OCCUPATIONAL SAFETY AND HEALTH ACCIDENT PREVENTION PROGRAM

Table of Contents

Employee Occupational Safety & Health Safety Work Rule

Whitestone Construction

The purpose of these safety rules is to develop a high standard of safety throughout all operations of **OUR COMPANY – WHITESTONE CONSTRUCTION**

Each employee has the right to a workplace that is free from recognized hazards. Safety shall be our priority. It is the policy of this organization that our employees will report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors immediately. No such report will result in retaliation, penalty, or other disincentive.

Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates our workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

Our supervisors and employees shall comply with all Federal OSHA rules and regulations at all times.

It is our intention here at **WHITESTONE CONSTRUCTION** to initiate and maintain a workplace that is free from recognized hazards. Each supervisor shall be responsible for the safety and health of those employees they supervise. Supervisors and employees will work mutually together to operate safely in our workplace. **There are no exceptions to our safety policies and rules set forth in our safety manual. Safety with our company is not an option it is a condition of employment.**

The signatures below document that the appropriate elements of our Safety Program have been discussed to the satisfaction of both parties and our **President of Whitestone Construction** and our employees accept responsibility for maintaining a safe and healthful work environment.

Date: _____ **President's Signature: _____**

Date: _____ **Employee's Signature: _____**

OUR SAFETY PROGRAM IS A LIVING DOCUMENT AND SUBJECT TO CHANGE.

THIS SAFETY PROGRAM AND WORKPLACE SPECIFIC ANALYSIS IS PROVIDED TO ASSIST IN COMPLYING WITH THE OSHA STANDARD 29 CFR 1910 AND 1926. THIS INFORMATION IS NOT INTENDED TO SUPERSEDE THE REQUIREMENTS DETAILED IN THE STANDARD. OUR MANAGEMENT AND EMPLOYEES WILL REVIEW THE STANDARDS FOR PARTICULAR REQUIREMENTS WHICH ARE APPLICABLE TO OUR SPECIFIC SITUATION AND WILL MAKE THE NECESSARY CHANGES IF NECESSARY. OUR MANAGEMENT AND OUR EMPLOYEES WILL ADD INFORMATION RELEVANT TO OUR PARTICULAR ACTIVITY IN ORDER TO DEVELOP AN EFFECTIVE, COMPREHENSIVE SAFETY PROGRAM. THIS PROGAM IS ALSO TAILORED TO IDENTIFY HAZARDS ASSOCIATED WITH OUR BUSINESS.

Safety Program

ATTACHED IS A SPECIFIC SAFETY PROGRAM SPECIFICALLY DEVELOPED FOR OUR CONSTRUCTION BUSINESS. THIS PLAN IS TAILORED TO BE SITE SPECIFIC FOR OUR BUSINES AND OPERATIONS.

Safety Orientation: Each employee will be given a safety orientation/training by their Supervisor when first hired. Our employees will not be allowed to work until the orientation is given. The orientation will cover the following items:

A Description of the Accident Prevention Program

We have a formal written accident prevention program. It consists of safety orientation, safety meetings and self-inspections as outlined below. We also have basic safety rules that all employees must follow.

Safety training will be conducted:

- For all employees when they are first hired. For all new employees for each specific task. or all employees given new job assignments for which training has not already been received.
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace and present a new hazard. Whenever new personal protective equipment or different work practices are used on existing hazards.
- Whenever we are made aware of a new or previously unrecognized hazard.
- For all supervisors to ensure they are familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- **Here are the basic rules that all employees must follow:**
- Never do anything that is unsafe to get the job done. If a job is unsafe, report it to your supervisor. We will find a safer way to do job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety danger and warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Horseplay, running, and fighting are prohibited.
- Clean up spills immediately. Replace all tools and supplies in the proper place after use. Do not allow scraps of materials/debris to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.
- Spot for all heavy equipment. Do not stand directly behind the equipment or equipment when spotting. Stand off to the side so you can be seen by the operators or in the direct line of the equipment's mirrors. Adhere to this policy, you can be run over!
- How and when to report injuries, including first aid kits and their locations:
- If you are injured or become ill on the job, report the incident **to your supervisor immediately.** Our Company requires some supervisors to have first aid/CPR training.
  We have first aid qualified workers here, but we do not have "designated" First-

Aider's. First aid at the job site is done on a Good Samaritan basis.

- If a serious injury occurs immediately render first aid and then call 911.
- If our employees are in a situation involving blood, they should: Avoid skin contact with blood/other potentially infectious materials by using latex gloves provided in our first aid kit. If necessary, seek medical attention as soon as possible.
- Employees exposed to blood should wash thoroughly with soap and water to remove blood. Washing will disinfect areas contaminated with blood (spills, etc.).
- Report immediately such first aid incidents to our managers immediately (time, date, blood presence, exposure, names of others helping).

Supervisors/Management

Our Supervisors and/or Management of our company will ensure that safety and health is taken care of at our workplace.

- Regularly emphasizing that safety is a condition of employment not an option.
- Identifying hazards that could contribute to accidents which often result in injuries and property damage.
- Participating in our Company's safety and health meetings and correcting employee behavior that can result in accidents and injuries.
- Spending time with each new employee hired explaining verbally the safety policies and the hazards of his/her work.
- Ensuring that initial orientation of "new hires" is properly carried out.
- Making sure that if a Competent Person is required, that one is present to oversee, and instruct employees when necessary.
- Never cut safety short for production or allowing our workers to do so.
- Continuing always to enforce our Company's safety rules.
- Conducting daily **written job-site inspections** and correcting noted safety violations.

Employees

It is the duty of all our employees to know the safety rules and conduct their work in compliance with these rules. Disregard of our safety and health rules will be grounds for disciplinary action and could lead to termination if our rules are not followed. It is also the responsibility of each employee to make full use of all the safeguards provided by us for their protection. Employee responsibilities include the following:

- Reading, understanding and following safety and health rules and procedures.
- Signing our Safety work rule letter and any other policy acknowledgements.
- Wearing Personal Protective Equipment (PPE) always when working in areas where there is a possible danger of injury.
- Wearing suitable work clothes as determined by our management.
- Performing all tasks safely as directed by our supervisors.
- Reporting ALL injuries, no matter how slight, to our supervisors/management and seeking medical treatment promptly.

- Knowing the location of first aid, firefighting equipment, safety devices and equipment.

- Attending all required safety and health meetings.

- Not performing potentially hazardous tasks, or using any hazardous material until trained, and following all safety procedures for those tasks. Stopping and asking questions of in doubt about anything related to safety

Company: Whitestone Construction Employee: _____

Trainer: _____ Hire Date:_____
Position:_____

This checklist is a guideline for conducting employee safety orientations for our new employees.

		Date	Initials
1.	**Explain our company Safety Plan, including:**		
	Orientation	_____	_____
	Work rule	_____	_____
	On-the-job training	_____	_____
	Safety meetings	_____	_____
	Accident investigation	_____	_____
	Disciplinary action	_____	_____
	Daily written Inspections of our job sites	_____	_____
2.	Use and care of personal protective equipment, (fall protection, respirators, gloves, eye protection paint suits, etc.)	_____	_____
3.	Line of communication and responsibility for immediately reporting accidents.		
	A. When to report an injury	_____	_____
	B. How to report an injury	_____	_____
	C. Who to report an injury to	_____	_____
	D. Filling out accident report forms	_____	_____
4.	General overview of operation, procedures, methods and hazards as they relate to the specific job	_____	_____
5.	Pertinent safety rules of our company	_____	_____
6.	First aid supplies, equipment and training		
	A. Obtaining treatment	_____	_____
	B. Location of Facilities	_____	_____
	C. Location and names of First aid trained personnel	_____	_____
7.	Emergency plan		
	A. Exit locations and evacuation routes	_____	_____
	B. Use of firefighting equipment (extinguishers)	_____	_____
	C. Specific procedures (medical)	_____	_____
8.	Vehicle safety	_____	_____
9.	Personal work habits		
	A. Serious consequences of horseplay	_____	_____
	B. Fighting	_____	_____
	C. Inattention	_____	_____
	D. Smoking policy	_____	_____
	E. Good housekeeping practices	_____	_____
	F. Proper lifting techniques	_____	_____
	G. Drugs	_____	_____
	H. Alcohol	_____	_____
	I. Unsafe work practices	_____	_____

First Aid Procedures

Emergency Phone Numbers

Safety Coordinator Cell # - _____
Office # – _____
Senior Supervisor Cell # _____

(Notify our Senior Manager/Owner regarding all injuries immediately)

Emergency Phone Numbers

- Poison Control: _____
- Fire Department: _____
- First Aid: _____
- Police: _____
- Ambulance: _____
- Medical Clinics: _____
- Clinic Address: _____
- Workmen's Comp _____

Reporting Injuries

If you sustain an injury requiring emergency treatment:

- Call management and seek immediate assistance from a co- worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room. Provide details to management for the completion of the accident investigation report.

First aid kit locations on our workplace include: Our first aid kits are in designated places at our job sites. We make sure our contents inside of all our first aid kits up to date and still serviceable according to the manufacturer's instructions.

Minor First Aid Treatment

If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor and management.

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

Non-Emergency Medical Treatment

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

- Inform your supervisor and management.
- Proceed to the posted medical facility. Our supervisor or management will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If our employees sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a supervisor, co-worker or management.
- We use the emergency telephone numbers and instructions posted in our safety manual, job site and office. Request assistance and transportation to the local hospital emergency room.
- When required our injured, employees shall provide details for our supervisors and management for the completion of the accident investigation report.

First Aid Training

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

First Aid Instructions

In all cases requiring emergency medical treatment, immediately call, or have our supervisor or co-worker call, to request emergency medical assistance.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures,

- ✓ Wash the wound using soap and water; rinse it well.
- ✓ Cover the wound using clean dressing.

Major: Large, deep and bleeding

- ✓ Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- ✓ Keep pressure on the wound until medical help arrives or transport the injured employee to the nearest clinic or hospital.

BROKEN BONES:

- ✓ Do not move the victim unless it is necessary.

- ✓ If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint. Seek medical attention as soon as possible.

BURNS:

Thermal (Heat)

- ✓ Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- ✓ Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- ✓ Flush the exposed area with cool water immediately for 15 minutes.

EYE INJURY:

Small particles

- ✓ Do not rub your eyes.
- ✓ Use Our eye wash station.
- ✓ Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water. Large or stuck particles - If a particle is stuck in the eye, do not attempt to remove it. Cover both eyes with bandage, seek medical attention.

CHEMICAL

- ✓ Immediately irrigate the eyes and under the eyelids, with water, for 15 minutes.

NECK AND SPINE INJURY:

- ✓ If the victim appears to have injured his or her neck or spine or is unable to move his or her arm or leg, do not attempt to move the victim unless it is necessary. Seek medical attention.

HEAT EXHAUSTION:

- ✓ Loosen the victim's tight clothing.
- ✓ Give the victim "sips" of cool water.
- ✓ Make the victim lie down in a cooler place with the feet raised.

Temperature Extremes:

Workers subjected to temperature extremes, radiant heat, humidity, or air velocity combinations which, over a period of time, may produce physical illness. Protection by use of adequate controls are necessary, frequent breaks and hydration of fluids is necessary. Our supervisors will monitor our employees when the temperatures are extreme, and our employees will take more breaks to ensure that heat stress does not take its toll on our employees. We will ensure that water is always available on our job site. All our employees will receive training relating to the causes and effects, as well as the personal and environmental factors that may lead to temperature extreme related

heat stress illnesses. Each employee will be provided with training that include but are not limited to the following:

- Extreme Heat weather conditions and humid weather.
- Adequate drinking water will be supplied on each job site and the location of the water will be identified.
- How to identify heat stress.
- Our supervisors on the job site will do frequent inspections to monitor employees.
- **During extreme hot weather, our supervisors shall give our employees frequent breaks**

Heat Stress

Overview:

Our workers who are exposed to extreme heat or work in hot environments may be at risk of heat stress. Exposure to extreme heat can result in occupational illnesses and injuries. Heat stress can result in heat stroke, heat exhaustion, heat cramps, or heat rashes. Heat can also increase the risk of injuries in workers as it may result in sweaty palms, fogged-up safety glasses, and dizziness. Burns may also occur as a result of accidental contact with hot surfaces such as roofing materials.

Workers at risk of heat stress include outdoor workers and workers in hot environments such warehouse workers. Workers at greater risk of heat stress include those who are those that are in poor health or not physically fit, are overweight, have heart disease or high blood pressure, or take medications that may be affected by extreme heat.

Prevention of heat stress in workers is important. **WHITESTONE CONSTRUCTION** will provide training to workers so they understand what heat stress is, how it affects their health and safety, and how it can be prevented.

Types of Heat Stress

Heat Stroke | Heat Exhaustion | Heat Syncope | Heat Cramps | Heat Rash

Heat Stroke

Heat stroke is the most serious heat-related disorder. It occurs when the body becomes unable to control its temperature: the body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. When heat stroke occurs, the body temperature can rise to 106 degrees Fahrenheit or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not given.

Symptoms

Symptoms of heat stroke include:

- Hot, dry skin or profuse sweating
- Hallucinations
- Chills
- Throbbing headache
- High body temperature
- Confusion/dizziness
- Slurred speech

First Aid

Take the following steps to treat a worker with heat stroke or heat exhaustion:

- Call 911 and notify our supervisors.
- Move the sick worker to a cool shaded area.
- Cool the worker using methods such as:
    - Soaking their clothes with water.
    - Spraying, sponging, or showering them with water or other cool, non-alcoholic beverages..
    - Fanning their body.
    - Have them drink plenty of water

Heat Exhaustion

Heat exhaustion is the body's response to an excessive loss of the water and salt, usually through excessive sweating. Workers most prone to heat exhaustion are those that have high blood pressure, and those working in a hot environment.

Symptoms

Symptoms of heat exhaustion include:

- Heavy sweating
- Extreme weakness or fatigue

- Dizziness, confusion
- Nausea
- Clammy, moist skin
- Pale or flushed complexion
- Muscle cramps
- Slightly elevated body temperature
- Fast and shallow breathing

Heat Syncope

Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization.

Symptoms

Symptoms of heat syncope include:

- Light-headedness
- Dizziness
- Fainting

First Aid

Workers with heat syncope should:

- Sit or lie down in a cool place when they begin to feel symptoms.
- Slowly drink water, clear juice, or a sports beverage.

Heat Cramps

Heat cramps usually affect our workers who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture levels. Low salt levels in muscles causes painful cramps. Heat cramps may also be a symptom of heat exhaustion.

Symptoms

Muscle pain or spasms usually in the abdomen, arms, or legs.

First Aid

Workers with heat cramps should:

- Stop all activity and sit in a cool place.
- Drink clear juice or a sports beverage.
- Do not return to strenuous work for a few hours after the cramps subside because further exertion may lead to heat exhaustion or heat stroke.
- Seek medical attention if any of the following apply:
    - The worker has heart problems.
    - The worker is on a low-sodium diet.
    - The cramps do not subside within one hour.

Heat Rash

Heat rash is a skin irritation caused by excessive sweating during hot, humid weather.

Symptoms

Symptoms of heat rash include:

- Heat rash looks like a red cluster of pimples or small blisters.
- It is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

First Aid

Workers experiencing heat rash should:

- Try to work in a cooler, less humid environment when possible.
- Keep the affected area dry.
- Dusting powder may be used to increase comfort.

Will take the following steps to protect our workers from heat stress:

- Schedule hot jobs for the cooler part of the day.
- Acclimatize workers by exposing them for progressively longer periods to hot work environments.

- Reduce the physical demands of workers.
- Use relief workers or assign extra workers for physically demanding jobs.
- Provide cool water or liquids to workers.
    - Avoid alcohol, and drinks with large amounts of caffeine or sugar.
- Provide rest periods with water breaks.
- Provide cool areas for use during break periods.
- Monitor workers who are at risk of heat stress.
- Provide heat stress training that includes information about:
    - Worker risk
    - Prevention
    - Symptoms
    - The importance of monitoring yourself and coworkers for symptoms
    - Treatment
    - Personal protective equipment

Recommendations for Workers

Our workers will avoid exposure to extreme heat, sun exposure, and high humidity when possible. When these exposures cannot be avoided, our workers will take the following steps to prevent heat stress:

- Wear light-colored, loose-fitting, breathable clothing such as cotton.
    - Avoid non-breathing synthetic clothing.
- Gradually build up to heavy work.
- Schedule heavy work during the coolest parts of day.
- Take more breaks in extreme heat and humidity.
    - Take breaks in the shade or a cool area when possible.
- Drink water frequently. Drink enough water that you never become thirsty. Approximately 1 cup every 15-20 minutes.
- Avoid alcohol, and drinks with large amounts of caffeine or sugar.
- Be aware that protective clothing or personal protective equipment may increase the risk of heat stress.
- Monitor your physical condition and that of your co-workers.

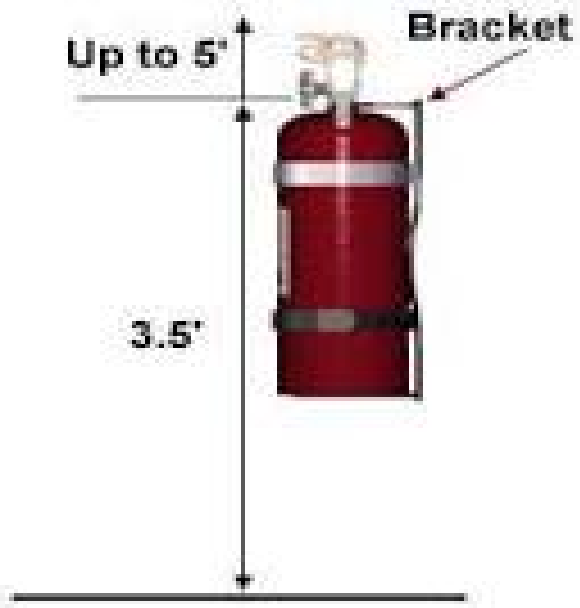
What to do in case of an emergency and how to exit the area:

Fire Emergency's: We have less than 10 employees in our office. Emergency egress is verbally communicated to our employees. Employees are briefed on where to assemble outside. During the assembly, the Chief Coordinator or Assistant Coordinator shall take a head count to account for all employees. If all employees are not accounted for, upon arrival of the Fire Company, the Coordinators shall notify the Fire Chief that we still have someone in our building.

Fire Extinguishers: Our fire extinguishers are readily accessible, serviceable, inspected, and a tag fastened to each extinguisher and signed off by one of our supervisors showing that it is serviceable.

- A fire extinguisher or fire extinguishers will be covered as part of this orientation.
- If you discover a fire: Tell all employees in the immediate area immediately about the fire and call 911. Let supervision know as soon as possible about the fire.
- If the fire grows or there is thick smoke, do not continue to fight the fire exit the building.

FIRE EXTINGUISHER INSTALLATION HEIGHT
INSIDE OF OUR OFFICE
NEVER BLOCK OUR FIRE EXTINGUISHERS



Emergency Evacuation Training Roster

COMPETENT PERSON TRAINER'S NAME:

DATE OF TRAINING:

EMPLOYEES SIGNATURES - BELOW
Print name: Signature:

Emergency Evacuation Fire Drill Roster

CHIEF COORDINATORS NAME: **DATE OF FIRE DRILL** **MAINTAIN A ROSTER IN OUR SAFETY FILE**
EMPLOYEES SIGNATURES - BELOW
Print name: Signature:

Accident Investigation

Accident Investigation Procedures

Our management/supervisor at the location where the accident occurred will perform an accident investigation. They will notify the person in charge and Safety Coordinator immediately of the occurrence. Our Person in Charge or the Safety Coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Management/supervisor will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

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

Investigations and reports must be reported

Immediately

ACCIDENT / INCIDENT ANALYSIS

Using the root cause analysis list on the previous page, explain the cause(s) of the incident in as much detail as possible. **Who, What, Where, When and How?**
Make sketches or illustrations to help describe incident:
How bad was the accident? ☐ Very Serious ☐ Serious ☐ Minor
What is the chance of the accident happening again? ☐ Frequent ☐ Occasional ☐ Rare

PREVENTIVE ACTIONS

Describe actions that will be taken to prevent recurrence:
Deadline: _____
By Whom: _____
Complete: _____
_____
_____

INVESTIGATION TEAM

Name: _____
Signature: _____
Position: _____

Supervisor's Accident Investigation

Location where accident occurred: _____
Our Premises: Yes or No Job Site: Yes or No
Date of Accident _____/_____/_____
Who was injured? _____
Employee: Yes or No

Non-Employee: Yes or No
Time of accident ____: _____ AM/PM
Length of time with firm_____ Job title or occupation_____
Dept. Name usually assigned to: _____
How long has employee worked at job where injury or illness occurred? _____
What property/ equipment was damaged? _____
Property/equipment owned by: _____
What was the employee doing when injury/ illness occurred?
_____
_____
_____
What machine or tool was being used? _____
What type of operation was being performed? _____
How did injury/illness occur? List all the objects and substances involved.
_____
_____
_____
_____
What part of the body was affected or injured?
_____
_____
_____

Were there any prior physical conditions? Yes or No
If so what?
_____
_____

Nature and extent of injury/illness and property damaged (be specific)
_____
_____
_____

Please indicate all of the following which contributed to the injury or illness:

_____Improper instruction
_____Failure to secure
_____Unsafe arrangement or process
_____Lack of training or skill
_____Unsafe position
_____Poor ventilation
_____Operating without authority
_____Improper dress
_____Improper guarding
_____Horseplay
_____Improper protective equipment
_____Improper maintenance
_____Physical or mental impairment
_____Unsafe equipment

_____Inoperative safety device
_____Failure to secure
_____Poor housekeeping
_____ Other

Supervisor's corrective action to insure this type of accident does not reoccur_____
_____
_____
_____
_____

Was employee retrained in the appropriate use of Personal Protective Equipment/Proper safety procedures? Yes or No

Was employee cautioned for failure to use Personal Protective Equipment/Proper safety procedures? Yes or No

Supervisor's name print: _____

Supervisor's signature: _____ Date: _____

First Report of Injury

To Be Completed by Employee's Management/Supervisor
Employee's Name: _____
Work Phone #: _____
Marital Status: Unknown/ Single/ Married/ Divorced/ Separated/ Widowed
Number of dependent children:
Was any time lost from work? Yes or No

If so, how many hours/days? _____
If fatal, date of death: _____/_____/_____
Initial Treatment: _____
Minor by Employer: Yes or No
Minor by Clinic/Hospital: Yes or No or Unknown
Emergency Care: Yes or No or Unknown
Hospitalized: Yes or No or Unknown
Machine/Product Failure: Yes or No or Unknown
Vehicular Accident: Yes or No or Unknown
Has claimant returned to work: Yes or No?
If yes, when? _____/_____/_____
Full pay for date of injury: Yes or No or Unknown
Did salary continue? Yes or No or Unknown
Number of days worked per week: _____
Number of hours worked per week: _____
Time workday began: ____: _____AM / PM
Did injury, illness or exposure occur on our premises? Yes or No or Unknown
Were safeguards/safety equipment provided? Yes or No or Unknown
Were they used? Yes or No or Unknown
Performing regular duties? Yes or No or Unknown
Do you agree with employee's version of accident: Yes or No?
If no, please explain in full detail below: _____
_____
_____
_____
_____
_____

Supervisor's Signature: _____ Date: _____

Employee's Report of Injury

(To be completed by employee only.)
Employee's full name: _____ M_____F_____
Date of birth: ____/_____/_____ Home telephone # (____) _____
Home address: _____
City: _____ State: _____ Zip Code: _____
Present Classification: _____ How long employed here: _____
Social Security #: _____-_____-_____ Weekly Salary: _____
Location of accident: (address) _____ (area) _____

Date of accident: _____Time of accident _____
Describe fully how accident occurred (including events that occurred immediately before the accident.)

_____
_____
_____
_____

Describe bodily injury sustained (be specific about body part(s) affected):

_____
_____
_____

Recommendation on how to prevent this accident from recurring:

_____
_____
_____
_____

Name of supervisor: _____ Phone # _____
Name(s) of witnesses: _____ Phone #(s) _____
When did you report the accident to your supervisor? _____
To whom did you report the injury? _____
Do you require medical attention? Yes: _____ No: _____ Maybe: _____
Name of treating physician: _____ Phone # _____
Signature of Employee: _____ Date: _____

Accident Witness Statement

(To be completed by accident witness only)
Injured employee's full name: _____
Full name of witness: _____ Phone#: _____
Job title of witness: _____ How long employed here? _____
Home address of witness: _____
City: _____ State: _____ Zip code: _____
Location of accident: (address, building) _____
Area _____

Date of accident: _____ Time of accident: _____
Describe fully how accident occurred:

_____
_____
_____
_____
_____
_____
_____

Describe bodily injury:

_____
_____
_____

Recommendation on how to prevent this accident from recurring:

_____
_____
_____

Name of Witness's Supervisor: _____Phone # _____
Signature of Witness: _____ Date: _____

Safety Disciplinary Policy:

Our Company, Whitestone Construction, believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be aware of all Company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the safety violation would dictate going directly to Step 2 or Step 3.

1. A first-time safety offense will be discussed orally between our company supervision and our employee and documentation will be put in the employee's personnel file. This will be done as soon as possible.

2. A second safety offense will be followed up by a written form and a copy of this written documentation will be entered into the employee's personnel folder. Time off without pay (3 days minimum).

3. A third-time violation will result in termination.

If an employee of this company knowingly and willingly violates any of the safety rules or procedures or puts his/herself in an imminent danger situation or another employee, the employee will be immediately discharged.

Although strict adherence to our safety policies and procedures is required of all employees, our Company may choose to recognize our employees through our safety incentive program periodically for their good safety behavior/efforts they set forth for not having any accidents or safety violations that were identified through inspections in our workplace. Examples of rewards – crew cook out, employee or employee's monetary award, supervisor monetary award, monetary award or time off with pay. All safety awards will be presented in front of their peers.

Notice of Disciplinary Action

Employee Name: _____ Date of Notice: _____
Supervisor Name: _____ Job Position: _____

Type of Problem or Violation:
Tardiness_____ Quality of Work_____ Safety _____
Absenteeism_____ Quantity of Work _____ Drug or Alcohol Abuse___
Insubordination_____ Neatness_____ Carelessness_____
Other_____ Date of Occurrence: _____
Details of Occurrence: (Include description of impact on Company):

_____
_____
_____
_____

Corrective Action to be taken:

Suspension: With Pay _____ Without Pay _____ First Day: _____

Other: _____ Last Day: _____Discharged_____

Expected Improvement (Include clear statement as to the consequences of failing to improve):

_____
_____

Employee's Statement (Use additional paper is necessary)

_____
_____
_____
_____

By signing this notice, I am acknowledging that I have been counseled about my inappropriate conduct and informed of consequences if improvements are not made.

Employee Signature: _____ Date: _____

SAFETY PROCEDURES
FOR OUR WAREHOUSE
FORKLIFT

A. Before working with equipment in our workplace all employees shall be trained on the equipment they are operating/using – All operating manuals shall be available and kept in the operator's compartment for employee review. The manufacturer's instructions shall also be available for each for employee review.

B. When we use equipment in our workplace these rules will apply to our Company. Positioning and operation of our equipment - All of our equipment/operators shall be trained in our workplace by a competent person,

specifically, on the type of equipment they are operating. We will not operate our forklift unless we are trained. Seat belts are mandatory. In close proximities a spotter shall be used to position forklift. The spotter shall never spot from the rear of the equipment or between equipment. The spotter will always stand off to the side of the equipment when spotting. Remember, there are blind spots when backing up equipment, the spotter could be run over and crushed. The operator should always have eye to eye contact with the spotter. If not, the operator of our equipment shall stop all operations and make eye to eye contact. If we must place materials or supplies on elevated places, place safety cones in a 10 feet diameter around our operating equipment and fasten danger tape to the top of the safety cones to ensure that no one enters the working or loading area. This will ensure that materials being uploaded or downloaded will not be lifted over the heads of our employees and falling materials will not strike our workers or other personnel in the area. If anyone enters the danger area “STOP” take appropriate action to resolve the safety situation so no one is injured.

If you’re operating equipment on a roadway, parking lot or yard block off the area with safety cones. Do not let vehicle traffic or equipment enter the loading area when work is in progress.

SOLUTION FOR CLOSE PROXIMITIES

ALWAYS EVALUATE
SPOTTER  

REMOVING SUPPLIES FROM ELEVATED SURFACES

C. Overhead electrical wires. In our workplace, if we are using our forklift for work or for loading or downloading our supplies, overhead electrical wires or electrical equipment could be present. If necessary, find a different forklift loading location. If you can't find a different location use a spotter and stay 10 feet away from the energized wires or equipment at all times. If you can't stay 10 feet away from electric wires, call the electric company and have the power shut off or seek help from an electrical engineer.

Remember - Always use a spotter when overhead wires or electrical equipment are present. **CRITICAL - Be sure to check our area first for overhead wires or service wires. Check for closeness to where we are going to perform our work. Never carry Ladders in the vertical position, they can contact electrical wires.**

OUR FORKLIFT POLICY

Positioning and operation of our forklift – We **shall never elevate our employees on the forks OR PLATFORMS of OUR forklift to retrieve supplies from our - ELEVATED SURFACES. There are no exceptions to this policy!**

.

STORAGE RACKS

- **Part Number:** 1910
- **Part Title:** Occupational Safety and Health Standards
- **Subpart:** N
- **Subpart Title:** Materials Handling and Storage
- **Standard Number:** 1910.176
- **Title:** Handling materials - general.

1910.176(a)

Use of mechanical equipment. Where mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard. Permanent aisles and passageways shall be appropriately marked.

1910.176(b)

Secure storage. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse.

1910.176(c)

Housekeeping. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Vegetation control will be exercised when necessary.

1910.176(d)

[Reserved]

1910.176(e)

Clearance limits. Clearance signs to warn of clearance limits shall be provided.

Personal Protective Equipment (PPE) Hazard Analysis

Severity	Hazard Source	Parts at Risk	Control Method

Impact, Crushing Struck by	If lifting heavy, struck by hazard materials onto feet	Contusions crushing injuries to feet	Steel toed shoes Carbon toed Fiberglass toed shoes
Impact	Under certain circumstances Falling materials from equipment	Overhead Injuries to head	Safety cones installed on either side of the path of our equipment, the drop zone
Struck by	Construction personnel Flying debris – from Saws, drills, tools, hammers, etc	Injuries to eyes	Clear Impact resistant safety glasses. Safety glasses must be ANSI Z87 or Z87.1 approved. Face shield Secondary protection
Impact, struck by, Crushing	Job site – Equipment, moving forwards or backwards	Contusions, abrasions, broken bones, death	Reflective Vest Spotter – stand off to the side when spotting never stand at the rear, blind spots
Impact, Crushing, Struck by	Equipment roll over	Contusions, abrasions, broken bones, death	Roll over protection bar, Seat Belts
Impact	Falling on slippery surfaces, climbing ladders	Contusions, abrasions, broken bones, death	Anti-slip soles on shoes. Soles in good condition.
Impact	Handling sharp objects. Working with wet concrete	Lacerations Contusions Abrasions Penetration	Work Gloves Rubber Gloves
Infection	Body Fluids	Body Blood System	Good Samaritan if performing CPR, latex gloves when working around blood
Impact	Flying debris, splash from wet concrete	Overhead injury to eyes	Goggles
Loss of hearing	Loud equipment, saws, etc.	Ears	Hearing protection
Infection	Standing in water in the bottom of trench or excavation	Feet	Waterproof boots

Personal Protective Equipment used in our workplace

SAFETY GLASSES

HEARING PROTECTION

REFLECTIVE VEST

STEEL TOED SHOES

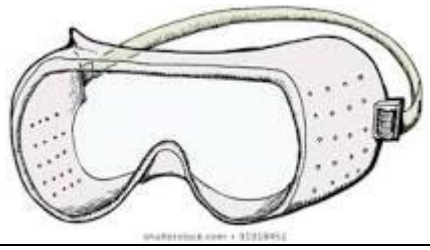
FACE SHIELD

GOOD SAMARATIN MASK

WOKK GLOVES OR RUBBER

LATEX GLOVES

3M PAPER RESPIRATOR

		
GOGGLES		**WATER POOF BOOTS**
		

Personal Protective Equipment Training Roster

TRAINER'S NAME:	DATE OF TRAINING:
EMPLOYEES SIGNATURES - BELOW	
PRINT:	SIGNATURE:

Tasks for Roadway Operations, Parking Lots and Trench & Excavating Job Sites

Spotting

IT IS MANDATORY FOR OUR EMPLOYEESS TO WEAR REFLECTIVE VESTS AT ALL TIMES FOR SPOTTING OPERATIONS.

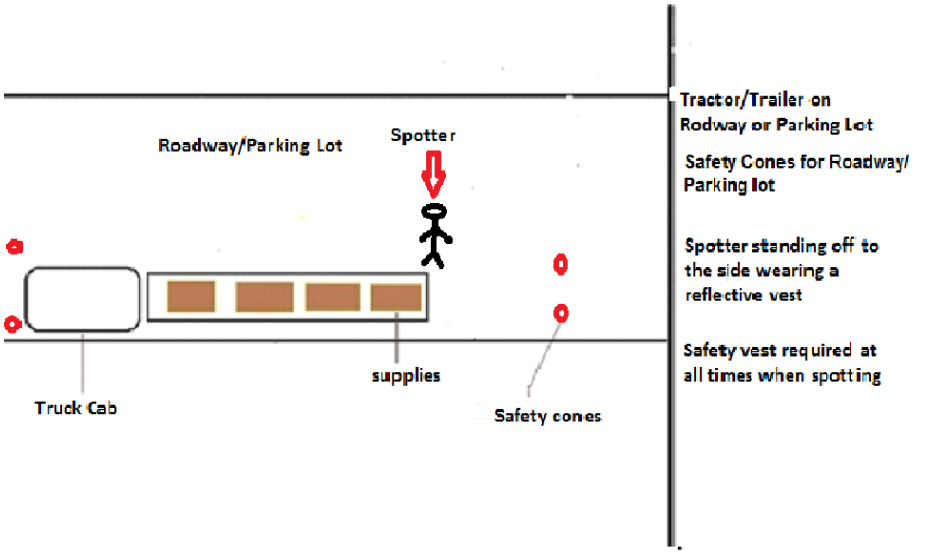
- **REMOVING AND UPLOADING MATERIALS FROM SUPPLY TRUCKS -** IT IS MANDATORY BEFORE TRUCK LOADING AND DELIVERY OR WHEN ROADWAY OPERATIONS OCCUR FOR THE DRIVER AND SPOTTER TO HAVE A SAFETY BRIEFING ON SPOTTING AND ROADWAY OPERATIONS. ALWAYS HAVE A SPOTTER FOR ROADWAY, YARD, JOB SITE OR PARKING LOT OPERATIONS.

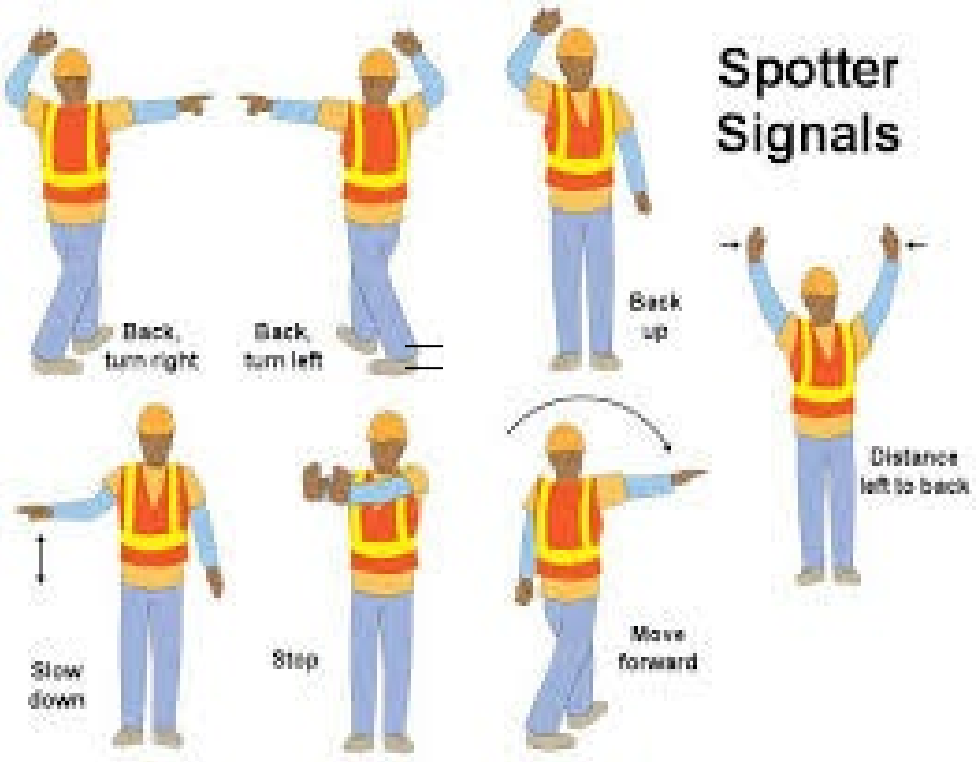
- WHEN SPOTTING ALWAYS HAVE THE SPOTTER STAND OFF TO THE SIDE IN THE MIRRORS OF THE EQUIPMENT, NEVER SPOT FROM THE REAR TO WHERE THE OPERATOR CANNOT SEE YOU. IF THE SPOTTER IS NOT SEEN OR NOT PAYING ATTENTION THE OPERATOR OF THE EQUIPMENT COULD RUN OVER THE SPOTTER. EQUALLY, IF THE OPERATOR OF THE EQUIPMENT IS NOT PAYING ATTENTION HE CAN RUN OVER THE SPOTTER. IF THE OPERATOR OF THE EQUIPMENT CANNOT SEE THE SPOTTER, OPERATIONS SHALL CEASE AND BRIEFING OF THE OPERATOR AND THE SPOTTER SHALL TAKE PLACE ON BLIND SPOTS. **(EYE TO EYE CONTACT BETWEEN THE OPERATOR AND SPOTTER IS CRITICAL).**

- SPOTTER - NEVER WALK IN FRONT/REAR OR BETWEEN OPERATING EQUIPMENT IN CLOSE PROXIMETY WHEN ITS MOVING, HE COULD BE RUN OVER OR CRUSHED. ALWAYS KEEP OUT OF ALL BLIND SPOTS.

- SEAT BELTS SHALL BE WORN AT ALL TIMES WHEN OPERATING EQUIPMENT. NEVER LET OUR EMPLOYEES IN THE BACK OF ANY COMPANY TRUCK WHEN IT IS MOVING. IT IS MANDITORY FOR OUR EMPLOYEES TO RIDE IN THE CAB AND BE SECURLEY FASTENED WITH A SEAT BELT AT ALL TIMES. OUR OPERATORS SHALL ENFORCE OUR RULES REGARDING EQUIPMENT AND COMPANY VEHICLES.

ROADWAY, JOB SITE PARKING, AND LOT OPERATIONS FOR DELIVERY TRUCKS. REFELECTIVE VESTS ARE MANDATORY FOR OUR EMPLOYEES AND POSTIONING OF SAFETY CONES.


Roadway/Parking Lot
Spotter
Truck Cab
supplies
Safety cones
Tractor/Trailer on Rodway or Parking Lot
Safety Cones for Roadway/ Parking lot
Spotter standing off to the side wearing a reflective vest
Safety vest required at all times when spotting


Spotter Signals
Back, turn right
Back, turn left
Back up
Distance left to back
Slow down
Stop
Move forward

Equipment/Vehicle Safety Inspection Checklist
Company Vehicles/forklifts

Date: _____

Project: _____

Equipment: _____

All guards and fenders	_____	OK	_____	Needs Repair
Brakes	_____	OK	_____	Needs Repair
Lights – front, rear, side, dash	_____	OK	_____	Needs Repair
Back-up alarm – horn	_____	OK	_____	Needs Repair
Ladders	_____	OK	_____	Needs Repair
Fall protection	_____	OK	_____	Needs Repair
Seat belts - Operable	_____	OK	_____	Needs Repair
Fire extinguisher	_____	OK	_____	Needs Repair
Glass	_____	OK	_____	Needs Repair
Tires	_____	OK	_____	Needs Repair
Electrical cords	_____	OK	_____	Needs Repair
Condition hand tools	_____	OK	_____	Needs Repair

Other Items Checked:

Oil level and leaks	___	OK	___	Needs Repair	___	Add	___	Change
Hydraulic oil level and leaks	___	OK	___	Needs Repair	___	Add	___	Change
Anti-freeze level and leaks	___	OK	___	Needs Repair	___	Add	___	Change
Fuel level and leaks	___	OK	___	Needs Repair	___	Add	___	Change
First aid kit	___	OK	___	Needs Repair	___	Add	___	Change

Repaired by: _____

Checked by: _____

EQUIPMENT, VEHICLE SAFETY, HOUSEKEEPING, SAFE WORK PRACTICES, LIGHTENING, ELECTRICAL SAFETY

If our equipment is defective it will be tagged out immediately. "NEVER" use unserviceable equipment. Our company could be open for expensive OSHA citations if we use defective equipment.

Vehicle Equipment Safety Checklist

Seat Belts – It shall be assured that each employee uses the available seat belt while the vehicle or equipment is being operated. One method is informing employees of this requirement during our training, reinforcing the requirement during regular safety and health meetings, and by conducting spot checks of employees while they are operating vehicles or equipment.

Driving/Vehicle Safety/Fueling Vehicles/installing batteries

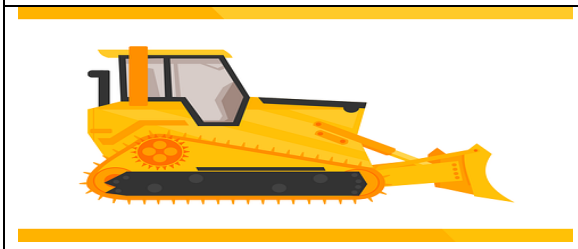
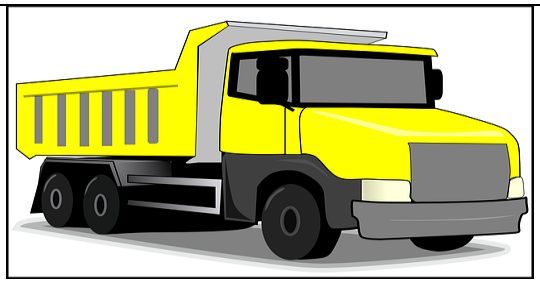
- Turn vehicles off before refueling.
- Don't talk on your cell phone when refueling.
- Don smoke when refueling.
- Don't refuel plastic gas containers inside of the bed of your truck if it has a plastic bed liner. Static electricity can be generated. The static could cause an explosion or fire.
- Post signs up, stay 50 feet away from refueling operations with any ignition Sources.

Driving Company vehicles or personal vehicles when you're on work hours.

- Obey all traffic rules.
- Don't drink and drive.
- Be courteous to other drivers.
- Our drivers enforce wearing seatbelts for passengers.
- Drivers, do not transport our employees in the back of delivery trucks or pick-up trucks.
- Always safety belt passengers in seatbelts when the vehicle is moving.

Our Company's Heavy Equipment

All Operators shall be trained by a competent person before our employees operate our equipment

DOZER	FRONT END LOADER
	
FRONT END LOADER WITH FORKS	**FORKLIFT**
	
ROAD GRADER	**ROLLER**
	
DUMP TRUCK	**BOB CAT**
	

BACKHOE	MINI TRACKHOE
	
LARGE TRACKHOE	**WORK TRUCK**
	
WORK TRUCK	**EQUIPMENT TRAILER**
	

Walk-around Safety Inspection/General Safe Work Practices/Checklist for our workplace.

- **At the beginning of each job,** our competent man will conduct a written safety inspection to determine what safety equipment is needed and what hazards are present.
- **At the beginning of each day,** our competent man shall determine what safety equipment is needed and advise our worker's to report near misses or hazards immediately to him.

- **Suitable Personal Protective Equipment (PPE)** must always be worn when working on our work sites. (SEE PERSONAL EQUIPMENT (PPE) HAZARD ANALYSIS CHART DOCUMENT LOCATED IN THIS SAFETY PROGRAM).

Housekeeping

- Materials/supplies on our job sites will be stored in a safe manner. Tie down or support materials if necessary, to prevent falling, rolling or shifting.
- Debris, scraps of materials, or excessive amount of cardboard boxes will not be allowed to accumulate. Good housekeeping is part of our job.
- Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
- Immediately remove all loose debris or scrap etc., from our job sites. Debris can cause you to trip, fall and injure yourself.

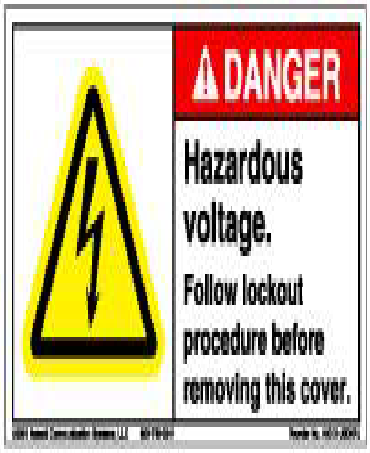
Other general safe work practices

- If you identify a hazard you shall bring it to the attention of our supervisors or owner. Our supervisor/managers will correct it immediately.
- Avoid shortcuts – Use ladders in trenches or excavations that are serviceable and set up correctly. Do not climb or work from unauthorized or broken ladders or equipment that is not serviceable.
- Get help with heavy or bulky equipment or supplies to avoid injury to yourself or cause damage to equipment or supplies.
- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container. Make sure that all tool cords are serviceable and have ground pins. Make sure that tools are double insulated. Know the correct use of hand and power tools. Use the right tool for the job.
- Inspect all tools before each use. If tools are unserviceable, tag them out of service.

Danger/Warning - Failure to follow our instructions could result in serious injury or death**.** Do not remove, deface, or destroy any danger tags, warning, caution signs, or barricade or interfere with any form of accident prevention device or practice provided for your use and safety or that is being used by other workers.

OUR EMPLOYEES SHALL NOT REMOVE OR DEFACE TAGS WHEN OUR OPERATIONS ARE IN PROGRESS.

DANGER	**DANGER**	**DANGER**	**WARNING**

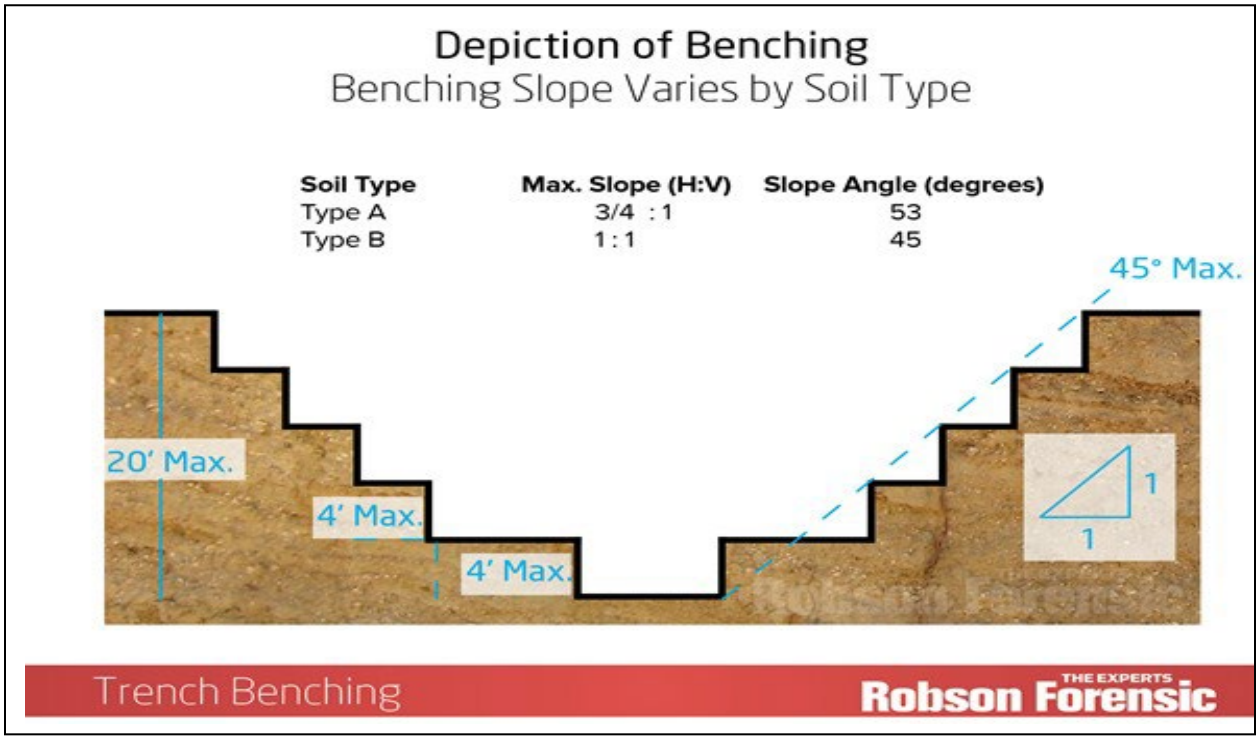
OUR EMPLOYEES SHALL NOT REMOVE OR DEFACE BARRIERS OR SIGNS WHEN OPERATIONS ARE IN PROGESS

REQUIRED EXCAVATION BARRIER	REQUIRED TRENCH BARRIER
	
REQUIRED EXCAVATION SIGN	**REQUIRED TRENCH SIGN**
	

OUR TRENCHS/EXCAVATIONS HAVE TO BE SHEILDED, BENCHED OR TAPERED AT 5-FEET DEEP
EQUIPMENT AND WRITTEN INSPECTIONS ARE REQUIRED FOR EACH JOB SITE

Trench Box	Plates & Screw Type Spreaders

Benching & Tapering



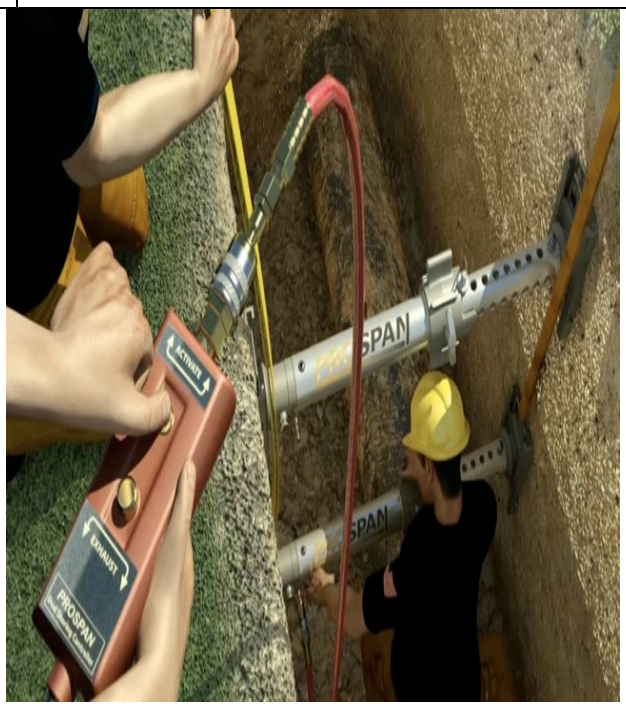
Soil Type C **34 Degrees**

TRENCH EQUIPMENT WE CAN USE

Corrugated aluminum Alum-A-Shield Trench Shield	**Hydraulic Spreader used in trenches**

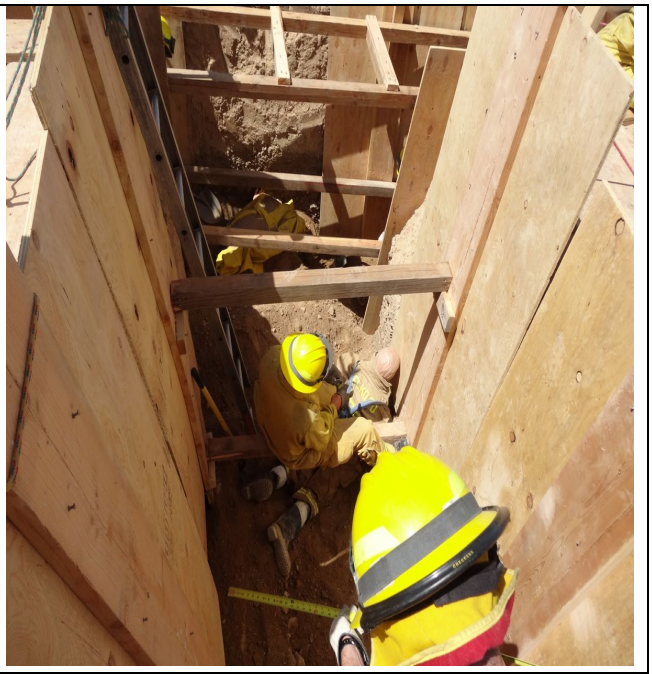
Hydraulic jacks holding trench shielding in place

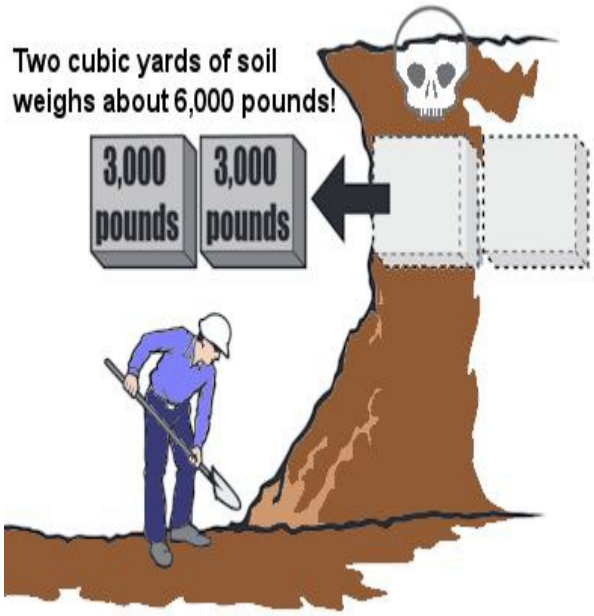
Hydraulic Jacks in use



TRENCH EQUIPMENT CAN WE USE

Adjustable Jacks	Wood Shielding for trench



This is why our company complies with trench/excavation safety	Our reason for trench/excavation safety
	

TRENCH EQUPMENT WE CAN USE

Trench Box Ladder

TRENCH EQUIPMENT WE CAN USE

WRITTEN TABULATED DATA IS REQUIRED FOR EACH TRENCH BOX WE USE

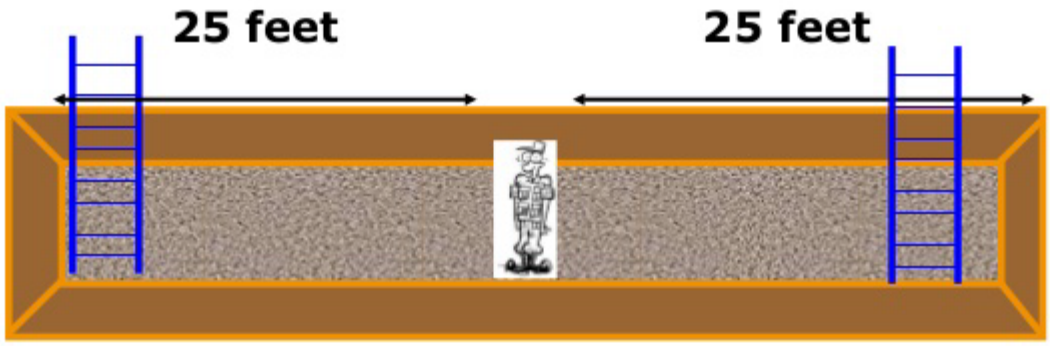
Use a Trench Box Ladder or extension ladder

Always use a ladder for egress	Ramp for egress – Slight grade upwards
	

LADDER POSITIONING

When our employees are working in a trench or excavation a ladder must be position every (25-feet)

Egress - Trench Excavation 1926.651(c)(2)

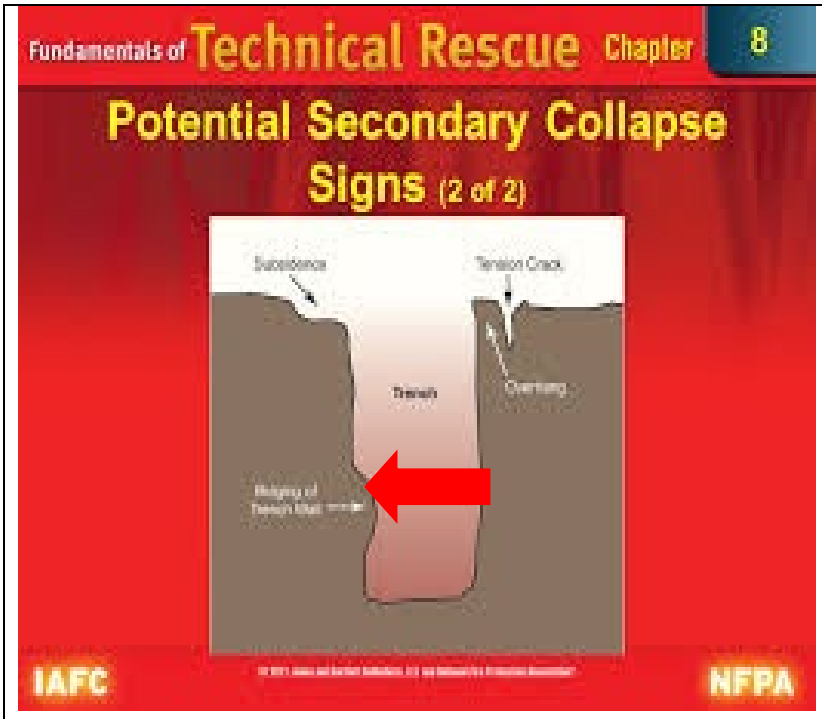


Ramp, ladder or stairs required at 4 feet or deeper.

Our company shall support all utilities in a trench or excavation


Violations to look for when preforming our underground utility work

Bulging trench wall	No shielding, pole not supported, no egress



The importance to use a trench box on our job sites

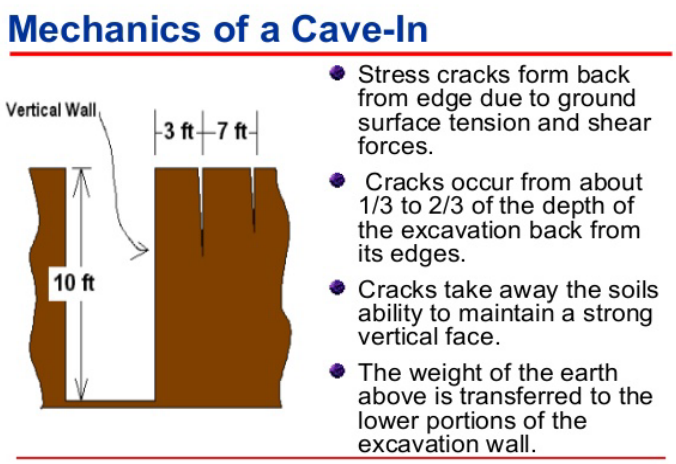
We shall always support under mining structures

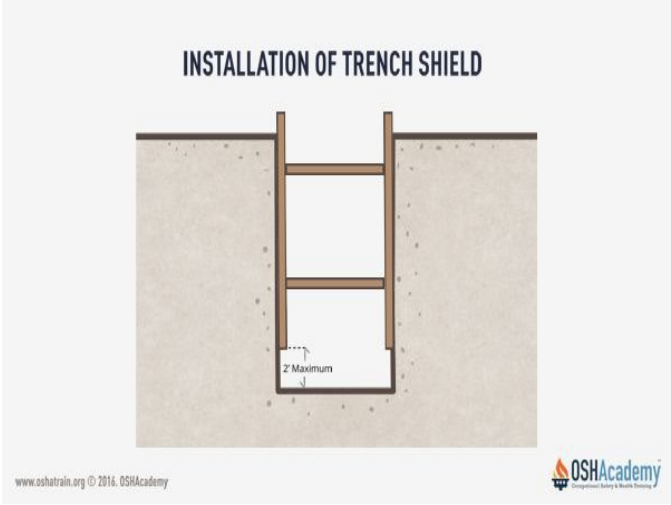
Stability of Adjacent Structures 1926.651(i)(3)

- Sidewalks, pavements and appurtenant structure must not be undermined unless supported to protect employees from collapse of such structures.

Be aware of Stress Cracks

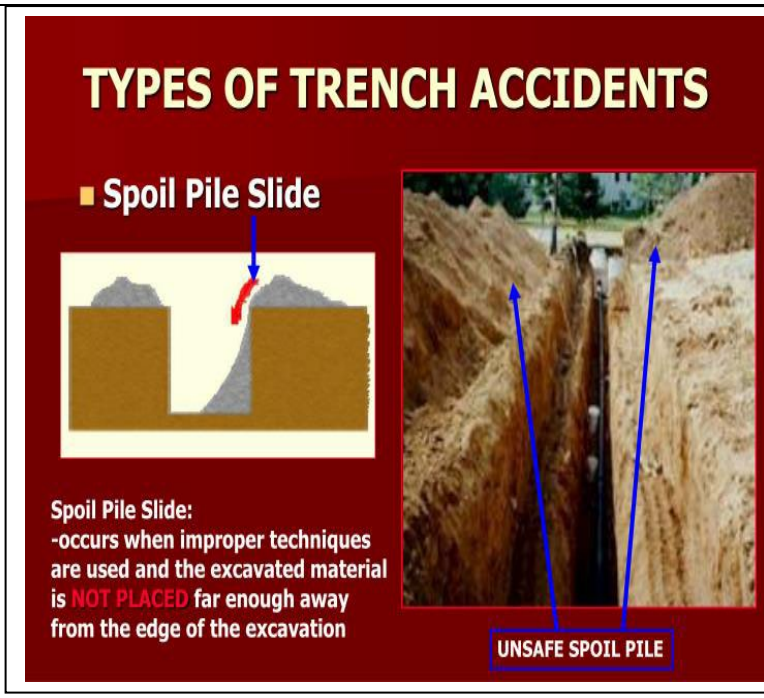
Always install Trench Shields above grade





Trench and building collapse. soil relaxation, Next to a building always shield a trench/excavation

Spoil piles shall be 2-feet away from the open trench or excavation.



Water in a trench/excavation can cause the	**All our fans moving parts on pumps used**

side walls to weaken and pull down into the water, (resulting in cave in).	for well pointing shall be guarded.
	
We shall never put our employees in a hazardous position - Missing-barrier, shielding, utility support, egress	Our company shall not allow our employees to inhale silica. Cutting tools shall be manufactured to use water for wet cutting. Also use (PPE)
	

Our company shall use a water delivery system on all saws for cutting concrete,	Our company shall use a hepa filter system and vacuum system when drilling concrete, so

so our employees are not exposed to inhaling silica	our employees are not exposed to inhaling silica
	
We shall cover all grated holes with grates or ¾ plywood. The plywood should be marked hole and anchored to prevent displacement	**All lifting straps, chains and wire ropes and associated hardware shall be marked for their rated capacities and shall be inspected before use**
	

Always inspect our rigging before lifting	Rigging

Don't work under suspended loads, to include buckets of heavy equipment

We shall always have a designated Competent Man on our job sites

Safety First

(Trench/Excavation Plan work rules)

Daily written Inspection/records:

- Ensure that our competent person conducts daily written inspections of the trench/excavation, adjacent areas, and protective systems (where employed)
- Maintain all inspections results for each job in our office on file.

Our company shall not put our employees in Danger:

- Our trenches and excavations are inspected daily before each shift and before **workers are allowed** to enter the trench/excavation. Inspections shall be conducted throughout the shift for evidence of possible cave-ins, hazardous atmospheres, failure of protective systems, or other unsafe conditions. If there is an issue that our supervisors cannot handle, they shall stop construction and call our management immediately.

This is how our company Avoids Trench/Excavation Hazards:

- Our competent man shall be able to recognize existing and predictable hazardous conditions and has the authority to take prompt corrective measures to eliminate the hazardous conditions.
- Our competent man shall help evaluate different protection systems and identify the warning signs of excavation failure.
- Our competent man shall follow rainstorms or other hazard-increasing events (such as a vehicle or other equipment approaching the edge of an excavation or vibration by the vehicle that can affect the condition of the trench or excavation).

Key Engineering Controls and Work Practices

CAVE-INS

- Our competent man shall classify soil types visually and use at least one manual method (plasticity, dry strength, thumb penetration); soils may be categorized into 3 groups other than solid rock:
    - **Soil type A** is the most stable; it includes clay, silty clay, and hardpan; no type A soils can be fissured, subject to vibration, have been previously disturbed, or be seeping water
    - **Soil type B** is of medium stability; it includes silt, sandy loam, soft clay, submerged soil, and dense heavy unstable rock; it also includes non-type C soils that have previously been disturbed and type A soils that are fissured and subject to vibration
    - **Soil type C** is the least stable soil type; it includes gravel, loamy sand, soft clay, submerged soil, unstable rock, and soil from which water is freely flowing
- Adequately slope or bench the sides, or use an appropriate protective system (shield, trench box, shoring/hydraulic shoring) based on the soil type
    - Sloping and Benching for trenches less than 20 feet in depth: For **Type A soils,** trenches must be sloped/benched at 53 degrees or less (0.75 horizontal feet for each vertical foot) unless the excavation will only be open for 24 hours or less and is less than 12 feet in depth. In this case the trench may be sloped at 63 degrees or less (0.5 horizontal feet for each vertical foot). For **Type B soils,** trenches must be sloped/benched at 45 degrees or less (1 horizontal foot for each vertical foot). For **Type C soils,** trenches must be sloped/benched at 34 degrees or less (1.5 horizontal feet for each vertical foot)
    - Sloping and benching for excavations greater than 20 feet in depth: In this case, sloping/benching must be designed by a registered professional engineer
    - For Protective systems: Protective systems must have the capacity to resist, without failure, all loads that are expected to be applied
- Store all materials, including those removed from the trench or excavation, at least 2 feet away from the sides of the trench or behind a suitable restraining system
- Ensure that all adjacent buildings/structures or surface obstructions (e.g., trees, large rocks) near the trench are supported or removed
- Support and protect all utilities spanning a trench or excavation

- Provide a fixed means of egress for trenches 4 feet or greater in depth; ensure individuals do not need to travel more than 25 feet to the closest means of egress
- Do not allow response and recovery workers to work in trenches or excavations where water has accumulated or is accumulating unless additional precautions are taken to prevent cave-ins (e.g., additional supports or shield systems, water removal overseen by a competent person)

ELECTRICAL OR OTHER UTILITIES

Key Engineering Controls and Work Practices

- Contact utility companies to assist in locating, marking, and shutting off/purging all underground utility lines that may pose a hazard or may be impacted; ensure that lines have been purged as needed before beginning work.

ATMOSPHERIC HAZARDS

- ***Key Engineering Controls and Work Practices***
- If a trench or excavation could contain a hazardous atmosphere (e.g., flammable gases or vapors, oxygen-deficient, toxic gases or vapors), test the atmosphere before and during entry using direct reading monitoring equipment (e.g.,

- combustible gas monitor)
- **GENERAL HEAVY EQUIPMENT OPERATION AND WORK ZONE SAFETY**

Key Engineering Controls and Work Practices

- **Use barricades and/or hand or mechanical signals to keep vehicles a safe distance from trenches or excavations**

Photo courtesy of OSHA.
This picture shows actual disaster site work conditions and may not illustrate proper safety and health procedures.

IMPROPER LADDER USE

Key Engineering Controls and Work Practices

- Inspect ladders for cracked, broken, or defective parts before use
- Do not exceed the load rating of ladders—remember that load ratings include people, tools, and equipment
- Set up ladders on stable surfaces
- Set extension or straight ladders at a 75-degree angle from the ground (1/4 foot back for every foot of rise) and provide 3 feet above an upper landing surface to ease climbing onto/descending from height
- Use non-conductive ladders (e.g., fiberglass) and exercise extreme caution when working near power lines
- Secure ladders that can be displaced by work activities; consider barricades at the base to keep traffic away

POWER AND HAND TOOL USE

Key Engineering Controls and Work Practices

- Use ground-fault circuit interrupters (GFCIs) or double insulated power tools, or implement an assured equipment grounding program
- Inspect power tool condition (including any cords) and verify operation of safety features before use
- Do not use equipment that is defective, such as equipment with inoperable safety switches, missing guards, frayed/cut cords etc.
- Ground power tools properly
- Avoid standing in wet areas when using portable power tools

GENERATOR USE

Key Engineering Controls and Work Practices

- Never attach a generator directly to the electrical system of a structure unless a qualified electrician has installed a transfer switch for the generator. If the structure's electrical system is not isolated, it may energize the utility's wiring system for great distances and create a risk of electrocution for utility workers and others in the area
- Always plug electrical equipment directly into the generator using the manufacturer's supplied cords or grounded (3-pronged) extension cords that are rated for the total anticipated load

- Do not overload a generator; it can overheat and create a fire hazard
- Ground and bond generators according to the manufacturer's recommendations; ensure that any manufacturer-required connections are secure before using the generator
- Keep the generator dry; protect with a canopy if needed; do not use it in wet or rainy conditions
- Carbon monoxide (CO) is a poisonous, colorless, and odorless gas that is produced by the incomplete burning of the generator's fuel. CO is harmful when breathed because it displaces oxygen in the blood and deprives the heart, brain, and other vital organs of oxygen
- Never use a generator indoors or in enclosed spaces such as garages and basements; opening windows and doors may not prevent CO from building up in those spaces. Do not use a generator outdoors near doors, windows, and vents that could allow CO to enter
- Ensure that a generator has 3 to 4 feet of clear space on all sides and above it to ensure adequate ventilation and cooling
- Before refueling, shut down the generator and allow it to cool

SILICA, NUISANCE DUST, DRIED MUD, OR SILT

Key Engineering Controls and Work Practices

- Stay upwind of or away from dust-generating activities, and in particular those involving crystalline silica-containing materials like concrete, brick, tile, drywall, mortar, sand, or stone. When inhaled, the fine crystalline silica particles contained in the dust can become lodged deep in the lung, which can lead to silicosis and other respiratory illnesses
- Use water spray or mist to suppress dust generation, especially during operations that may create a lot of dust, such as cutting or sawing silica-containing materials, jack hammering, impact drilling, using heavy equipment, and demolishing structures
- Avoid using compressed air for cleaning surfaces
- Sample worker exposures to silica during dust-generating activities

DISCOVERY OF UNKNOWN CHEMICALS

Key Engineering Controls and Work Practices

- If hazardous chemical containers are found or leaking materials are detected:
    - Do not use spark-producing devices (e.g., engines, tools, electronic, and communications equipment) in the immediate area
    - Take self-protective measures (i.e., move to a safe distance upwind) and contact hazardous material response personnel for evaluation/removal before continuing work in the area

Photo courtesy of OSHA.
This picture shows actual disaster site work conditions and may not illustrate proper safety and health procedures.

OUR COMPANY'S SUPPORTING TRENCHING/EXCAVATION OSHA REGULATIONS

1926.651(a)

Surface encumbrances. All surface encumbrances that are located so as to create a hazard to employees shall be removed or supported, as necessary, to safeguard employees.

1926.651(b)
Underground installations.

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

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

1926.651(b)(3)
When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.

1926.651(b)(4)
While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.

1926.651(c)
Access and egress -

1926.651(c)(1)
Structural ramps.

1926.651(c)(1)(i)
Structural ramps that are used solely by employees as a means of access or egress from excavations shall be designed by a competent person. Structural ramps used for access or egress of equipment shall be designed by a competent person qualified in structural design and shall be constructed in accordance with the design.

1926.651(c)(1)(ii)
Ramps and runways constructed of two or more structural members shall have the structural members connected together to prevent displacement.

1926.651(c)(1)(iii)
Structural members used for ramps and runways shall be of uniform thickness.

1926.651(c)(1)(iv)
Cleats or other appropriate means used to connect runway structural members shall be attached to the bottom of the runway or shall be attached in a manner to prevent tripping.

1926.651(c)(1)(v)
Structural ramps used in lieu of steps shall be provided with cleats or other surface treatments on the top surface to prevent slipping.

1926.651(c)(2)
Means of egress from trench excavations. A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet (1.22 m) or more in depth so as to require no more than 25 feet (7.62 m) of lateral travel for employees.

1926.651(d)
Exposure to vehicular traffic. Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

1926.651(e)
Exposure to falling loads. No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped, in accordance with §1926.601(b)(6), to provide adequate protection for the operator during loading and unloading operations.

1926.651(f)
Warning system for mobile equipment. When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

1926.651(g)
Hazardous atmospheres -

1926.651(g)(1)
Testing and controls. In addition to the requirements set forth in subparts D and E of this part (29 CFR 1926.50 - 1926.107) to prevent exposure to harmful levels of atmospheric contaminants and to assure acceptable atmospheric conditions, the following requirements shall apply:

1926.651(g)(1)(i)
Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet (1.22 m) in depth.

1926.651(g)(1)(ii)
Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or ventilation in accordance with subparts D and E of this part respectively.

1926.651(g)(1)(iii)
Adequate precaution shall be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.

1926.651(g)(1)(iv)
When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.

1926.651(g)(2)
Emergency rescue equipment.

Atmospheric Testing Meter

1926.651(g)(2)(i)

Emergency rescue equipment, such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation. This equipment shall be attended when in use.

Trench Rescue Equipment

Trench Rescue	Trench Rescue Equipment
	

1926.651(g)(2)(ii)
Employees entering bell-bottom pier holes, or other similar deep and confined footing excavations, shall wear a harness with a life-line securely attached to it. The lifeline shall be separate from any line used to handle materials, and shall be individually attended at all times while the employee wearing the lifeline is in the excavation.

1926.651(h)
Protection from hazards associated with water accumulation.

1926.651(h)(1)
Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.

1926.651(h)(2)
If water is controlled or prevented from accumulating by the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation.

1926.651(h)(3)
If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains will require an inspection by a competent person and compliance with paragraphs (h)(1) and (h)(2) of this section.

1926.651(i)
Stability of adjacent structures.

1926.651(i)(1)
Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of employees.

1926.651(i)(2)
Excavation below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees shall not be permitted except when:

1926.651(i)(2)(i)
A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure; or

1926.651(i)(2)(ii)
The excavation is in stable rock; or

1926.651(i)(2)(iii)
A registered professional engineer has approved the determination that the structure is sufficently removed from the excavation so as to be unaffected by the excavation activity; or

1926.651(i)(2)(iv)
A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.

1926.651(i)(3)
Sidewalks, pavements, and appurtenant structure shall not be undermined unless a support system or another method of protection is provided to protect employees from the possible collapse of such structures.

1926.651(j)
Protection of employees from loose rock or soil.

1926.651(j)(1)
Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material; installation of protective barricades at intervals as necessary on the face to stop and contain falling material; or other means that provide equivalent protection.

1926.651(j)(2)
Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least 2 feet (.61 m) from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

1926.651(k)
Inspections.

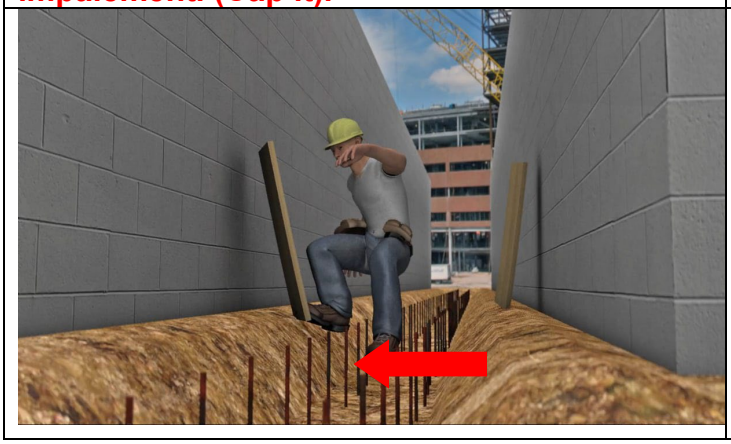
1926.651(k)(1)
Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection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

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

1926.651(l)
Walkways shall be provided where employees or equipment are required or permitted to cross over excavations. Guardrails which comply with §1926.502(b) shall be provided where walkways are 6 feet (1.8 m) or more above lower levels.

WORKING WITH CONCRETE

Our employees shall wear goggles and boots to protect their eyes and feet	**Our employees shall wear chemical protective gloves when working with concrete.**

	
All protruding reinforcing steel, onto and into which our employees could fall, shall be guarded to eliminate the hazard of impalement. (Cap it).	**Concrete can burn our employee's eyes, a 15-minutes continuous flow eye wash station on our job sites will assist with preventing eye injury.**
	

Work/Hygienic Practices: Contact with wet mortar, cement or cement mixtures can cause skin irritation, severe chemical burns, or serious eye damage. Avoid contact with eyes and skin. Wear waterproof gloves, a fully buttoned long-sleeved shirt, full-length trousers, and tight-fitting eye protection when working with these materials. If you have to stand in wet concrete, use waterproof boots that are tight at tops and high enough to keep concrete from flowing into them. If you are finishing concrete, wear waterproof knee pads to protect knees. Wash wet concrete, mortar, cement, or cement mixtures from your skin with fresh, clean water an d a pH-neutral soap immediately after contact. Indirect contact through clothing can be as serious as direct contact, so promptly rinse out wet concrete, mortar, cement, or cement mixtures from clothing, seek immediate medical attention if you have persistent or severe discomfort. **In case of eye contact, flush with plenty of water for at least 15 minutes.** Consult a physician immediately Avoid dust inhalation and direct contact with skin and eyes. Wash contaminated skin before eating, drinking, smoking, lavatory use and before applying cosmetics.

CONFINED SPACES, REFER TO PLAN – (WORK RULES) EXHIBIT 1

Three things that make a confined space

- The **space** must be "large enough and so configured that an employee can bodily enter and perform assigned work"

- The **space** must “have limited or restricted means for entry or exit”

- The **space** must not be “designed for continuous employee occupancy”

What makes a confined space dangerous?

- Heat can build up and create the danger of exhaustion or heat stroke. B. Falls can be fatal if you're trapped with a serious injury, are in a toxic or low oxygen area, or you can't get a foothold on floors or a grip on handholds to get out.

How do you test a confined space?

- Take air samples at several levels within the **confined space** with a **atmospheric meter** and continuously monitor the **space** because conditions can change. As the remote air monitoring is completed and the area is safe for entry, **confined space** entry permits should be completed and followed.

What are the three formal methods for entering a confined space?

Procedures for entering confined space

- Completion of a Risk Assessment.
- Signage and Barricading.
- Isolation of Hazards.
- Cleaning, Purging & Ventilation.
- Atmosphere Testing & Monitoring.
- Completion of an **Entry** Permit.
- The Role of the Standby Person.
- Rescue & Emergency Plan.

Lightning

- Don’t work outside when it’s lightning. Stay inside when it is lightning.

Electrical Safety

Perform inspections:

- Make sure that the jackets/outer coverings on all extension cords are not worn through and copper is showing, you could be shocked or electrocuted. Make sure that all of our extension cords are plugged into a GROUNDFAULT INTERRUPTER (GFCI). Never run over extension cords with heavy equipment or vehicles. (USE A RACEWAY). If a GROUNDFAUT INTERRUPTER (GFCI) is not available have our supervisors/managers acquire a GROUNDFAULT INTERRPTER (GFCI) pig tail. The pig tail serves the same purpose. It is portable and can be moved from receptacle to receptacle. The (GFCI) pig tail can protect you from becoming shocked or electrocuted.

- Ground-fault circuit interrupters (GFCI) shall be tested before each use, each time in our job sites or warehouse before we plug in our electrical cords.

- Our electric cords shall be inspected daily and repaired or replaced as necessary. Don't tape an electrical cord and assume that it is serviceable, replace it!

PORTABLE GROUND FAULT INTERRUPTER (GFCI)

Cord-Connected Type

- The Cord-Connected Type of GFCI is an attachment plug incorporating the GFCI module. It protects the cord and any equipment attached to the cord. The attachment plug has a non-standard appearance with test and reset buttons. Like the portable type, it incorporates a no-voltage release device that will disconnect power to the load if any supply conductor is open.

- All of our employees that operate any power tool or equipment shall be trained in its operation.
- Use tools only for their designed purpose

Correct Electrical Cord Selection Our Work Sites

- Inspect our cords daily before each use
- Check for missing ground pins
- Don't run cords over
- Check for damaged, cut or missing covers
- Don't use electrical cords for lifting
- Don't wire tie cords to buildings or equipment
-

Durability [29 CFR 1926.405(a)(2)(ii)(J)]:

The OSHA construction standard requires flexible cords to be rated for hard or extra-hard usage. These ratings are derived from the National Electrical Code and are required to be indelibly marked approximately every foot along the length of the cord. Examples of these codes are: **S, ST, SO, and STO for hard service,** and SJ, SJO, SJT, and SJTO for junior hard service. **Never wire tie up extension cords or use them for permanent wiring. Never run extension cords through door openings or wall openings. When we're done using our cords unplug them and unplug them every night.**

Be sure to not cut through energized underground electrical utilities	**When your getting close to utilities hand dig with shovels (use a spotter)**

GFCI Tester for testing receptacles in our office & warehouse or in the field if necessary	Generator for powering equipment. Inspect before use, check the GFCI before each use!
	

Back Care in our workplace and job sites

Lifting policies and procedures

- Wear gloves when picking up objects with wooden splinters or rough edges.
- On the job site if materials or equipment are too heavy ask for help and team lift.
- If you're going to do a lot of lifting warm up your body, do some stretching.

When Lifting

- If your back or your body is not just right to do the job, tell your supervisor that you might have pulled a muscle, don't risk an injury.
- Face the load.
- Bend your knees.
- Keep your back straight.
- Position your feet 6-inches to 12-inches apart
- Don't jerk the object, lift gently, test the load.
- If the load seems to heavy get help
- Don't twist your body when you're lifting something heavy

PROPER LIFTING TECHNIQUES

Materials Handling Hazard Assessment Sheet

SOURCE OF HAZARD	HAZARD	HAZARD CATEGORY	PPE REQUIRED	REMARKS
Heavy Equipment Supplies	Exceeding one's capabilities	Muscle strain, injury to body System	Steel toed shoes, gloves,	As a minimum 2 employees are required when moving Heavy Equipment, Supplies
Heavy equipment supplies and elevated on platforms, truck beds or racks	Hyper extension of upper body	Muscle strain, Injury to body system	Steel toed shoes, gloves	As a minimum 2 employees are required when reaching upward when moving heavy equipment or supplies, use Forklift or loader
Moving equipment by hand on the job site, work yard or work shops	Pushing, pulling, lifting, carrying, tugging, moving	Muscle strain, Injury to upper & lower extremities Body system	Steel toed shoes, gloves,	Work as a team when moving equipment our use mechanical equipment

Materials Handling/Lifting Training Roster

TRAINERS NAME:	DATE OF TRAINING:

EMPLOYEES SIGNATURES BELOW:
PRINT: **SIGN:**
Keep this document for 3 years

Ladders

Ladder safety

- Always inspect ladders before you climb, for defects, loose rivets, worn feet and cracks, etc.

- Ladders are not to be painted.
- Do not use ladders for skids, braces, work benches, scaffolding or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands, use a work belt or backpack to carry object or tools. always Maintain 3-point contact.
- Never use the pulley and rope on our ladders for hoisting work supplies. In this case the ladder would not be used for its intended purpose and it violates the manufactures rules. The ladder is not a hoist!
- Always face the ladder when ascending and descending. Avoid positioning ladders over open and closing doors. If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign on both sides of the doors. Employees walking through an unprotected door could be struck with falling tools or debris.
- Never let scape accumulate at the base of the ladder your climbing, you could trip on the pile and get injured when your ascending or descending the ladder.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- Before each ladder use - check all joints between steps, rungs, and side rails, they must be tight. Check for tightness and visible cracks.
- Before each ladder use check all safety feet. They must be in good working order and in place, no missing rivets or rubber.
- Rungs must be free of grease and/or oil. Your shoe souls must be serviceable to prevent slipping and there must be skid resistance on the rungs, they must not be worn smooth.

Stepladders

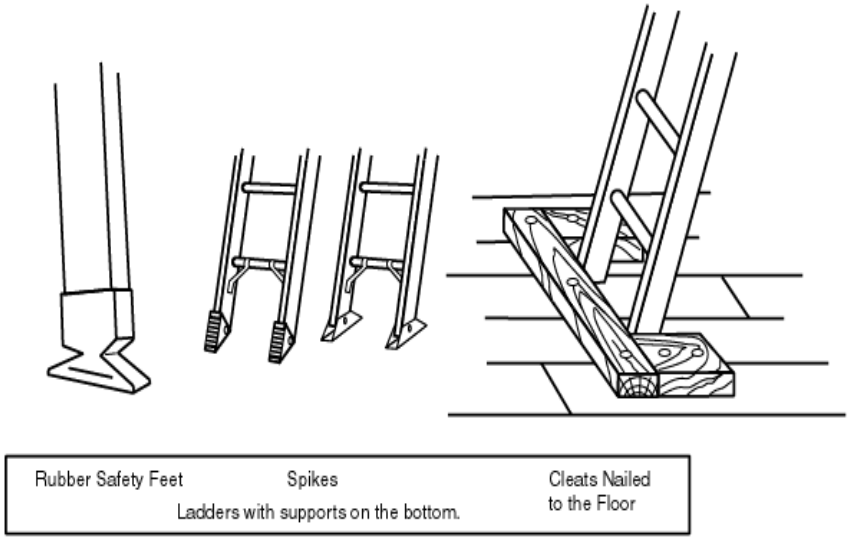
- Always inspect our stepladders before each use.
- Do not place tools or materials on the steps of our platforms of a stepladder.
- Do not stand on the top step or the top of our stepladders.
- Always level all four feet of our stepladders and lock side spreaders in place.
- Our stepladders should never be folded up and used as an extension ladder.
- Always inspect our stepladders before you climb, for defects, loose rivets, worn feet and cracks, etc.

Straight type or extension ladders

- Always inspect our extension ladders before each use.
- All of our straight or extension ladders must extend at least 3 feet beyond the supporting work platform when used as an access or egress to an elevated work area.

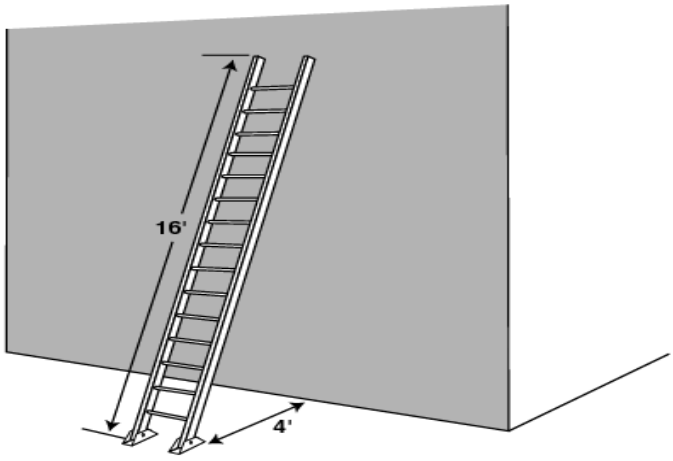
- If our extension ladders are not extending 3 feet above the landing surface a grab rail should be installed so the person climbing has a safe means of access or egress.
- After raising the extension portion of a two or more-stage ladder to the desired height, check to ensure that the safety latches are engaged on the ladder rung of all our ladders.
- All of our extension or straight ladders must be secured or tied off at the top to prevent displacement. Examples below:

- All of our ladders must be equipped with safety (non-skid) feet. **We need good tread on the bottom of all of our shoe souls when we climb our ladders.**



- Single ladders or extension ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is **one-quarter of the working length of the ladder.**
- Single ladders or extension ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder.

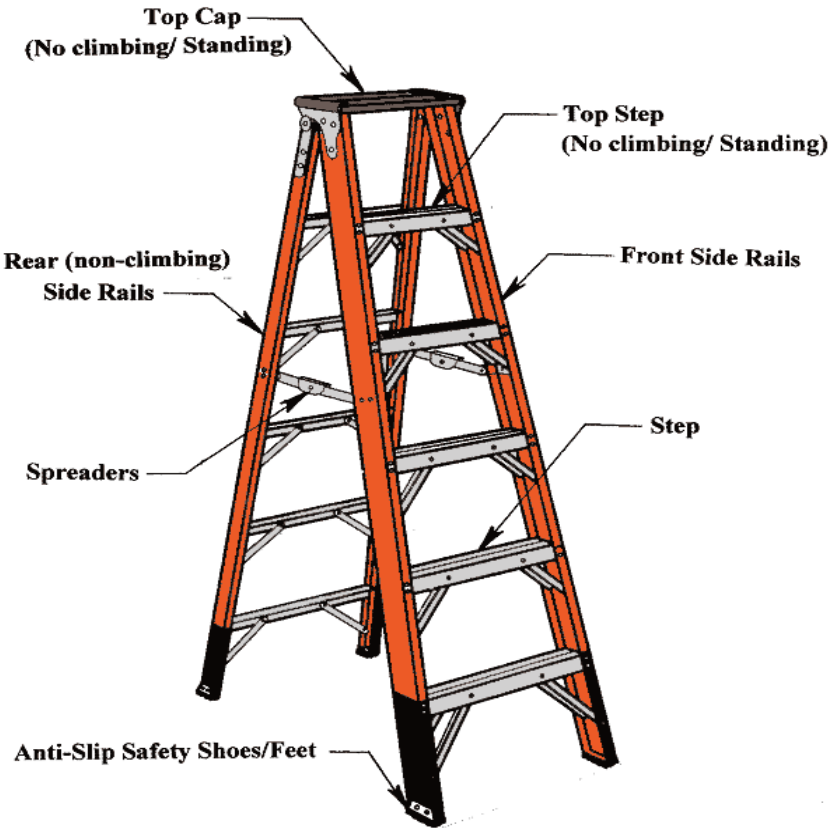
Single Ladder as shown or Extension ladders- 4 to 1 ratio



Step Ladders

A-Frame Ladder – Never use in a trench or excavation

Always use in the open position, never fold it up and use it as an extension ladder/ Never fold a stepladder up and use it in a trench/Excavation



Stepladder

Excellent Warehouse Ladder Platform Stand Offers Stability

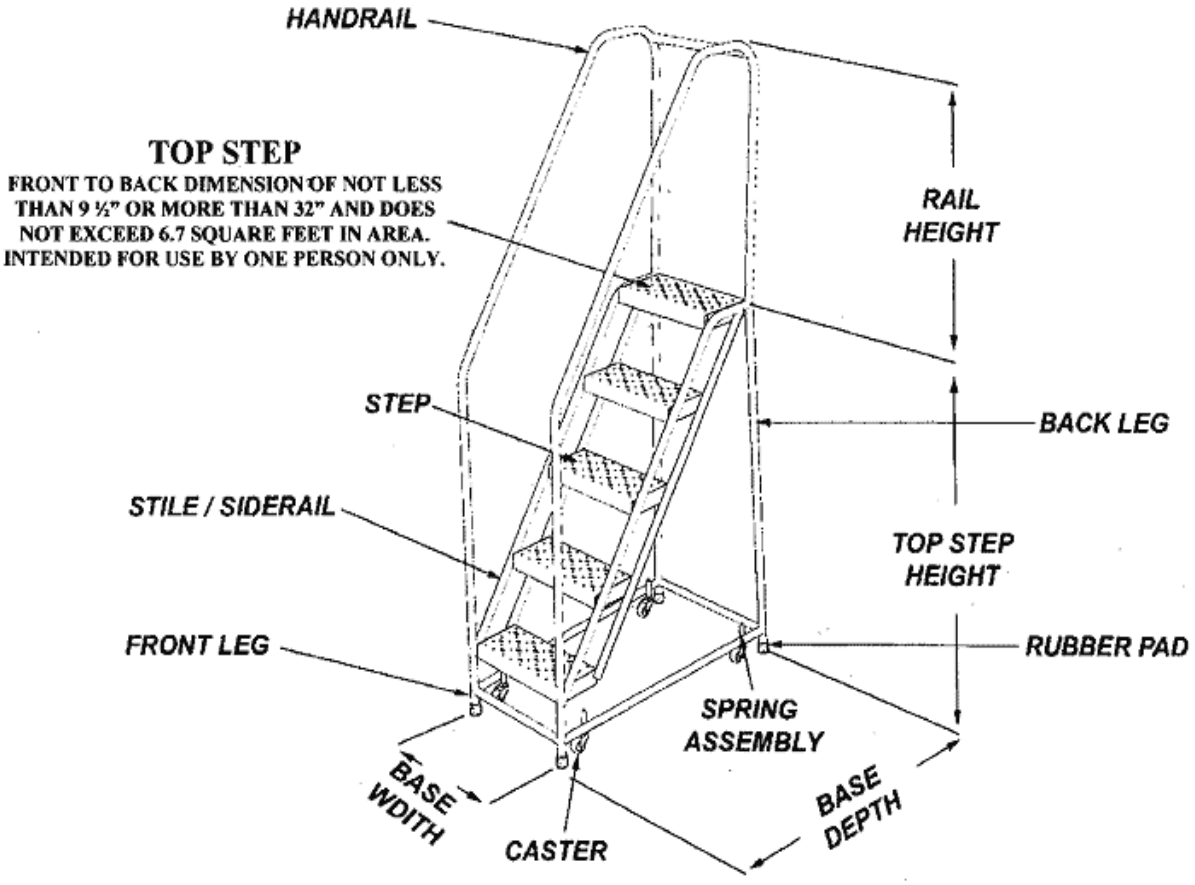


Fig. 1: Mobile Ladder Stand
Component identification

Proper Duty Rating/Capacity, cont.

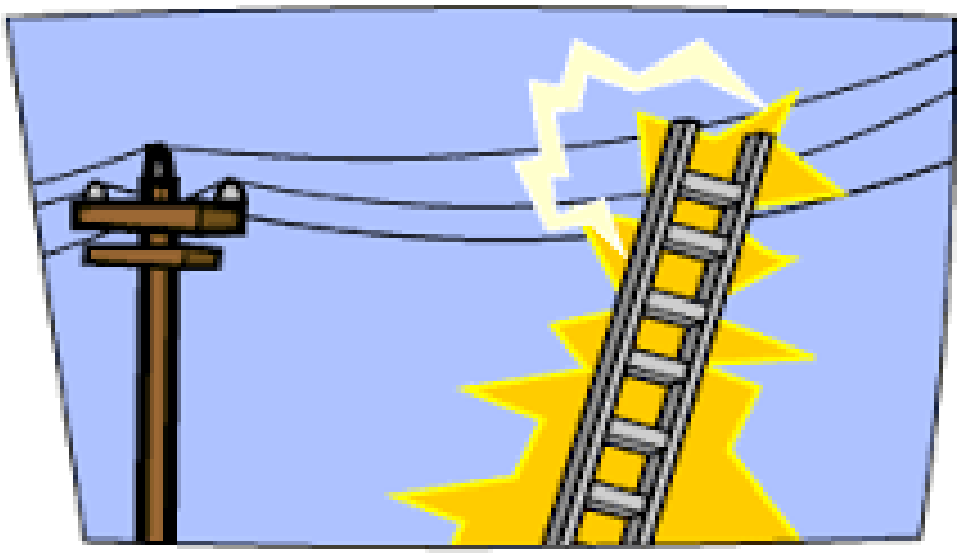
TYPE	DUTY RATING	USE	LOAD
1AA	Special Heavy Duty	Rugged	375 Lbs.
1A	Extra Heavy Duty	Industrial	300 Lbs.
1	Heavy Duty	Industrial	250 Lbs.
II	Medium Duty	Commercial	225 Lbs.
III	Light Duty	Household	200 Lbs.

Select a ladder with the proper duty rating for your weight and the materials you are handling.

24

NAHB

We shall always carry extension ladders in the horizontal position



ELECTROCUTED

- Have a competent person on the job site to identify the hazards
- Conduct a Hazard Analysis before your climb any ladders
- Look for overhead electrical lines or in service electrical Lines on the building that you're working on
- Check for clearance of the electrical wires
- Don't take any chances
- Call our senior managers for a second opinion

LADDER TRAINING ROSTER

TRAINER'S NAME:	DATE OF TRAINING:
EMPLOYEES SIGNATURES - BELOW	
PRINT:	**SIGN:**

This is the most important rule: Work at a safe distance from all power lines. The Occupational Safety and Health Administration (OSHA) requires that equipment be kept at least 10 feet away from power lines with voltages up to 50kV. For lines with voltages higher than 50kV, the required distance is even greater (see below). When uncertain of a power line's voltage, stay 20 feet away for voltages up to 350 kV and 50 feet away for voltages greater than 350kV. Cranes and derricks are required to take additional steps before beginning work (see OSHA Standards 29 CFR 1926.1400 effective Nov. 8, 2010). **Call your local electric utility to identify the voltage of power lines before you begin working.** If you witness a violation of this rule, stay away from the equipment and warn the operator to move away from the power line.

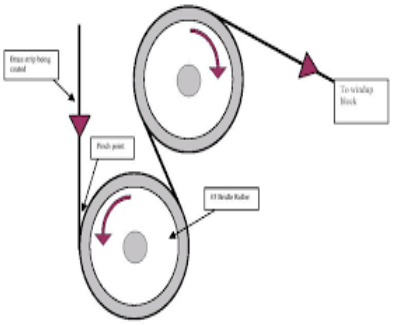
FPL Power Line Voltages	OSHA Minimum Approach Distance* (OSHA 1926.1408 Table A)
0 to 50kV	10 feet
Over 50kV to 200kV	15 feet
Over 200kV to 350kV	20 feet
Over 350kV to 500kV	25 feet
Over 500kV to 750kV	35 feet

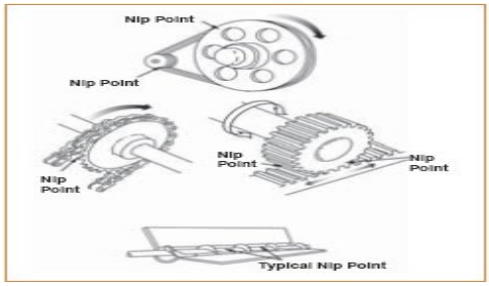
*Minimum distance for travel under power lines must comply with OSHA Rules.

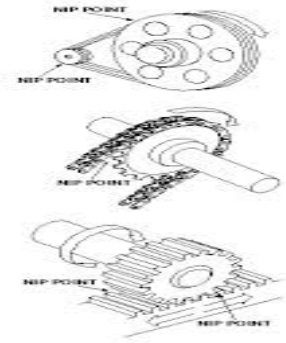
Stay calm, stay away

Nip Points and Machine Guarding

Examples of unguarded and inadequately guarded in-going nip points that we could come in contact with, they shall be guarded and never put your fingers or clothing near these points







IF AND WHEN WE USE OUR LIFTING DEVICES THEY NEED TO BE RATED FOR THEIR CAPACITY AND INSPECTED BEFORE EACH USE AND TAGGED.

ALL BEAMS THAT ARE USED TO SUPPORT HOISTS HAVE TO BE MARKED/RATED FOR THEIR RATED CAPACITY
EXAMPLE → RATED FOR – 10,000 POUNDS

TOOL SAFETY

Knives/Sharp Instruments:

- Use knives for the operation for which they were made.

- Do not use knives that have broken or loose handles.
- Do not use knives as screwdrivers, pry bars, can openers or ice picks.
- When handling knife blades and other cutting tools, direct sharp points and sharp edges carry the sharp areas away from your body.
- When using knives to cut materials, cut in the direction away from your body.

Hammers:

- Do not use a hammer if your hands are oily, greasy or wet.
- When you use a hammer to hit a chisel use a chisel holder, so you don't hit your hand.
- Only use a hammer for its intended use.

General Hand Tool Safety:

- Keep you knife edge sharp.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool or handle is loose.
- Tag out worn, damaged or defective tools, take them out of service.
- Do not use impact tools such as hammers or chisels that have mushroomed heads. The mushroomed heads can break off and penetrate your body system.
- When handing a tool to another person, keep direct sharp points and cutting edges away from yourself and the other person.
- When using knives, shears or other cutting tools, cut in a direction away from your body.
- Carry all sharp tools in a sheath or hoister.
- Do not perform makeshift repairs to tools. Have a professional do the repair work.
- Do not carry tools in your hands when climbing on ladders, maintain 3-point contact. Carry tools in tool belts, back packs or hoist the tools to the work area using a hand line.
- Before hoisting your tools with a hand line to elevated surface more than 4 feet make sure that our company has trained our employees to recognize fall hazards and the training is documented.
- Do not throw tools from one location to another or from one employee to another employee.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels, or files in your pocket. Transport hand tools only in toolboxes, back packs or tool belts. Do not carry tools in your clothing.

BROKEN TOOLS

SUPERVISOR:	**DATE:**
BROKEN TOOL OUR OF SERVICE	**BROKEN TOOL RETURN TO SERVICE**

Supervisor Weekly Safety Meeting

Whitestone Construction	**Jacksonville, Florida**	
Date:	**Time of meeting:**	**# of employees:**
Document /Signatures of supervisors and employees who attended the meeting on our safety sign in roster: **Supervisors – Bring the safety meeting minutes and signatures to our safety representative so they can file them with their safety reports.**		

You must cover good topics and bad topics but not limited to the following:

Supervisors and employees shall identify all job site hazards before starting work.

- Review safety and health inspection reports to help correct safety hazards.
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluate your workplace accident and illness prevention program and discuss recommendations for improvement, if needed.
- Storing elevated pallets, ladder access and positioning, housekeeping, electrical cords, personal protective equipment to be used, inspection of equipment, what work is being performed and what safety equipment to be used daily.
- Write down the **good** and **bad points** of your on-site job inspection.
- **Take pictures of your inspections and bring the pictures into your next safety meetings.**

Attendance Roster Weekly Safety Meeting

DATE	SUPERVISORS PRINT NAME	SUPERVISORS SIGNATURE	EMPLOYEES PRINT NAME	EMPLOYEES SIGNATURE

Quarterly Safety Committee Meeting

The Safety Committee will meet a minimum of 4 times per year.

Introduction

WHITESTONE CONSTRUCTION is committed to accident prevention to protect the safety and health of all our employees. Injury and illness losses due to hazards are needless, costly and preventable. To prevent these losses, a joint management/worker safety committee is established. Employee involvement in accident prevention, prevention of hazards and support of safety committee members and activities is necessary to ensure a safe and healthful workplace for all employees.

Purpose

The purpose of our safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist our management and make recommendations for change.

Organization

The committee will consist of our management, our supervisors and employee representatives. Employee representatives will be volunteers or elected by their supervisor in their work center. All members will come up with ideas on how to improve our safety program. We will review all of our general industry practices to improve the elimination of hazards in our workplace. We will also consider inviting guest speakers to our quarterly meetings.

QUARTERLY SAFETY COMMITTEE MEETING

Whitestone Construction		**Jacksonville, Florida**
Date	**Time**	**# of people attending**
Committee - Bring the safety meeting minutes and signatures to our safety representative so they can file them with their safety reports.		

We will Cover these topics:

- Review safety and health inspection reports to help correct the safety hazards that were identified during our on-site job inspections.
- Evaluate our accident investigations if any was conducted since the last committee meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluate our workplace accident and illness prevention program and discuss recommendations for improvement, if needed.
- Review our OSHA 300 log and 300A to see if we have any trends with anyone person or problem areas that are causing accidents.
- Review good points and bad points of our inspections.
- Review pictures of violations that were taken during our job site inspections.
- Do we have any problems with our employees following our safety rules, policies and procedures?
- Refresher training, monthly, yearly, continuation safety education?
- Do our employees warrant safety recognition - Individual safety recognition for supervisors and employees. Cash awards, cook outs and time off with pay.

SAFETY COMMITTEE MINUTES

SAFETY COMMITTEE MEETINGS ADDITIONAL INFORMATION

Date _____

Previous Action Items:

Review of Accidents Since Previous Meeting:

Recommendations for Prevention:

Recommendations from Anonymous Employees:

Suggestions from Employees:

Recommended Updates to Safety Program:

Recommendations from Accident Investigation Reports:

Safety Training Recommendations:

Comments:

ATTENDANCE ROSTER FOR SAFETY COMMITTEE MEETINGS

DATE	SUPERVISORS PRINT NAME	SUPERVISORS SIGNATURE	EMPLOYEES PRINT NAME	EMPLOYEES SIGNATURE

Recordkeeping Procedures

Our safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of (5) years and include:

- Accident Investigation Reports
- Workers' Compensation Notice of Injury Reports

POSTING

- Log & Summary of Occupational Injuries and Illnesses OSHA 300, 300A and 301 The OSHA 300A log must be posted every year in a conspicuous Location in our office from February 1 to April 30.

REPORTING FATALITIES

- If our company has a fatality it has to be reported to OSHA within 8 hours.
- If the fatality occurs after hours call the OSHA hotline at 1-800-321-6742.
- Jacksonville Florida Area OSHA Office during office hours 8:00 AM to 4:30 PM call (904) 232- 2895
  When calling OSHA to report a fatality get the name of the person, the date and the time when you made the phone call.

HOPITALIZATION

- If a person loss an eye, has an amputation, or is hospitalized overnight OSHA has to be called within 24 hours.

ALCOHOL / DRUG POLICY

WHITESTONE CONSTRUCTION Provides a safe and productive work environment for all employees. It is the policy of our company that employees shall not be involved with the unlawful use, possession, sale, transfer, or purchase of any illegal or controlled substances and/or paraphernalia; the use or possession of alcohol; the use of opiates or amphetamines with or without a proper prescription; the improper use of prescription or over-the-counter drugs; and the use of another individuals prescription drugs in any manner which may impair their ability to perform assigned duties or otherwise adversely impact the business of our company.

Violations of this policy are grounds for immediate dismissal.

An employee will be required to submit to alcohol and/or drug testing under the following circumstances:

1) When an employee is involved in an accident which results in property damage or bodily injury.

2) When an employee is involved in a near-miss (near accident) incident. A near-miss incident is defined as a readily apparent mishap which could have resulted in an accident.

3) When reasonable suspicion exists that an employee may be in violation of this policy.

4) When first aid personnel determine that physical examination results and medical conditions indicate that an employee may be in violation of this policy.

5) If an employee refuses to submit to testing or is determined to be in violation of this policy, the employee shall be denied entrance to our workplace.

The results and records of tests are considered confidential and shall not be discussed or shared with anyone other than management.

ALCOHOL / DRUG POLICY

ACKNOWLEDGEMENTS:

I have read, reviewed and understand **Whitestone Construction Drug Policy**. I further understand that I may be requested to undergo searches and/or testing as provided for by this policy.

Employee Signature: _____

Printed Name: _____

Employee ID number: _____

Date: _____

I hereby assert by my signature that the above-named employee has reviewed and understands our company's alcohol/drug policy. In the event the employee could not read the policy, I have read and explained to their satisfaction the contents herein.

Witness: _____

Supervisor Signature: _____

Printed Name: _____

Date: _____

SAFETY RULES, POLICIES, AND PROCEDURES

ALL OF OUR EMPLOYEES

The safety rules contained in this safety program booklet have been prepared to protect our employees in their daily work. Our employees are to follow these rules established by our company – **Whitestone Construction** shall review them often and use good common sense in carrying out their assigned duties. This safety manual is not -