer, normal use, and specific limitations of the equipment.

6.2.3 Gas monitors shall be calibrated per manufacturers’ recommendation and a current calibration sticker on monitor.

6.2.4 Lockout and tagging procedures.

6.2.5 The use of special equipment and tools.

6.2.6 Emergency and rescue methods and procedures.

6.2.7 The use of protective and emergency equipment.

6.2.8 Daily bump tests shall be conducted on monitors that are being used in the field.

6.2.9 Requirements of training must be conducted prior to initial assignment, prior to a change in assigned duties, and if a new hazard has been created and/or if special deviations have occurred.

6.2.10 All training must be documented and kept for records.

6.3 See attached outlines for training.

7) Sub-Contractors

7.1 Sub-contractors, whose representative will perform work within Confined Spaces, will be notified of the potential hazards of the Confined Space (s) by the lead safety/lead rescue person.
7.2 In order to perform work within Confined Spaces, sub-contractors and their representatives will comply with the guidelines set forth by this policy.

8) **Owners Confined Space Entry Procedure**

8.1 If an owner has a confined space entry procedure that is more stringent that the Job-Site Safety procedure or it is a contractual requirement, it shall be adhered to.

8.2 Where local conditions require additions or modifications to this procedure, the lead safety/lead rescue person or designee shall notify the Operations Manager and obtain concurrence in adopting any such additions or modifications.

Approved By:

[Signature]

Stephen P. Arndt
President

**Review Interval:**
Annually or as need arises

**References:**


1st Edition, Revision 2

Original Issue Date: September 1, 2010
Revision Date: June 24, 2014
POLICY NUMBER
3.8

SUBJECT: In Plant Rail Safety

SCOPE: This policy applies to all Job-Site Safety personnel.

PURPOSE: To establish minimum safety guidelines for Job-Site Safety personnel working in or around rail yards.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on the matter and then trained annually thereafter.

General Safety Rules:

1) General

1.1 No work will be performed with 20 feet of a rail way unless the proper work permit has been issued and employees have completed and documented the proper training.

1.2 Never position any part of your body in any pinch point as rail equipment can move at any time.

1.3 Never attempt to crawl under rail equipment or climb over moving rail equipment.

1.4 Never cross in front of moving rail equipment.

1.5 In all cases pedestrian employees will only cross rail ways at designated areas.

1.6 Vehicle crossings are not to be used as pedestrian crossings unless so indicated and there are no other pedestrian crossings in the area.

1.7 If no designated pedestrian crossing exits the following safety rules will be enforced

1.7.1 Do not cross within 10 feet of the end of a parked rail car.

1.7.2 Do not cross between uncoupled rail cars.

1.7.3 Stop, Look, and Listen prior to proceeding across the tracks.

1.7.4 Never step on any rails as they may be slippery.
Job-Site Safety,

Approved By:

Stephen P Arndt
President

Review Interval:
Annually or as need arises

References:
None

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 24, 2014
POLICY NUMBER
3.9

SUBJECT: Fire Prevention and Protection

SCOPE: This policy applies to the employees of Job-Site Safety.

PURPOSE: The purpose of this program is to control and reduce the possibility of fire and to specify and use the various types of equipment in case of a fire.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The Job lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The Job lead safety/lead rescue person is responsible for employees and sub-contractors comply with all fire prevention and protection requirements.

The Corporate Safety President/Vice President is responsible for reviewing any changes and approval to this document.

Method:

1) Fire Prevention
   1.1 Recognizing Fire Hazards
       1.1.1 Industrial fires can be caused by a variety of hazards including unprotected or faulty equipment, unsafe storage of combustible materials, improper grounding and bonding methods, inadequate ventilation, failure to follow established safety guidelines (such as smoking in restricted areas), inattention, human error, and arson. Most of these fire hazards can be recognized thereby preventing fires.

       1.1.2 You can help prevent fires at your worksite by following these guidelines.

       • Keep equipment and machinery clean and in good operating condition.
       • Make sure all electrical equipment is protected.
       • Never overload circuits.
       • Store flammable/combustible materials in appropriate containers away from heat sources.
Job-Site Safety,

- Keep work and refuse areas clean and free of debris.
- Dispose of flammables according to established safety guidelines.
- Never leave open flames unattended.
- Matches or cigarette lighters should not be carried into any area where an explosive atmosphere may be present.
- Smoking must be confined to designated smoking areas.
- The use of gasoline as a cleaning agent is strictly prohibited.
- In the event of a gas leak, engines and open flames should be shut down without delay.
- When testing for gas leaks, use soapsuds or an approved leak detector fluid. Never use an open flame.
- Use caution when operating welding and other spark-producing equipment.
- Clean (if appropriate) or report all spills.
- Report suspicious persons to security.

2) Fire Classification
   2.1 Class “A” – Fires are those that occur in ordinary materials such as wood, paper, rags, and rubbish. The quenching and cooling effects of water or of solutions containing large percentages of water are of first importance in extinguishing these fires.
   2.2 Class “B” – Fires is those that occur in the vapor-air mixture over the surface of flammable liquids such as gasoline, oil, grease, paints and thinners. The limiting of air is of primary importance. Generally, regular dry chemical, multi-purpose dry chemical, carbon dioxide, and foam may be used depending on the circumstances of the fire. Solid streams of water are likely to spread the fire, but on large fires of this class, water fog nozzles prove effective.
   2.3 Class “C” – Fires is those that occur in or near electrical equipment where non-conducting extinguishing agents shall be used. Dry chemicals, carbon dioxide, compressed gas, or vaporizing liquid may be used. Foam or a solid stream of water should not be used because both are good conductors and can expose the operator to a severe shock hazard.
   2.4 Class “D” – Fires is those that occur in combustible metals such as magnesium, titanium, zirconium, lithium, and sodium. Specialized techniques extinguishing agents, and extinguishing equipment are needed to control and extinguishing agents generally should not be used as there is a danger in most cases of increasing intensity of the fire because of a chemical reaction between some extinguishing agents and the burning metal.

3) Flammables
   3.1 Flammable liquids such as gasoline, benzene, naphtha, and lacquer thinner must not be used for cleaning purposes.
   3.2 Flash point of 100 degrees F or less (close to room temperature).\"
3.3 Handling, storing and disposing of flammables must be done carefully to prevent serious accidents, injury to people, and damage to property. A small spark that causes gasoline to explode leads to a large fire, which then leads to a large explosion.

3.4 Before handling a flammable chemical, always read the Safety Data Sheet (SDS). Container labels provide helpful information, but the SDS is much more complete. It includes guidelines about handling, storage, disposal, first aid, and emergencies.

3.5 Flammables act differently. Many of these evaporate quickly. These are called “volatile.” Their MSDS’S can tell you when: look for the upper and lower explosive limits. Some chemicals are so flammable that they burn simply upon contact with air. These are called “pyrophoric.” (“Pyro” means fire, “phoric” means carrier.)

3.6 The following precautions should be followed when working around flammables:
   - Never smoke, cut or weld when you are near them.
   - Never mix a flammable with another chemical unless instructed to do so by your Supervisor and the SDS shows that they are compatible.
   - Wear the right Personal Protective Equipment (PPE) and use all suggested ventilation systems.
   - Use grounding and bonding wires to prevent static electricity.
   - When working with or around flammables, make sure you know the location of the spill control station and the correct fire extinguisher.

3.7 When storing flammables the following precautions shall be followed:
   - Flammables should be stored by themselves, in a temperature-controlled, well-ventilated area.
   - Keep flammables far from heat or electric sources.
   - Store flammables in approved safety containers with vapor-tight caps and flame arrestors.
   - Check to see that all containers are labeled and in good working order. Fix any leaks or damaged parts, or dispose of them.

3.8 Disposal of flammables:
   - Use only approved containers.
   - Never pour flammables into the drain, sewer, garbage can, or ground.

4) Proper Use of Fire Fighting Equipment

4.1 In the event of a fire the following steps shall be taken prior to attempting to extinguish the fire:
   4.1.1 Notify the Job lead safety/lead rescue person and/or Owner.
   4.1.2 Make sure your back is to an escape route.
   4.1.3 Ensure that your extinguisher is rated for the class of fire you will be fighting.

4.2 When fighting a fire with a standard portable, use the following procedure in extinguishing the fire.
4.2.1 Always use the handle to carry the extinguisher.
4.2.2 Proceed towards the fire. When you are approximately 10 feet from the near edge of the fire, stop and ready your extinguisher.
4.2.3 Extinguish fires by following the P.A.S.S method.
   - **P** - Pull the extinguisher pin.
   - **A** – Aim the extinguishers nozzles towards the base of the fire.
   - **S** – Squeeze the trigger.
   - **S** - Sweep the nozzle side to side across the full width of the fire.

4.2.4 Once a fire has been extinguished, stand by for a few minutes to ensure that there is no danger or a re-flash.
4.2.5 Never turn your back on an apparently extinguished fire. Always face the extinguished fire when backing away from it.

5) Fire Extinguisher Requirements

   5.1 Portable fire extinguishers shall be maintained in a fully charged and operable condition.
   5.2 Extinguishers shall be conspicuously located where they will be readily accessible and immediately available for use when required.
   5.3 The selection of fire extinguishers for a given situation will depend upon the characteristics of the fires anticipated, the construction and occupancy of the individual property, the hazard to be protected, ambient temperature conditions, and other contributing factors.

6) Maintenance

   6.1 At regular intervals, not more than one year apart, or when specifically indicated by an inspection, the Operations Manager shall ensure that all extinguishers be thoroughly examined and/or recharged or repaired to ensure operability and safety, or replaced as needed.
   6.2 Each extinguisher shall have a durable tag securely attached to show the maintenance or recharge date with the initial or signature of the person responsible for this service. In addition monthly visual checks shall be conducted and documented on the tag.

7) Training

   7.1 The Job lead safety/lead rescue person or Safety Representative shall apprise employees of the fire hazards of the materials and processes to which they are exposed.
   7.2 The Job lead safety/lead rescue person or Safety Representative shall review with the employee upon initial assignment those parts of this policy which the employee must know to protect themselves in the event of an emergency and annually thereafter.
7.3 All employees shall be instructed in the P.A.S.S method of fire extinguishing as indicated above.

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 24, 2014
POLICY NUMBER
3.10

SUBJECT: Ladders and Stairways

SCOPE: This policy applies to the employee of Job-Site Safety.

PURPOSE: The purpose of this safety standard is to prevent injury to personnel caused by the improper use of ladders.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors comply with all ladder and stairway safety requirements.

The President/Vice President is responsible for reviewing any changes and approval to this document.

Method

1) General Requirements
   1.1 All ladders shall be kept in good condition. Use of defective ladders is prohibited. Defective ladders shall be taken out of service immediately and returned to the shop for repair or disposal.
   1.2 A ladder or stairway is required when there is a break in elevation of 18” or more when there are no ramps, runways, or personal hoist provided.
   1.3 Ladders shall not be placed in front of doors unless the door is locked or guarded.
   1.4 All lean ladders shall be equipped with safety shoes.
   1.5 The use of ladders with broken or missing rungs or steps, broken or split side rails or other defective construction is prohibited.
   1.6 When ladders with such defects are discovered, they should be immediately withdrawn from service. Inspection of ladders should include checking for corrosion of open-end hollow rungs.
   1.7 Ladders shall be capable of supporting the following loads without failure:
1.7.1 Each self-supporting portable ladder shall sustain at least 4 times the maximum intended load. Except that each extra heavy-duty type 1A metal or plastic ladder shall sustain at least 3.3 times the maximum intended load.

1.7.2 Each portable ladder that is not self-supporting should sustain at least 4 times the maximum intended load.

1.7.3 Each portable ladder will state that they have non-conductive side rails.

1.7.4 Each step or rung shall be capable of supporting at least 250 lbs applied in the middle of the step or rung.

1.7 Manufactured Ladders shall conform to ANSI standard provisions:

1.7.1 A-14.1 for wooden ladders.
1.7.2 A-14.2 for metal ladders.
1.7.3 A-14.5 for fiberglass ladders.

1.8 Ladder rungs must be uniformly spaced to meet OSHA/ANSI specifications.

1.9 Ladder feet shall be placed on a substantial base, and the area around the top and bottom of the ladder shall be kept clear.

1.10 Ladders shall be used at a pitch that is ¼ the distance from the top support to the base of the support.

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

1.12 Ladders in use shall be tied at the top, blocked, or otherwise secured to prevent their being displaced.

1.13 Metal ladders are not to be used where they may contact electrical conductors.

1.14 Employees shall face the ladder while ascending or descending.

1.15 Employee working higher than 6 feet on a ladder must be tied off from a secure source that can hold five thousand pounds.

1.16 Employees using lean ladders shall secure the top portion of the ladder, blocked, or otherwise secured, before starting the job. Another employee should hold the bottom of the ladder while the top is being tied off and untied.

1.17 Use the right ladder for the job (step, platform, straight, or extension). When using a straight or extension ladder, select one of sufficient length so that the work can be performed while standing on or below the fourth rung from the top. When using a folding ladder, stand below the top two steps and do not sit on the top step.

1.18 Tools must not be used in a position that will transmit an excessive downward force to the ladder, causing rung or stop failure.

1.19 Use of a ladder by more than one person at a time is prohibited, unless the ladder is designed for such usage. Ladders shall be place only on firm, level footing.

1.20 When climbing above the ladder, such as onto a roof, the ladder should extend 3 feet above the top support to provide a holding point for dismounting and remounting the ladder.
1.21 Employees shall have their hands free of materials while climbing ladders. Hand lines should be used to raise or lower material.

1.22 At the end of the workday, ladders used by personnel shall be moved from work areas or aisles so as not to create a tripping or bumping hazard.

1.23 Wood ladders are prohibited.

1.24 The user of the ladder is responsible for inspection of the ladder before each use.

2) **Step Ladders**

2.1 When working on stepladders, remember:

   2.1.1 Never climb past the second rung from the top.
   2.1.2 Make sure that the spreaders are functional and locked in place before climbing the ladder.
   2.1.3 If the ladder is positioned by a door or walkway, make sure that the door is locked or the walkway barricaded to prevent collisions.
   2.1.4 Do not overreach while working on a stepladder.
   2.1.5 Reposition the ladder to avoid leaning over the base of support.

3) **Job Fabrication Ladders**

3.1 These ladders are constructed for intended use. If a ladder is to provide the only means of access or exit from a working area for 25 or more employees, or simultaneous two-way traffic is expected, a double cleat ladder shall be installed. Double cleat ladders shall not exceed 24 feet in length. Single cleat ladders shall not exceed 30 feet in length between supports (base and top landing). If ladders are to connect different landings, or if the length required exceeds this maximum length, two or more separate ladders shall be used, offset with a platform between ladders. Guardrails and tow boards shall be erected on the exposed sides of each ladder.

3.2 The width of single cleat ladders shall be at least 15 inches, but not more than 20 inches, between rails at the top. Wood side rails of ladders having cleats shall not be less than 1-1/2 inches thick and 3-1/2 inches deep when made of Group 2 or Group 3 woods. Wood side rails of Group 4 woods may be used in the same cross-section of dimensions for cleat ladders up to 20 feet in length. It is preferable that side rails be continuous. If splicing is necessary to attain the required length, however, the splice must develop the full strength of a continuous side rail of the same length. 2" x 4" lumber shall be used on side rails of single cleat ladders up to 16 feet long, 3" x 6" lumber shall be used for single cleat ladders from 16 feet to 30 feet in length.

3.3 Lumber used for side and middle rails of double cleat ladders up to 12 feet in length shall be 2" x 4"; 2" x 6" lumber for double cleat ladders from 12 to 24 feet in length. Wood cleats made of Group 1 woods shall have a minimum dimension of 3/4" x 3-3/4" for cleats between
20 and up to and including 30 inches. Cleats may be made of species of any other group of wood provided equal or greater strength is maintained.

3.4 Cleats shall be inset into the edges of the side rails one-half inch or filler blocks shall be used on the rails between the cleats. The cleats shall be secured to each rail with three common wire nails or other fasteners of equivalent strength. Cleats shall be uniformly spaced, 12 inches top-to-top.

4) Ladder Ratings

4.1 Ladders are rated by the amount of weight they can safely hold. This limit includes both the person and any equipment they are carrying:

   4.1.1 I-A Heavy Duty can hold 300 pounds
   4.1.1 I Heavy Duty can hold 250 pounds
   4.1.2 II Heavy Duty can hold 225 pounds
   4.1.3 III Light Duty can hold 200 pounds

5) Ladder Storage

5.1 Ladders should be stored vertically, in racks designed to prevent tipping or sliding.

5.2 If ladders cannot be stored vertically they can be stored horizontally, either on properly spaced pegs, or flat on the floor.

5.3 Ladders shall be guarded against damage from material and handling equipment. Never store miscellaneous materials on top of ladders.

6) Limits

6.1 A stepladder should be no more than 20 feet.

6.2 A one-section ladder should be no more than 30 feet.

6.3 An extension ladder can go up to 60 feet, but the sections must overlap.

6.4 When setting up a ladder the following rules shall apply:

   6.4.1 The ladder must be placed on a level surface.
   6.4.2 When using on soft ground, use wide boards.
6.4.3 Persons who work on ladders should wear slip-resistant footwear, and make sure that ladder rungs are free of oil, grease, or other slippery substances.

6.4.4 Climb and descend it facing the ladder itself, maintaining three point contact at all times.

6.4.5 When working on ladders, hold onto the ladder with one hand at all times.

6.4.6 NEVER use a metal ladder when working with electrical current.

7) Inspection of Ladders

7.1 All portable ladders will be inspected by the shop at least once a year, and after successfully passing the inspection shall be color-coded per section 7.4 below.

7.2 Employees with ladders in their possession are responsible for returning the ladder(s) to the shop for the yearly inspection.

7.3 Ladders should be cleaned of any product, oil, or other foreign material before taking to the shop.

7.4 The color code schedule for ladders is:

<table>
<thead>
<tr>
<th>Year</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Blue</td>
</tr>
<tr>
<td>2015</td>
<td>Yellow</td>
</tr>
<tr>
<td>2016</td>
<td>Orange</td>
</tr>
<tr>
<td>2017</td>
<td>Green</td>
</tr>
<tr>
<td>2018</td>
<td>Red</td>
</tr>
</tbody>
</table>

8) Stairways

8.1 The following requirements apply to all stairways used on the job site:

8.1.1 Stairways that are not a permanent structure shall have a landing of not less than 30" in the direction of travel and extend at least 22" in width at every 12 feet or less in vertical rise.

8.1.2 Stairs shall have an incline between 30 and 50 degrees.

8.1.3 Riser height and tread depth shall be uniform.

8.1.4 Where a door opens directly on the landing area. It shall not reduce the width of the landing by less than 20".

8.1.5 Stairways shall be free of tripping hazards such as debris or protruding nails.
8.1.6 Slippery conditions shall be corrected immediately.

8.2 Unprotected sides and edges of a stairway or landing area shall have a guardrail system as follow:

8.2.1 The top rail of a handrail system shall be between 30" and 36" in height and the mid-rail if applied shall be half way between the top of the handrail and the step.

8.2.2 The top rail shall be capable of withstanding a force of 250 lbs. in any direction.

8.2.3 Fabricated stairs shall be inspected by the Manager/Superintendent or designee, prior to use.

9) Training

9.1 The Manager/Superintendent shall train employees in the following areas:

9.1.1 Potential fall hazards in the work areas.

9.1.2 The correct use of ladders and stairways.

9.2 Training for all regular full-time Job-Site Safety personnel shall be documented and filed with the Safety Department. Training for all non-full-time Job-Site Safety personnel will be kept in the job file.
Policy 3.10, Rev #1

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
29 Code of Federal Regulations, Subpart X, Ladders, 1926.1053


1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 24, 2014
POLICY NUMBER
3.11

SUBJECT: Lifting

SCOPE: This safety standard applies to all persons working for Job-Site Safety.

PURPOSE: The purpose of this standard is to establish minimum requirements to ensure personnel perform all manual lifts in a safe manner.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors compliance with the Job-Site Safety Lifting Program.

The President/Vice President is responsible for reviewing any changes and approval to this document.

METHOD:

Safe lifting is always important, but it is critical when lifting is a part of your job or everyday activities. Safe lifting means keeping your back aligned when you lift, maintaining your center of balance, and letting your legs do the lifting.

1) Technique

1.1 By using the following techniques, you can learn how to lift safely and save your back from accidental strain and injury.

1.1.1 Plan your lift. Safe lifting protecting your back (and yourself) while you lift. Evaluate your object and ask yourself the following questions:

- Is it heavy? Awkward to carry? Can you see around it? Is its weight evenly distributed and stable? Are there sharp edges or protruding nails?
- Above all, safe lifting means keeping your back in balance and avoiding overload.
1.1.2 Stand close to the object with your feet apart for balance. If the object is small enough, keep it between your legs.
1.1.3 Bend your knees and lower yourself into a squatting position while keeping you back upright.
1.1.4 Grip the object firmly with your whole hand. Use your palms, not just your fingers.
1.1.5 Tighten your stomach muscles and, keeping your back upright, straighten your legs. Pivot around your hip joint. Move slowly. Jerky motions strain muscles.
1.1.6 Keep the load close to your body.
1.1.7 Keep your elbows tucked in close to your body.
1.1.8 Move slowly and carefully. If you have to turn, move your feet first, and then bring your hips and shoulders around. Do not twist; keep your shoulders and feet facing forward at all times.
1.1.9 Face the unloading area and bend your knees to bring the object down.
1.1.10 Keep your fingers clear of the bottom.
1.1.11 Place the object down near your feet and push or slide it into place.

1.2 This standard way of lifting is safe, but in many situations, it’s impractical. When the load you have to lift is awkward, or is in a hard-to-reach area, a standard lift can be difficult to perform. The following tips can help you lift safely in situations where the standard lift can’t be used.

1.2.1 Objects that are relatively light can be awkward to lift and carry.
1.2.2 When lifting and carrying pipes, lumber, or other light loads, don’t “hug” the load close to your body. Instead, support it on your shoulder, keeping the front of the object higher than the rear.

1.3 Overhead load can be difficult to lift. If you have an object that’s above shoulder level, use a stepstool or ladder to avoid over-reaching. Test the weight of the load before removing it from its shelf. If the load is less than 25 pounds, slide it down toward you, possible, hand it down to a waiting co-worker.

1.4 Reaching into a bin, container, or other storage area to lift an object make the standard lift next to impossible. In these situations, stand with feet at shoulder distance apart, slightly bend your knees, and start to squat, bending at your hip joints, not at your waist. (The movement is the same one you make when you lower yourself into a chair).

1.5 Not all loads can (or should) be lifted by you or your co-workers. Carts, bins, hand trucks, dollies, and forklifts are all mechanical aids that can help transport a load without putting undue strain on your back. Pushcarts and bins can be useful for light, awkward loads, while hand trucks and forklifts can help move heavier, stackable materials. When using mechanical aids, be sure that the load is secured in place before moving, and be sure to push the device rather than pulling it.
1.6 Employees shall not lift any object manually over 50 pounds per employee. Employees shall be required to use mechanical means or additional assistance for an object weighing more than 50 pounds.

2) Training
2.1 The job’s lead safety/lead rescue person or Safety Representative shall train employees in proper lifting techniques per this section and training shall be documented.

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
None

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 24, 2014
POLICY NUMBER
3.12

SUBJECT: Lead Safety

SCOPE: This standard applies to all maintenance. Construction or demolition work involving potential exposure to lead. Job tasks covered by this safety standard include the removal of lead-based paints, performing hot work on any metal surface containing lead, handling lead contaminated materials, machining lead containing metals, or any other maintenance or construction task having potential exposure to lead.

PURPOSE: The purpose of this safety standard is to prevent potential exposure to lead during maintenance and construction activities. This standard serves as the written lead compliance plan as required by the OSHA Lead Standard for the Construction Industry, 29 CFR 1926.62.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The Operations Manager shall request in writing from the owner, any information available on potential or known lead hazards that may be in the area of our scope of work.

The job’s lead safety/lead rescue person shall coordinate with the Operations Manager to determine Owner’s response and provide training regarding lead in the work place.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors comply with this lead management program.

Employees are responsible for reporting suspected lead exposures and for following site-specific lead abatement programs when they are implemented for the areas in which they are working.
Job-Site Safety,

The Operations Manager responsible for the implementation of the lead exposure program, training, and providing the site with lead exposure written program for compliance with the OSHA standard as required.

The President/Vice President is responsible for reviewing any changes and approval to this document.

METHOD:

1) General Requirements

1.1 Normally lead abatement will be subcontracted, eliminating possible exposure to our employees. If this is not possible, the Operations Manager in conjunction with the Owner shall develop a site-specific lead abatement program.

1.2 Industrial hygiene exposure monitoring and environmental sampling will be outsourced.

1.3 Employees will be issued respirators in accordance with Policy 3.15, Section 1. An employee may choose, at no cost, a NIOSH-certified powered, air-purifying respirator (PAPRs). When used, PAPRs shall only be worn during the time period necessary to install or implement engineering or work practice controls.

1.4 Employees will be notified of their exposure monitoring results in writing within 5 working days of the receipt of the results. Employee notification will be the responsibility of the Safety Department.

1.5 Affected sub-contractors will be required to conduct exposure monitoring for their personnel. The contractor will provided copies of sampling results to the job site Safety Department.

1.6 Full shift personal samples shall be representative of the employee’s regular daily exposure to lead.

1.7 If initial determination or subsequent monitoring reveals employee exposure to be at or above the action level but below the permissible exposure limit then repeat monitoring shall be discontinued once two consecutive measurements taken at least seven days apart are below the action level.

2) Training

2.1 All employees will receive awareness training and employees involved in lead work will be required to receive lead hazard worker training prior to initial job assignment and annually thereafter. Lead hazard worker training will be completed as needed and include the following:
Job-Site Safety,

- Specific nature of the operations, which could result in lead exposure above the action level.
- Personal protective equipment
- Decontamination procedures
- Waste disposal
- Lead worker training

2.1.1 The job’s lead safety/lead rescue person prior to the start of the job will review the lead compliance plan to ensure no employee is exposed to lead concentrations greater than fifty micrograms per cubic meter of air averaged over and eight hour period.

2.1.2 Section 2 of this policy will be used to determine required work practices to be included in the written compliance plan.

3) Lead Exposure

3.1 If any exposure to lead above the action level is suspected, or identified during the course of our work, the following guidelines should be followed:

- The job’s lead safety/lead rescue person shall halt the work, evacuate our employees from the area, and notify the Owner and the Operations Manager.
- Employees shall not be permitted to work in the affected area without specific permission from the Operations Manager.
- The Operations Manager will develop a site-specific plan, which may include Environmental sampling, depending on work description and previous lead sampling.
- The job’s lead safety/lead rescue person shall be responsible for the lead exposure program to be followed throughout all phases of construction and to the extent feasible to establish good work practices to reduce exposure to or below the P.E.L.
- Specialized additional training shall be conducted for employees working in areas covered by the site-specific plan. Such training shall be documented.

3.2 Any employee exposed to lead at or above the action level for 30 or more days per year will be included in a periodic medical surveillance program.

3.3 Any employee exposed to lead at or above the action level for 30 days will be issued respirators in accordance with Policy 3.15, Section 1 of this manual.

3.4 The medical surveillance will be out sourced.
3.5 Sub-contractors will be required to provide Job-Site Safety with the results of pre-job and post-job blood lead tests for jobs requiring a specific written compliance plan.

3.6 Blood sampling and monitoring shall be conducted every six months until two consecutive blood samples and analysis are acceptable.

3.7 Sampling and monitoring shall be performed monthly during the removal period.

3.8 Any employees with elevated blood levels shall be temporarily removed from operations involving lead and covered by the Medical Removal Protection benefits.

3.9 Employees shall be notified in writing within five days of receipt when lead levels are not acceptable.

4) Facilities Hygiene

4.1 Equipment Decontamination – If needed, decontaminate the equipment in the regulated area.

4.2 Wash Area – an area that the employee may wash his/her hands and face prior to using the restroom, eating, or drinking, and at the end of the shift.

4.3 Shower – If needed, an area that the employee may shower at the end of the shift.

*Change Area – If needed, an area that the employee can change into clean work clothes from street clothes, store street clothes and change back into street clothes after showering at the end of the shift.*
Job-Site Safety,

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.13

SUBJECT: Scaffolding

SCOPE: The following instructions define minimum requirements and shall be adhered to in the erection and use of all scaffolding by Job-Site Safety (including sub-contractor scaffolding).

PURPOSE: The purpose of this safety standard is to prevent injury to personnel and damage to equipment caused by the improper use of scaffolds.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors compliance with the Job-Site Safety Scaffolding Program.

The President/Vice President is responsible for reviewing any changes and approval to this document.

METHOD:

1) General Requirements

1.1 Scaffolding equipment shall be kept in good condition at all times. Defective scaffolding planks, clamps, etc., shall be taken out of service and replaced. To protect against rust and weather, all clamps, nuts and bolts, etc., shall be stored or covered when not in use.

1.2 No scaffold shall be erected, moved, dismantled, or altered except under the supervision of a Competent Person.

1.3 Solid footing shall be used at all times. Base plates shall sit on foundations adequate to support the maximum intended load. Footing shall be sound and rigid, capable of carrying the maximum intended load without settling or displacement. Unstable objects such, as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks. Scaffolding in excess of 20 feet in height shall not be supported on wheels.

1.4 The lower sections of the scaffolding shall be flagged, if a bump or trip hazard exists.
1.5 All legs or uprights should be spaced not over 8' in distance and uprights should be plumb.
1.6 If possible, all scaffolds, regardless of height, shall be equipped with handrails and mid-rails on all sides. Handrails shall be approximately 42" about the scaffold platforms, and mid-rails approximately 21" above the platform. Handrails and mid-rails shall be supported at intervals not to exceed 8 feet horizontally, unless erecting light duty scaffold using manufactured components specifically designed for 10-foot horizontal span. If no handrail, then tie off is mandatory.
1.7 Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toe board and the guardrail, extending along the entire opening, consisting of No. 18 gauge U.S. Standard wire ½-inch mesh, or the equivalent.
1.8 Guardrails and toe boards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
1.9 Scaffolds 4 feet to 10 feet in height, having a minimum horizontal dimension in either direction of less than 45 inches, shall have standard guardrails installed on all open sides and ends of the platform.
1.10 Guardrails shall be 2 x 4 inches, or the equivalent, approximately 42 inches high, with a mid-rail. Supports shall be intervals not to exceed 8 feet.
1.11 Where possible, scaffold platform handrails should be equipped with safety “swing” gates. Swing gates may be omitted where piping, equipment, etc., interfere with the proper operation of the swing gate.
1.12 Any scaffold including accessories such as braces, brackets, trusses, screw legs, ladders, etc, damaged or weakened from any cause shall be immediately repaired or replaced.
1.13 There shall be minimal gaps between the scaffold boards, or between the scaffold board and the toe board, unless the scaffold boards and gaps are covered with 3/4" thick plywood. The resulting platform shall be free from potential dangers of someone stepping between boards, or dropping items between boards. Toe boards shall be attached to the handrail vertical supports so the toe board is directly below the handrail and mid-rail.
1.14 All load carrying timber members of scaffold framing shall be a minimum of 1, 5000 fiber (stress grade) construction grade lumber. All dimensions are nominal sizes as provided in the American Lumber Standards, except that where rough sizes are noted, only rough or undressed lumber of the size specified will satisfy minimum requirements.
1.15 Platforms fully planked shall have no more than 1" gaps.
1.16 A climbing ladder or stairway shall be provided for proper access and egress, and shall be affixed or built into the scaffold and so located that its use will not have a tendency to tip the scaffold.
1.17 The bottom rung of the access must not be more than 24" high.
1.18 Rest platforms shall be installed at every 35 feet. The landing platforms shall have standard handrails, mid-rails, and toe boards as described in this policy.
1.19 Platforms 10 feet and less to extend at least 6" but not more than 12" past support unless designed and installed and/or guarded properly.

1.20 Platforms greater than 10 feet, no more than 18" past support unless designed and installed and/or guarded properly.

1.21 The poles, legs, or uprights of scaffold shall be plumb, and securely and rigidly braced to prevent swaying and displacement.

1.22 Overhead protection shall be provided for men on a scaffold exposed to overhead hazards.

1.23 Slippery conditions on scaffolds shall be eliminated as soon as possible after they occur.

1.24 No welding, burning, riveting, or open flame work shall be performed on any staging suspended by means of fiber or synthetic rope. Only treated or protected fiber or synthetic ropes shall be used for, or near, any work involving the use of corrosive substances or chemicals. Specific requirements for boatswain’s chairs, and float or ship scaffolds are contained below.

1.25 No paint on wood platforms, except that edges may be marked for identification.

1.26 Wire, synthetic, or fiber rope used for scaffold suspension shall be capable of supporting at least 6 times the rated load.

1.27 The use of shore or lean-to scaffolds is prohibited.

1.28 During construction and usage of scaffolding, unqualified personnel shall maintain a safe distance from unguarded, energized power lines. This distance includes the person and the longest conductive object they may contact. The safe distances are:

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 kv</td>
<td>10 feet</td>
</tr>
<tr>
<td>&gt;50 kv</td>
<td>10 feet plus 4&quot; for every 1 kv over 50 kv.</td>
</tr>
</tbody>
</table>

1.29 All scaffolding shall be constructed to provide a safety factor of four (4). A safety factor of 4 means scaffolds and their components shall be capable of supporting without failure, at least four times the maximum intended load.

Example: 3 men (200 lbs. each) and 50 lbs. of equipment will be the intended maximum load (pounds) to be performed on a scaffold. 200 x 3 + 50 = 650 lbs total weight

\[ 650 \times 4 \text{ (safety factor)} = 2600 \text{ lbs.} \]

The scaffold and scaffolding components must be capable of supporting 2600 lbs.

2) Scaffold Condition – READY FOR USE

2.1 A scaffold Condition Tag shall be used to indicate the “current condition” of the scaffolding. The tags shall be completed, in full, and placed at the ladder access and/or any access point to the scaffolding. Three tags will be used to indicate scaffolding conditions:
2.1.1 Green – Scaffold is Approved for Use

2.1.2 Yellow – scaffold is approved; however, CAUTION IS WARRANTED. I.e. tripping hazards on scaffold walking surface; guardrail missing at certain location due to process piping, etc.

2.1.3 White or Red – Scaffold is NOT Ready for Use.

2.2 The person erecting that scaffold should complete the tag.

Note (1): Any scaffold that does not have condition tag shall be treated as a “White Tagged” scaffold.

Note (2): Only scaffold builders/erectors are permitted on “White Tagged” scaffolding.

3) Scaffold Time Limits

3.1 Scaffolding should not be inactive for more than two (2) working days. For example, scaffolding should not be erected more than two (2) working days prior to a job, and should be dismantled and removed within two (2) working days after job completion.

EXCEPTION: In some cases, scaffolding may be permitted to remain inactive, regardless of the time limits. The lead safety/lead rescue person may approve extended scaffold time limits.

4) Scaffold Board Specification

4.1 All planking shall be Scaffold Grades, or equivalent, as recognized by approved grading rules for the species of wood used.

4.2 The platform shall consist of not less than 2” x 9” nominal size planks extending not more than 12 inches or less than 6 inches beyond each end support.

4.3 End-to-end scaffolding boards shall overlap the supporting meal tube/frame a minimum of 12”.

4.4 Scaffold boards shall be anchored by flush nailing wire, proper cleating or number 9-wire.

5) Toe Boards Specifications

5.1 Toe boards shall be 1/4” x 4” metal or 2” x 4” nominal lumber #2 or better. Toe board lumber shall be free or splits and excessive knotholes.

5.2 Toe nailing of toes boards, except at corners, shall not be permitted. Toe boards shall be secured at the vertical rail at each corner with #9-wire, flush nailing or proper cleating where possible.

5.3 At corners, the toe boards shall be square cut without reduction of section. No notching of the boards is allowed.

6) Handrail and Mid-rail Specifications
6.1 Tubelox, Safeway or patent steel handrails and mid-rails are preferred and should be used whenever possible.
6.2 When lumber is used, handrails and mid-rails shall be 2" x 4" nominal lumber #2 or better. The lumber shall be free of splits and excessive knotholes.
6.3 The handrail and mid-rail shall be supported at intervals not to exceed 8 feet unless using manufactured components specifically designed for 10 foot horizontal span.

7) Tube and Coupler Scaffolds (i.e., pole scaffold)

7.1 A light duty tube and coupler scaffold shall have all posts, bearers, runners, and bracing of nominal 2-inch O.D. steel tubing. The posts shall be spaced no more than 6 feet apart by 10 feet along the length of the scaffold. Other structural metals, when used, must be designed to carry an equivalent load. No dissimilar metal shall be used together.

7.2 A medium duty tube and coupler scaffold shall have all posts, runner, and bracing of nominal 2-inch O.D steel tubing. Posts spaced not more than 8 feet apart by 8 feet along the length of the scaffold shall have bearers of nominal 2½” O.D steel tubing.

Posts spaced not more than 5 feet apart by 8 feet along the length of the scaffold shall have bearers of nominal 2 inch O.D steel tubing. Other structural metals, when used, must be designed to carry an equivalent lead. No dissimilar metals shall be used together.

7.3 A heavy duty tube and coupler scaffold shall have all posts runners, and bracing of nominal 2-inch O.D steel tubing, with the posts spaced not more than 6 feet by 6 feet-6 inches. Other structural metals, when used, must be designed to carry and equivalent load. No dissimilar metals shall be used together.

7.4 Tube and coupler scaffolds shall be limited in heights and working levels to those permitted. Scaffolds with requirements above these shall be referred to the Operations Manager.

7.5 All tube and coupler scaffolds shall be constructed and erected to support four times the maximum intended loads or as set forth in the specifications by a licensed professional engineer competent in this field.

7.6 Posts shall be accurately spaced, erected on suitable bases, and maintained plumb.

7.7 Runners shall be erected along the length of the scaffold, located on both the inside and the outside posts at even heights. Runners shall be interlocked to the inside and the outside posts at even heights. Runners shall be interlocked to form continuous lengths and coupled to each post. The bottom runners shall be located as close to the base as possible. Runners shall be placed not more than 6 feet-6 inches on centers.
7.8 Bearers shall be installed transversely between posts and shall be securely coupled to the posts bearing on the runner coupler. When coupled directly to the runners, the coupler must be kept as close to the posts as possible.

7.9 Bearers shall be at least 4 inches but not more than 12 inches longer than the post spacing or runner spacing.

7.10 Cross bracing shall be installed across the width of the scaffold at least every third set of posts horizontally and every fourth runner vertically. Such bracing shall extend diagonally from the inner and outer runners upward to the next outer and inner runners.

7.11 Longitudinal diagonal bracing on the inner and outer rows of poles shall be installed at approximately a 45-degree angle from near the base of the first outer post upward to the extreme top of the scaffold. Where the longitudinal length of the scaffold permits, such bracing shall be duplicated beginning at every fifth post. In a similar manner, longitudinal diagonal bracing shall also be installed from the last post extending back and upward toward the first post. Where conditions preclude the attachment of this bracing to the posts, it may be attached to the runners.

7.12 The entire scaffold shall be tied to and securely braced against the building at intervals not to exceed 30 feet horizontally and 26 feet vertically.

7.13 Guardrails, made of lumber not less than 2 x 4 inches (or other material providing equivalent protection), approximately 42 inches high, with a mid-rail of 1 x 6 inch lumber (or other material providing equivalent protection), and toe boards shall be installed at all open sides and ends on all scaffold more than 10 feet above the ground or floor. Toe boards shall be a minimum of 4 inches in height.

8) Tubular Welded Frame Scaffolds (i.e., patent scaffold)

8.1 Metal tubular frame scaffolds, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., shall be designed, constructed, and erected to safely support for times the maximum rated load.

8.2 Spacing of panels or frames shall be consistent with the loads imposed.

8.3 Scaffolds shall be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally, and the cross braces shall be of such length as will automatically square and align vertical members so that the erected scaffold is always plumb, square, and rigid. All brace connections shall be made secure.
8.4 Scaffold legs shall be set on adjustable bases or plain bases placed on mudsills or other foundations adequate to support the maximum rated load.

8.5 The frames shall be placed one on top of the other with coupling or stacking pins to provide proper vertical alignment of the legs.

8.6 Where uplifts may occur, panels shall be locked together vertically by pins or other equivalent suitable means.

8.7 To prevent movement, the scaffold shall be secured to the building or structure at intervals not exceed 30 feet horizontally and 26 feet vertically.

8.8 Frame scaffolds over 125 feet in height above the base plates shall be referred to the Corporate Manager.

8.9 Guardrails made of lumber, not less than 2 x 4 inches (or other material providing equivalent protection), and approximately 42 inches high, with a mid-rail of 1 x 6 inch lumber (or other material providing equivalent protection), and toe boards, shall be installed at all open sides and ends on all scaffolds more than 10 feet above the ground or floor. Toe boards shall be a minimum in height.

9) Manually Propelled Mobile Scaffolds

9.1 When freestanding mobile scaffold towers are used, the height shall not exceed four times the minimum base dimension.

9.2 Casters shall be properly designed for strength and dimensions to support four times the maximum intended load. All casters shall be provided with a positive locking device to hold scaffold in position.

9.3 Scaffolds shall be properly braced by cross bracing and horizontal bracing.

9.4 Platforms shall be tightly planked for the full width of the scaffold except for necessary entrance openings. Platforms shall be secured in place.

9.5 A ladder or stairway shall be provided for proper access and exit and shall be affixed or built into the scaffold and so located that when in use it will not have a tendency to tip the scaffold. A landing platform must be provided at intervals not to exceed 25 feet.

9.6 The force necessary to move the mobile scaffold shall be applied, near or as close to the base as practicable, and provision shall be made to stabilize the tower during movement from one
location to another. Scaffolds shall only be moved on level floors, free of obstructions and openings.

9.7 The Job Superintendent shall not allow employees to ride on manually propelled scaffolds unless the following conditions exist:

9.7.1 The floor or surface is within 3 degrees of level, and free from pits, holes or obstructions;

9.7.2 The minimum dimension of the scaffold base when ready for rolling is at least one-half of the height. Outriggers, if used, shall be installed on both sides of staging;

9.7.3 The wheels are equipped with rubber or similar resilient tires;

9.7.4 All tools and materials are secured or removed from the platform before the mobile scaffold is moved.

9.8 Scaffolds in use by any persons shall rest upon a suitable footing and shall stand plumb. The casters or wheels shall be locked to prevent any movement.

9.9 Mobile scaffolds constructed of metal members shall also conform to applicable provisions of paragraph 3 of this manual.

9.10 Guardrails made of lumber, not less than 2 x 4 inches (or other material providing equivalent protection), approximately 42 inches high, with a mid-rail, of 1 x 6 inch lumber (or other material providing equivalent protection), and toe boards, shall be installed at all open sides and ends on all scaffolds more than 10 feet above the grounds or floor. Toe boards shall be a minimum of 4 inches in height.

10) Two-Point Suspension Scaffolds (i.e., swinging scaffolds)

10.1 Two-point suspension scaffold platform shall be not less than 20 inches, nor more than 36 inches width overall.

10.2 The platform shall be securely fastened to the hangers by U-bolts or by other equivalent means.

10.3 The hangers of two-point suspension scaffolds shall be made of mild steel, or other equivalent materials, having a cross-sectional area capable of sustaining 4 times the maximum rated load, and shall be designed with a support for guardrail, intermediate rail, and toe boards.
10.4 When hoisting machines are used on two-point suspension scaffolds, such machines shall be of a design tested and approved and this information shall be check by the Job Superintendent prior to use.

10.5 The roof irons or hooks shall be of mild steel, or other equivalent material, of proper size and design, securely installed and anchored. Tie backs of 3/4-inch manila rope, or the equivalent shall serve as a secondary means of anchorage, installed at right angles to the face of the building, whenever possible, and secured to a structurally sound portion of the building.

10.6 Two-point suspension scaffolds shall be suspended by wire, synthetic, or fiber ropes capable of supporting at least 6 times the rated load. All other components shall be capable of supporting at least four times the rated load.

10.7 The sheaves of all blocks, consisting of at least one double and one single block, shall fit the size and type of rope used.

10.8 All wire ropes, fiber and synthetic ropes, slings, hangers, platforms, and other supporting parts shall be inspected before every installation by the Job Superintendent. Periodic inspections shall be made while the scaffold is in use as part of the site safety inspections.

10.9 On suspension scaffolds designed for a working load of 500 pounds, no more than two men shall be permitted to work at one time.

10.10 On suspension scaffolds with a working load of 750 pounds, no more than three men shall be on at one time.

10.11 Each employee shall be protected by an approved safety harness attached to a lifeline.

10.11.1 The lifeline shall be securely attached to substantial members of the structure (not scaffold), or to securely rigged lines, which will safely suspend the employee in case of a fall.

10.11.2 In order to keep the lifeline continuously attached, with a minimum of slack, to a fixed structure, the attachment point of the lifeline shall be appropriately changed as the work progresses.

10.11.3 Sufficient line shall be used to safely lower the men in case of emergency.

10.12 Two-point suspension scaffolds shall be securely lashed to the building or structure to prevent them from swaying.
10.13 Two-point suspension scaffolds shall be of the manufactured type, and shall meet the requirements of the OSHA standard.

11) **Single-Point Adjustable Suspension Scaffolds**

11.1 The scaffolding, including power units or manually operated winches, shall be of a type tested.

11.2 The power units maybe either electrically or air motor driven.

11.3 All power-operated gears and brakes shall be enclosed.

11.4 In addition to the normal operating brake, all power driven units shall have an emergency brake which engages automatically when the normal speed of descent is exceeded.

11.5 The hoisting machine, cables, and equipment shall be regularly serviced and inspected.

11.6 The units may be combined to form a two-point suspension scaffold. Such scaffold shall then comply with paragraph 5 of this section.

11.7 The supporting cable shall be vertical for its entire length, and the basket shall not be swayed, nor the cable fixed, to any intermediate points to change the original path of travel.

11.8 Suspension methods shall conform to applicable provisions of paragraph 5 of this section.

11.9 Guards, mid-rails, and toe boards shall completely enclose the cage or basket. Guardrails shall be no less than 2 x 4 inches or the equivalent, approximately 42 inches above the platform. Mid-rails shall be 1 x 6 inches or the equivalent, installed equal distant between the guardrail and the platform. Toe boards shall be a minimum of 4 inches in height.

11.10 One-point suspension scaffolds shall be of the manufactured type, and shall meet the requirements of the OSHA standard.

12) **Alterations of/to existing scaffold**

12.1 No alterations of scaffold should be made without approval of the lead safety/lead rescue person, and then competent scaffold constructors can only make alterations.

12.2 Should alterations be authorized, the scaffold condition tag (Red-White-Yellow-Green) shall be immediately changed to reflect the status and the new tag signed by the person authorizing and inspecting the altered scaffold.

13) **Housekeeping**
13.1 Scaffold platforms shall be maintained free of accumulating debris, (i.e., weld rod, scrap wood, iron, insulation, bolts, etc.), and it is the users responsibility to implement necessary clean up.

14) Training

14.1 On projects where scaffolding is being used the lead safety/lead rescue person shall train employees in the following areas:

14.1.1 Fall hazards in the area, electrical hazards, and falling objects;

14.1.2 Fall Protection;

14.1.4 Proper handling of materials on the scaffold;

14.1.5 Maximum load capacities of scaffolding;

14.1.6 Other parts of this section as applicable to the jobsite conditions.

14.2 Training shall be documented and retraining shall be conducted on an as needed basis or when conditions site specific conditions change.

15) Inspection

15.1 Scaffolds and scaffolds components shall be inspected for visible defects by a competent person before each work shift, and after any occurrence, which could affect a scaffold’s structural integrity.
Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
29 Code of Federal Regulations, Subpart D, Safety requirements for scaffolding, 1910.28

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.14

SUBJECT: Fall Protection

SCOPE: This Safety Standard applies to all personnel working for Job-Site Safety that may perform work at or above 6 feet on any unprotected floor, structure, or fixed ladders above 24 feet.

PURPOSE: This procedure is designed to provide employees protection from falls while working on unprotected elevated work areas and to ease in the rescue of individuals from vessels and tanks by using proper fall protection and rescue devices.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person or a designated competent person shall be responsible to ensure employees and sub-contractors comply with all Fall Protection requirements.

The President/Vice President is responsible for reviewing any changes and approval to this document.

A qualified person will develop site specific plans.

DEFINITIONS:

Body Belt or Safety Belt – A strap with means both for securing it about the waist for attaching it to a lanyard, lifeline or deceleration device.

NOTE: As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

Body Harness – 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 – A person who is capable of recognizing and evaluating employee exposure to unsafe conditions, and is capable of specifying the necessary protection and precautions to be taken to ensure the safety of the employees.

Controlled Access Zone (C.A.Z.) – An area in which certain work may take place without the use of guardrail systems, personal fall arrest systems, or safety net systems, and access to the zone is controlled.

Deceleration Device – Any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, 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.

Lanyard – A rope or strap with one end secured to the body harness and the other to a deceleration device, lifeline or anchorage (protection & prevention).

Leading Edge – The edge of a floor, roof, or ironwork for a floor or other walking/working surface (such as the deck), which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an “unprotected side and edge” during periods when it is not actively and continuously under construction.

Lifelines – A flexible line for connection to an anchorage at one or both ends to stretch vertically or horizontally.

Personal Fall Arrest System – A system used to arrest an employee in a fall from working level. It consists of an anchorage, connectors, a body/safety belt or body harness, and may include a lanyard, deceleration device, lifeline or suitable combinations of these.

Positioning Device Systems – A body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

Safety Harness – A device with straps that go over the shoulders, between the legs and around the waist to evenly distribute the body weight in the event of a fall.

Walking/Working Surface – 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 job duties.
METHOD:

1) General

1.1 Fall protection devices are required on jobs at or above 6 feet and must be adjusted to restrict the employee’s fall to not more than 6 feet. Safety harnesses are required to be worn by all employees and sub-contractor employees when performing the following jobs:

1.1.1 Working on structures outside the protection of handrails.
1.1.2 Working near the edge of tank roofs, roof of buildings, etc.
1.1.3 Working from staging or boatswain’s chairs or in an aerial work cage.
1.1.4 Performing work from fixed ladders in which the individual is more than 24 feet above ground. The safety harness must be attached to a permanent structure capable of supporting up to 5,000 lbs.

1.2 When entering confined spaces (i.e., vessels, silos, tanks, tank cars, and hoppers), refer to policy 7.5.

1.3 Operations Manager will visually inspect safety harnesses for damage.

1.4 All personnel should always inspect equipment prior to use. If the equipment is damaged, return to the tool room for replacement.

1.5 All fall protection equipment shall meet the applicable ANSI & ASTM requirements.

2) Precautions

2.1 In the event a person collapses inside a vessel or tank, the attendant shall obtain help as dictated by site-specific emergency response plan. If the lifeline is supported by a winch or pulley, remove the individual from the vessel as safely as possible and administer first-aid. Under no circumstances will anyone enter the vessel without the assistance of emergency personnel.

2.2 All accidents, incidents, or near misses shall be investigated to find root cause and changes shall be implemented to prevent future occurrence. Refer to Policy 2.1 Accident Investigation and Reporting.

2.3 The following should be observed when using safety harnesses:

2.3.1 The straps shall be properly fastened at all times.
2.3.2 Lifelines must be adequately connected to a secure object that will support the weight of the person wearing the safety harness.
2.3.3 Manila rope shall not be used where there is any possibility of contact with hot objects such as pipes, valves, furnace stacks, etc.
2.3.4 Lifelines shall be used independently of staging lines and boatswain’s chairs.
2.3.5 The wearer of the safety harness shall make an inspection of the equipment before using. If any defects are found, the lead safety/lead rescue person shall be notified and the harness must be immediately discarded.
2.3.6 Shock-absorbing lanyards should be discarded once the pack has been engaged (opened).
2.3.7 Never use a shock-absorbing lanyard in conjunction with a retractable lanyard.
3) Fall Protection Systems

3.1 Guardrails

3.1.1 Guardrails systems shall meet the following requirements:

- Top rail 42 inches, plus or minus three inches, above the walking/working level.
- Mid-rail (or suitable alternative) 21 inches above walking/working level.
- Ability to withstand a force of at least 200 pounds in any outward or downward direction.
- Surfaced as to prevent injury from puncture, laceration or snagging of clothing.
- Designed so as not to constitute a projection hazard.
- Inspected at regular intervals.

3.2 Safety Nets

3.2.1 Safety net systems shall meet the following requirements:

- Installed as close as practicable under the walking/working surface, but in no case more than 30 feet (9.1 meters) below such level.
- Extend outward from outermost projection of the work surface.
- Installed with sufficient clearance under them to prevent contact with the surface due to impact on the net.
- Capable of absorbing an impact force equal to that produced by the drop test specified in the fall protection standard.
- Inspected at least weekly for wear, damage, deterioration, and/or defective components removed.
- Mesh opening not to exceed 36 square inches (230 square centimeters) nor be longer than 6 inches (15 centimeters) on any side.

3.3 Personal Fall Arrest Systems

3.3.1 Personal fall arrest systems shall meet the following requirements:

- Connectors, D-rings, snap hooks, lanyards, lifelines and anchorages are designed, constructed and installed according to specifications addressed in OSHA 1926.502 (d).
- Limit maximum arresting force on an employee to 900 pounds when used with a body belt, 1,800 pounds when used with a body harness. **Body belts shall only be used for employee positioning.**
Job-Site Safety,

- Rigged such that employees can neither free fall more than 6 feet (1.8 meters) nor contact any lower level.
- Full body harnesses and related components shall be used only for employee fall protection and not to hoist materials.
- A competent person shall remove personal fall arrest systems and components subject to impact loading from service until inspected and approved for use.
- Prompt rescue of employees in the event of a fall.

3.3.2 Inspected prior to each use for wear, damage and/or deterioration with defective components discarded.

3.3.3 Not to be attached to guardrail systems.

3.4 Positioning Devices

3.4.1 Positioning device systems shall meet the following requirements:
- Rigged such that an employee cannot fall more than 2 feet (.9 meters).
- Secured to an anchorage capable of supporting a least twice the potential impact load of an employee’s fall or 3,000 pounds, whichever is greater.
- Connectors, D-rings, and snap hooks are designed, constructed and installed according to specifications addressed in OSHA 1926.502 (e).
- Inspected prior to each use for wear, damage components removed.

3.5 Warning Line Systems

3.5.1 Warning line systems shall meet the following requirements:
- Erected around all sides of the roof work area.
- Erected not less than 6 feet (1.8 meters) from roof edge when mechanical equipment is not being used.
- Points of access, materials handling areas, storage areas and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
- Consist of ropes, wires or chains and supporting stanchions erected according to OSHA 1926.502 (f).
- No employee allowed in area between roof edge and warning line unless working in that area.
- Mechanical equipment on roofs used or stored only in areas where employees are protected by a warning line system, guardrail system or personal fall arrest system.
3.6 **Controlled Access (CAZ)**

3.6.1 Controlled access zones meet the following requirements:

- Defined by a control line or other means that restricts access and flagged at 6-foot intervals for visibility.
- Control line to have a minimum breaking strength of 200 pounds.
- All employees working in a CAZ must comply promptly with fall hazard warning from safety monitors.

3.7 **Safety Monitoring System**

3.7.1 Safety monitoring systems shall meet the following requirements:

- Designation of a competent person to monitor the safety of other employees.
- Safety monitor competent to recognize fall hazards.
- Warn employees working under unsafe conditions or performing unsafe acts.
- Located on same working surface and within visual sighting distance of employees.
- Close enough to communicate orally.
- Shall not have other responsibilities that could draw attention away from safety monitoring duties.

3.8 **Covers**

3.8.1 All covers shall meet the following requirements:

- Secured when installed so as to prevent accidental displacement by wind, equipment or employees.
- Capable of supporting at least twice the maximum load to which it is exposed (e.g., vehicles, equipment, workers).
- Color coded or marked with word “HOLE” or “COVER” to provide warning of the hazard.

3.9 **Protection from Falling Objects**

3.9.1 Employees potentially exposed to injury from falling objects are required to wear a hard hat, and shall be protected by one of the following measures:

- Erect toe boards, screens, or guardrail systems to prevent objects from falling from higher levels.
Job-Site Safety,

- Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced.
- Barricade the area to which objects could fall, prohibit employees from entering barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally displaced.

4) Inspection

4.1 A competent person shall inspect safety belts/harnesses, lanyards, and lifelines at a minimum of every six months. These documented inspections shall remain of file.
4.2 Prior to use, the wearer shall inspect safety belts/harnesses, lanyard, and lifelines.
4.3 In the event the wearer feels that his/her safety belt/harness, lanyard, or lifeline is not in perfect working order, it shall not be used until it has been inspected and approved for use by a competent person.

5) Training Requirements

All training must be properly documented and kept for our records.

5.1 The lead safety/lead rescue person is responsible for training each employee who might be exposed to fall hazards in the following:

5.1.1 Recognition of fall hazards.
5.1.2 Procedures to be followed in order to eliminate these hazards.
5.1.3 This training assures that a competent person covering the following has trained each employee, as necessary:

- The nature of fall hazards in the work area.
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used.
- The role of each employee in the safety monitoring system when this system is used.
- The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
• The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.

5.1.4 Retraining shall be provided when there is a change in the job assignment or a change in procedures. Retraining must also be re-conducted whenever the employer has reason to believe that there are deviations from or inadequacies in the employee’s knowledge or prescribed procedures. Retraining will be conducted when there is a near miss or injury that resulted from a deviation from prescribed procedures.
Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.15

SUBJECT: Respiratory Protection

SCOPE: This standard applies to all employees, including sub-contractors, who are qualified to wear a respirator.

PURPOSE: To establish a respiratory protection program intended to prevent occupational illnesses caused by the inhalation of contaminated air and to protect against exposure to chemical/particulate contaminants encountered during normal and emergency situations.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors compliance with the Job-Site Safety Respiratory Protection Program.

The President/Vice President is responsible for reviewing any changes and approval to this document.

METHOD

1) General Requirements
   1.1 Operations Department:
      1.1.1 Administration of the written Respiratory Protection Program.
      1.1.2 Developing the scope, periodically updating and conducting employees-training programs.
      1.1.3 Performing fit testing. (May be outsourced).
      1.1.4 Approving the type and manufacturer of respirator/cartridge.
      1.1.5 Providing consultation and evaluation on the selection, fit, use & maintenance of respirators.
      1.1.6 When engineering controls one not adequate, and respiratory protections is needed, the employer is responsible to provide adequate respiratory protection at no cost to the employee.
1.1.7 Operations shall instruct employees to leave the affected area to wash, change cartridge, or if there is a break in the seal of the respirator.

1.2 Managers (Designee):
1.2.1 Ensuring that the Respiratory Protection Program is implemented within their department or job.
1.2.2 Ensuring the appropriate employees receive annual respiratory training and fit testing.
1.2.3 Conducting periodic inspections of the respirators.

1.3 Employees:
1.3.1 Employees are responsible for the following:
   - Attending training and learning the necessary material.
   - Obtain annual fit-test according to schedule.
   - Using the respiratory protective equipment in accordance with the training received.
   - Ensuring that their respirators are properly cleaned, inspected, maintained, and stored.
   - Selecting and using the assigned respirator cartridge.

1.3.2 Notifying appropriate job’s lead safety/lead rescue person prior to any adverse effects from exposure to air contaminants that are experienced while wearing a respirator.

1.3.3 Conducting a field fit test of the face-to-respirator seal each time the respirator is donned.

1.3.4 Wearing the respirator in all areas, which it is required, and in all situations where the potential for exposure to contaminants may exist.

2) Air-Purifying Respirators (APR)

2.1 Air-Purifying respirators (APR) are negative pressure respirators that purify inhaled air through the use of a filter/cartridge.

2.1.1 Mechanical filters trap, through adsorption, particulate airborne contaminants.
2.1.2 Chemical cartridges absorb and, in some applications, chemically remove certain gases or vapors from inhaled air.
2.1.3 Combination cartridges combine the mechanical filter and chemical cartridge to provide protection against particulates and gases/vapors.
2.1.4 APRs can only be used in atmospheres containing sufficient oxygen and ventilation. APRs are not appropriate in areas with Immediately Dangerous to Life and Health (IDLH) concentrations or areas with less than 19.5% oxygen.
2.1.5 Selection of the appropriate filter/cartridge, and size and type of mask is critical for the proper protection of the wearer.
2.2 The type of air-purifying respirator used by Job-Site Safety is: 3M-6000

3) **Air-Supplying respirators** – provide a high degree of respiratory protection and breathing ease for the wearer. These respirators shall be worn in atmospheres that are IDLH and/or atmospheres that contain less than 19.5% oxygen, or as required by the specific job. Breathing air may be supplied from cylinders or compressors.

3.1 Fresh Air Masks must be connected only to air supply stations equipped with shut off valve, charcoal filter, reducing station, relief valve, and matched quick coupled manifold. These air supply stations are designed for Fresh Air Mask usage only.

3.2 A Mobile Breathing Air Systems with bottled air will be used in locations where a permanent Fresh Air supply station is not available.

3.3 Personnel who must work in atmosphere that are immediately dangerous to life or health (IDLH), such as toxic or oxygen deficient atmospheres, must use combination pressure demand breathing apparatus.

3.3.1 IDLH atmospheres are defined as any atmospheric oxygen concentration below 19.5 percent or above 23.5 percent; any atmospheric concentration of any substance for which a dose or a permissible exposure limit is published or any other atmospheric condition that is immediately dangerous to life or health.

3.4 Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Any employee who enters the space, or that employee's authorized representative, shall be provided an opportunity to observe the pre-entry testing.

3.5 The Mobile Breathing Air System MBAS shall be rented through an outside agency. The policy for the handling and use of the Mobile Breathing Air System is attached in Section 2 of this policy.

3.6 The type of 5-minute supplied air escape pack used by Job-Site Safety is: North Model 845

**WARNING:** The Emergency Escape Breathing Apparatus MUST NOT be used when the escape route will take more than 5-minutes to exit from the life-threatening atmosphere. **DO NOT ENTER** a life-threatening atmosphere for any other reasons other than 5-minute maximum escape. **DO NOT USE** in place of a 30 or 60-minute SCBA for firefighting or rescue.

3.6 The Corporate Safety Department shall be notified if any employees must enter an (IDLH) condition. The safety department shall coordinate this work to ensure all appropriate
Job-Site Safety,

precautions have taken place including training, equipment, stand-by rescue personnel, communication and rescue plans, and any other necessary procedures.

4) Compressors:

4.1 Air compressors, when used, must be equipped with a high temperature indicator and a carbon monoxide alarm.

4.2 Air Compressors shall be tested for Grade D air.

4.3 Grade D Air specifications, as specified by OSHA, are listed below.

4.3.1 Compressed Gas Association Grade D Air Requirements

- Grade D specifications as described and determined by analytical methods (or equivalent) in the Compressed Gas Association (CGA) Commodity Specifications 6.7.1.-1989, are as follows:
  - Carbon Monoxide: 20-ppm maximum
  - Carbon Dioxide: 1000-ppm maximum
  - Oxygen: 19.5% - 23.5%
  - Oil Mist: 5 mg/m³ maximum
  - Odor: Free from obvious odor

4.3.2 Fresh air stations on a breathing air compressor must be equipped with a board mounted shut-off valve, charcoal filter, reducing station, relief valve, and matched quick coupling manifold. Fresh air stations are designed for fresh air mask usage only.

5) Cylinders:

5.1 Suppliers of breathing air cylinders must certify in writing that the air purity meets or exceeds the Grade D air standards. Certification records shall be kept with the job file.

6) Respirator Fit Testing and Medical Qualifications

6.1 General Information

6.1.1 Conditions which may prevent a successful fit include temple bars on glasses, facial hair of more than one day’s growth, chemical goggles or other protective equipment, absence of dentures, facial shape, weight loss or gain of 25 pounds or more.
6.1.2   Whenever any employee of Job-Site Safety, long-term sub-contractor, visitor, or vendor performs any work requiring a respirator, they must not have hair (stubble, moustache, sideburns, beard, low hairline, bangs), which prevents a good face-to-respirator seal.

6.1.3   If eyeglasses, goggles, face shield or welding helmet must be worn with a face piece, the face-to-respirator seal must be maintained.

6.1.4   If the respirator does not fit properly and the condition cannot be corrected or eliminated, then the individual must not be permitted to work in an area that requires respiratory protection.

7) Medical Qualifications

7.1   A physician shall determine if an employee is physically fit to wear a respirator. The medical status of the employee shall be reviewed confidentially with the physicians and shall be done during normal working hours, be convenient, understandable, and give the employee given a chance to discuss the results with the physician or other licensed health care professional (PLHCP).

7.2   Employee shall be medically cleared every three (3) years.

7.3   Pulmonary function test (PFT) results are communicated to the employee immediately following the completion of the test.

7.4   If the employee is medically qualified to wear a respirator, the Operations Manager shall forward the names on an annual basis to employee’s Supervisor to schedule fit testing.

8) Fit Test

8.1   All Job-Site Safety Employees who may need to wear a respirator must be fit tested by the Operations Manager or designee. When applicable, employees shall be fit tested each year in their own respirator. Fit tests shall be performed annually on employees who were determined to be medically fit to wear a respirator for the previous year. Qualitative fit testing will be performed on employees. Employees are expected to adhere to the fit testing schedule. Make-ups will be provided for employees on leave or with Management personnel approval.

8.2   Fit test protocols shall follow established procedures such as in 29 CFR 1910.1001.

8.3   Field Fit Test
8.3.1 The face to respirator seal must be tested by the employee each time the employee dons the respirator to enter a potentially contaminated atmosphere. The following tow tests should be performed:

- Negative Pressure Test – Cover air inlet (s) or hose of the respirator and inhale gently and hold for 10 seconds. If a good seal is obtained, the face piece should collapse slightly and remain collapsed while breath is held.
- Positive Pressure Test – Cover the exhalation valve and exhale gently into the face piece. If a good seal is obtained, the respirator should bulge slightly and no air will leak out.

9) Inspection

9.1 To ensure proper protection, the employee shall inspect respirators before each use.

9.2 Respirators and self-contained breathing apparatus that are not routinely used but kept ready for emergency use shall be inspected after each use and during the site safety inspections.

9.3 NIOSH certified respirators are selected based on the hazards that the worker is exposed to.

9.4 Air supplying respirators shall be checked monthly by the Operations Manager and documented on the tag affixed to the respirator.

9.5 Inspection shall include a check of the tightness of connections; the condition of the face piece, headbands, valves, and connecting tube; cleanliness; cylinder pressure; the charcoal filter; relief valve operability; and fresh air masks.

9.6 Respirators, fresh air masks, and self-contained breathing apparatuses should be kept clean. Masks should be stored in a plastic bag or other cover in a clean uncontaminated area when not in use.

10) Cleaning

10.1 Individuals are responsible for cleaning, disinfecting, and properly storing their own respirator. Job-Site Safety shall provide respirator cleaning pads as needed.

10.2 Cartridges for air purifying respirators shall be discarded if the user begins to experience breakthrough and contaminants can smelled or tasted or if the breathing resistance increases. Cartridges are available from the Tool Room or the job site. All cartridges must be properly labeled and colored.
10.3 Emergency use air-supplying respirators shall be cleaned, sanitized, and sealed in a plastic bag by the user after each use or after contamination by other sources.

11) Storage

11.1 Respirators are to be stored in a plastic bag or in a carrying pouch and kept in a clean uncontaminated area when not in use. Employees must write their name on the storage pouch.

11.1.1 Pouches should be cleaned on a periodic basis.

11.2 Self-contained breathing apparatus will be stored in carrying cases.

12) Training

12.1 Training shall be conducted when an employee is first required to wear a respirator and annually thereafter.

12.2 Topics covered during the training are listed below.

- Location of the written respiratory protection program.
- Nature and effects of respirator hazards present in the workplace.
- Proper use, selection, and maintenance of respirators.
- Capabilities and limitations of respirators.
- Positive and negative pressure field fit-tests prior to each use.
- How to conduct an inspection of a respirator.
- Proper cleaning of the respirator after each use.
- Proper storage of the respirator when not in use.
- Regulatory requirements governing the use of respirators.

13) Voluntary Respirator Usage

13.1 Employees who wish to voluntarily wear a half of full-face respirator when one is not required, shall comply with section 3 of this policy.

14) Record keeping

14.1 A signed copy of the fit test form as generated by the Operations Manager and physical examination records shall be kept in the employee file for all full-time Job-Site Safety employees. All records for non-full-time Job-Site Safety employees will be kept in the job file. In addition medical records shall be kept in accordance with OSHA regulation 29 CFR 1910.1020.
14.2 Documentation of annual training shall be maintained by the Operations Manager.

14.3 Inspection records for emergency use air-supplying respirators shall be maintained by the Operations Manager.

14.4 Sub-contractors are responsible for maintaining their own documentation of medical fitness qualification, fit testing, and training.

Approved By:

[Signature]

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 24, 2014
POLICY NUMBER
3.16

SUBJECT: LockOut/TagOut

SCOPE: This safety standard applies to all persons working for Job-Site Safety who prepare or inspect equipment, work on electrical circuits, or perform work in or around vessels, boilers, lines or other equipment, which would pose a hazard if energized.

PURPOSE: The purpose of this standard is to establish requirements for the locking and tagging of energy isolating devices. It shall be used to ensure that the machines or equipment are isolated from all potentially hazardous energy, and locked out and/or tagged out before employees perform any service related activities where the unexpected release of energy could cause injury.

No work may begin until isolation is complete and the service condition of the equipment has been verified and reviewed with the lead safety/lead rescue person or designee.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors compliance with the Job-Site Safety Hazard Communications Program.

The lead safety/lead rescue person is responsible for the evaluation of each of the systems on which employees will be performing work for the safe and proper implementation of this procedure, acting as the “Authorized Person” additionally

- Implementation of the Owner’s procedure if it meets or exceeds the requirements herein, and/or interfaces with the Owners personnel for proper implementation of this standard.
- Requesting special procedures for the Operations Manager when site conditions require additional safeguards.
- Documented training for all employees to the procedures used for lockout/tagout on systems they are assigned to work on.
• Procurement, maintenance, and control of locks and tags used to implement this procedure.
• Designation of additional specific “Authorized Person (s)” for lockout/tagout responsibility on projects sufficient size where the lead safety/lead rescue person is unable to properly control multiple work locations/systems. The lead safety/lead rescue person shall specifically train this person. All documentation shall be collected, prior to implementation of the lockout/tagout procedure.

The President/Vice President is responsible for reviewing any changes and approval to this document.

DEFINITIONS:

**Authorized Person** – A person who locks or implements a tagout system procedure on machines or equipment to perform the maintenance on that machine or equipment.

**Energy Isolating Device** – A mechanical device that physically prevents the transmission or release of energy. Examples include: manually operated electric circuit breakers, disconnect switches, blind flanges, blinds and valves.

**Energy Sources** – Any Source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, radioactive, or other energy sources.

**Lockout Device** – A device that utilizes a positive means such as a lock, to hold an energy isolating device in the safe position and prevent the energizing of a machine.

**Tagout Device** – A prominent warning device, such as a danger tag, which can be securely fastened to an energy isolating device indicating that this particular machine cannot be operated.

**METHOD**

1) **General Requirements**

1.1 The Authorized Person shall conduct a survey of the work areas, equipment, tank, pump, etc., to determine hazards to both personnel and equipment associated with the inadvertent release of energy or operation of the equipment.

1.2 Hazards shall be identified by review of drawing, flow sheets, specifications, by experience, or other means in addition to a mandatory physical inspection of the work area. Switches, valves, blinds, latent, or residual hazards such as hydraulic lines and capacitors for example, shall be identified on the “Lockout/Tagout Log”.

1.3 The Lockout/Tagout log is the responsibility of the Authorized Person and shall contain the list of all isolation devices which are to be locked out and tagged out, job description, precautions, name(s) of personnel installing the lock and tag, location and the date locked out. This log shall function as a checklist for multiple shifts and for removing the locks when the work has been completed.

1.3.1 The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

1.4 Once the Lockout/Tagout log is prepared, the Authorized person shall install the “Master” lockout device(s) and “Danger Tags” in safe positions, completing the Lockout/Tagout log.

1.4.1 Locks, when used, shall be Red in color and individually keyed.

1.4.2 Danger tags shall include the name of the person who applied the tag, identifying number of equipment, if known, the isolation device types (switch, valve, etc.) and the position (open, closed, blinded, purged, etc.).

1.4.3 Process pipelines shall be sealed by a blind, a removed spool piece, or a double block and bleed.

1.4.4 Process valves, when locked and tagged out shall be closed and locked out with chain to insure closure if not blinded.

1.5 Additionally, each employee shall attach a lock, retaining the key. On multi-person work, a single individual may be authorized to attach a lock and tag representing the crew, i.e., “Crew Lock”.

1.6 Employees shall only perform entry into, on or around equipment during repair/maintenance after lockout or tagout has been completed.

1.7 Each person performing work on the system shall verify that the system is properly isolated and that any or all stored energy has been released, disconnected, or restrained and shall secure the system by placing his or her personal lock and/or tag on the isolated device or the appropriate lock box.

1.8 The locks shall be attached as follows:

1.8.1 Owners.
1.8.2 Contract Manager, if applicable.
1.8.3 Job-Site Safety.
1.8.4 Sub-Contractor(s)

1.9 Tagout only, without a lock, is permitted only when it is not feasible to install a lock on an isolating device (e.g., blinds). The danger tag shall be attached to the isolating device with a cable tie or the equivalent. The danger tag has the SAME IMPORTANCE AND PURPOSE as a lock. Additionally, means of energy control shall be taken if possible in a tagout only situation. For example, removal of a fuse, isolation of a control switch, removal of valve handles, banner tape, etc.
1.10 Multiple shifts – The lead safety/lead rescue person or designee for the current shift shall interface with the oncoming shift lead safety/lead rescue person or designee, who is identified as the “Authorized Person” identifying work areas, which are locked and tagged. The outgoing shift shall remove their individual locks and/or tags, leaving the master lock and/or tag. The oncoming shifts shall then place their individual locks and/or tags as outlined above. This routine shall continue until work is completed.

1.11 Group Lockouts – Under a lockbox procedure, after the Owner follows normal shutdown, isolation and lock/tag out procedure. Each Job-Site Safety authorized person assigned to perform work will verify that all hazardous energy has been rendered safe, and then place their lock on the lock-box to ensure their own safety.

1.11.1 Job-Site Safety will apply a lock to the lockbox to insure that keys will not be accessible until the work is completed.

2) Release From Lockout/Tagout

2.1 After work is complete or when testing is necessary, all tools should be removed from the work area and guards reinstalled, then each employee shall remove their locks and/or tags.

2.2 After all employees have removed their locks/tags, the “Authorized Person” shall inspect the work area assuring it is safe and ready for operation and remove the remaining master lock and/or tag and complete the Lockout/Tagout log. The log shall be maintained as project documentation.

3) Temporary Removal of Locks and Tags

3.1 Should a situation occur where the employee is not available to remove their own lockout device(s), the lockout devices can be removed with the permission of the lead safety/lead rescue person and the Owner under the following conditions:

3.1.1 The person is not on site and a reasonable attempt has been made to locate the identified person(s).

3.1.2 The same person, upon their return, will be advised that their lock has been removed, the reason for the removal and the current status of the work activities.

3.2 If a lock is removed in an emergency situation, then the equipment must be 100% visually inspected to ensure that no person (s) is in the danger zone of the equipment.

3.3 Temporary removal may be intended for troubleshooting circuitry, dry runs, cold flows, verifying rotation on pumps etc.
3.4 All personal in the area must be notified that the lockout and tagout devices will be removed temporarily.

3.5 The affected equipment must be cleared of all non-essential items and all employees should remain a safe distance away from the equipment prior to energizing.

3.6 If work is to continue, the Owner will de-energize the system, reinstall lockout and tagout devices to the appropriate isolating devices and verify zero energy.

3.7 Each employee shall then refer to section 1.5 through 1.11 above.

4) Sub-Contractors

4.1 A mutual agreement shall be established between Job-Site Safety and the sub controlling hazardous energy.

4.2 Contract personnel performing work on equipment, and/or exposed to an identified energy source, shall be “authorized” to perform said duties, including lock/tag procedures.

5) Training

5.1 Personnel authorized to perform work and lockout/tagout procedures shall receive the following training:

- Recognition of applicable hazardous energy sources
- Magnitude of energy sources
- Methods/means to control energy sources
- Purpose and use of energy control procedures
- Emergency situations

5.2 Retraining shall be provided for the authorized and affected personnel whenever there is a change in their job assignments, equipment or processes that present new or additional hazards, or a change in these procedures.

5.3 Administration department will conduct inspection of the LOTO program. Operations shall conduct a certified review of the LOTO review that was conducted by admin.
Job-Site Safety,

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
29 Code of Federal Regulations, Subpart J, The control of hazardous energy (lockout/tagout), 1910.147

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.17

SUBJECT: Housekeeping

SCOPE: This safety standard will apply to safety and housekeeping inspections for all areas.

PURPOSE: To prevent housekeeping related accidents by conducting routine inspections for overall safety and cleanliness.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the cleanliness of his/her job site.

The lead safety/lead rescue person shall be responsible to ensure employees comply with all housekeeping requirements.

The President/Vice President is responsible for reviewing any changes and approval to this document.

METHODS:

1) Conducting Inspections
   1.1 All areas shall be inspected for overall safety & cleanliness. The following items should be used as a guideline by the lead safety/lead rescue person:
   - State, Federal and OSHA postings
   - Compressed air hose storage
   - Availability & condition of fire equipment
   - Ladder storage & condition
   - Condition of work area (e.g., Material receiving and holding area, lighting, break areas, barricades, signs, restrooms, etc.)
   - Storage of spare equipment & parts
   - Trash container availability or condition (sanitation)
   - Oil on ground from mobile equipment
   - Scaffold condition
   - Adequate ventilation
   - Exits clear in event of emergency
   - Hand & portable power tools (condition)
Job-Site Safety,

- Machine guarding
- Flammable material storage
- Personal protective equipment (wearing, storage)
- First aid equipment (condition & storage)
- Hazardous communication labeling
- Use & Storage of Respirators
- Testing/Inspection of equipment, hoses, electrical cords etc.
- Condition of insulation, insulation jacket & general debris

2) General requirements

2.1 When a job assignment is completed, the area should be immediately cleaned and all scrap materials properly disposed of. All usable surplus material will be returned to the proper location.

2.2 The following guidelines will be followed when performing work on a Job-Site Safety job site:

2.2.1 Maintain clean and orderly work areas at all times. Move excess tools, equipment, and materials from work areas to avoid tripping hazards.

2.2.2 Keep aisles and walkways clear.
2.2.3 Clean and maintain area where there has been a spill.
2.2.4 Secure equipment, tools, and materials to prevent fall-over hazards.

3) Training

3.1 The lead safety/lead rescue person shall train all employees in proper housekeeping techniques and the training shall be documented.
Job-Site Safety,

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
29 Code of Federal Regulations, Subpart C, Housekeeping, 1926.25

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.18

SUBJECT: Emergency Action Plan

SCOPE: The purpose of this safety regulation is to provide guidance on emergency and evacuation procedures to ensure the safety of personnel at the time of an emergency.

PURPOSE: This safety regulation establishes emergency reporting, employee notification, and evacuation procedure for possible emergencies.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of their employees.

The lead safety/lead rescue person shall be responsible to ensure employees and subcontractors, as applicable are trained and knowledgeable of the specific Emergency Action Plan requirements.

Employees, the lead safety/lead rescue person, working with the owner, sub-contractor, and safety department shall perform a hazard analysis of the job site, identifying those areas with potential for initiating the emergency action plan. The team shall use a Job Hazard Analysis form to identify potential hazards.

Employee shall understand know how to initiate, and follow the emergency action plan when it is put into effect.

The President/Vice President is responsible for reviewing any changes and approval to this document.

Method:

1) General
   1.1 Pre-job safety analysis should be performed prior to the start of a job to identify any and all job specific hazards.

2) Emergencies
2.1 Every Project shall have an emergency action plan. The lead safety/lead rescue person shall prepare this plan. The plan shall address the following information:

- Responsibilities
- Notification
- Evacuation routes
- Assembly point(s)
- Communications
- Subcontractors

2.2 This plan shall be designed to anticipate the actions required by supervision and employees to minimize dangers to employee safety and damage to physical equipment or property in the event of an emergency.

2.3 The presence of hazards that normally would initiate an emergency action plan:

- Fire/Explosion
- Release of hazardous gases, vapors, or fumes.
- Significant chemical spills
- Weather, tornado, severe storms, lightning
- Snow
- Flood
- Earthquake
- Major power outage
- Bomb threats, sabotage, and illegal activities.
- Radiation emergencies.

3) Notification

3.1 Each site will have different notification requirements as per Owner’s requirements. The lead safety/lead rescue person shall coordinate the method of notification with the owner, and when possible use the same method, i.e. horn, siren, speaker system, etc.

3.1.1 The selected method shall be effective enough that every company employee will be notified in the fastest possible manner of the emergency condition.

3.1.2 This method shall be related to all employees and subcontractor(s) if they are on-site.

3.1.3 The Operations Manager shall be immediately notified when an emergency evacuation has taken place. The President/Vice President shall be notified as soon as possible.

4) Evacuation Routes
4.1 During the site evaluation by the lead safety/lead rescue person the primary and secondary evacuation routes shall be determined for all work areas. They shall represent the safest, most expedient paths from the potential hazard area.

5) Assembly Points

5.1 Each evacuation route shall terminate in an “assembly area”. This designated area shall be used to take head count and assure that all employees have evacuated the danger area. No employee shall leave the designated assembly area without the direct permission of the senior company representative.

6) Communications

6.1 The methods and equipment for communications shall be established in such a manner as to include those emergencies where power outages may occur, as well as command line breakdowns. Personnel issued portable radios shall be briefed in their use as part of the emergency action plan.

7) Subcontractors

7.1 The lead safety/lead rescue person shall closely coordinate the emergency action plan with other contractors, subcontractors, the owner, and personnel on-site to assure all are aware of the provisions, notifications, evacuation routes, assembly points, etc.

8) Special Hazards

8.1 Hazardous Chemical Spill Procedure

8.1.1 Notifications of hazard alert and possible implementation of the emergency action plan.

8.1.2 Evacuate the immediate area.

8.1.3 Eliminate all sources of ignition.

8.1.4 Evaluate the extent and toxicity of the spill using the MSDS.

8.1.5 Contain the spill.

8.1.6 Special HAZMAT teams may be necessary for large toxic spills.

8.2 For minor spills which do not endanger life:
8.2.1 Use absorbent or neutralizer listed in the MSDS as soon as possible.

8.2.2 Pick up the absorbed or neutralized material and place in appropriate hazardous waste container with proper labeling.

8.2.3 Thoroughly clean tools, and items which contacted the hazardous materials. For especially hazardous materials, clothes and tools may need to be included in the hazardous waste.

8.2.4 Verify the safety of the area before permitting personnel to resume work tasks.

9) Evacuation

9.1 When notified of implementation of the evacuation plan each employee shall respond as follows or as trained:

9.1.1 Shut off all sources of ignition. If in a vehicle, park them and walk out.

9.1.2 Make sure those working around you are aware of the emergency.

9.1.3 Proceed to the emergency assembly area using the safest evacuation route. Remember to look for wind direction.

9.1.4 Wait in area calmly, while head count is performed and further instructions are given. Do not leave the assembly area until directed by the senior company representative.

9.1.5 Do not return to the area for ANY reason unless directed by the senior company representative.

10) Training

10.1 The job superintendent shall train all employees during initial hire on the emergency action plan and this training shall be documented.

10.1.1 Retraining shall be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through compliance with this section.
Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.19

SUBJECT: Arsenic Safety

SCOPE: This standard applies to all maintenance, construction, or demolition work involving potential exposure to arsenic.

PURPOSE: The purpose of this safety standard is to prevent potential exposure to arsenic during maintenance and construction activities.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall coordinate with the Manager to determine Owner’s response and provide training regarding arsenic in the work place.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors comply with this arsenic management program.

The Safety Department is responsible for the implementation of the arsenic exposure program, training, and providing the site with arsenic exposure written program for compliance with the OSHA standard as required.

Employees are responsible for reporting suspected arsenic exposures and for following site-specific arsenic abatement programs when they are implemented for the areas in which they are working.

The President/Vice President is responsible for reviewing any changes and approval to this document.

DEFINITIONS:

Action Level - Is a concentration of inorganic arsenic of 5 micrograms per cubic meter of air averaged over an 8-hour period.

Permissible Exposure Limit (P.E.L) – Which is an 8-hour time weighted average of 10 micrograms per cubic meter of air.
Inorganic Arsenic – Means copper aceto-arsenite and all inorganic compounds containing arsenic except arsine, measured as arsenic (As).

1) General Requirements
1.1 The lead safety/lead rescue person shall request, in writing from the Owner, any available information on potential or known arsenic hazards if there is a potential for exposure or if contract technical documents indicate past history of arsenic exposure. The potential responses are as follow:
   1.1.1 No known history or testing for arsenic exposure. No further action is required unless arsenic is suspected in work areas. If exposure potential is suspected, proceed in accordance with paragraph 5.0.
   1.1.2 Historical data indicating arsenic is present but lower than the action level. No further action is required as long as work locations are within the historical data study area and there is no indication of increasing arsenic levels. If work is outside the historical area or increasing arsenic level is suspected, proceed with paragraph 5.0.
   1.1.3 Historical data indicating arsenic present and greater than the Action Level. Notify the Operations Manager.
1.2 If during the course of work the lead safety/lead rescue person determines there is potential arsenic exposure in any work area or others notify him, he shall immediately:
   1.2.1 Notify the Operations Manager, Owner, Project Manager and others in the area as necessary.
   1.2.2 Evacuate the work area
   1.2.3 Secure the work area to eliminate accidental exposure.
   1.2.4 Post hazard notification.

2) Site Arsenic Exposure Action Plan
2.1 The Operations Manager shall prepare and implement a site arsenic exposure action plan, which meets or exceeds OSHA 1910.1018. This plan shall include the following:
   2.1.1 Exposure monitoring
   2.1.2 Regulated areas
   2.1.3 Compliance methods
   2.1.4 Respiratory protection
   2.1.5 Protective work clothing and equipment
   2.1.6 Housekeeping
   2.1.7 Hygiene facilities and practices
   2.1.8 Medical surveillance
   2.1.9 Employee information and training
   2.1.10 Signs and labels
2.1.11 Record keeping
2.1.12 Observation of monitoring

2.2 Lead safety/lead rescue person shall be responsible for the Site Arsenic Exposure Action Plan to be following throughout all phases of construction.

2.3 Specialized additional training shall be conducted for employees working in areas covered by the site-specific plan. Such training shall be documented and testing conducted to assure comprehension.

3) **Industrial Hygiene & Environmental Sampling:**
3.1 Prior to beginning work on any job involving potential exposure to arsenic the lead safety/lead rescue person shall contact the Operations Manager to determine, industrial hygiene and environmental sampling requirements.

3.2 Normally, arsenic levels can be reduced to acceptable levels through engineering controls and work practices. If this is not possible, the Operations Manager in conjunction with the Owner shall develop a site-specific arsenic program.

3.3 Industrial hygiene exposure monitoring and environmental sampling will be outsourced.

3.4 Employees will be issued respirators in accordance with Policy 7.13, Section 1. An employee may choose, at no cost, a NIOSH-certified powered, air-purifying respirator (PAPRs). When used PAPRs shall only be worn during the time period necessary to install or implement engineering or work practice controls.

3.5 Employees will be notified of their exposure monitoring results in writing 5 working days of the receipt of the results. Employee notification will be the responsibility of the Operations Manager.

3.6 Affected sub-contractors will be required to conduct exposure monitoring for their personnel. The contractor will provide copies of sampling results to the Job-Site Safety Department.

4) **Training**

4.1 All employees will receive awareness training and employees when working where there is a potential for Arsenic exposure prior to initial job assignment. Arsenic hazard worker training will be completed as needed and include the following:

- Specific nature of the operations, which could result in arsenic exposure about the action level.
- Purpose, proper selection, fitting, use, and limitations of respirators.
- Engineering controls
- Purpose and description of medical surveillance and medical removal.

4.2 Training materials will be distributed through the Operations Manager.
4.3 The Operations Manager will ensure that attendance records are completed and entered into the computerized record keeping systems.

5) Safe Work Practice

5.1 Compliance Plan Development
   5.1.1 Written compliance plans will be developed for arsenic work as follows:
   
   • A separate job specific compliance plan will be written for each separate job that is expected to take more than 8 man-hours to complete.

   5.1.2 Arsenic compliance plans will be written by the Operations Manager in conjunction with the Manager. These plans may be modified as conditions change.

   5.1.3 The Operations Manager and the lead safety/lead rescue person prior to the start of the job will review the arsenic compliance plan.

5.2 Suspected Arsenic Exposure

   5.2.1 If any exposure to Arsenic above the action level is suspected, or identified during the course of our work. The following guidelines should be followed:

   • The lead safety/lead rescue person shall halt the work, evacuate our employees from the area, and notify the Owner and the Operations Manager.

   • Employees shall not be permitted to work in the affected area without specific permission from the Operations Manager.

   • The Operations Manager in conjunction with the Manager will develop a site-specific plan, which may include Environmental sampling, depending on work description and previous arsenic sampling.

   • The lead safety/lead rescue person shall be responsible for the arsenic exposure program to be followed throughout all phases of construction and the extent feasible to establish good work practices to reduce exposure to or below the P.E.L.

   • Specialized additional training shall be conducted for employees working in areas covered by the site-specific plan. Such training shall be documented.

6) Personal Protective Equipment

   6.1 Required PPE shall be provided at no cost to the employee as needed.

   6.2 Basic – Normal Protective Equipment (i.e., safety glasses, gloves, and hardhat).

   6.3 Upgraded – (i.e., safety glasses, gloves, coveralls (disposable), cap (disposable), rubber boots. (Note: Hooded tyvek are acceptable instead of the overalls and cap).
6.4 Regulated Area – an area of appropriate distance for the work location based on the type of work being performed shall be barricaded with limited entry with the sign stating:

**DANGER**

**INORGANIC ARSENIC**

**CANCER HAZARD**

**AUTHORIZED PERSONNEL ONLY**

**NO SMOKING OR EATING**

**RESPIRATOR REQUIRED**

7) Medical Surveillance

7.1 When an employee is likely to be exposed over the action level at least 30 days per year, Job-Site Safety shall provide each affected employee an opportunity for a medical examination, including at least the following elements:

- Work history and medical history, which shall include a smoking history and the presence and degree of symptoms;
- 14" x 17" posterior-anterior x-ray;
- Nasal and skin examination; and
- Other exams the physician feels appropriate because of the employees' exposure to inorganic arsenic.

7.2 Any employee exposed to arsenic at or above the action level will be issued respirators in accordance with Policy 3.15, Section 1 of this manual.

7.3 The medical surveillance will be outsourced.

7.4 Sub-contractors will be required to provide Job-Site Safety with the results of inorganic arsenic tests.

8) Hygiene Facilities

8.1 Equipment Decontamination – If needed, decontaminate the equipment in the regulated area.

8.2 Wash Area – an area that the employee may wash his/her hands and face prior to using the restroom, eating, or drinking, and at the end of the shift.

8.3 Shower – if needed, an area that employee may shower at the end of the shift.
8.4 Change Area – If needed, an area that the employee can change into clean work clothes from street clothes, store street clothes and change back into street clothes after showering at the end of the shift.

9) Waste Handling
   9.1 All arsenic contaminated waste generated during work will be collected and placed in suitable waste disposal containers.
   9.2 Waste Samples
       9.2.1 At the completion of the job, the lead safety/lead rescue person in conjunction with the Operations Manager and the Owner will ensure that the waste is collected and disposed of properly.

10) Sub-Contractor
   10.1 The lead safety/lead rescue person shall be responsible for informing the potentially affected sub-contractor(s) of potential exposures to arsenic associated with the job.
   10.2 Sub-contractors will be required to follow the requirements of this standard and maintain compliance with the OSHA Arsenic Standard while performing work for Job-Site Safety.

Approved By:

Stephen P. Arndt
President

Review Interval:
   Annually or as need arises

References:

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 24, 2014
POLICY NUMBER
3.20

SUBJECT: Blood Borne Pathogens

SCOPE: This policy applies to all Job-Site Safety employees.

PURPOSE: Job-Site Safety is committed to protect employees from occupational health hazards, which include chemical, physical and biological hazards. This written exposure control plan outlined control measures and procedures implemented by Job-Site Safety to prevent occupational exposure to blood borne pathogens and other potential infectious materials.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors comply with this blood borne of employees on the job site,

The lead safety/lead rescue person is responsible for the implementation of this written plan and for ensuring that the employees follow the procedures outlined in the plan.

Employees are required to follow the procedure outlined in this plan.

The Operations Manager is responsible to assist in the implementation of this plan.

The President/Vice President is responsible for reviewing any changes and approval to this document.

DEFINITIONS:

**Blood borne Pathogens:** Blood borne pathogens means pathogenic microorganisms that are present in human blood and can cause disease in human. These pathogens include, but are not limited to hepatitis B (HBV) and human immunodeficiency virus (HIV). Other examples include microorganisms that cause Hepatitis C, Malaria, Syphilis, Brucellosis, relapsing fever, viral hemorrhagic fever, ECT.
Exposure Incident: A specific eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.

HIV: HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture media or other solutions; and blood organs or other tissues from experimental animals infected with HIV or HBV.

Occupational Exposure: Reasonable anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.

Other Potentially Infectious Materials: Human body fluids: Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluids visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. Any unfixed tissue or organ (other than intact skin) from a human (living or dead).

1) Exposure Determination
   1.1 The primary exposure to our employees is through job site accidents and injuries. We DO NOT routinely handle bodily fluids, which may be contaminated. Therefore it is especially important that the lead safety/lead rescue person be knowledgeable in this area and train other supervisors and employees in proper emergency techniques.
   1.2 Each job site shall be equipped with a blood borne pathogens kit. This commercially available kit is obtained from the Operations Manager. It contains personal protection items, cleaning solutions, and disposal items. It is to be used, without exception, whenever incidents occur which place any employee in potential contact with body fluids.
   1.2.1 The instructions in the kit shall be followed without deviation by the job lead safety/lead rescue person.
   1.3 Under circumstances in which differential between body fluid is difficult or impossible, all body fluids will be considered potentially infectious.

2) Methods of Compliance
   2.1 Universal Precautions
   2.1.1 All blood and other potentially infectious materials shall be treated as if they are contaminated with infectious pathogens.
Job-Site Safety,

2.1.2 Employees shall be trained to take universal precautions and follow the procedures outlined in this plan to prevent skin, mucous membrane and parental contact with blood or other potentially infectious materials.

2.1.3 At no cost to the employee a Hepatitis B vaccination shall be made available to anyone who will be required to have occupational exposure to any infectious material.

2.2 Engineering Controls

2.2.1 Engineering controls should be implemented to isolate potential blood borne pathogen hazards.

2.2.2 Engineering controls shall be examined for effectiveness and replaced if needed on a regular basis.

2.2.3 Red, rigid, leak proof, puncture resistant containers with biohazard labels are used for needles and sharps disposal in the safety department. Employees who bring kits for insulin or other required injections are instructed to dispose of needles in the sharps disposal containers.

2.3 Work Practice Controls

2.3.1 Employees who may have occupational exposure to blood or other potentially infectious materials are required to follow the work practices listed in Exhibit 1.

2.3.2 Hand washing facilities shall be provided and readily available to employees and where facilities are not feasible antiseptic hand cleansers in conjunction with paper/cloth towels or antiseptic towelettes shall be used. These shall be provided at no cost to the employee.

2.4 Personal Protective Equipment

2.4.1 All appropriate PPE shall be provided at no cost to the employee.

2.4.2 Latex or vinyl gloves must be worn when there is an opportunity for hand-contact with blood or other body fluids. All injured employees are assumed to be infectious. Always wear a new pair of gloves before handling another person. Disposable gloves will not be washed or decontaminated for re-use.

2.4.3 Gloves, face shields, and eyewear, are present in or a part of the first aid kit.

2.4.4 All personal protective equipment shall be removed, before leaving the work area. Contamination personal protective equipment will be placed in biohazards waste container/laundry bag and disposed of properly.
2.5  Labels and signs

2.5.1  Warning labels will be affixed to containers of regulated waste. The label will include the biohazard logo depicted in OSHA 29CFR 1910.1030 (g), communication of hazards to employees. The labels will be fluorescent orange or orange-red with lettering or symbols in a contrasting color.

2.5.2  Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment or disposal will not be labeled.

2.6  Housekeeping

2.6.1  Worksites will be maintained in a clean and sanitary condition. Exposure surfaces in first aid rooms and reusable emergency equipment, etc., will be cleaned of any material and fluids, and then wiped with an appropriate disinfectant/germicide.

2.6.2  Antiseptic solutions/towelettes will be available for employee use.

2.6.3  In the event of a spill, cleanup will be performed by trained personnel. The Operations Manager will stock clean-up supplies. Contaminated laundry shall be handled with care and laundered immediately. Employees who handle contaminated laundry will wear gloves.

2.7  Waste Handling

2.7.1  Contaminated sharps will be discarded immediately in a container that is closable, leak proof, puncture resistant, and red with a biohazard label.

2.7.2  Sharp disposal containers will be at an easily accessible location in the plant.

2.7.3  Sharp containers will be replaced when full.

2.7.4  Sharp containers shall not be overstuffed.

2.7.5  Filled containers will be closed, and stored and locked in a designated location until properly disposed of.

2.7.6  All waste contaminated with blood or other potentially infectious material will be shipped to an approved facility for incineration.

2.7.7  All contaminated waste will be transported to the safety department for shipment.

2.7.8  Documentation of waste disposal will be maintained by the Operations Manager.
2.7.9 Broken glassware, which may be contaminated, will be cleaned up with a brush and dustpan, tongs or forceps.

2.7.10 Specimens of blood or other potentially infectious materials will be placed in a container, which prevents leakage during collection, handling, processing storage, transport or shipping. Shipping containers will have a biohazard label.

2.7.11 Containers for medical waste are closeable, constructed to prevent leakage during handling and with biohazard label. When the outside of the waste container is contaminated, secondary containment will be used.

2.8 Medical Records

2.8.1 All employee medical records will be kept confidential and secure during the worker’s employment. After this time such records shall be sent to storage. Accurate records for each employee with occupational exposure must be maintained for at least the duration of employment plus thirty (30) years.

2.8.2 Medical records shall be made available upon request. Medical records shall only be released through employee’s written consent. All other records shall be made available upon request. Job-Site Safety shall comply with the requirements involving transfer of records set forth in 29 CFR 1910.1020 (h).

2.9 Information and Training

2.9.1 All affected employees will be trained at the following times:

- Initial assignment.
- Within 90 days of the standard’s effective date.
- Annually.

2.9.2 Training will be provided by the lead safety/lead rescue person and will include the following elements:

- General explanation of the epidemiology and symptoms of blood borne infectious disease.
- Transmission routes of blood borne diseases.
- Explanation of the Exposure Control Plan and how to get a copy if the plan.
- Recognition of exposure situations.
- Selection and use of PPE.
- Information regarding HBV vaccine.
- Procedures in the event of an exposure.
Explanation of signs, labels, and color-coding.
Explanation of the OSHA Blood borne Pathogens Standard.

2.9.3 Course instructors are instructed to remind students in all training modules to wear gloves when handling or in contact with body fluids and to use body fluid barriers when performing first aid/CPR and wash thoroughly afterward.

2.9.4 Training Record will include the following information:

- Date of training session.
- Description or summary of training session.
- Names and qualifications of instructors.
- Names and job titles of all attendee.

2.9.5 The safety department will maintain all training records for a minimum term of three years.

Approved By:

[Signature]

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
29 Code of Federal Regulations, Subpart Z, Bloodborne pathogens, 1910.1030

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER

3.21

SUBJECT: Noise/ Hearing

SCOPE: This safety standard establishes safety guidelines for noise and hearing protection. These guidelines apply to the employees of Job-Site Safety.

All employees, sub-contractors, service representatives, vendors, and visitors are responsible for observing the guidelines described below.

PURPOSE: The purpose of this program is to establish minimum safety guidelines, for all Job-Site Safety personnel performing work.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors comply with all Noise and Hearing requirements.

All required Noise and Hearing Equipment should be used and maintained in a sanitary and reliable condition.

The President/Vice President is responsible for reviewing any changes and approval to this document.

PLAN:

1) NOISE:

1.1 When employee noise exposures equal or exceed an 8 hour (TWA) sound level of 85 dB, engineering controls shall be utilized.

1.2 When information that any employee’s exposure may equal or exceed an 8 hour (TWA) of 85 dB, a monitoring program shall be implemented to enable the proper selection of hearing protection.
1.3 A baseline audiogram shall be performed within 6 months of an employee’s first exposure at or above 85 dB (TWA).
   1.3.1 Prior to establishment of a baseline audiogram, employees must experience at least 14 hours without exposure to workplace noise is observed.

   1.3.2 For an annual audiogram if a standard threshold shift has occurred the employee will be notified in writing within 21 days of determination.

1.4 The audiogram test data shall be evaluated in accordance with 29 CFR 1910.95.
1.5 Hearing protection shall be provided to all employees and is required to be used in areas where noise levels require them.
1.6 A training program shall be established for all employees who are exposed to noise at or above an 8 hour time weighted average of 85 decibels including but not limited:
   1) The effects of noise on hearing
   2) Physical damage of cochlea
   3) Purpose of hearing devices and how they work
   4) Instruction on selection, fitting, use and care of protectors
   5) The purpose of audiometric testing and test procedures

1.7 Evaluate the hearing protection for the specific environment in which it is going to be used.
1.8 Areas where the noise level exceeds 85 dB must be posted with a warning and requirement for the use of hearing protection.
1.9 Employees shall follow and abide by rules and regulations of the host employer
1.10 If a threshold shift has occurred use of hearing protection shall be re-evaluated and or refitted and if necessary a medical evaluation may be required.

2) Hearing Protection:

   2.1 Hearing protection must be worn by employees working in designated high noise areas, operating tools or equipment, or working near tools or equipment where time weighted averages (TWA’s) are above the permissible limit. When engineering controls cannot reduce noise levels or exposure times below the levels prescribed by OSHA, ear protective devices shall be provided and used. This is done at no cost to employees. Hearing protection shall be replaced as necessary. Employers shall ensure that hearing protectors are worn. Employees shall be properly trained in the use, care and fitting of protectors.

   2.1.1 Employees shall not be exposed to more than an average of 90 db over an 8-hour period and hearing protection is required when noise levels exceed 85 db.

   2.1.2 Plain cotton is not an acceptable protective device.
2.1.3 All hearing protections policy in 1910.95 shall be adhered to.

2.2 The lead safety/lead rescue person is responsible for ensuring that employees upon hire are educated and comply with the requirements for hearing protection and shall:

   2.2.1 Inform employees of the areas where hearing protection is required on the project and what type of protection is needed.

   2.2.2 Provide training and education with regards to hearing protection and the effects of noise.

   2.2.3 Enforce the use of hearing protection in posted areas.

3) Training

3.1 The lead safety/lead rescue person shall train all employees in the proper use of Noise/ Hearing Procedures and Equipment. All required training shall be documented.

3.2 Training records shall be forwarded to the Operations Manager and the originals kept in the job file.

3.3 In addition, this training shall include:

   • Proper fit and/or replacement or adjustment
   • Cleaning
   • Inspection
   • Maintenance

3.4 All records of employee exposure and audio metric testing shall be maintained according to the standards.
Job-Site Safety,

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.22

SUBJECT: Compressed Air

SCOPE: This safety standard establishes safety guidelines for compressed air. These guidelines apply to the employees of Job-Site Safety.

All employees, sub-contractors, service representatives, vendors, and visitors are responsible for observing the guidelines described below.

PURPOSE: The purpose of this program is to establish minimum safety guidelines, for all Job-Site Safety personnel performing work.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors comply with all compressed air requirements.

All required compressed air equipment should be used and maintained in a sanitary and reliable condition.

The President/Vice President is responsible for reviewing any changes and approval of this document.

PLAN:

The following precautions pertain to the use of compressed air for Job-Site Safety employees

All components of compressed air system will be inspected regularly by qualified and trained employees. Only qualified personnel will be permitted to repair air tanks, and all work will be done according to established safety standards.
1. Equipment shall be placed so that exhausts fumes are away from doors, windows, fresh air intakes, and workers.

2. All pipes, hoses, and fittings must have a rating of the maximum pressure of the compressor and must never exceed maximum pressure.

3. Shut off valves shall be located at the point of operation.

4. Hoses shall be secured in a way to prevent whipping of the hose in a case of accidental cut or break occurs. (Chicago clips & whip backs)

5. Hoses shall not be placed where they will create tripping hazards.

6. Compressed air will never be used under any circumstances to blow dirt or dust from clothing or off a person’s skin.

7. Air supply shall be shut down at the control valve and hose bled before disconnecting pneumatic tools.

8. Face shields will be used when operating any pneumatic tools.

9. Static electricity can be generated through the use of pneumatic tools. This type of equipment shall be grounded or bonded.

10. All compressors shall have pressure regulators and only qualified personnel shall be allowed to repair or adjust pressure.

11. Air tank safety valves shall be set no less than 15 psi or 10 percent (whichever is greater) above the operating pressure of the air receiver.

12. Blow off valves shall be located and shielded so sudden blow offs will not cause personnel injuries or equipment damage.

2) Training

2.1 The job’s lead safety/lead rescue person shall train all employees in the proper use of Compressed Air Procedures and Equipment. All required training shall be documented.

2.2 Training records shall be forwarded to the Operations Manager and the originals kept in the job file.
2.3 In addition, this training shall include:

- Proper fit and/or replacement or adjustment
- Cleaning
- Inspection
- Maintenance

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
29 Code of Federal Regulations, Subpart S, Compressed air, 1926.803
POLICY NUMBER
3.23

SUBJECT: Floor and Roof Openings

SCOPE: This standard applies to all employees and sub-contractors whose job function requires them to work around floor or roof openings.

PURPOSE: The purpose of this safety standard is to ensure the safety and health of employees who are required to perform work around floor or roof openings.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors comply with this floor and roof opening program.

The President/Vice President is responsible for reviewing and changes and approval of this document.

1) General Requirements

1.1 Floor Openings:

1.1.1 All floor and roof holes should be covered with a cover large enough and rigid enough to prevent failure.

1.1.2 The hole should be marked “Danger”.

1.1.3 Warn other employees about the hazard.

1.1.4 Never leave an opening uncovered or unprotected.

1.1.5 If covering a hole is impractical, guardrails shall be installed with toe boards.

1.1.6 Every floor opening into which persons cannot accidentally walk (on account of fixed machinery, equipment, or walls) shall be protected by a cover that leaves no opening more than 1" wide.

1.2 Ladder way Floor Openings

1.2.1 Standard railings and toe boards on all exposed sides shall guard ladder way floor openings or platforms, except at entrances to openings. The entrance shall also be protected so that a person cannot walk directly into the opening, such as swing gates.
1.3 Temporary Floor Openings

1.3.1 Every temporary floor opening shall have standard railings, or shall be constantly guarded by someone.

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
29 Code of Federal Regulations, Subpart D, Guarding floor and wall openings and holes,

1910.23

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.24

SUBJECT: Hot Work Permits

SCOPE: This safety standard shall apply to work activities that have the potential to generate sufficient energy to serve as an ignition source, presenting a fire and/or explosion hazard.

PURPOSE: The purpose of this standard is to prevent personal injury and equipment damage that can result from fires or explosions, caused by a deficient Hot Work Program or improper entry of a vehicle into a process unit.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors to comply with this Hot Work Permit program.

The President/Vice President is responsible for reviewing any changes and approval to this document.

DEFINITIONS:

**Level I Activity** (hot work), either generates or has the potential to generate sparks or open flames. Level I activities typically include the following:

a. Welding
b. Burning
c. Grinding
d. Drilling
e. Cutting with a Power-driven Saw
f. Sandblasting
g. Power-driven Wire Brushing
h. Taking Flash Camera Pictures
i. Using Non-explosion Proof Electrical Equipment
Level II Activity

a) Vehicles with Combustion-powered Engines
b) Welding Machines with Combustion-powered Engines
c) Electric Fork Trucks
d) Portable Electric Heaters
e) Connecting electric extension cords

1) General Requirements

1.1 A Hot work permit is always required for any Level I activities on a job site. Exceptions to the standard are listed below:

1.1.1 Under normal conditions and with no flammables within 50 feet, a Hot Work Permit is NOT required for the following areas:
   - Designated free burning areas (shops, fabrication areas, office buildings and designated smoking areas).

1.1.2 Only the job’s lead safety/lead rescue person may grant exceptions to this standard. Any request for an exception to this standard must be approved by the President/Vice President or designee and documented.

1.1.3 Welders and their supervisors must be suitably trained in the safe operations of their equipment and the safe use of the process.

1.1.4 If fire hazards cannot be taken to a safe place or guards cannot be used to confine heat, sparks, slag and protect the immovable fire hazards the welding and cutting shall not be performed.

1.1.5 Any welding, cutting or burning or lead based metals, zinc, cadmium, mercury, beryllium or exotic metals or paints not listed here shall have proper ventilation or respiratory protection.

1.1.6 Operators of equipment shall report any equipment defect or safety hazards and discontinue use of equipment until its safety has been assured. Repairs shall be made only by qualified personnel.

1.2 The procedures to generate a Hot Work Permit for either Level I or II are as follows:
1.2.1 All necessary safety checks and procedures must be satisfied as listed in the Responsibilities section below.

1.2.2 The job site’s lead safety/lead rescue person /lead mechanic must approve and sign the permit.

2) Limitations of Hot Work Permits

2.1 A Hot work Permit is valid for a maximum one shift. A new permit should be issued when the work will extend beyond this time period. The permit is located in Policy 3.25, Section 1, (safe Work Permits, Exhibit SW-1).

2.2 The permit becomes void if conditions change to the extent that work must be stopped. EXAMPLE: A spill of flammable material near the area, then a new permit must be issued before work can resume.

2.3 All combustibles shall be located at least 35 feet from the work area. Where relocation is impracticable, combustibles shall be protected with flameproof covers or otherwise shielded.

2.4 When cutting or welding near walls, partitions, ceilings, or roofs of combustible construction, fire resistant shields or guards shall be provided to prevent ignition.

2.5 Whenever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken to ensure that no sparks will affect any aspect of the area below. (fire blanket)

3) Responsibilities

3.1 Know when the Hot Work will begin and end.

3.2 Take the following fire prevention measures:

3.2.1 If applicable, clean all lines, equipment and vessels via steaming, purging and/or drying.

3.2.2 If applicable, close block valves and install isolation blinds/chain valves.

3.2.3 Isolate low points such as trenches, sewers, etc.

3.2.4 Remove any build-up of combustible dust from the area.

3.2.5 Check for changing wind conditions that could bring flammable materials into the Hot Work area.

3.2.6 When needed, wet down all areas near the Hot Work activity.

3.2.7 Place fire blankets and/or welding curtains over sewers and in a position, so that sparks do not leave the work area.

3.2.8 Place stand-by fire-fighting equipment in a usable area.

3.3 Take the following actions as necessary, to prevent injury:

3.3.1 Determine what to do in the event of an emergency.

3.3.2 Limit confined space entry to ONLY authorized personnel.

3.3.3 Barricade of flag-off the Hot Work area, to control access.

3.3.4 Inform personnel working in the general area of the Hot Work.
Job-Site Safety,

3.3.5 Select and wear the appropriate PPE dictated by the permit.
3.3.6 Conduct a pre-job safety review of the Hot Work with all involved.

3.4 Make a timely check of the area for potentially explosive mixtures prior to conduction of the Hot Work. A 0% LEL reading on the combustible analyzer is required before Hot Work can begin.

3.5 Permits will be valid for a maximum of one shift. Permits will not be valid for shifts, other than the one in which the work was started. When work carries over to the next shift, re-testing for LEL is required before a new permit can be issued.

3.6 Each permit must be dated and have an expiration time. Display the permit at the work site. A copy of the permit must be archived with the job fire for 3 years.

3.7 Provide a fire watch for each Hot Work area, unless one fire watch can manage multiple activities.

NOTE: A fire watch may be exempted if intrinsically safe tools and purged equipment is used.

3.8 Vehicle entry into restricted areas should be made with caution. All vehicles should be directed into and out of restricted or congested work areas. The atmosphere surrounding the vehicle should also be tested with a combustible analyzer.

NOTE: Combustion powered engines must be shut-off during fueling.

4) Fire Watch Responsibilities
4.1 A fire watch is required whenever welding or cutting is performed in locations where other than a minor fire might develop or when combustible materials are within 35 feet of the work zone. A minor fire is one that can be extinguished by the use of a single fire extinguisher.

4.2 All requirements for a fire watch shall be reviewed with designated person prior to beginning any Hot Work.

4.3 Duties Include:
• Understanding the nature and location of Hot Work activities.
• Proper inspection/handling of fire protection equipment.
• Survey the area for potential hazards and ensure readiness.
• Never leave the area without a replacement.
• If no replacement can be found, work must be temporarily halted until the fire watch can return.
• When bulkheads or walls are involved in Hot Work, both sides require a fire watch.
• Remain in the area an additional 30 minutes after the Hot Work has been stopped or completed without regard to break.
Job-Site Safety,

- Continuously monitor the area for hazardous atmospheres using a combustible/air monitor.
- Keep the area wet where sparks pose a problem and for immovable, flammable objects in the area, use fire blankets.
- Stop Hot Work if conditions in the area change.
- Know the emergency procedures and remain in radio contact with control room personnel.

5) Performing Hot Work
   5.1 Initially prepare the Hot Work permit for Level I or Level II type work.
   5.2 Review any special precautions with the craftsmen, as necessary.
   5.3 Participate in the pre-job site review, if requested.
   5.4 Assist as requested in preparing the area for hot work.
   5.5 Inspect the area prior to the start of hot work.
   5.6 Verify that there is a properly approved permit.
   5.7 Report to the Fire Watch any changes that may develop that can alter the conditions within the hot work area.
   5.8 Return the field permits to the following personnel and/or locations:
      5.8.1 Industrial Jobs – Superintendent shall receive all Hot Work Permits at the end of the shift.
      5.8.2 Commercial Jobs – File in the job file at the completion of the job.
   5.9 For Hot Work in confined spaces, arch-welding electrodes will be removed and gas torch valves located outside the confined space shall be closed, if the work is interrupted for more than 30 minutes.

6) Emergency Action Plan
   6.1 In the event the emergency alarm is sounded, all hot work or vehicle entry will be eliminated until the “all clear” is sounded.
   6.2 Hot work or vehicle entry/operation should not be resumed in areas affected by the emergency until new permits are properly issued.
Job-Site Safety,

Approved By:

[Signature]

Stephen P. Arndt
President

Review Interval:

Annually or as need arises

References:

29 Code of Federal Regulations, Subpart Q, General requirements, 1910.252

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.25

SUBJECT: Safe Work Permits

SCOPE: This safety standard shall apply to all work activities other than Hot Work and Confined Space.

PURPOSE: The purpose of this standard is to prevent personal injury and equipment damage that can result from normal work activities.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors comply with this Safe Work Permit program.

The President/Vice President is responsible for reviewing any changes and approval of this document.

DEFINITIONS:

Normal Work Activities (Defined)

Line Breaking includes work which results in opening lines and/or equipment such as installing blind flanges, opening man ways, removing equipment from piping systems, and any other work which violates the integrity of a system.

Chemical Work includes work on systems containing hazardous chemicals such as acids, caustics, etc.

Elevated Work includes work six feet above grade which is not performed off a permanent working location or off of approved scaffolding which contains top-rails, mid-rails, and toe boards.
Miscellaneous non-hot work includes all other work in which the nature of the job or the location itself makes the work hazardous.

- Enter the appropriate work category, from the list above, in the section of the permit, “work Description”.

1) General Requirements

1.1 A Safe Work Permit is always required for any work activities on an Industrial Site.
   1.1.1 Only the Manager or designee may grant exceptions to this standard. Any request for an exception to this standard must be approved by the Manager or designee and documented.

1.2 The procedures to generate a Safe Work Permit are as follows:
   1.2.1 All necessary safety checks and procedures must be satisfied as listed in the Responsibilities section below.
   1.2.2 The job’s lead safety/lead rescue person must approve and sign the permit.

2) Limitation of Safe Work Permits

2.1 A Safe Work Permit is valid for a maximum of 12 hours. A new permit should be issued when the work will extend beyond this time period.

2.2 The permit becomes void if conditions change to the extent that work must be stopped.
   EXAMPLE: A spill of flammable material near the area, then a new permit must be issued before work can resume.

3) Responsibilities

3.1 Know when the work will begin and end.

3.2 Take the following prevention measures:
   3.2.1 If applicable, clean all lines, equipment and vessels via steaming, purging and/or drying.
   3.2.2 If applicable, hazardous energy lockout, tagout and/or disconnection is complete.
   3.2.3 If applicable, close block valves and install isolation blinds/chain valves.
   3.2.4 If applicable, remove clutter from work area.
   3.2.5 If applicable, ensure that equipment is properly cleared and depressurized.
   3.2.6 If applicable, ensure that scaffolding has been inspected and tagged.
   3.2.7 If applicable, ensure that ladders are inspected and properly secured.
   3.2.8 If applicable, post hazardous signs as needed.
   3.2.9 If applicable, ensure that communication of chemical information has occurred.
   3.2.10 Other precautions which may be necessary for the safe execution of work activities.
3.3 Take the following actions as necessary, to prevent injury:
   3.3.1 Determine what to do in the event of an emergency.
   3.3.2 Limit the access to the safe work area.
   3.3.3 Select and wear the appropriate PPE dictated by the permit.
   3.3.4 Conduct a pre-job safety review of the safe work with all involved.
3.4 Permits will be valid for no longer than 12-hour period. Permits will not be valid for shifts, other than the one in which the work was started. A new Safe Work Permit shall be issued at the beginning of the next shift.
3.5 Each permit must be dated and have an expiration time. Display the permit at the work site. A copy of the permit must be saved for 3 years.
3.6 The entry of a vehicle into restricted areas should be made with caution.

4) Performing Work

4.1 Initially prepare the Safe Work Permit for the type of work.
   4.1.1 When a specific task needs to be evaluated to identify a step by step safety plan, the “Task Specific” Job Hazard Analysis (Exhibit JHA-1) may be utilized in conjunction with the “Safe Work Permit”.
4.2 Review any special precautions with the craftsmen, as necessary.
4.3 Participate in the pre-job site review, if requested.
4.4 Assist as requested, in preparing the area for work.
4.5 Inspect the area prior to the start of work.
4.6 Establish that there is a properly approved permit.
4.7 Return the field permits to the job site Superintendent when work on that shift is finished.

5) Emergency Action Plan

5.1 In the event the emergency alarm is sounded, all work shall be eliminated until “all clear” is sounded.
5.2 Work should not be resumed in areas affected by the emergency until new permits are properly issued.
Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
None

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.26

SUBJECT: Return-to-Work

SCOPE: This policy applies to employees who have suffered a compensable injury/illness, while on company business.

PURPOSE: This policy is designed to position injured employees (IE) in a program allowing them to maintain active, viable employment, while undergoing required medical treatment until their injury/illness no longer restricts their normal job duties.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall be responsible to manage the injured employee in viable employment.

The job’s lead safety/lead rescue person shall be responsible for the implementation of this policy.

The President/Vice President is responsible for review of any changes and approval of this document.

METHOD:

1) Initial Return-to-Work

1.1 The job’s lead safety/lead rescue person shall be responsible to inform/notify the Operations Manager when he/she receives the initial assessment and work restrictions of an IE that would prohibit him/her from performing the original job duties he/she was performing at the time of injury.

1.1.1 If an IE returns to work without a written release from his physician, indicating his current work status and restrictions, the IE shall be refused access to the job site until he/she provides a current work status release.

1.2 The job’s lead safety/lead rescue person, upon receipt of the current, written, work status release shall forward a copy to the Operations Manager.
1.3 If an IE returns from a follow-up visit, where he/she is seen by a physician, without a written doctor’s release, indicating his/her current work status and restrictions, the IE shall be refused access to the job site until he/she provides a current work status release.

1.4 The job’s lead safety/lead rescue person, upon receipt of the current, written, work status release shall forward a copy to the Operations Manager.

1.5 Reassessments shall be performed as directed by treating physician or in periods not to exceed three (3) months. This shall be done until the IE is able to return to his/her normally assigned job.

1.6 As the reassessments indicate increased or decreased health of the IE, the President/Vice President or designee shall inform the job’s lead safety/lead rescue person that the employee should assume more or less of the original job duties he/she was performing, at the time of injury, until full duty is reached.

1.7 In the case that modified duty is accommodated, the IE shall only be allowed to work a maximum of an 8-hour day unless the modified duty proves to be productive and necessary to the completion of the job.

1.8 If at the completion of a job, an IE has not been released to perform the duties he/she was originally assigned to perform, at the time of the injury, the job’s lead safety/lead rescue person shall inform the President/Vice President of such, so that a determination can be made on whether to continue the modified work offer to the employee.

2) Resumption of Original Job

2.1 When written physician assessments indicate the employee is able to resume normal duties, with no restrictions, the President/Vice President or designee shall inform the job’s lead safety/lead rescue person who then shall instruct the employee to do so.
Job-Site Safety,

Approved By:

[Signature]

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
None

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.27

SUBJECT: Hexavalent Chromium [Cr (VI)] Safety

SCOPE: This standard applies to all maintenance, construction, or demolition work involving potential exposure to Cr (VI). Job tasks covered by this safety standard include welding, cutting, or grinding on any Cr (VI) containing materials, handling Cr (VI) containing materials, machining Cr (VI) containing materials, or any other maintenance or construction task having potential exposure to Cr (VI).

PURPOSE: The purpose of this safety standard is to prevent potential exposure to Cr (VI) during maintenance, construction, or demolition work. This standard serves as the written hexavalent chromium compliance plan as required by the OSHA Hexavalent Chromium Standard for the Construction Industry, 29 CFR 1926.1026.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors to comply with this Hexavalent Chromium management program.

Employees are responsible for reporting suspected Hexavalent Chromium exposures and for following site-specific lead abatement programs when they are implemented for the areas in which they are working.

The job’s lead safety/lead rescue person is responsible for the implementation of the hexavalent chromium exposure program, training, and providing the site with hexavalent chromium exposure written program for compliance with the OSHA standard as required.

The President/ Vice President is responsible for reviewing any changes and approval of this document.

DEFINITIONS:
Regulated Area- means an area, demarcated by the employer, where an employee’s exposure to airborne concentrations of Cr (VI) exceeds, or can reasonably be expected to exceed the PEL.

1) Methods:

1.0 Exposure Determination and Recordkeeping
1.1 Prior to beginning work on any job involving potential exposure to hexavalent chromium the job’s lead safety/lead rescue person shall contact the Operations Manager to determine exposure level of Cr (VI), engineering controls if needed, and industrial hygiene if needed.
1.2 Exposure levels will be determined by air monitoring data, historical data, or objective data; or any combination of the three.
1.3 If exposure level exceeds the PEL all workers will be notified immediately.
1.4 Employees shall not be exposed to Hexavalent Chromium in excess of the PEL. If work areas have been determined to be in excess of the PEL there shall be written notification made available to the employees describing the corrective actions taken to reduce employee’s exposure level.
1.5 The Operations Manager will ensure that the air monitoring methods that were used for exposure determination purposed were within an accuracy range of 25 percent, and produce a statistical confidence level of 95 percent for concentrations at or above the Action Level.
1.6 Affected workers and their representatives will be permitted to observe any air monitoring.
1.7 Appropriate personal protective equipment will be provided for any observers.
1.8 Copies of all initial and periodic air monitoring results records, historical data, and objective data will be kept by the Operations Manager.
1.9 Air Monitoring Records shall include:
   • Date of measurement for each sample taken;
   • Description of the operation being monitored
1.10 The regulated area shall be marked with signs and barricades that adequately establishes and alerts employees of the boundaries of the regulated area.
1.11 There shall be limited access to regulated areas. The only individuals allowed access to the regulated area are:
   • Persons authorized by the job’s lead safety/lead rescue person and required by work duties to be present in the regulated area;
2) Means of Achieving Compliance

2.1 Engineering and work practice controls are the primary means to reduce and maintain employee exposures to Cr (VI) to or below the PEL.

2.2 Engineering controls include:

- Substitution (i.e., using a less toxic material instead of Cr (VI), or substituting a process that results in lower exposures for another type of process that results in higher exposures);
- Isolation (i.e., enclosing the source of exposure, or placing a barrier between employees and the source of exposure); and
- Ventilation (i.e., local exhaust systems that capture airborne Cr (VI) near its source and remove it from the workplace, or general ventilation that dilutes Cr (VI) concentrations by circulating large quantities of air.

2.3 Work practice controls include:

- Employees who cut, weld, or grind on any Cr (VI) containing materials shall use ventilation to either dilute or exhaust welding fumes away from their respective breathing zones;
- Employees shall also keep their welding face shields tucked in close to their chest to minimize fumes from rising up under their shields;
- Employees shall also be instructed on their body position in relationship to the plume.

2.4 Ensure that surfaces are kept free or Cr (VI) dust as much as practicable.

2.5 Ensure that cleaning done by vacuuming are equipped with High Efficiency Particulate Air (HEPA) filters to minimize reentry of CR (VI) into the workplace.

2.6 Prohibit compressed air from being used to remove Cr (VI) from the work place unless it is used in conjunction with a ventilation system designed to capture the airborne dust created by the compressed air.
3) Hygiene Areas and Practices

3.1 Prohibit workers from having food, beverages, tobacco products, or cosmetics in their possession when they are exposed to Cr (VI) above the PEL, without regard to respirator use.

3.2 Prohibit workers from leaving the work place wearing protective clothing or equipment that is required to be worn during the work shift.

3.3 Establish change areas with separate storage facilities for work clothing and street clothes when employees are exposed to Cr (VI) at or above the PEL.

3.4 Provide employees with shower facilities where feasible when they are exposed to Cr (VI) at or above the PEL and ensure affected employees shower at the end of the work shift.

3.5 Provide clean lunch area when employees exposed to Cr (VI) at or above the PEL, without regard to respirator use.

3.6 Prohibit employees from entering lunch rooms with work clothing unless surface Cr (VI) dust has been removed by vacuuming, use of a downdraft booth or other methods that limit dispersion of CR (VI) dust.

3.7 Provide employees with adequate hand-washing facilities and ensure that employees wash their hands and faces at the end of the work shift when showers are not provided.

3.8 A written medical opinion from the physician or licensed health care provider must be obtained within 30 days of the medical examination.

3.9 The written medical opinion must include:

- Information about whether the employee has any detected medical conditions (s) that would place him or her at increased risk of material impairment to health from further exposure to Cr (VI);
- Any recommended limitations upon the employee’s exposure or upon the use of PPE such as a respirator.
- A statement that the (PLHCP) has explained the results of the examination to the employee.

3.10 The affected employee will be provided a copy of the written medical opinion within two weeks after receiving it.
4) Training and communication of CR (VI) Hazards

4.1 All employees whose job duties include welding, cutting, grinding, or supervise employees with these job functions shall receive Hexavalent Chromium training.

4.2 All employees trained on hexavalent chromium must be able to demonstrate knowledge of the contents of the standard and the purpose and description of the medical surveillance program required by the standard.

4.3 An employee exposed to Cr (VI) shall be given a copy of the standard at no cost to the employee.

Approved By:

[Signature]

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
29 Code of Federal Regulations, Subpart Z, Chromium (VI), 1910.1026

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.28

SUBJECT:    Benzene Awareness

SCOPE:      This program applies to the employees of Job-Site Safety.

PURPOSE:    The purpose of this program is to provide guidance for all Job-Site Safety personnel who have the potential to be exposed to Benzene.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The President/Vice President is responsible for reviewing any changes and approval of this document.

METHOD:

1) Synonyms:  Benzol, benzole, coal naphtha, cyclohexatriene, phene, phenyl hydride, pryobenzol.  (Benzin, petroleum benzine and Benzine do not contain Benzene).

2) Potential Locations of Benzene:

   2.1 Petroleum Refinery Sites
   2.2 Tank Gauging (Tanks at Producing, Pipeline and Refining Operations)
   2.3 Field Maintenance

3) Physical and Chemical Characteristics:
Benzene is a clear, colorless liquid with a distinctive sweet odor. Its boiling point is 176 degrees F and its flash point is 12 degrees F. The flammable limits in air are 1.3% for the low end and 7.5% for the high end.

Benzene is a flammable liquid. Its vapor can form explosive mixtures. All ignition sources must be controlled when Benzene is used, handled, or stored. Where liquid or vapor may be released, such areas shall be considered as hazardous locations. Benzene vapors are heavier than air; thus the vapors may travel along the ground and be ignited by open flames or sparks
at locations remote from the site at which Benzene is handled. Benzene is classified as a 1 B flammable liquid for the purpose of conforming to the requirements of 29 CFR 1910.106. A concentration exceeding 3,250 ppm is considered a potential fire explosion hazard. Locations where Benzene may be present in quantities sufficient to produce explosive or ignitable mixtures are considered Class I Group D for the purposes of conforming to the requirements of 29 CFR 1910.110.

4) Health Effects:
Benzene is primarily an inhalation hazard. Systemic absorption may cause depression of the hematopoietic system, pancytopenia, aplastic anemia, and leukemia. Inhalation of high concentrations can affect central nervous system function. Aspiration of small amounts of liquid of liquid Benzene immediately causes pulmonary edema and hemorrhage of pulmonary tissue. There is some absorption through the skin. Absorption may be more rapid in the case of abraded skin, and Benzene may be more readily absorbed if it is present in a mixture or as a contaminant in solvents that are readily absorbed. The defeating action of Benzene may produce primary irritation due to repeated or prolonged contact with the skin. A high concentration is irritating to the eyes and the mucous membranes of the nose, and respiratory tract.

Direct skin contact with Benzene may cause erythema. Repeated or prolonged contact may result in drying, scaling dermatitis, or development of secondary skin infections. In addition, there is Benzene absorption through the skin. Local effects of Benzene vapor or liquid on the eye are slight. Only at very high concentrations is there any smarting sensation in the eye. Inhalation of high concentrations of Benzene may have an initial stimulatory effect on the central nervous system characterized by exhilaration, nervous excitation, and/or giddiness, followed by a period of depression, drowsiness, or fatigue. A sensation of tightness in the chest accompanied by breathlessness may occur and ultimately the victim may lose consciousness. Tremors, convulsions and death may follow from respiratory paralysis or circulatory collapse in a few minutes to several hours following severe exposures.

The detrimental effect on the blood-forming system of prolonged exposure to small quantities of Benzene vapor is of extreme importance. The hematopoietic system is the chief target for Benzene’s toxic effects that are manifested by alterations in the levels of formed elements in the peripheral blood.

These effects have occurred at concentrations of Benzene that may not cause irritation of mucous membranes, or any unpleasant sensory effects. Early signs and symptoms of Benzene morbidity are varied, often not readily noticed and non-specific. Subjective complaints of headache, dizziness, and loss of appetite may precede or follow clinical signs. Rapid pulse and low blood pressure, in addition to a physical appearance of anemia, may accompany a subjective complaint of shortness of breath and excessive tiredness. Bleeding from the nose, gums, or mucous membranes, and the development of purpuric spots (small
bruises) may occur as the condition progresses. Clinical evidence of leucopenia, anemia, and thrombocytopenia, singly or in combination, has been frequently reported among the first signs.
Bone marrow may appear normal, aplastic, or hyperplastic, and may not, in all situations, correlate with peripheral blood forming tissues. Because of variations in the susceptibility to Benzene morbidity, there is no “typical” blood picture. The onset of effects of prolonged Benzene exposure may be delayed for many months or years after the actual exposure has ceased and identification or correlation with Benzene exposure must be sought out in the occupational history.

5) **Regulatory Limits:** The permissible exposure limits for Benzene are as follows:

5.1 **Airborne:** The maximum time-weighted average (TWA) exposure limit is 1 part of Benzene vapor per million parts of air (1 ppm) for an 8-hour workday and the maximum short-term exposure limit (STEL) is 5 ppm for any 15-minute period.

5.2 **Dermal:** Eye contact shall be prevented and skin contact with liquid Benzene shall be limited.

6) **Protective Equipment and Clothing**

6.1 **Respirators.** Respirators are required for those operations in which engineering controls or work practice controls are not feasible to reduce exposure to the permissible level. However, where employers can document that benzene is present in the workplace less than 30 days a year, respirators may be used in lieu of engineering controls.
If respirators are worn, they must have joint Mine Safety and Health Administration and the National Institute for Occupational Safety and Health (NIOSH) seal of approval, and cartridge or canisters must be replaced before the end of their service life, or the end of the shift, whichever occurs first. If you experience difficulty breathing while wearing a respirator, you may request a positive pressure respirator from your employer. You must be thoroughly trained to use the assigned respirator, and the training will be provided by your employer.

6.2 **Protective clothing.** You must wear appropriate protective clothing (such as boots, gloves, sleeves, aprons, etc.) over any parts of your body that could be exposed to liquid benzene.
6.3 Eye and Face Protection. You must wear splash-proof safety goggles if it’s possible that benzene may get into your eyes. In addition, you must wear a face shield if your face could be splashed with benzene liquid.

7) Fire Safety

7.1 Flash Point (closed up): -11 deg. C (12 deg. F)

7.2 Auto ignition Temperature: 580 deg. C (1076 deg. F)

7.3 Flammable limits in Air. % by Volume: Lower: 1.3%, Upper: 7.5%

7.4 Extinguishing Media: Carbon dioxide, dry chemical, or foam.

7.5 Special Fire-Fighting procedures: Do not solid stream of water, since stream will scatter and spread fire. Fine water spray can be used to keep fire-exposed containers cool.

7.6 Unusual fire and explosion hazards: Benzene is a flammable liquid. Its vapors can form explosive mixtures. All ignition sources must be controlled when benzene is used, handled, or stored. Where liquid or vapor may be released, such areas shall be considered as hazardous locations. Benzene vapors are heavier than air; thus the vapors may travel along the ground and be ignited by open flames or sparks at locations remote from the site at which benzene is handled.

7.7 Benzene is classified as a 1 B flammable liquid for the purpose of conforming to the requirements of 29 CFR 1910.106. A concentration exceeding 3,250 ppm is considered a potential fire explosion hazard. Locations where benzene may be present in quantities sufficient to produce explosive or ignitable mixtures are considered Class I Group D for the purposes of conforming to the requirements of 29 CFR 1910.110.

Fire extinguishers must be readily available in areas where benzene is used and stored. Smoking is also prohibited.

8) Site –Specific Contingency Plans

Job-Site Safety will be aware of customer site-specific contingency plan provisions. Employees must be informed where Benzene is used on the site aware of additional plant safety rules.

9) Exposure Monitoring
Determinations of employee exposure shall be made from breathing zone air samples that are representative of each employee’s average exposure to airborne Benzene. Representative 8-hour TWA employee exposures shall be determined on the basis of one sample of samples representing the full shift exposure for each job classification in each work area. Employees are monitored initially and periodically thereafter depending on whether the exposure exceeds the TWA.

10) Medical Surveillance

Job-Site Safety will make available a medical surveillance program for employees who are or may be exposed to Benzene at or above the action level of 0.5 ppm calculated as an hour time-weighted average for 30 or more days per year. The employer shall provide for an initial physical exam of the employee by a physician that will consist of a detailed occupational history that includes:

10.1 Past work exposure to Benzene or any other hematological toxins.
10.2 A family history of blood dyscrasias including hematological neoplasms;
10.3 A history of blood dyscrasias including genetic hemoglobin abnormalities, bleeding abnormalities, abnormal function of formed blood elements;
10.4 A history of renal or liver dysfunction;
10.5 A history of medicinal drugs routinely taken;
10.6 A history of previous exposure to ionizing radiation and;
10.7 Exposure to marrow toxins outside of the current work situation.

11) Record Keeping

Job-Site Safety has established and maintains records regarding employee’s exposure, monitoring and sampling, exposure levels. And respiratory devices to be worn. The employer must keep records for at least 30 years.

12) Applicability

This procedure applies to all occupational exposure to Benzene.

13) Emergency Procedures:

In a medical emergency call 911

13.1 Inhalation: If inhaled, move to fresh air. If not breathing give artificial respiration. If breathing difficulty, give oxygen.

13.2 Skin Contact: In case of skin contact, flush with copious amounts of water for at least 15 minutes. Remove contaminated clothing and shoes. Call a physician.
Job-Site Safety,

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
None

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.29

SUBJECT: Hydrogen Sulfide

SCOPE: This program applies to the employees of Job-Site Safety.

PURPOSE: The purpose of this program is to provide guidance for all Job-Site Safety personnel who have the potential to be exposed to Cadmium, as described in 29 CFR 1910.1200 and 29 1926.55.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person will have the ultimate responsibility for the safety and health of employees on the job site.

The President/Vice President is responsible for reviewing any changes and approval of this document.

DEFINITIONS:

**Sour Gas** – Natural gas that contains corrosive, sulfur-bearing compounds such as hydrogen sulfide and mercaptans.

**Sweetening**- Processes that either remove obnoxious sulfur compounds (primarily hydrogen sulfide, mercaptans, and thiophens) from petroleum fractions or streams, or convert them, as in the case of mercaptans, to odorless disulfides to improve odor, color and oxidation stability.

PROCEDURE:

1) **Hydrogen Sulfide (H2S) Program for Construction**

   1.1 The purpose of this program is to inform interested persons, including employees, that Job-Site Safety is complying with OSHA’s Gases, Vapors, Fumes, Dusts, and Mists standards, Title 29 code of Federal Regulations 1926.55 and other OSHA rules as needed to ensure that no employee is exposed to inhalation, ingestion, skin absorption, or contact with any material or substance at a concentration above those specified in the “Threshold Limit Values of Airborne Contaminants for 1970” of the American Conference of Governmental Hygienists for in
Appendix A of 29 CFR 1926.55. This program will address potential exposures to Hydrogen Sulfide.

1.2 To achieve compliance we must first implement all feasible administrative and engineering controls. However, when such controls are not feasible, we will use protective equipment or other protective measures to keep the exposure of employees to air contaminants within the limits prescribed in Appendix A of 29 CFR 1926.55. All equipment and technical measures used to achieve compliance will first be approved for each particular use by a competent industrial hygienist or other technically qualified person.

2) Administrative Duties

2.1 This written safety program is for Job-Site Safety construction work sites. The Project Manager is the program coordinator/manager and is responsible for its implementation. Copies of the written program may be obtained at our corporate office.

3) H2S Awareness

3.1 Sulfur and Sulfur Compounds may be present in crude oil as hydrogen sulfide (H2S), as compounds (e.g. mercaptans, sulfides, disulfides, thiophenes, etc.), or as elemental sulfur. Each crude oil has different amounts and types of sulfur compounds, but as a rule the proportion, stability and complexity of the compounds are greater in heavier crude-oil fractions. As part of the work of Job-Site Safety, our employees may be exposed to H2S. Hydrogen sulfide is a primary contributor to corrosion in refinery processing units and piping. Other corrosive substances are elemental sulfur and mercaptans. Moreover, the corrosive sulfur compounds have an obnoxious odor.

3.2 Hydrogen Sulfide is a colorless gas at normal temperature and pressure with an odor similar to that of rotten eggs. However, presence of this gas may deaden the sense of smell, so odor alone cannot be used for detection. The gas is heavier than air and may collect in low areas such as sewers, pits, tunnels or gullies. High airborne levels of hydrogen sulfide (between 4.3 and 46.0 percent of gas by volume in the air) may catch fire if there is a source of ignition. If the gas is burned, toxic products such as sulfur dioxide will be formed. Hydrogen sulfide is incompatible with oxidizing agents such as nitric acid and chlorine trifluoride, and may react violently or ignite spontaneously. Hydrogen sulfide solubility decreases with increasing temperature. In cases of extreme low temperatures and/or high pressure H2S may be a liquid.

4) Health Effects & Background
4.1 Atmospheric and vacuum distillation are closed processes, and exposures are expected to be minimal. When sour (high-sulfur) crudes are processed, there is potential for exposure to hydrogen sulfide in the preheat exchanger and furnace, tower flash zone and overhead system, vacuum furnace and tower, and bottoms exchanger. There is little potential for exposure to crude oil unless a leak or release occurs. Where elevated operating temperatures are used when desalting sour crudes, hydrogen sulfide will be present. There is the possibility of exposure to ammonia, dry chemical demulsifiers, caustics and/or acids during this operation. Hydrogen chloride may be present in the preheat exchanger tower top zones, and overheads. Wastewater may contain water-soluble sulfides in high concentrations and other water-soluble compounds such as ammonia, chlorides. Phenol, mercaptans, etc, depending up the crude feedstock and the treatment chemicals safe work practices and/or the use of appropriate personal protective equipment may be needed for exposures to chemicals and other hazards such as heat and noise, and during sampling inspection, maintenance, and turnaround.

4.2 Crude oil that contains appreciable quantities of hydrogen sulfide or other reactive sulfur compounds are called “sour”. Those with less sulfur are called “sweet”. Some exceptions to this rule are West Texas crudes, which are always considered “sour” regardless of their H2S content, and Arabian high-sulfur crudes, which are not considered “sour” because their sulfur compounds are not highly reactive.

4.3 Inhalation, ingestion, and contact with are all methods by which H2S can affect the body. The effects may range from irritation of the eyes, nose, and throat; to temporary loss of smell. Headaches, dizziness, and upset stomach are more intense symptoms caused by higher concentrations. However, in halation of high concentrations of H2S may cause instant paralysis of the respiratory system causing loss of consciousness and death. In concentration of H2S at 1000 to 2000 ppm even a single breath may cause coma and may be fatal. Because of its extremely serious and/or fatal potential, any employees believed to be exposed to H2S shall immediately notify the supervisor or Project Manager.

5) Permissible Exposure Level (PEL)

5.1 While not definitive, H2S levels below 10 ppm appear to cause little short-term effects. When H2S level are unknown, respirators shall be used.

5.2 Current OSHA standards are:

5.2.1 20 ppm Ceiling Level

5.2.2 50 ppm Maximum allowable peak for 10 minutes with no other exposure
5.3 Current NIOSH standards are:

5.3.1 10 ppm PEL averaged over 10 minute period

5.3.2 50 ppm Area shall be evacuated

5.4 29 CFR 1910 1000 (b) (2) which requires that an employee’s exposure to any substance listed in this policy shall not exceed at any time that acceptable ceiling concentration not exceeding the maximum duration and concentration allowed in the acceptable maximum peak column.

5.5 Hydrogen sulfide can be a severe acute hazard, and in reviewing the ANSI Standard z 37.2-1966 it was noted that hydrogen sulfide is an extremely toxic and irritating gas and a significant property of the gas is its temporary paralytic effect on the olfactory nerves. High concentrations can result in severe consequences before the odor is detected. Sampling methods are currently available (via personal and areas monitors) are used for measuring both the 10 minutes and instantaneous levels of hydrogen sulfide in the workplace. These monitors will alarm when concentration levels exceed the preset level of 10 PPM.

6) Exposure detection, assessment, and monitoring

6.1 We conduct personal or area sampling for hydrogen sulfide to measure work exposures. Air sampling is needed to measure worker exposures and select appropriate engineering controls and respiratory protection. Where data is collected it must be retained to support negative exposure assessments. At Job-Site Safety we conduct both initial and periodic air monitoring. Employees will follow site specific requirements for wearing personal H2S monitors.

6.2 We will further perform air monitoring as needed to measure the effectiveness of controls and as required under our written excavation procedures. We utilize direct reading instruments for quantification of exposures to Hydrogen Sulfide.

6.3 We also train our employees to identify the presence and signs and symptoms of exposure to hydrogen sulfide. Operations that could result in exposure to our employees include: Refinery construction and maintenance.

6.4 Signs and symptoms of exposure are as follows:

6.4.1 Short Term Effects

- 0.13 ppm Threshold of odor detection
- 0.77 ppm Faint, but readily perceptible odor
• 4.6 ppm Easily noticeable odor
• 10 ppm Eye irritation, soreness, redness, burning
• 27 ppm Strong, unpleasant, but not intolerable odor
• 50 ppm Irritation & dryness of nose, throat, and airways cough, shortness of breath, pneumonia
• 100 ppm Immediate irritation of eyes and respiratory tract
• 150 ppm Sense of smell may be paralyzed
• 200 ppm Headaches, dizziness, nausea
• 500 ppm Unconsciousness and death within a few minutes may be no warning odors
• 1000 ppm Immediate loss of consciousness and respiratory paralysis leading to death

NOTE Concentration levels from 10-50 ppm may be tolerable without immediate symptoms. However, the onset of eye and perhaps respiratory irritation may occur several hours or even days after initial exposure. Most eye and respiratory diseases occur at these exposure levels because of the delayed effects.

7) Medical surveillance

7.1 Although we understand that medical examinations should always supplement effective gas, vapor, fume, dust, and mist monitoring and controls, and never substitute for them, we provide medical examinations for all workers who may be exposed to Hydrogen Sulfide at or above the respective PEL for greater than 30 days per year, found in 29 CFR 1926.55.

7.2 These medical examinations are provided by professional healthcare organizations and shall include all components as required under particular substance standards:

8) Record keeping

8.1 We know record keeping is critical to our safety and health program. Our record tasks, at a minimum, include:

8.1.1 Exposure monitoring data – 30 years

8.1.2 Medical surveillance data- Duration of employment plus 30 years

9) Training and information

9.1 We will provide our workers with regulatory training that included requirements of the substance specific requirements. This will include health effects.
9.2 Background information, engineering controls, PPE, medical surveillance, communication of hazards, hygiene, and methods of compliance at a minimum.

9.3 Additionally, employees must be aware and follow site-specific contingency plans.

10) Methods of compliance

10.1 This policy contains our description of the specific means that we will employ to achieve compliance with the requirements of 29 CFR 1926.55.

10.2 Exposures to Hydrogen Sulfide (H2S) can generally be controlled through the use of engineering controls, work practices, and personal protective equipment. Engineering controls are hazard controls designed into equipment and workplaces. Work practices are procedures followed by employers and workers to control hazards. The following engineering controls, work practices, and personal protective equipment should be used when dealing with H2S.

10.2.1 Ventilate spaces to mitigate accumulation of hydrogen sulfide or other gases.

10.2.2 Notify the Project Manager upon detection of H2S.

10.2.3 If the potential for exposure exists and assessment of levels cannot be performed, assume the Permissible Exposure Limit is being exceeded, and wear a NIOSH certified self-contained breathing apparatus or airline respirator with escape SCBA.

10.2.4 For persons escaping or providing emergency help, a gas mask with proper acidic gas of H2S canister filters may be used.

10.2.5 Should an alarm sound on an H2S detector, immediately evacuate the area, and notify your supervisor.

10.2.6 When entering confined spaces, comply with 29 CFR 1910.146, Permit Required Confined Spaces. See Job-Site Safety written Confined Spaces (Permit required) program.

11) First Aid/ Medical Treatment

11.1 For exposures to hydrogen sulfide follow the following guidelines. If you are not sure what to do, immediately initiate the P & J Emergency Action Plan by calling 911 or contacting the posted emergency numbers located at the job site.
11.1.1 Eye Exposure: If liquid H2S contacts eyes wash eyes immediately with water, lifting both lids. Contact lenses should not be worn when working with this chemical. If irritation persists seek medical attention.

11.1.2 Skin Exposure: If liquid H2S contacts skin wash skin immediately with water. If clothing is penetrated, remove and flush skin with water. If irritation persists seek medical attention.

11.1.3 Breathing. If a person breathes in a large amount of H2S, move the person to fresh air at once. If breathing has stopped, perform artificial respiration. Keep the affected person warm and at rest. Get medical attention as soon as possible.

11.1.4 Rescue. Move the affected person from the hazardous exposure. If the exposed person has been overcome, notify someone else and put into effect the established emergency rescue procedures. Do not become a causality. Understand the facility’s emergency rescue procedures and know the location of rescue equipment before the need arises.

12) Communication of Hazards

12.1 Job-Site Safety will post warning signs to mark the boundaries of work areas that have been identified to contain or potentially contain hydrogen sulfide. Additionally, Job-Site Safety will inform contractors on Multi-employer job sites in accordance with our Contractor Safety Program. Our communication of Hazards program is supplemented by the requirements of 29 CFR 1926.59- Hazard Communication and is attached to this written program.
Job-Site Safety,

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
None

1<sup>st</sup> Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.30

SUBJECT: Process Safety Management

SCOPE: This Process Safety Management Standard (PSM) has broad applicability to potentially hazardous processes that exist in a wide variety of industries in which we work, although its primary focus is on the Petrol-chemical related industries. This standard will establish minimum criteria for all Job-Site Safety personnel working in areas, which require management of hazards associated with processes covered by OSHA 1910.119, Process Safety Management of Highly Hazardous Chemicals.

PURPOSE: To prevent or minimize the consequences of unwanted release of highly hazardous materials into locations that could expose employees and others to serious safety and health hazards.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter. Personnel conducting the training shall have the experience and or academic credentials to demonstrate competency. Employees who are trained in accordance with the plan shall receive annual refresher training. A record of methods used must be kept.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors compliance with this Process Safety Management program.

The President/Vice President is responsible for reviewing any changes and approval of this document.

1) General Requirements:

1.1 Responsibilities that lie solely on the Owner will not be addressed within this policy. The emergency response procedures for management of the response will be according to the owner’s emergency management policy. For any emergency situation, the senior official on the site with responsibility for controlling operations of the site, shall have responsibility for management of the response effort.
1.2 The Operations Manager shall obtain and evaluate all potential Sub-Contractors information regarding accident statistics, OSHA violations, and safety performance and programs for acceptance prior to selection. See Exhibit SQ-1 and SQ-2.

1.3 The Manager is responsible for identifying any areas employees may be working that are covered by OSHA 1910.119, Process Safety Management. All affected employees shall be trained in the “Safe work practices” necessary to performing his/her job.

1.3.1 Safe work practices must be followed during operation such as lockout/tagout, confined space entry, opening process equipment or piping and control over entrance to facility.

1.4 The Operations Manager should schedule a meeting with the Owner to review the plant’s potential fire, explosion, and toxic release hazards in the areas employees will be working. This information must be readily available and communicated to all affected employees.

1.4.1 Process safety information could be obtained through the use of Material Safety Data Sheets.

1.5 The Operations Manager should schedule a meeting with the Owner to review the Plant’s emergency response and control plan. All affected employees shall be trained to the above-mentioned Owner’s emergency procedures. Ensure that all gas engine, electrical and oxygen/acetylene components are shut down.

The elements of any emergency response plan shall include but not be limited to:

1.5.1.1 Initial action by the persons on scene
1.5.1.2 Steps to clear the area, account for all personnel and initial notifications
1.5.1.3 Type of response needed for each emergency
1.5.1.4 Contact information for each response entity
1.5.1.5 Identify who is responsible for initiating response requests
1.5.1.6 Notification of all clear before return to work is authorized

1.6 Employees must be aware of first responder awareness level that consists of individuals who are likely to witness or discover a hazardous substance release & who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release.

1.7 The owner shall have, in place, safe work practices to control the entrance, presence, and exit of all affected personnel.

1.7.1 The term “safe work practices” is interpreted to mean a set of procedures which uniformly provides a safe method to accomplish tasks such as lockout and tagout, confined space, the opening of process equipment and piping, and other safe work practices.

1.8 Job-Site Safety shall periodically evaluate the performance of the Sub-Contractor in fulfilling their obligations as specified in their responsibilities and this procedure.
1.8.1 This will be accomplished through audits of Sub-Contractors safety performance on a daily basis by the job site Superintendent.

1.9 Job-Site Safety shall maintain a log for all Sub-Contractor injuries and illnesses.

1.9.1 Medical surveillance is available for emergency response employees who exhibit signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency.

1.10 Job-Site Safety shall ensure that all employees are trained in the work practices necessary to safely perform his/her job.

1.10.1 The job’s lead safety/lead rescue person shall conduct a general overall safety orientation for all personnel on the job site. Along with this, all affected personnel shall be trained in accordance with the Owners safe work practices.

1.11 Job-Site Safety will document that each employee has received and understood the training required to safely perform their work. The training documentation shall consist of the employee’s name, date of training, and means used to verify that the employee understood the training.

1.12 Safety Inspections shall be performed in accordance with Policy 5.0, Section 1 of this manual.

1.13 The job’s lead safety/lead rescue person shall inform the Owner or any unique hazards presented by Job-Site Safety or its Sub-Contractors work, or any hazards found on the site.

1.14 The job’s lead safety/lead rescue person under specific contract shall keep the confidentiality of trade secret information when process safety information has been released in order to perform the necessary work.

2) Hot Work Permits:

2.1 Hot work Permits shall be utilized when hot work operations are being performed on or near a covered process.

2.2 If an owner has a hot work procedure that is more stringent than the Job-Site Safety procedure, or it is a contractual requirement, it shall be adhered to.

3) Incident Reporting:

3.1 Employees must immediately report all accidents, injuries, and near misses in accordance with policy 6.0, Section 1 of this manual.
Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER

3.31

SUBJECT: Vehicle Safety

SCOPE: This Safety Standard applies to all personnel working for Job-Site Safety that are required to operate company owned vehicles or on company business.

PURPOSE: This procedure is designed to provide employees with minimum requirements for operating company owned vehicles or on company business.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of his/her direct report employees.

The job’s lead safety/lead rescue person shall be responsible to ensure employees comply with all Vehicle Safety requirements.

The President/Vice President is responsible for reviewing any changes and approval of this document.

METHOD:

1) General

1.1 Vehicles shall be operated only by authorized company employees with a valid operator’s license, classified properly for the vehicle they are to operate.

1.1.1 Safe driving behaviors such as hands-free cell phone use, or cell phone use prohibited while driving, not manipulating radios or other equipment which may cause distraction, not exceeding the posted speed limit and maintaining a safe distance between other vehicles.

1.2 For other than type D vehicles in the use of the vehicle. This training shall be provided through the Operations Manager and documented.

1.2.1 Company vehicle fall under the following classifications:

• **Type A** – Gross combination weight rating (GCRW) of 26,000 or more pounds provided the GCRW of the vehicle(s) being towed is in excess of 10,000 pounds.
Job-Site Safety,

- **Type B** - Any single vehicle with a gross vehicle weight rating (GCRW) 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVRW.

- **Type C** – Any single vehicle with a GVWR of 16,001 pounds not less than 26,001 pounds GVRW; or

  Any such vehicles towing a vehicle not in excess of 10,000 pounds; or

  Any vehicle 26,000 pounds GVRW or less designed to transport 16 or more people or used in the transportation of hazardous materials which requires the vehicle to be placarded; or

  Any such vehicle towing a vehicle with a GVRW of 10,000 pounds or less or with a GCWR of 26,000 pounds or less.

- **Type D** – Any single vehicle with GVRW 16,000 pounds or less that is not designed to transport 16 or more people; or

  Any single vehicle with a GVWR if 16,000 pounds or less that is not used in the transportation of hazardous materials which requires the vehicle to be placarded; or

  Any single vehicle with a GVRW of 16,000 pounds or less towing any vehicle providing the GCWR does not exceed 26,000 pounds.

*All loads shall be within the manufacturer's legal limits.*

1.3 Keep equipment well maintained and in good repair. Windshields and side and back windows must be kept clean to assure maximum visibility.

1.4 Seat belts shall be worn by all passengers and drivers while the vehicle is in operations.

1.5 The maximum number of employees in the cab of any truck is to be determined by the number of seatbelts available to be worn.

1.6 Employees shall not ride on the sideboards or tailgates of trucks or other vehicles so equipped. When in an Owner’s facility and with prior approval from the Owner, employees may ride in the beds of these types of vehicles, provided they are seated on the floor inside the bed or on benches specifically installed for that purpose.

1.7 While operating pick-up, stake, or dump trucks take special care to make sure that pedestrians are not in the path of movement. Drive slowly and sound the horn to warn others that you are approaching.
1.8 Vehicles carrying loads shall have the loads secured to prevent damage to the vehicle and possible accidents. This is the responsibility of the operator.
1.9 Abide by all posted signs and laws regarding vehicles.
1.10 Employees must report all traffic violations and vehicle accidents immediately.
1.11 Authorized drivers are not allowed to operate the vehicle while under the influence of alcohol, illegal drugs or certain medications.

2) **Motor Carrier Safety Regulations**
2.1 Operators of Company vehicles with gross vehicle weights in excess of 12,000 pounds are required to meet Federal and State motor carrier safety regulations.
2.2 Each operator of vehicles, which fall under these requirements, shall meet the provisions of the regulations, and the individual doing the hiring, i.e., Operations Manager, is responsible for completing the “Motor Carrier Safety Regulations” form.
2.3 Questions and information for Motor Vehicle Record check shall be directed to the Safety Department.

Approved By:

![Signature]

**Stephen P. Arndt**
President

Review Interval:
Annually or as need arises

References:
None
POLICY NUMBER

3.32

SUBJECT: MOBILE EQUIPMENT

SCOPE: This safety standard establishes safety guidelines for use and operation of all mobile equipment. These guidelines apply to the employees of Job-Site Safety.

All employees, sub-contractors, service representatives, and visitors are responsible for observing the guidelines described below.

PURPOSE: The purpose of this program is to establish minimum safety guidelines for all Job-Site Safety personnel performing work.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on the matter and then trained annually thereafter.

The safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors to comply with all mobile equipment requirements.

The Corporate President/Vice President is responsible for reviewing and approval of any change to this document.

PLAN:

1) GENERAL:
   1.1 Only authorized employees shall be allowed to operate any mobile equipment including aerial lifts, trucks, forklifts and cranes
   1.2 Each operator shall inspect each piece of equipment at the beginning of each shift. Any defects shall be noted and the supervisor informed.
   1.3 Passengers are not authorized on any mobile equipment with the exception of trucks.
   1.4 All mobile equipment shall be provided with a backup alarm
   1.5 Eye protection is to be worn unless the equipment has an entirely enclosed cab.
   1.6 Seat belts shall be worn if the equipment is provided with them.
1.7 All mobile equipment shall be used only as designed and for its intended purpose. All loads shall be properly secured prior to transport.

1.8 Load limitations and manufacturers specifications shall be adhered to at all times.

1.9 During fueling operations the engine shall be shut off, ensure that the filler nozzle makes contact with the tank and ensure that there is no smoking or open flame within 50 feet.

1.10 Any vehicle 26,000 pounds GVRW or less designed to transport 16 or more people or used in the transportation of hazardous materials which requires the vehicle to be placarded; or and such vehicle towing a vehicle with a GVRW of 10,000 pounds or less or with a GCWR of 26,000 pounds or less.

1.11 Type D-Any single vehicle with GVRW 16,000 pounds or less that is not designed to transport 16 or more people; or

1.11.1 Any single vehicle with a GVWR of 16,000 pounds or less that is not used in the transportation of hazardous materials which requires the vehicle to be placarded; or

1.11.2 Any single vehicle with a GVRW of 16,000 pounds or less towing any vehicle providing the GCWR does not exceed 26,000 pounds.

1.12 Keep equipment well maintained and in good repair. Windshields and side and back windows must be kept clean to assure maximum visibility.

1.13 Seat belts shall be worn by all passengers and drivers while the vehicle is in operations.

1.14 The maximum number of employees in the cab of any truck is to be determined by the number of seatbelts available to be worn.

1.15 Employees shall not ride on the sideboards or tailgates of trucks or other vehicles so equipped.

1.15.1 When in an Owner’s facility and with prior approval from the Owner, employees may ride in the beds of these types of vehicles, provided they are seated on the floor inside the bed or on benches specifically installed for that purpose.

1.16 While operating pick-up, stake, or dump trucks take special care to make sure that pedestrians are not in the path of movement. Drive slowly and sound the horn to warn others that you are approaching.

1.17 Vehicles carrying loads shall have the loads secured to prevent damage to the vehicle and possible accidents. This is the responsibility of the operator.

1.18 Abide by all posted signs and laws regarding vehicles.

1.19 Operator cell phone usage shall be hands free while vehicle is in motion.

1.20 All travel shall have a risk assessment performed prior to team departure.

2) MOTOR CARRIER SAFETY REGULATIONS
2.1 Operators of Company vehicles with gross vehicle weights in excess of 12,000 pounds are required to meet Federal and State motor carrier safety regulations.

2.2 Each operator of vehicles, which fall under these requirements, shall meet the provisions of the regulations, and the individual doing the hiring, i.e., Operations Manager, is responsible for completing the “Motor Carrier Safety Regulations” form.

2.3 Questions and information for Motor Vehicle Record check shall be directed to the Safety Department.
POLICY NUMBER
3.33

SUBJECT:  Rigging Equipment Inspections

SCOPE:  This policy applies to all Job-Site Safety employees.

PURPOSE:  Safety standards establish guidelines for rigging equipment inspections performed by on site safety personnel.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors to comply with rigging equipment procedures.

The Corporate President/Vice President is responsible for reviewing and approval of any changes to this document.

GENERAL:

This procedure provides requirements for the inspection of rigging equipment and accessories used in hoisting and rigging operations, i.e., slings, shackles, eyebolts, rings, wire rope clips, turnbuckles, rigging hooks and load-indicating devices.

DEFINITIONS:

Qualified Person- A designated individual who is competent (trained and experienced) in those conditions and applicable standards for the inspection of rigging and hoisting equipment and accessories. This individual should be responsible for, but not limited to,
and have the authority to initiate prompt corrective measures to eliminate unsafe conditions and repairs.

RESPONSIBILITIES:

User- Personnel (Job-Site Safety or subcontractor) engaged in the use of any type of rigging equipment (slings, hoists, etc.) must conduct a visual inspection of all rigging equipment they may be using prior to the use of that equipment. These individuals must be properly trained and experienced to perform inspection tasks.

Qualified Person- Personnel (Job-Site Safety or subcontractor) engaged in the monthly inspection of any type of rigging equipment and accessories.

PROCEDURES:

1) INSPECTIONS:

1.1 Rigging equipment will be inspected by the user before each use and as necessary during its use to ensure that it is safe. Defective rigging equipment will be removed from service immediately and be repaired and destroyed.

1.2 All rigging equipment including, but not limited to, slings (wire and nylon), chain-falls, come-a-longs, spreaders, lifting beams, etc., shall be inspected prior to the start of each job and on a monthly basis thereafter by a qualified person. All rigging equipment found to be in good condition when inspected shall be color coded. Each project shall develop its own unique color code for rigging equipment. Defective rigging equipment will be tagged “DO NOT USE” and removed from service immediately and be repaired or destroyed. The inspection will be conducted by the tenth (10th) day of that month.

2) WIRE ROPE:

Wire rope (slings or hoist rope) shall be immediately removed from service if any of the following conditions are present:

2.1 Wire rope slings shall not be used if there are ten randomly distributed broken wires in one rope lay; five broken wires in one strand in one rope lay.
2.2 Wire rope used as hoist cable on a mobile crane shall not be used if there are six randomly distributed broken wires in one rope lay; three broken wires in one strand in one rope lay.

2.3 Wire rope that shows signs of damage such as excessive wear or scraping of one-third the original diameter of outside individual wires.

2.4 Kinking, crushing, bird caging, or any other damage resulting in distortion of the rope structure.

2.5 Evidence of heat damage.

2.6 End attachments that are cracked, deformed, or worn.

2.7 Corrosion of the rope or end attachments.

3) **SYNTHETIC-WEB SLINGS:**

All slings shall be removed from service if any defects, such as the following, are visible:

3.1 Acid or caustic burns.

3.2 Melting or charring of any part of the surface.

3.3 Snags, punctures, tears or cuts deep or severe to result in red threads being observed.

3.4 Broken or worn stitches.

3.5 Wear or elongation exceeding the amount recommended by the manufacturer.

3.6 Distortion of fittings.

3.7 Other apparent defects which cause doubt as to the strength of the sling should be referred to the manufacturer for determination.

4) **HOOKS:**

A. Daily Inspection

1. Items such as the following shall be visually inspected by the user daily or prior to use:

   a. Crack(s), nick(s), gouge(s)
b. Deformation
c. Damage from chemicals
d. Damage, engagement or malfunction of latch (if provided)
e. Evidence of heat damage
f. Hook latch - Remove from service if hook latch is missing.

2. A qualified person shall examine deficiencies and a determination will be made as to whether they constitute a safety hazard and whether a more detailed inspection is required.

B. Monthly Inspection

1. Hooks having any of the following conditions shall be removed from service until repaired or replaced:
   a. *Deformation* - Any bending or twisting exceeding 10 degrees from the plane of the unbent hook.
   b. *Throat Opening* - Any distortion, causing an increase in throat opening exceeding 15%.
   c. *Wear* - Any wear exceeding 10% of the original section dimension of the hook of its load pin.
   d. Crack(s)
   e. If a latch is provided, and it becomes inoperative because of wear and deformation, or fails to fully bridge the throat opening, the hook shall be removed from service until the device has been repaired or replaced; and the throat opening has been assessed per above.

2. Dated and signed inspection records shall be kept on file and readily available.

C. Hooks shall receive an NDE in accordance with applicable ASTM standards annually.

5) RIDING ACCESSORIES:
A. A visual inspection shall be conducted at the beginning of each work shift or prior to use by the user for the following:
   a. Wear
   b. Corrosion
   c. Crack (s)
   d. Nick (s) and gouge (s)
   e. Distortion such as bending or twisting
   f. Evidence of heat damage
B. Documented monthly inspections shall be conducted for the following items:
   a. Crack(s)
   b. Distortion or deformation exceeding 15% of new conditions
   c. Any sign of incipient failure in shear for shackle pins
   d. Wear exceeding 10% of original dimensions
   e. Excessive corrosion
   f. Excessive heat damage
   g. Shackles not marked with the manufacturer’s name or trademark, size, and rated capacity.

6) CHAIN-FALLS AND COME-A-LONGS:
   A. A daily visual inspection of the following items shall be conducted by a qualified person at the beginning of each shift:
      a. Controls and operating mechanisms for proper operation
      b. Upper-limit switch, as applicable, for proper operation
      c. Hooks for cracks, deformation, and damage for chemicals
      d. Chains for nicks, gouges, distortion, wear, crack and corrosion
      e. Web strap for abrasive wear, knots, cuts, or tears, broken stitching, acid of caustic burns, melting or charring, or weld splatter.
      f. Hook, latch, if used, for proper operation
   B. Documented monthly inspections shall be conducted for the following items:
      a. Braking system for proper operation
      b. Rope or chain reeving for compliance with manufacturers recommendations
      c. Lever for bends, cracks and the like
   C. Documented load tests shall be performed annually.

7) DRUMS AND SHEAVES:
   A. Check the groove diameter of all sheaves with a “groove gauge” only. Using wire rope in an oversized sheave causes the rope to become flattened or distorted; using undersized sheave
causes the rope to become flattened or distorted; using undersized grooves will pinch and tear the rope.

B. Check the sheaves and blocks for worn bearings; allowing the sheaves to wobble on the pins will cause the rope to rub and wear the sides of the sheaves throat.

8) PRECAUTIONS FOR RIGGERS

8.1 Know the safe working capacity of all rigging and equipment. Do not exceed this limit.

8.2 Know the load weight; this includes the weight of the rigging. Avoid sudden snatching, swinging, or stopping of loads.

8.3 Inspect all rigging before use and remove any defective equipment from service.

8.4 When the temperature is below freezing, extreme caution must be exercise to prevent shock loading any rigging. Brittle fracture of the steel can occur at these temperatures.

8.5 The most frequent killer in the rigging operations is electrocution caused by contacting overhead power lines. Always maintain clearance distances. Discontinue operations during thunderstorms.

8.6 Always keep the load line plumb to maintain a stable load.

8.7 When using slings:

8.7.1 Never use kinked or otherwise damaged slings.

8.7.2 Each sling should be marked with its rated capacity.

8.7.3 Never sharply bend a sling as this will kink and permanently weaken it.

8.7.4 Whenever two or more rope eyes are placed over a hook, use a shackle with the shackle pin resting on the load hook. This will prevent the spread of the sling legs from opening the throat of the hook.

8.8 Loads must be kept under control at all times. Tag lines shall be used to stop spinning or guide the load.

8.9 Loads must be safely landed and stable before unhooking. Cocks, blocks or other means must be used to prevent movement of materials while hooking or unhooking.

8.10 Stay clear of slings when they are being pulled out from under a load. The hook may catch and suddenly fly free.

8.11 Do not give signals to the operator unless it is an emergency stop or you are the designated signal person.
8.12 Always use a double sling when rigging loads like pipe, rebar or lumber over 12 feet long.
8.13 Never ride the load or headache ball.
8.14 Stay out from under suspended loads.
8.15 Keep hands off suspended loads at all times.

9) RIGGER’S GUIDELINES:

Safety is a continuing concept, requiring daily attention to every detail. It takes only an instant to become “unsafe” and this very instant may cause an accident or injury. The following rigging guideline establishes the minimum requirements to be followed prior to making a lift.

9.1 Lifting equipment general condition- Inspect all equipment for proper working condition. Check for damaged cables, safety devices, fluid levels and operator qualifications.

9.2 Verify load weight- Know the weight of the load to be lifted. Check vendor drawings or equipment tags for shipping weights. If necessary, estimate weights from material weight charts.

9.3 Check equipment capacity- Calculate motorized equipment capacity from approved load charts. Check equipment tags for rated capacity.

9.4 All outriggers down and locked- Be sure all equipment outriggers are down and locked on mobile cranes. Check for proper outrigger matting when required.

9.5 All safety latches and guards in place- Inspect safety latches for proper operation. Be sure all guards are in place.

9.6 Rig load for proper balance- Calculate load center of gravity. When in doubt, use multiple sling rigging.

9.7 Crane load line over load center- Load line position should be such that load cannot swing into personnel or equipment.

9.8 Secure the load from swinging free- When lifting a load free from a previously anchored position, such as cutting out piping that has been in service, removing equipment from foundations or dismantling structural members, attach a security device such as come-a-long, chain fall or rope.
Job-Site Safety,

9.9 Tag line installed and manned- Have a tag installed and adequately manned before attempting to swing or transport any load.

9.10 Plan the sequence of the work- Have you lift planned, including the swing path and lay down area. Review this work sequence with your flag person, operator and tag line personnel. Make sure all concerned fully understand the sequence of events prior to making the lift.

9.11 Be sure to maintain clearance from any electric service lines in accordance with Table A.

Approved By:

[Signature]

Stephen P. Arndt
President

Review Interval:
  Annually or as need arises

References:
  None

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
SUBJECT: Trenching and Excavation

SCOPE: The scope of this policy statement shall include all general responsibilities and accountabilities.

PURPOSE: The purpose of the following is to ensure the safety of personnel who are required to enter/work in excavations and trenches. A trench is a narrow excavation having a depth greater than the width—generally with a bottom width not greater than 15 feet. An excavation is any man-made cut, cavity, trench or depression in the earth, formed by earth removal. This procedure will apply to all personnel and subcontractors whose job function requires them to enter any excavation.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on the matter and then trained annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors to comply with rigging equipment procedures.

The Corporate President/Vice President is responsible for reviewing and approval of any changes to this document.

GENERAL REQUIREMENTS:

One call Systems. Every state utilizes a call-in system whereby contractors call/fax a local or “800” number and identifies to “One Call” the location where they need to trench or excavate. The “One Call System” then schedules a survey crew to go out to this area and mark underground utilities prior to the start of digging. This helps in preventing unnecessary incidents involving damage to pipelines and cables. Check your local area for specific details. Many states have minimum reporting times for 24-48 hours that they must receive notification before a contractor
may start digging. The Illinois one call system (JULIE) number is 1-800-892-0123 or can be reached by simply calling 811.

All employees shall be protected with personal protective equipment for the protection of head, eyes, respiratory organs, hands, feet and other parts of the body as required.

A Daily Excavation Inspection Form is require prior to starting excavation.

All surface encumbrances that are located so as to be a hazard to employees shall be removed or supported, as necessary, to protect workers.

The location of utility installations that may be encountered during excavation work will be determined prior to opening an excavation. When exact locations cannot be established, proceed with caution using detection equipment or other acceptable means to locate utility installations.

Structural ramps used solely by employees for access and egress from excavations, will be designed by a competent person, while structural ramps for equipment will be designed by a competent person qualified in structural design.

A stairway, ladder, ramp or other safe means of egress will be located in trench excavations 4 feet or more in depth and at such locations which would require not more than 25 feet of lateral travel for employees.

Employees exposed to vehicular traffic or mobile equipment will be provided with and shall wear reflective and/or highly visible warning vests.

No person will be permitted to pass under loads handled by lifting or digging equipment. No employee will stand near any vehicle being loaded or unloaded.

A warning system such as barricades, hand or mechanical signals or stop logs will be used for the operators of mobile equipment when working adjacent to an excavation where the operator does not have a clear direct view of the edge.

Where oxygen deficiency (less the 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, the atmosphere in excavations greater than 4 feet will be tested before employee entry.

Employees will not enter bell-bottom pier holes or other similar deep and confined footing excavations without wearing a harness and attached lifeline.

Employees will not work in excavations with accumulated water unless protected against the water hazards. Protections could include special support or shield systems to control cave-ins,
water removal to control water level or the use of a safety harness and a line lifeline, depending on the circumstances involved.

Support systems such as shoring, bracing, or underpinning will be used to ensure stability of adjacent structures for the protection of employees.

A competent person will conduct daily inspections or excavations, the adjacent area and protective systems for evidence of indications of possible cave-ins, failure of protective systems, hazardous atmospheres or other hazardous conditions. The inspection will be made prior to the start of work and as needed throughout the shift as well as after every rainstorm or hazard-increasing occurrence.

Employees will be removed from work areas when the competent person finds evidence of a hazardous situation. Necessary precautions will be taken to ensure employee safety before work is continued in the area.

Walkways or bridges crossing over excavation used by employees will be protected with standard guardrails.

Adequate barriers providing physical protection shall be provided at remotely located excavations. Wells, pits, shafts, etc., will be barricaded or covered. Upon completion of operations, temporary wells, pits, shafts, etc., will be backfilled. Caution tape alone is not permitted as a barricade. A spotter is mandatory when mobile equipment is creating or backfilling an excavation.

**PROTECTIVE SYSTEMS**

Employees in an excavation will be protected from cave-ins by a protective systems designed in accordance with OSHA regulations, 29CFR 1926.652 (b) and (c) except when excavations are made entirely in stable rock; or excavations are less than 5 feet in depth and examination of the ground by a competent person providing no indication of a potential cave-in.

Soil classifications: stable rock, A, B, C. Refer to OSHA 1926.652 for tests to determine.

Protective systems will have the capacity to resist all loads, intended or expected, to be applied, or transmitted to the system.

All excavations or trenches 5 feet or greater in depth shall be appropriately benched, shored, or sloped according to the procedures and requirements set forth in OSHA’s Excavation standard, 29 CFR 1926.650, .651, and .652.
Excavations or trenches 20 feet deep or greater must have a protective system designed by a registered professional engineer.

**DESIGN OF SLOPING AND BENCHING SYSTEMS**

The slopes and configuration of sloping and benching systems will be selected and constructed in accordance with the requirements found in 29 CFR 1926.652 (b) (1), (2), (3) or (4).

**DESIGN OF SUPPORT SYSTEMS, SHIELD SYSTEMS, AND OTHER PROTECTIVE SYSTEMS**

Design of support systems, shield systems and other protective systems will be selected and constructed in accordance with the requirements found in 29 CFR 1926.652 (c) (1), (2), (3), or (4).

**MATERIALS AND EQUIPMENT**

Materials and equipment used for protective systems will be free from damage or defects that might impair their proper function.

Manufactured items used in systems will be used as recommended by the manufacturer and in a manner that will prevent employee exposure to hazards.

A registered professional engineer will evaluate and approve material or equipment before being returned to services after being removed for service based on the judgment of a competent person.

**INSTALLATION AND REMOVAL OF SUPPORT**

Member of support systems will be securely connected together to prevent sliding, falling, kick outs or other predictable failure.

Support system will be installed and removed in a manner that protects workers from cave-ins, structural collapses or being struck by members of the support team.

Do not subject individual members of the support system to loads exceeding those which those members were designed to withstand.
System removal will begin at, and progress from, the bottom of the excavation and by followed with backfilling.

SLOPING AND BENCHING SYSTEMS

Workers will not be permitted to work on the faces of sloped or benched excavations at levels above other employees except when workers at the lower levels are adequately protected from the hazard of falling, rolling or sliding material or equipment.

SHIELD SYSTEMS

Do not subject shield systems to loads exceeding design capacity

Install shields so as to restrict lateral or other hazardous movement of the shield in the event of the application of sudden lateral loads.

Protect workers from the hazard of cave-ins when entering or exiting shield protected areas.

Do not allow workers in shields when installing, removing or moving the shields vertically.

Do not remove earth material to a level greater than 2 feet inside of shield systems used in trench excavations except if the shield is designed to resist the forces calculated for the fill depth of the trench and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the shield.

The excavated area between the outside of the trench box and the face of the trench should be as small as possible.

The space between the trench box and the excavation side must be backfilled to prevent lateral movement of the box. Shields may not be subjected to loads exceeding those that the system was designed to withstand.

The box must extend at least 18 inches (24 inches preferred) above the surrounding area if is a sloping toward the excavation. This can be accomplished by providing a benched area adjacent to the box.

Any modifications to a shield must be approved by the manufacturer in writing.
A Shield may ride up to two feet above the bottom of an excavation provided it is calculated to support the full depth of the excavation and there is no caving of the trench beneath or behind the shield.

Workers may not remain in the shield while it is being moved.

Each shield must have its own certification papers maintained at the job site and the serial numbers on the certification papers must match the plate(s) affixed to the shield.

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
None
POLICY NUMBER
3.35

SUBJECT: Use and Maintenance of Hand Operated Tools

SCOPE: This policy applies to all Job-Site Safety employees.

PURPOSE: This policy shall guide JSS employees in the use and care of hand operated tools.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on the matter and then trained annually thereafter.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors to comply with rigging equipment procedures.

The Corporate President/Vice President is responsible for reviewing and approval of any changes to this document.

PROCEDURES:

- The proper PPE shall be work when using hand or power tools.
- Gloves shall be worn when working with any hand tool.
- Eye protections will be worn when using hand or power tools.
- Face shields shall be worn when using grinder or any tools that create sparks and or flying particles.

1) USE AND MAINTENANCE OF HAND OPERATED TOOLS:

1.1 Causes of Accidents Involving Hand Tool Use

1.1.1 Failure to observe one or more of the following safe practices accounts for most hand operated tool incidents.
1.2 Using the Right Tool for the Job

1.2.1 Examples of unsafe practices are using a file for a pry, a wrench for a hammer, or a pair of pliers instead of a wrench.

1.3 Maintaining Tools in Good Condition

1.3.1 Proper maintenance and keeping tools in safe working condition prevents injuries. Chisels with mushroomed heads, saws that need sharpening, hammers that need handles replaced, and broken electric plugs should always be repaired before use.

1.4 Proper Uses of Tools

Some common causes of accidents are:

1.4.1 Screwdrivers applied to objects held in the hand
1.4.2 Knives pulled toward the body
1.4.3 Two hardened steel tools struck together
1.4.4 Failure to ground electrical equipment

1.5 Safe Tool Storage

1.5.1 Incidents may be caused by: tools falling from overhead; tools loosely laid on scaffolds; and by knives and other sharp tools carried in pockets, etc.

2) USE OF HAND TOOLS:

The following safe practices should be followed by all employees whenever using the following hand operated tools.

2.1 Wrenches

2.1.1 Arrange work so you can push on a wrench.
2.1.2 Use correct size wrench. Never use a wrench that fits the nut poorly. Always turn adjustable wrenches so the force is received by the stationary jaw. Never turn adjustable wrenches so pulling force is applied to adjustable jaw. The wrench is likely to slip or break.
2.1.3 Use a longer wrench when more force is needed. Do not use pipe to increase wrench leverage (also known as a cheater bar). The wrench may bend or break.

2.2 Grinders

2.2.1 Grinders are not to be operated at any time without double eye protection, to include safety glasses, goggles and/or face shields.
2.2.2 Any cracked or damaged grinding wheel should not be used.
2.2.3 No grinder is to be used without a guard. These guards are to be used on all air and electrical vertical and horizontal grinders, wire brushes, and disc-type wheels.
2.2.4 Grinding wheels are not to be operated in excess of their rated speed.

2.3 Chisels, Hammers and Malls

2.3.1 Never use chisels that have mushroomed excessively. The chisel should be dressed by grinding down the mushroomed portion of the striking surface when this condition is observed.

2.4 Pneumatic (Air) Tools

2.4.1 Follow safety precautions associated with the use of air hammers, plungers and gun tools.
2.4.2 Gun tools are to be used in guns only. Do not strike them with hand hammers.
2.4.3 Blowout airlines and hoses before attaching pneumatic equipment to them.
2.4.4 Wear double eye protection when grinding, wire wheel brushing, chipping, or performing any operation with air tools.

2.5 Abrasive Wheels

The following procedures should be used at all times when inspecting, installing, and using abrasive wheels in grinders and other hand-held power tools.

2.5.1 Handle all wheels carefully. All grinding wheels are “breakable.” Most grinding wheels break because of:
2.5.1.1 Careless handling
2.5.1.2 Improper mounting
2.5.1.3 Too high speed
2.5.1.4 Too much pressure
2.5.2 Inspect all stones before use for cracks or any marks that look as though the wheel might have been damaged. Never use a stone that is suspected to be damaged.
2.5.3 Be sure wheels are equipped with blotter paper gaskets or safety washers on each side. Never mount an abrasive wheel without the proper flanges on each side.
2.5.4 Never over-tighten an abrasive wheel on the grinder spindle.
2.5.5 Never operate an abrasive wheel in excess of the manufacturer's rated speed.
2.5.6 Prevent the stone from being bounced or struck when lowering or raising the grinder (such as from one scaffold to another). Laying the air grinder down carelessly can also damage the stone.
2.5.7 Hold the grinder out and away from your body so you and others are out of the line of fire from the stone before starting any air motor following the installation of a grinding stone. Run the grinder for a minute or so before starting to grind after installing the stone.
2.5.8 A damaged air motor or stone is a dangerous weapon which may cause serious injury.

Never use a grinder with any stone after it has been dropped until the extent of damage to the air motor and the stone has been determined and stone replaced. DO NOT START THE AIR MOTOR TO FIND OUT IF THERE IS ANY DAMAGE TO THE TOOL OR STONE IF THERE IS DOUBT AS TO THE EXTENT OF DAMAGE.

NEVER ATTEMPT to make field repairs to the internal mechanism of an air grinder. This is a very dangerous practice. Repairs made incorrectly to the rotating speed of the motor could put the tool user and/or others in danger.

ALWAYS remove from service any equipment that is not operating correctly and may need repairs. Tag the tool as out of service and return the tool to the tool crib and explain the problem encountered.

3) MAINTENANCE OF HAND TOOLS:

3.1 A daily inspection of tools should be made before use.
3.2 Certain tools such as chisels and mallets require frequent maintenance.
3.3 Defective tools that cannot be repaired on the job must be tagged out of service and not be used until repaired.

4) MAINTENANCE OF POWERED HAND TOOLS:

4.1 The inspection of tools before use reduces the potential risk. The following is a checklist for the inspection and use of powered hand tools:
4.2 Inspect electric cords regularly.
4.3 Use only three-conductor cord.
4.4 Oil motors regularly, but not excessively.
4.5 Replace air hoses showing evidence of defects.
4.6 Power tools should be equipped with safety switches that will prevent premature starting of the motor.
4.7 Check all tools for worn out parts and connections.
5) USE AND MAINTENANCE OF POWER (ENGINE DRIVEN) EQUIPMENT

5.1 Equipment should be placed out of range from falling sparks and other objects or provided with appropriate overhead protection. They should be placed on firm, level ground and blocked, if necessary.

5.2 General Maintenance Notes

5.2.1 Never clean air intake filters with gasoline or kerosene. This practice may cause vapor accumulation and cause an explosion. The best practice for cleaning air intake filters is to follow the equipment manufacturer’s recommendations.

5.2.2 Use flushing oil for cleaning out crankcases. NEVER use gasoline or kerosene. Shut down machinery before cleaning. Use extreme caution when making adjustments. Do not wear jewelry, gloves or loose clothing around moving parts or machinery.

5.2.3 All machines will be de-energized and inoperative before safety guards are removed before any repairs or adjustments are made.

5.2.4 All gasoline motors must be shut down before refueling.

5.2.5 Be certain that everyone is clear of all gears, belts, or other moving parts of the machinery before starting any power equipment. If you are doing repairs to the equipment, proper lock out /tag out steps must be taken and warning signs in place. The purpose of lockout/tagout is to prevent someone from accidently turning the machine on while maintenance is being performed.

5.3 Refueling Diesel Equipment

5.3.1 ALWAYS GROUND the fuel tank when refueling equipment with an electric transfer pump from a portable fuel tank.

5.3.2 Do not rely upon the equipment ground in the power cord of the electric pump to provide a ground for the pump to fuel tank contact.

5.3.3 Each piece of equipment in any refueling operation should be grounded. The grounds should be connected before fuel containers are open and remain connected until all containers and fuel tanks are closed.

6) USE AND MAINTENANCE OF ELECTRICAL POWERED EQUIPMENT

6.1 General Electrical Safety Precautions

6.2 Current produced by a generator is just as deadly as that flowing through power lines and should be handled accordingly.

6.3 Be sure the power is off and locked out whenever it is necessary to touch any part of the power system. Remove fuses or lock switches “open,” to be sure it STAYS off.
6.4 Bare or uncovered wires should never be used for electrical connections. Wire with cut or damaged insulation should be replaced immediately.

6.5 Before turning power on, inspect switchgear, metal covers, doors, etc., daily to be sure nothing extraneous is touching any part of the electrical circuit. Also inspect ground connections to be sure contact points are secure and the ground wire is unbroken.

6.6 Never stand in water when performing any work that requires physical contact with electrical equipment.

6.7 Power lines from generators to equipment must be supported above ground or submarine cable buried.

7) WIRING

7.1 Electrical; power transmission lines to the jobsite usually terminate in switch boxes when a utility company supplies current. These switch boxes must be properly fused and protected from the weather.

7.1.1 A “qualified” person will make all wiring connections for equipment hookup to a power source.

7.1.2 Each item of electrical equipment MUST have its own fused disconnect switch.

7.2 Grounding

7.2.1 The non-current-carrying metal parts of portable and/or plug-connected equipment shall be grounded.

7.2.2 Portable tools and appliances protected by an approved system of double insulation, or its equivalent, need not be grounded. The equipment shall be distinctively marked where such an approved system is employed.

7.2.3 Fixed Equipment: Exposed non-current-carrying metal parts of fixed electrical equipment, including motors, generators, frames, and tracks of electrically operated cranes, electrically driven machinery, etc. shall be grounded.

7.2.4 Effective Grounding: The path from circuits, equipment, structures, and conduit or enclosures to ground shall be permanent and continuous; have ample carrying capacity to safely conduct the current loads to be placed on it; and have impedance (resistance) sufficiently low enough to limit the potential above ground; and result in triggering the over-current devices in the circuit.

7.2.5 Ground Resistance: Driven rod electrodes shall, where practicable, have a resistance to ground not to exceed 25 ohms. Two or more electrodes connected in parallel will be used where the resistance is greater than 25 ohms.
7.3 Lighting

7.3.1 Portable electric lighting used in moist and/or other hazardous locations such as tanks, heat exchangers, reactors, or other enclosed vessels will be operated at a maximum of 12 volts.

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:
None

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.36

SUBJECT: Gas Hazard Awareness

SCOPE: This policy applies to all Job-Site Safety employees.

PURPOSE: The purpose of this safety standard is to educate employees in gas hazard awareness prevention including gas characteristics, health effects and personal protective equipment.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter. The training shall be documented for each employee and available for review.

The lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead safety/lead rescue person is responsible for all employees and sub-contractors to comply with this policy.

The Corporate President/Vice President is responsible for review and approval of any changes to this document.

1) General

1. The gas hazard awareness training shall include
   a. The location of all alarm stations
   b. What type of monitoring equipment is to be used including portable and fixed detection systems?
   c. The gas alarm tones
   d. The characteristics of gases including oxygen deficiency, oxygen or nitrogen enrichment, carbon monoxide, hydrogen sulfide, and any other hazardous gases that are specific to the worksite.
   e. Personnel rescue procedures
   f. Self contained breathing apparatus (SCBA) including donning and emergency procedures.
   g. Evacuation procedures
   h. Primary and secondary staging areas.
2. Employees will be aware of the owners contingency plan provisions including evacuation routes and alarms. Employees should participate in emergency evacuation drills and practice rescue procedures.

3. Gas monitoring instruments are designed to protect personnel from unseen hazards that may exist in workplace environments, including confined spaces. It is vital to worker safety that these instruments are maintained and calibrated properly.

4. Instrument inaccuracy due to improper or irregular calibration can lead to serious accidents. Exposure to excessive levels of toxic gas or an oxygen-deficient environment can cause workers serious illness and even death. Combustible gas explosions are often catastrophic, injuring or killing personnel and destroying property.

5. The International Safety Equipment Association (ISEA) founded in 1933, is a trade association for manufacturers of protective equipment, including environmental monitoring instruments. The ISEA recommends, at minimum, verification of sensor accuracy before each day’s use.

6. The only way to guarantee that an instrument will detect gas accurately and reliably is to test it with a known concentration of gas. Exposing the instrument to a known concentration of test gas will show whether the sensors respond accurately and whether the instrument alarms function properly.

7. The gas monitor must be calibrated per manufacturer's recommendations and contain a current calibration sticker on the monitor providing the date of calibration.

2) **Calibration: The Key to Accurate Readings**

2.1 Gas detection instruments are used to detect the presence of toxic and combustible gases, as well as oxygen deficiency or oxygen enrichment (a fire and explosion hazard). Workers cannot rely on their sense of smell to alert them to odorless hazards, necessitating the use of gas detectors whenever a worker enters an area with potential atmospheric hazards.

2.2 “Calibration” refers to an instrument’s measuring accuracy relative to a known concentration of gas. Gas detectors measure the concentration of a gas in an air sample by comparing the sensor’s response to the response generated by a calibration gas of a known concentration. The instrument’s response to the calibration gas serves as the measurement scale or reference point.

2.3 The responsiveness of electrochemical sensors will vary with environmental conditions. Sensor response will be different (lower or higher) depending on the actual environmental conditions. Therefore, as much as possible, the monitors should be calibrated at environmental conditions that are the same as (or similar to) actual field conditions. Calibration at locations where the equipment is to be used is always preferable.
2.4 Most instruments are equipped with two levels of alarms—warning and danger. The warning alarm alerts the user that the environment has a detectable concentration of gas and is therefore potentially hazardous. The danger alarm indicates that the gas concentration exceeds the programmed “hazard” threshold, and the area is approaching a hazardous level. Whether an instrument warns and/or alarms at the proper time depends on its detection abilities and its ability to translate its findings into an accurate reading.

2.5 If the instrument’s reference point has shifted, the reading will shift accordingly and be unreliable. This is called “calibration drift” and it happens to all detectors over time. An instrument that experiences calibration drift can still measure the quantity of gas present but it cannot convert this information into an accurate numerical reading. Regular calibration with a certified standard gas concentration will update the instrument’s reference point, ensuring that the instrument will produce continued, accurate readings.

3) Cause of Calibration Drift

3.1 Over time, the accuracy of gas detection instruments can diverge from their calibration settings in several ways:
   3.1.1 Gradual chemical degradation of sensors and drift in electronic components that occur naturally over time.
   3.1.2 Chronic exposures to, and use in, extreme environmental conditions, such as high/low temperature and humidity, and high levels of airborne particulates.
   3.1.3 Exposure to high (over-range) concentrations of the target gases and vapors.
   3.1.4 Chronic or acute exposure of catalytic hot-bead LEL sensors to poisons and inhibitors. These include: volatile silicones, hydride gases, halogenated hydrocarbons, and sulfide gases.
   3.1.5 Chronic or acute exposure to electrochemical toxic gas sensors to solvent vapors and highly corrosive gases.
   3.1.6 Harsh storage and operating conditions, such as when an instrument is dropped onto a hard surface or submerged in liquid. Normal handling/jostling of the equipment can create enough vibration or shock over time to affect electronic components and circuitry.

Often, after exposure to the more extreme conditions above, when calibration is attempted, the detector will either display a failure message or it will not allow the user to fully adjust the display reading. At this point, the severely damaged sensor must be replaced and/or the detector serviced by qualified personnel.
4) **Worker Safety: The Number One Reason for Proper and Regular Calibration**

The primary reason for proper, regular instrument calibration is to prevent inaccurate gas concentration readings that could lead to injury or to death. Correctly calibrating an instrument helps to ensure that the instrument will accurately respond to the gases that it is designed to detect, warning users of hazardous conditions before they reach dangerous levels. In addition to detecting and correcting for calibration drift, regular calibration assures the user that the instrument is functional. Gas detection instruments are often subjected to harsh operating and storage conditions where they can be damaged. Both of these factors can affect instrument performance, leading to inaccurate readings or even instrument failure. While a unit may appear to be sounds during visual inspection, it actually could be damaged internally. Regular calibration is the only way to be certain that a detector is fully functional. Moreover, a standing policy for regular calibration sets the tone for a safety-conscious work environment and indicates to workers that safety is a priority. As a result, workers may be more likely to keep safety principles in mind throughout the workday.

A written record of calibration should be kept for the life of each instrument. This record allows users to quickly identify an instrument that has a history of excessive maintenance/repair or is prone to erratic readings.

5) **Bump Tests VS. Full Calibration**

There are two methods of verifying instrument accuracy: a functional or bump test and a full calibration, each appropriate under certain conditions. A bump test verifies calibration by exposing the instrument to a known concentration of test gas. The instrument reading is compared to the actual quantity of gas present (as indicated on the cylinder). If the instrument’s response is within an acceptable tolerance range of the actual concentration, then its calibration is verified. (Note: It is recommended that users check with the detection equipment manufacturer for the acceptable tolerance ranges.) Instruments should be “zeroed” before the bump test in order to give a more accurate picture of the bump test results. When performing a bump test, the test gas concentration should be high enough to trigger the instrument alarm.

If the bump test results are not within the acceptable range, a full calibration must be performed. A full calibration is the adjustment of the instrument’s reading to coincide with a known concentration (generally a certified standard) of test gas. For verification of accuracy, calibration gas should always be certified by and traceable to the National Institute of Standards and Technology (NIST). In most cases, a full calibration is only necessary when an instrument fails a
bump test or after it has been serviced. The full calibration and bump test should be conducted in a clean fresh air environment.

6) When to Bump Test and When to Calibrate
In the past, there often has been confusion regarding proper calibration procedures and frequency. To clarify this issue, the International Safety Equipment Association (ISEA) issued a position statement on instrument calibration that states, “A bump test or full calibration of direct-reading portable gas monitors should be made before each day’s use in accordance with manufacturer’s instructions, using an appropriate test gas.” If the instrument fails a bump test, it must be adjusted through a full calibration before it is used.

ISEA recommends more frequent testing if environmental conditions that could affect instrument performance are suspected, such as sensor poisons. The ISEA allows for less frequent calibration verification under certain conditions (see below), but the interval between testing should never exceed 30 days.

According to the ISEA, less frequent verifications may be appropriate if the following criteria are met:

- During a period of initial use of at least 10 days in the intended atmosphere, calibration is verified daily to ensure there is nothing in the atmosphere to poison the sensor(s). The period of initial use must be of sufficient duration to ensure that the sensors are exposed to all conditions that might be adversely affect the sensors.
- If the tests, demonstrate that no adjustments are necessary, the interval between checks may be lengthened, but it should not exceed 30 days.
- When calibrating an instrument, always follow the instrument user’s manual for the manufacturer’s recommended calibration frequency and procedure.

7) Calibration Rules
The following are a few basic instrument calibration rules to ensure a clear oath to health and safety.

Follow the manufacturer’s guidelines for proper calibration. No job, including instrument calibration can be performed properly or safely without the right tools. The type and concentration of calibration gas, sample tubing, flow regulators and calibration adapters are key
links in the calibration chain. Using equipment provided by the original manufacturer should ensure a proper start to every calibration.

Only use certified calibration gas before its expiration date. The most important tool used in calibration is the gas itself. The instrument can only be as accurate as the gas used to calibrate it. Be certain your supplier can provide a traceable certificate of analysis for every calibration gas cylinder. The concentration of calibration gas, particularly the concentration of reactive gases such as hydrogen sulfide or chlorine, will only remain stable for a finite period of time. Never use calibration gas after its expiration date.

Train workers on the proper methods of calibration. Most instruments are designed to be field calibrated with instructions detailed in user manuals, training videos or computer-based training modules. Everyone responsible for performing instrument calibration should be trained and tested accordingly.

8) Conclusion
There is an inherent risk in many workplaces of injury or illness from respiratory hazards such as oxygen deficiency and the presence of toxic gases. Detection technology and products exist to minimize such risk. Properly verifying the accuracy of gas detection equipment before each day’s use will help to ensure that each worker finishes the job safely.

9) Rescue Plan
A rescue plan shall be made for any project that is being done in potentially atmospheric hazardous environment. This plan shall be made by the lead safety/rescue person on site and with the input from the supervision of the contractor we are working for. The plan shall be communicated to the rest of the personnel involved with the project.

Elements of the plan shall include: The primary rescue responder along with contact information, duties and responsibilities of various key personnel, atmospheric testing procedures and what specific elements to be tested for, local emergency response agencies, specific equipment to be had readily available onsite, evacuation procedures, in house contact numbers, and capabilities of in house response.

The rescue plan shall be re-evaluated at the beginning of each shift, and anytime there is a change in the work processes or locations.
Job-Site Safety,

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as needed

References:
29 Code of Federal Regulations, Subpart K, Medical services and first aid, 1910.151

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.37

SUBJECT: Hazard Awareness and Risk Assessment

SCOPE: This policy applies to all Job-Site Safety employees.

PURPOSE: The purpose of this program is to establish minimum safety guidelines for all Job-Safety personnel performing work.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter. All employees will be trained in the hazard identification process including the use and care of proper PPE.

The lead safety/rescue person shall have the ultimate responsibility for the safety and health of the employees at the job site.

The lead safety/lead rescue person is responsible for employees and sub-contractors comply with all PPE requirements.

All required PPE should be used and maintained in a sanitary and reliable condition.

The Corporate President/Vice President is responsible for reviewing and approval of any changes to this document.

1) General

Taking safety seriously starts with risk management. This is a three step process, which we use to think about how safe our work is. The first step is to identify hazards. These are things that could cause us to get injured or harmed at work.

2) Some of the Different Hazards We Should Look Out for Are:

2.1 Physical hazards, such as falls from heights, electricity, noise, heat, cold or ventilation.
2.2 Plant operation, like machines, equipment, tools or appliances
2.3 Biological/health hazards like infectious diseases, hazardous dust and other illnesses.
2.4 Chemical hazards, like working with dangerous chemicals
2.5 Radiation hazards, such as welding flash.
2.6 Psychological hazards, such as fatigue or stress.
2.7 Ergonomic and manual task hazards, such as carrying or moving heavy things, or the height and position of work benches or work stations.
2.8 The hazard identification process should be used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.
2.9 Identified hazards will be classified/prioritized and addressed based on the risk associated with the task. Use the risk analysis matrix outlining severity and probability in Exhibit one to this program
2.10 Risks shall be indentified and addressed using the steps below, including walk downs, audits, tool box talks, and other forms of communication between the workers and supervision. Any risks identified shall be followed through to completion. All safety protocols and standards identified though out the safety policy manual and programs shall be used.

3) Ways To Spot Hazards at the Jobsite:

3.1 Do a walk through inspection.
3.2 List all the tasks and work activities carried out and look at each step. Use a Job Safety Analysis worksheet prior to the start of any work. This needs to be done for each specific project and needs to be communicated to all workers involved in the project. The JSA shall be redone at the start of each shift and anytime the scope or work significantly changes.
3.3 Also look at the ways different tasks or work activities could interact and cause a hazard.
3.4 Look at past accidents and injuries that have happened.
3.5 Look at any information from manufacturers or suppliers and see if they have safety instructions.
3.6 Talk to people who do similar work.

4) During a Walkthrough at Work, Check for the Following Hazards:

4.1 Housekeeping – have a look at the state of the workplace and things like floors, work benches, ladders and walkways. Look for tripping hazards.
   - Look for fall from heights hazards
   - Look for confined space hazards
   - Look for LOTO adherence
   - Look for proper PPE being used
   - Look at scaffolding in use
   - Look at first aid equipment, supply of drinking water, washrooms and toilets.
4.2 Fire and emergency safety – check the access and exits, firefighting equipment and alarms.
4.3 Plant, equipment, tools and appliances – have a look for cutting, crushing or trapping hazards and unsafe conditions due to things like flying particles, noise and hot and cold parts.
4.4 Chemical hazards – have a look at the PPE, ventilation, labels, containers, storage, signs and material safety data sheets.
4.5 Electrical hazards – check for GCCIs being used, location of cables, plugs, sockets and switches and tag lock outs.
4.6 Ergonomic and manual task hazards – have a look at the design of work stations, height of bench tops and desks, seating and tasks that involve lifting, carrying, reaching, stretching, and repetition.
4.7 Machinery guarding – have a look at whether there are barriers, guards or fences to protect against moving parts. Look at hand tools for manufacture guards in place.

5) After Identifying All the Hazards, Write Them Down.

6) The Second Step is Assessing the Risks of Injury or Harm From the Hazards and Working Out Which Hazard to Address First.

This involves:
6.1 Gathering information about each hazard we have identified.
6.2 Working out how likely it is that an accident or injury will happen and thinking about how many people could be affected. We will need to take into account different situations or conditions that may exist in our workplace that could increase the risk, such as a change to something.
6.3 Finally, thinking about the consequences of each hazard – in particular, could someone die, suffer major injuries with bad long term effects, suffer minor injuries requiring several days off work or get minor injuries, which maybe need some first aid.

7) After a Risk Assessment is Conducted, Action Should Be Taken to Control the Risks, Which is the Third Step in Risk Management.

Work out a list of priorities and first control the risks with the most serious consequences. Talk to the personnel involved with the work about addressing the most serious risks first and taking more time to address the minor risks, as time and budget allow.

8) Utilize the OSHA Hierarchy of Control Measures, From the Best to the Least Effective, to Control Risks.

The best type of measure is engineering controls that eliminate the hazard so that the hazard is no longer there, such as making a change to a work practice or changing the equipment.
Where you can’t eliminate a hazard, the next best control is utilizing an administrative method that minimizes the risks from the hazard, such as coming up with a safer way of doing things, using a safer substance, isolating the hazard or installing engineering controls, such as put a guard on a machine.

9) **PPE is the Last Method in the Hierarchy of Hazard Elimination/Control.**

It relies on human behavior to work and it is better to get rid of or minimize the hazard and risk. *PPE should always be the last option.*

10) **Workplace Safety and Health is Everyone’s Responsibility**

Hazards risk and identification shall be made with input from our employees onsite, the host employer, the supervision from the contractors and from the workforce itself.

---

**Approved By:**

[Signature]

**Stephen P. Arndt**

President

**Review Interval:**

Annually or as need arises

**References:**

29 *Code of Federal Regulations, Subpart I*, General requirements, 1910.132

---

1st Edition, Revision 2

Original Issue Date: September 1, 2010

Revision Date: June 26, 2014
POLICY NUMBER
3.38

SUBJECT: Hazardous Waste Operations

SCOPE: This program addresses the standards that apply to our employees outlined in OSHA regulations 1910.120 and 1926.65.

PURPOSE: To prevent or minimize the consequences of improper hazardous waste handling that could expose employees and others to serious safety and health hazards.

RESPONSIBILITIES:

All safety/rescue professionals shall be initially trained on this policy and then annually thereafter. Personnel conducting the training shall have the experience and or academic credentials to demonstrate competency. Employees who are trained in accordance with the plan shall receive annual refresher training. A record of methods used must be kept.

The job’s lead safety/lead rescue person shall have the ultimate responsibility for the safety and health of employees on the job site.

The job’s lead safety/lead rescue person is responsible for employees and sub-contractors compliance with this Hazardous Waste Management program.

The President/Vice President is responsible for reviewing any changes and approval of this document.

1) General Requirements:
   1.1 Responsibilities that lie solely on the Owner will not be addressed within this policy. The emergency response procedures for management of the response will be according to the owner’s emergency management policy. For any emergency situation, the senior official on the site with responsibility for controlling operations of the site, shall have responsibility for management of the response effort.

   1.2 The Operations Manager shall obtain and evaluate all potential Sub-Contractors information regarding accident statistics, OSHA violations, and safety performance and programs for acceptance prior to selection.

   1.3 The Manager is responsible for identifying any areas employees may be working that are covered by OSHA 1910.120 and 1926.65, Hazardous Waste Operations. All affected employees shall be trained in the “Safe work practices” necessary to performing his/her job.
1.3.1 Safe work practices must be followed during operation such as lockout/tagout, confined space entry, opening process equipment or piping and control over entrance to facility.

1.4 The Operations Manager should schedule a meeting with the Owner to review the plant’s potential fire, explosion, and toxic release hazards in the areas employees will be working. This information must be readily available and communicated to all affected employees.

1.5 The Operations Manager should schedule a meeting with the Owner to review the Plant’s emergency response and control plan. All affected employees shall be trained to the above-mentioned Owner’s emergency procedures. Ensure that all gas engine, electrical and oxygen/acetylene components are shut down.

1.6 The senior official at an emergency response is the most senior official on the site who has the responsibility for controlling operations at the site.

1.7 The elements of any emergency response plan shall include but not be limited to:
   1.7.1.1 Initial action by the persons on scene
   1.7.1.2 Steps to clear the area, account for all personnel and initial notifications
   1.7.1.3 Type of response needed for each emergency
   1.7.1.4 Contact information for each response entity
   1.7.1.5 Identify who is responsible for initiating response requests
   1.7.1.6 Notification of all clear before return to work is authorized

1.8 Employees must be aware of first responder awareness level that consists of individuals who are likely to witness or discover a hazardous substance release & who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release.

1.9 The owner shall have, in place, safe work practices to control the entrance, presence, and exit of all affected personnel.
   1.9.1 The term “safe work practices” is interpreted to mean a set of procedures which uniformly provides a safe method to accomplish tasks such as lockout and tagout, confined space, the opening of process equipment and piping, and other safe work practices.

1.10 Job-Site Safety shall periodically evaluate the performance of the Sub-Contractor in fulfilling their obligations as specified in their responsibilities and this procedure.
   1.10.1 This will be accomplished through audits of Sub-Contractors safety performance on a daily basis by the job site Superintendent.

1.11 Job-Site Safety shall maintain a log for all Sub-Contractor injuries and illnesses.
1.11.1 Medical surveillance is available for emergency response employees who exhibit signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency.

1.12 Job-Site Safety shall ensure that all employees are trained in the work practices necessary to safely perform his/her job. The person conducting the training shall have the training and/or academic credentials and instructional experience to demonstrate competency. Employees who are trained in accordance with the plan shall receive annual refresher training. A record of methods used must be kept.

1.12.1 The job’s lead safety/lead rescue person shall conduct a general overall safety orientation for all personnel on the job site. Along with this, all affected personnel shall be trained in accordance with the Owners safe work practices.

1.13 Job-Site Safety will document that each employee has received and understood the training required to safely perform their work. The training documentation shall consist of the employee’s name, date of training, and means used to verify that the employee understood the training.

1.14 Safety Inspections shall be performed in accordance with Policy 5.0, Section 1 of this manual.

1.15 The job’s lead safety/lead rescue person shall inform the Owner or any unique hazards presented by Job-Site Safety or its Sub-Contractors work, or any hazards found on the site.

1.16 The job’s lead safety/lead rescue person under specific contract shall keep the confidentiality of trade secret information when process safety information has been released in order to perform the necessary work.

2) Incident Reporting:

3.1 Employees must immediately report all accidents, injuries, and near misses in accordance with policy 6.0, Section 1 of this manual.
Job-Site Safety,

Approved By:

Stephen P. Arndt
President

Review Interval:
Annually or as need arises

References:

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER
3.39

SUBJECT: Short Service Employee Program

SCOPE: This procedure applies to all company facilities and worksites. It is important to ensure that newly placed employees work under the direction of experienced personnel.

A Short Service Employee (SSE) should be under this program for at least six months and/or until the SSE demonstrates the knowledge and skills necessary to perform their tasks safely.

PURPOSE: To prevent or minimize the consequences of improper hazardous waste handling that could expose employees and others to serious safety and health hazards.

DEFINITIONS:

Mentoring - a process of transferring skills and knowledge from one person to another in a work environment.

Supervisor – The individual responsible for the direct supervision and oversight of an employee.

Short Service Employee (SSE) – A newly placed full-time or temporary employee or subcontractor with less than six months’ experience in assigned job.

Short Service Employee Mentor - Person with at least 6 months’ employment with the company who has demonstrated leadership and mentoring abilities.

RESPONSIBILITIES:

MANAGEMENT

The responsibilities of company leadership and management are to set expectations, evaluate effectiveness and:

• Make and demonstrate a personal commitment to a strong and functional Health Safety and Environmental work culture.
Establish a written, signed and dated HSE policy that sets compliance expectations for management and employees,

Provide employees access to company policies, standards and procedures,

Establish written HSE Orientation and Short Service Employee Programs for all employees newly assigned to JSS

Ensure that all employees new to a job assignment are identified to the responsible supervisor(s) and placed into the HSE Orientation and Short Service Employee Programs, and

Audit, review performance and take timely JSS actions to continually improve the effectiveness of the orientation and Short Service Employee Programs.

SUPERVISOR

The responsibilities of Supervisors in the Short Service Employee Program are:

• Know which job Short Service Employee is assigned to.
• Ensure Short Service Employees are appropriately identified per this plan,
• Ensure Short Service Employee Mentor possesses proper knowledge and skills in the job task assigned,
• Ensure Short Service Employee Mentor is adequately training SSE,
• Ensure Short Service Employee is gaining the necessary knowledge and skills in the job tasks, and
• Follow all safety rules and company policies.

MENTOR

The responsibilities of the Mentor in the Short Service Employee Program are to:

• Be an experienced and responsible person assigned by the supervisor to work with the new employee,
• Be selected based on a history of leadership and policy/procedural knowledge,
• Be able to communicate the expectations and characteristics of work tasks and their associated hazards,
• Have a patient disposition, as well as the desire and willingness to devote the necessary time to succeed as a mentor,
• Possess knowledge and skills in the job tasks assigned to the SSE,
• Be willing and able to effectively listen to the SSE to determine if the SSE is learning and retaining the knowledge being shared,
• Be willing to watch a SSE perform a job without interfering as long as the SSE is not in a position to harm themselves, others, the environment or the equipment,
• Adopt a positive safety attitude, avoid criticism, and strive to build confidence and self-esteem in the SSE,
• Keep abreast of new equipment in their field of expertise,
Job-Site Safety,

- Refrain from taking shortcuts and doing anything else that jeopardizes health or safety,
- Demonstrate a positive work ethic at all times, and
- Monitor the SSE’s progress over the course of six months
- Follow all company policies and procedures.

SHORT SERVICE EMPLOYEE

The responsibilities of the Short Service Employee are to:

- Be willing to watch and listen to the Mentor,
- Establish a positive safety attitude toward assigned job tasks,
- Be willing to learn how to do each task in a safe and environmentally sound manner,
- Stop and report unsafe conditions immediately,
- Participate in safety meetings, and
- Follow all safety rules and company policies.

PROCEDURES:

The following procedures apply to the Short Service Employee Program.

ORIENTATION

- Management will provide a company-approved orientation.
- Each SSE will be provided orientation specifically based on job position and job-related topics prior to performing job tasks.
- Each SSE will be taught how to access company policies, standards and procedures.
- Satisfactory completion of the orientation must be signed and dated by the employee and supervisor.

TRAINING

The supervisor will ensure that each SSE is properly trained per federal, state, industry, company and operator requirements before starting work when:

- The employee is hired;
- The employee is appointed a new job assignment; and
- The employee is exposed to new substances, processes, procedures, equipment, etc that represent a new hazard to the employee.
The supervisor will ensure that each SSE is properly trained in:

- The hazard(s) present in the workplace;
- The policies, procedures, processes and PPE utilized to control these hazards and prevent illnesses, injuries, property damage and/or environmental incidents; and
- The skills necessary to conduct their assigned jobs safely and efficiently while providing quality and economy.

Upon completion of training, supervisor signs off and forwards notification form to HR.

All records for the SSE Orientation and Training should be maintained at the home office.

**SSE QUALITY ASSESSMENT AND CONTROL**

- Management should review the effectiveness and quality of the Short Service Employee Program at least annually.
- SSE Orientation and Training documentation should be audited for accuracy, timeliness and completeness.
- Onsite inspections should be conducted to ensure that supervisors, mentors and Short Service Employees are adhering to the SSE Program.
- The number of incidents involving new employees should be measured, compared to the general workforce and evaluated for trends or performance variations.
- Management should ensure that all program deficiencies are promptly corrected and documented.
Stephen P. Arndt
President

Review Interval:
Annually or as need arises

1st Edition, Revision 2
Original Issue Date: September 1, 2010
Revision Date: June 26, 2014
POLICY NUMBER

3.40

SUBJECT: Heat and Cold Stress

SCOPE: This program applies to the employees of Job-Site Safety.

PURPOSE: Heat and cold stress in the work place represents a threat to the health of employees. In response to these hazards, Job-Site Safety has developed this Heat and Cold Stress Policy for all employees.

RESPONSIBILITIES:

All personnel shall be initially trained on this policy and then annually thereafter.

All personnel shall be initially trained to recognize the cause of heat stress and manage their work activity to minimize the risk.

The lead supervisor shall have the ultimate responsibility for the safety and health of employees on the job site.

The lead supervisor is responsible for employees and subcontractors to comply with the Heat and Cold Stress requirements.

The President/Vice President is responsible for reviewing any changes and approval to this document.

GENERAL REQUIREMENTS:

1) Heat

1.1 It is the responsibility for all personnel to recognize that high air temperatures, radiant heat sources, high humidity, directly physical contact with hot objects, or strenuous physical activities are present have a high potential for heat stress. Outdoor operation conducted in hot weather, especially work the requires semi-permeable or impermeable protective cloth to be worn, may increase the risk of employee heat stress

   1.1.1 Age, weight, degree of physical fitness, degree of acclimatization, metabolism, use of alcohol or drugs and variety of medical conditions may affect a person’s sensitivity to heat.

1.2 The job’s lead supervisor responsibility to put in place control measures to counter act the occurrence and symptoms of heat stress. These measures may include:

   1.2.1 Modify work/ rest schedules according to temperature and workload.
1.2.2 Rotate employees; alternate job functions to minimize over-stress or overexertion at one task.
1.2.3 Use proper ventilation within the work area.
1.2.4 Ample supplies of liquids should be placed close to work area.

2) Cold

2.1 Personnel and the job’s lead supervisor is responsible for understanding and recognizing the symptoms of Cold Stress.

2.1.1 Wetness/dampness, dressing improperly, exhaustion, predisposing health conditions such as hypothyroidism, diabetes and poor physical conditioning may contribute.

2.2 Responsibility of preventing Cold Stress is a coordination of the job’s lead supervisor and the participating subcontractors. These measures include:

2.2.1 Constant monitoring of physical conditions of employees.

2.2.2 Insure proper dress of employees.

2.2.3 Conditions are insured to be dry.

2.2.4 Extra clothing may be available as needed.

2.2.5 Insure that employees drink warm sweetened fluids as needed.

2.2.6 The use of proper personal protective equipment (PPE), engineering controls and safe work practices are activated to accommodate.
Job-Site Safety,

Approved By:

[Signature]

Stephen P. Arndt
President

Review Interval:
Anually or as need arises

1st Edition, Revision 0
Original Issue Date: June 26, 2014
# Routine Tasks PPE Matrix

<table>
<thead>
<tr>
<th>Task</th>
<th>Clothing</th>
<th>Eye Protection</th>
<th>Face Protection</th>
<th>Fall Protection</th>
<th>Footwear</th>
<th>Gloves</th>
<th>Hard Hat</th>
<th>Hearing Protection</th>
<th>Other</th>
<th>Respiratory Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welding</td>
<td>Cotton</td>
<td>ANSI Z87.1 Glasses w/ Side shields</td>
<td>Weld Hood</td>
<td></td>
<td></td>
<td>Cowhide/ Pigskin Gloves</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gridding/ Drilling/ Cutting</td>
<td>Cotton</td>
<td>ANSI Z87.1 Glasses w/ Side shields</td>
<td>Full Face Shield</td>
<td></td>
<td></td>
<td>Cowhide/ Pigskin Gloves</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chipping</td>
<td>Goggles</td>
<td>Full Face Shield</td>
<td></td>
<td></td>
<td></td>
<td>Cowhide/ Pigskin Gloves</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxygen/ Acetylene Cutting Torch</td>
<td>Cotton</td>
<td>ANSI Z87.1 Glasses w/ Side shields or goggles w/shade 3 to 5 lens</td>
<td>Full Face Shield</td>
<td></td>
<td></td>
<td>Cowhide/ Pigskin Gloves</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hammering</td>
<td>Cotton</td>
<td>ANSI Z87.1 Glasses w/ Side shields</td>
<td>Full Face Shield</td>
<td></td>
<td></td>
<td>Cowhide/ Pigskin Gloves</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Personal Protective Equipment Hazard Review Forms

**Instructions:** You can use the following charts and tables to complete a hazard assessment of your worksite. Using them will give you a basis for determining if personal protective equipment is necessary and what type of equipment to use. It is not fool proof, but it does take some of the guesswork out of the decision-making process.

<table>
<thead>
<tr>
<th>Column #</th>
<th>Chart/Table</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 2</td>
<td>Personal Protective Equipment Review</td>
<td>Using this Chart, review the first column on the list (Eye &amp; Face Protection). If employees are exposed to any item listed under that heading, enter “Yes” in Column 2. If the answer is “No”, skip this section. Go to the second item on the list (Head Protection). When you enter a “Yes” in column 2, go to the next step.</td>
</tr>
<tr>
<td>3</td>
<td>Comment</td>
<td>Use this column to enter information you may need, such as the name of the job or job task that exposes the employee to a hazard.</td>
</tr>
<tr>
<td>4</td>
<td>Source of Hazard</td>
<td>Enter the source of the hazard, i.e., flying particles, slashing acid, as an aid to you’re decision-making process.</td>
</tr>
<tr>
<td>5</td>
<td>Hazard Frequency</td>
<td>Enter how long this job or task lasts – 8 hours, 4 hours, continuous – in order to determine how long the employee is exposed to the hazard.</td>
</tr>
<tr>
<td>6</td>
<td>Hazard Probability A,B,C,D</td>
<td>Using the Hazard Probability &amp; Severity Chart (next page), enter the alpha character (A, B, C, D) that explains the likelihood of an accident occurring.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A – Likely to occur immediately or within a short period of time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B – Probably will occur in time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C – May occur in time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D – Unlikely to occur.</td>
</tr>
<tr>
<td>7</td>
<td>Hazard Severity</td>
<td>Using the Hazard Probability &amp; Severity Chart (next page), enter the alpha character (C, M, N) that explains how severe the injury would be if it did occur.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CRITICAL – May cause severe injury.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MARGINAL – May cause minor injury.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NEGLIGIBLE – Probably would not affect personnel or may cause first aid visit.</td>
</tr>
<tr>
<td>8</td>
<td>Hazard Index 1-2-3</td>
<td>Using the Hazard Probability &amp; Severity Chart (next page), find where the alpha characters intersect in the Index and enter the numeric character (1-2-3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. PPE is required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. PPE is strongly recommended.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. PPE may not be necessary.</td>
</tr>
<tr>
<td>9</td>
<td>Appropriate PPE</td>
<td>Enter in type of PPE that will be provided and used to protect the employee for the hazard if Hazard Index is 1 or 2. The employer must determine whether or not PPE is to be used.</td>
</tr>
</tbody>
</table>
PERSONAL PROTECTIVE EQUIPMENT
HAZARD REVIEW CHARTS & TABLE

<table>
<thead>
<tr>
<th>PPE Matrix</th>
<th>Hazard Severity</th>
<th>Hazard Index Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Likely to occur immediately or within a short period of time</td>
<td>CRITICAL: May cause severe injury (C)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARGINAL: May cause minor injury (M)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NEGLIGIBLE: Probably would not affect personnel or may cause first aid visit (N)</td>
<td></td>
</tr>
<tr>
<td>B – Probably will occur in time</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>C – May occur in time</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>D – Unlikely to occur</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

In all cases, engineering modifications are strongly recommended. Personal protective equipment (PPE) cannot be used in lieu of feasible engineering controls.
## PERSONAL PROTECTIVE EQUIPMENT REVIEW

<table>
<thead>
<tr>
<th><strong>1</strong> Item</th>
<th><strong>2</strong> Yes/No</th>
<th><strong>3</strong> Comments (Job)</th>
<th><strong>4</strong> Source of Hazard</th>
<th><strong>5</strong> Frequency of Exposure (Hrs.)</th>
<th><strong>6</strong> Hazard Probability A-B-C-D</th>
<th><strong>7</strong> Hazard Severity C-M-N</th>
<th><strong>8</strong> Hazard Index 1-2-3</th>
<th><strong>9</strong> Appropriate PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOOT PROTECTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The employee handles heavy material or works in an area where there is potential exposure to foot injury due to falling or rolling objects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The employee works in an area where there is potential exposure to foot injury due to an object piercing the sole of the shoe from sharp edges or points</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees are working in an area where there are molten metals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees are working in an area where there are exposed electrical wires</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees work in an area with wet conditions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees work in construction or demolition areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Comments (Job)</td>
<td>Source of Hazard</td>
<td>Frequency of Exposure (Hrs.)</td>
<td>Hazard Probability A-B-C-D</td>
<td>Hazard Severity C-M-N</td>
<td>Hazard Index 1-2-3</td>
<td>Appropriate PPE</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td>------------------</td>
<td>-----------------------------</td>
<td>---------------------------</td>
<td>----------------------</td>
<td>-------------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td><strong>HAND PROTECTION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The employee’s hands are exposed to chemicals that might irritate the skin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The employee’s hands are exposed to bacteriological agents, blood or other infectious materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The employee’s hands are exposed to extreme vibration from working with vibrating tools</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The employee’s hands are exposed to sharp tools or machine parts (cuts, lacerations, abrasions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The employee’s hands are exposed to electrical wires</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The employee works in material handling activities (cuts, abrasions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The employee’s hands are exposed to sharp edges or splinters (puncture wounds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EYE &amp; FACE PROTECTION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employees are exposed to flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
vapors, or potential harmful light radiation

<table>
<thead>
<tr>
<th>Item</th>
<th>2 Yes /No</th>
<th>3 Comments (Job)</th>
<th>4 Source of Hazard</th>
<th>5 Frequency of Exposure (Hrs.)</th>
<th>6 Hazard Probability A-B-C-D</th>
<th>7 Hazard Severity C-M-N</th>
<th>8 Hazard Index 1-2-3</th>
<th>9 Appropriate PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAD PROTECTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The employee works in an area where there is a potential for injury to head from a falling object.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The employee works in an area near exposed electrical conductors which could contact the head.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The employee works in an area where a “caught on” hazard exists for hair.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FALL PROTECTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees are working at an elevated work area where a slope or fall to a lower level is a potential hazard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLOTHING PROTECTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees are exposed to harmful materials, chemicals, temperature extremes, or source of cuts, lacerations or punctures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEARING PROTECTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees are exposed to sound levels in excess of 85 dB(A) on an 8-hour TWA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESPIRATORY PROTECTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees are exposed to air contaminates such as dust, mist or fume. Air monitoring has indicated overexposure.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>