

# Jackson Unlimited LLC

**Reviewed and Revised: March 6,  
2023**

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## **Jackson Unlimited LLC Management Safety Policy**

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

Employee recommendations to improve safety and health conditions will be given thorough consideration by this company. Management will give true attention to and provide the financial resources for the correction of unsafe conditions. Management will promote and influence safe behavior. This will be accomplished by both positive reinforcement of correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Disciplinary action will take the form of

- 1) Written warning or,
- 2) Written warning and suspension without pay or,
- 3) Termination of employment.

Management reserves the right to terminate the employment of any employee at any time for violation of company policies.

Management will participate in establishing and maintaining an effective safety program. This will include the following:

- Holding all management and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews or workplaces;
- Providing safety and health education and training as needed; and
- Reviewing and updating workplace safety policies, practices and performances.

This policy statement serves to express this company's commitment to and involvement in providing our employees a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization. Compliance with these safe practices and those of any regulatory agency will be required of all employees as a condition of continued employment.

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Signature of CEO/President

Date

# Jackson Unlimited LLC Safety Plan

## Responsibilities

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### **Senior Managers / Managers**

- Ensure that safety is adequately budgeted for the department, job, etc.
- Communicate safe work practices regularly within the department.
- Attend departmental and company-wide safety meetings.
- Formally recognize outstanding safety performance by any/all personnel.
- Assist the Supervisor/Superintendent or any other personnel with the safety process as needed or as requested. This can include formal worksite periodic inspections.
- Uphold and enforce all known safe work practices.

### **Supervisors / Superintendents**

- Ensure new-hire orientation is given to new employees, or is followed up at the work level
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally conduct--or designate a qualified person to conduct-- regular inspections of the workplace
- Conduct frequent (daily) work discussions prior to the start of work that include safe work practices
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance, and/or monetary or gift awards for safe behavior. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner
- Investigate all incidents and take immediate corrective action to prevent re-occurrence
- Provide safety meetings on a regular basis and require attendance of all workers

### **All Employees**

- Are to follow safe work practices, and if they are unsure of what is the correct/safe way to perform a task or a job, they are to ask their foreman, supervisor or manager
- Must immediately report all unsafe equipment or tools to their foreman, supervisor or manager. This includes reporting unsafe behavior of other workers, if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- Are to uphold the safe work practices this company has established
- If injured on the job, or become ill, immediately inform their supervisor, foreman or manager

## **WORKSITE ANALYSIS**

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- All work areas, departments, and jobs need to be inspected on a regular basis to ensure safe work practices and safe and healthy conditions. For the most part, these inspections are to be conducted by the Supervisor/Superintendent or his/her qualified and designated worker. Each inspection may not be required to be formal (written) although regular written completed inspections will be expected.
- This includes the purchase of new equipment or tools, or the re-working or retrofitting of workstations or equipment so as to ensure that safety and health is considered.

- This can include the assessment of a workstation or process that may need to be fitted to the worker (ergonomics) so as to avoid injury or illness.
- If approached by workers who appear to have a true concern regarding a safety or health issue, supervisors or managers need to act accordingly and give attention to the matter.
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated. In most cases, the department, job foreman or supervisor will complete this investigation. Managers will be involved as necessary or when requested.
- Incidents that involve injury and illnesses will be evaluated and analyzed for trends, common causes, and patterns so as to prevent further incidents.

## **HAZARD PREVENTION AND CONTROL**

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- If feasible, engineering controls will be used first, rather than immediately providing personal protection equipment (PPE).
- Safe work practices will be developed and employees will be trained on using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses.
- PPE will be provided as necessary, and its use enforced by Supervisory and Management staff.
- If feasible, administrative controls, such as reducing the duration of exposure can be implemented.
- Equipment, tools, machines, trucks, vehicles, and structures/facilities etc., need to be maintained in good working order by a continued preventative maintenance process.
- All workers will be made aware of workplace emergency procedures. Training on this process will begin at orientation. Drills will be conducted periodically to assist in making all workers aware of the procedures in the event of an emergency such as fire or explosion.

## **SAFETY AND HEALTH TRAINING**

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### **Safety and Health Orientation**

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee should have access to a copy of the written safety program, through his or her supervisor, for review and future reference, and will be given a personal copy of any safe work practices, policies, and procedures pertaining to his / her job. Supervisors should question employees and should answer employees' questions to ensure knowledge and understanding of safe work practices, policies, and job-specific procedures. Supervisors are responsible to inform all employees that compliance with the safe work practices is required.

### **Job-Specific Training**

- Managers, Supervisors and Foremen should receive basic safety and health training as it relates to their positions
- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee any specific safe work practices, policies, and procedures that are applicable.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.

- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

### **Periodic Retraining of Employees**

All employees will be retrained periodically on safe work practices, policies and procedures, and when changes are made to the written safety program.

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

## **FIRST AID AND MEDICAL ASSISTANCE**

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There will be adequate first aid supplies and /or an adequate first aid kit available at each workplace. Where required, or in the case of an emergency where the workplace is located in a remote location and emergency medical assistance can not arrive within a few minutes, there will be a designated certified first aid (and possibly CPR) trained employee who can assist in first aid emergency cases. Employees who receive work related injuries or illnesses will be given immediate attention in regards to the nature of their injury or illness.

## **INCIDENT INVESTIGATION**

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### **Incident Investigation Procedures**

The supervisor at the location where the incident occurred will perform an incident investigation. Incidents can include property damage, near misses and workplace injuries and illnesses. These investigations are to assess the nature and the cause of the incident, not to place blame on personnel. Supervisors need to investigate incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees or damage to equipment or property or the public.
- 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 causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the incident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training, if needed.

Incident investigation reports must be submitted to the designated management personnel as soon as possible after the incident.

### **Incident Report Form**

The incident report form should be a simple format for the supervisor to complete in a timely manner. It can be similar to the OSHA 301 "Injury and Illness Incident Report" form. To correctly assess the nature and causes of the incident, the form should contain questions such as

- What was the employee doing just prior to the incident

- Were there any witnesses? What were their names? Did the witnesses provide statements of the incident?
- What happened? ("Ladder kicked out and employee fell to floor", "forklift struck wall, wall collapsed.")
- What part of the body was affected by the incident? (eye, arm, leg, fingers, hand, etc.) And what was the nature of the injury? (object in eyes, fractured arm, sprained leg, lacerated finger, cut in right hand, etc.).
- What was the object or substance that directly harmed the employee (if substance/object is known).
- Was the injury fatal?

## **RECORD KEEPING PROCEDURES**

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The company will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate. The data on the Injury and Illness log and posting of the Summary of Work-related injuries and illnesses will be in accordance with government regulations. The following will be included in the record keeping process:

- Log of Work-related Injuries and Illnesses (OSHA form 300)
- Summary of Work-related Injuries and Illnesses (OSHA form 300A)
- Incident investigation reports (OSHA form 301 or similar)
- Workers' Compensation Notice of Injury

# **Safety Procedures for SIC # 1742 Plastering Drywall, Acoustical Insulation Work**

## **OFFICE PERSONNEL**

### **Office Safety**

1. Close drawers and doors immediately after using them.
2. Do not stand on furniture to reach high places.
3. Do not kick objects out of your pathway; pick them up or push them out of the way.
4. Open one file cabinet drawer at a time.
5. Put heavy files in the bottom drawers of file cabinets.
6. Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.
7. Use the handle when closing doors, drawers and files.
8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
9. Do not tilt the chair you are sitting in on its back two legs.
10. Carry pencils, scissors and other sharp objects with the tips pointing down.
11. Use the ladder or step stool to retrieve or store items that are located above your head.
12. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.
13. Keep the paper cutter handle in the closed or locked position when it is not being used.
14. Do not use paper-cutting devices if the finger guard is missing.
15. Keep your fingers away from the ejector slot when loading or testing stapling devices.
16. Do not use extension or power cords that have the ground prong removed or broken off.
17. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
18. Do not place your fingers in or near the feed of a paper shredder.
19. Do not plug multiple electrical cords into a single outlet.
20. Do not throw matches, cigarettes or other smoking materials into trash baskets.
21. Keep doors in hallways fully open or fully closed.
22. Use a staple remover, not your fingers, for removing staples.
23. Turn the power switch to "off" and unplug office machines before adjusting, lubricating or cleaning them.
24. Do not use fans that have excessive vibration, frayed cords or missing guards.
25. Do not place floor type fans in walkways, aisles or doorways.
26. Use the handrails when ascending or descending stairs or ramps.
27. Obey all posted safety and danger signs.
28. Do not use frayed, cut or cracked electrical cords.
29. Do not store or leave items on stairways or walkways.
30. Do not run on stairs or take more than one step at a time.
31. Do not jump from ramps, platforms, ladders or step stools.
32. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

## **GENERAL LABOR PERSONNEL**

### **General Housekeeping**

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you use when cleaning.
2. Mop up water around drinking fountains, drink-dispensing machines and ice machines.
3. Clean up fuel spills or leaks immediately by using a paper towel, rag, or a mop and bucket.
4. When cleaning floors, wet only a small area of the floor at one time and dry mop it before cleaning another section.
5. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
6. Do not use flammable liquids such as gasoline, acetone or paint thinner for cleaning floors.
7. Do not place material such as boxes or trash in walkways and passageways. Do not store or leave items on stairways. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
8. Keep power cords away from path of vacuum cleaners and floor polishers.
9. Keep doors fully open or fully closed.
10. Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into trashcans, boxes, laundry bags or used-towel hampers.
11. Follow this procedure before picking up any trash bags or laundry bags: Grab the top of the bag above the tie-off with two hands and hold the bag away from your body.
12. In the event of a large oil spill, immediately spread the absorbent powder over the spill.
13. Straighten or remove rugs and mats that do not lie flat on the floor.
14. Return tools to their storage places after use.
15. Dispose of trash only in trash receptacles.
16. Dispose of oily rags in the container labeled "Oily Rags Only." Use only metal receptacles labeled "Oily Rags Only" for disposal of oily shop-rags.
17. Store liquid containers labeled "Flammable" only in cabinets, rooms or buildings labeled "Flammable Storage."

### **Lifting Procedures**

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective cut-resistant gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.



13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

### **Stacking Material (Sheet rock, gypsum, foam boards, etc.)**

1. When stacking panels by hand, position the panels sideways slightly in front of you, so you do not have to reach over your head or twist your body to lift these materials.
2. Position panels to lean flat against a wall and do not wobble or slide.
3. Push and slide panels along their edge or get assistance from a co-worker.

### **Ladder Usage**

1. Do not use ladders that have loose rungs, cracked or split rails, missing rubber pads, or are otherwise visibly damaged.
2. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or oil.
3. Do not place ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from ladder. Lock the doorway that you are blocking and post the sign "Detour."
4. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down.
6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
7. Do not stand on the top two rungs of any ladder.
8. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
9. Do not stand on a ladder that wobbles, or leans to the left or right.
10. When using an extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
11. Secure the ladder in place by having another employee hold it.
12. Do not place ladders on boxes, concrete blocks, or other unstable bases.
13. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
14. Do not move a rolling ladder while someone is on it.

### **Personal Protective Equipment**

1. Do not wear hard hats that are dented or cracked.
2. Wear safety glasses when operating drills and when cutting or snipping copper or light gauge wire.
3. Wear safety goggles when welding or soldering.
4. Do not continue to work if safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
5. Wear the di-electric cut-resistant gloves when working on electric current.

6. Do not wear jewelry or coats with metal zippers to work.
7. Wear earplugs or earmuffs in areas posted “Hearing Protection Required.”

### **Work Area Protection**

1. Place signs (lights) well before the work area to permit oncoming motorists time to react.
2. Erect protective barriers or guards and warning signs prior to removing manhole covers or making excavations where accessible by vehicular or pedestrian traffic.
3. Position the work vehicle to guard the work area while work is in progress.

### **Job Site Safety**

1. Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area from local traffic.
2. Flag workers must wear reflective warning vests when controlling vehicle traffic.
3. Do not walk under partially demolished walls or floors.
4. Stop working outdoors and seek shelter during lightning storms.

### **Electrical Safety**

1. Do not use an electrical tool if its housing is cracked.
2. Do not use electrical tools while working from a metal ladder unless the ladder has rubber feet.
3. Turn the tool off before plugging or unplugging it.
4. Do not leave tools unattended that are “On.”
5. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
6. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled “Flammable,” or in an explosive atmosphere such as a paint spray booth.
7. Do not carry equipment or tools by the cord.

### **Electrical Powered Tools**

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons and presses.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged-in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the power switch of the tool to “Off” before plugging or unplugging it.
8. Do not leave tools that are “On” unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled “Flammable” nor in an explosive atmosphere such as a paint spray booth.
11. Turn the power switch of electrical tools to “Off” and then unplug from the outlet before attempting repairs or service work. Tag the tool “Out of Service.”
12. Do not use extension cords or other three pronged power cords that have a missing prong.
13. Do not remove the ground prong from electrical cords.

14. Do not use an adapter such as a cheater plug that eliminates the ground.
15. Do not plug multiple electrical cords into a single outlet.
16. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
17. Do not drive over, drag, step on or place objects on a cord.
18. Do not stand in water or on wet surfaces when operating power hand tools, or portable electrical appliances.
19. Do not use a power hand tool to cut wet or water-soaked building materials or to repair pipe leaks.
20. Do not use a power hand tool while wearing wet cotton cut-resistant gloves or wet leather cut-resistant gloves.
21. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
22. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.
23. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.
24. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two-conductor extension cord.
25. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.

### **Electrical Cords**

1. Keep power cords away from path of drills and wire soldering and cutting equipment.
2. Do not use cords that have splices, exposed wires or cracked or frayed ends.
3. Do not remove the ground prong from electrical cords.
4. Do not use an adapter such as a cheater plug that eliminates the ground.
5. Do not plug multiple electrical cords into a single outlet.

### **Power Saws**

1. Wear safety goggles, a dust mask and hearing protection when operating a power saw.
2. Do not wear loose clothing or jewelry.
3. Clean any residue from the blade or cutting head before making a new cut with the power saw.
4. Do not use a power saw that has cracked, broken or loose guards, or other visible damage.
5. Remove all nails from the stock before using the power saw to cut the stock.
6. Do not make measurements to the stock while the power saw is running. Make the measurements before turning the power switch to the "On" position.
7. Keep your hands away from the exposed blade.
8. Never let your hand, finger or thumb cross the cutting line.
9. When using the power saw, do not hold the work piece against your body when making the cut.
10. Operate the saw at full cutting speed.
11. Do not alter the anti-kickback device or blade guard.

12. Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
13. When using the power saw, do not reach across the cutting operation.
14. Cut away from your body and below your shoulder level when using a power saw.
15. Use the pusher stick to guide materials through the power saw when cutting short stock.
16. Turn the power switch of the saw to the “Off” position and allow the blade to stop before attempting to pull out an incomplete cut.
17. Do not feed the material faster than the power saw can cut it.

### **Pneumatic Tools**

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Do not use pneumatic tools that have handles with burrs or cracks.
3. Attach the pressure-reducing nozzle that is labeled “Reduces Pressure to 30 psi” to the air hose when using compressed air to clean.
4. Wear safety goggles when using compressed air to clean.
5. Do not allow air hoses to loop on the floor when using them.
6. Do not pass air-powered tools by the hose from one worker to another.
7. Disconnect the tool from the air line before making any adjustments or repairs to the tool.
8. Turn the tool to the “Off” position and let it come to a complete stop before leaving it unattended.
9. Disengage the hand piece from the air hose and coil up the air hose on the worktable or hose rack when it is not in use.
10. Do not use compressed air for comfort cooling.

### **Hand Tool Safety**

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Use tied-off containers to keep tools from falling off scaffolds and other elevated work platforms.
3. Carry all sharp tools in a sheath or holster.
4. Tag worn, damaged or defective tools “Out of Service” and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. When using knives, shears or other cutting tools, cut in a direction away from your body.
9. Do not chop at heights above your head when you are working with a hand axe.
10. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or your pocket is sheathed.
11. Do not perform “make-shift” repairs to tools.
12. Do not use “cheaters” on load binders or “boomers.”
13. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.

14. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
15. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

### **Files/Rasps**

1. Do not use a file as a pry bar, hammer, screwdriver or chisel.
2. When using a file or rasp, grasp the handle in one hand and the toe of the file in the other.
3. Do not hammer on a file.

### **Hammers**

1. Use a claw hammer for pulling nails.
2. Do not strike nails or other objects with the cheek of the hammer.
3. Do not strike one hammer against another hammer.
4. Do not use a hammer if your hands are oily, greasy or wet.
5. Do not use a hammer as a wedge or a pry bar.

### **Saws**

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw such as a hacksaw if the blade is not taut.
3. Do not use a saw that has a dull saw blade.
4. Keep hands and fingers away from the saw blade while using the saw.
5. Do not hold the work piece against your body while using the saw.
6. Do not carry a saw by the blade.
7. When using a hand saw, hold the work piece firmly against the work table.

### **Screwdrivers**

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Do not force a screwdriver by using a hammer or pliers on it.
5. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
6. Use a screwdriver that has an insulated handle for electrical work.
7. Use a drill, nail, or an awl to make a starting hole for screws.
8. Do not carry a screwdriver in your pocket.
9. Do not use a screwdriver if your hands are wet, oily or greasy.
10. When using the spiral ratchet screwdriver, push down firmly and slowly.
11. Do not use a screwdriver to test the charge of a circuit.

### **Wrenches**

1. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.
2. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
3. When using an adjustable wrench, turn the wrench so that the fixed jaw, not the adjustable jaw, provides positive pressure in the item to be turned.
4. Do not slip a pipe over a single-head wrench handle for increased leverage.

5. Do not use a shim to make a wrench fit.
6. Size the adjustable wrench to fit the nut before turning.
7. Use a split box wrench on flare nuts.
8. Do not use a wrench with broken or battered points.

### **Pliers**

1. Do not use pliers as a wrench or a hammer.
2. Do not slip a pipe over the handles of pliers to increase leverage.
3. Use pliers with an insulated handle for electrical work.
4. Do not use pliers that are cracked, broken or sprung.
5. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

### **Vises**

1. When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse or box.
2. Position the work piece in the vise so that the entire face of the jaw supports the work piece.
3. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
4. Do not slip a pipe over the handle of a vise to gain extra leverage.

### **Grinders**

1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
3. Do not try to stop the wheel with your hand, even if you are wearing cut-resistant gloves.
4. Do not use grinder if it is not firmly anchored to the workbench.
5. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ringing sound, do not use the wheel.
6. Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.
7. Do not grind on the side of an abrasive wheel labeled "Type 1."
8. Do not clamp a portable grinder in a vise to use it as a bench grinder.

### **Tool Boxes/Chests/Cabinets**

1. Use the handle when opening and closing a drawer or door of a toolbox, chest, or cabinet.
2. Tape over or file off sharp edges on toolboxes, chests or cabinets.
3. Do not stand on toolboxes, chests or cabinets to gain extra height.
4. Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
5. Push large chests, cabinets and toolboxes; do not pull them.
6. Do not open more than one drawer of a toolbox at a time.
7. Close and lock all drawers and doors before moving the tool chest to a new location.
8. Do not use a toolbox or chest as a workbench.
9. Do not move a toolbox, chest or cabinet if it has loose tools or parts on the top.

### **Knives/Sharp Instruments**

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks or in sheaths after using them.
4. Use the knife that has been sharpened; do not use a knife that has a dull blade.
5. Do not use honing steels that do not have disc guards.
6. Do not attempt to catch a falling knife.
7. Use knives for the operation for which they are named.
8. When opening cartons use the safety box cutters. Do not cut with the blade extended beyond the guard.
9. Do not use knives that have broken or loose handles.
10. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
11. Do not leave knives in sinks full of water.
12. Do not pick up knives by their blades.
13. Carry knives with their tips pointed toward the floor.
14. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
15. Follow this procedure before picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off using two hands and hold the bag away from your body.
16. Do not submerge hot glass in cold water or submerge a cold glass in hot water.

### **Scaffolding**

1. Follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
5. Do not use any scaffold tagged "Out of Service."
6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking.
11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrails.

16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
18. Do not throw anything “overboard” unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and lock the wheels by using your foot to depress the wheel lock, before using the scaffold.

### **Vehicle Safety**

1. Do not ride in the bed of pick-up trucks.
2. Turn headlights on when driving inside the shop area.
3. Do not drive over 5 miles per hour in the shop area.
4. Shut all doors and fasten your seat belt before moving the vehicle.
5. Obey all traffic patterns and signs at all times.
6. Maintain a three-point contact using both hands and one foot, or both feet and one hand when climbing into and out of the vehicle.
7. Drive up the slope or down the slope, not across the slope.
8. Before leaving the vehicle, engage the parking brakes and chock the wheels.
9. Do not approach any vehicle until the vehicle stops and the driver exits the vehicle.

### **Fueling**

1. Turn the vehicle off before refueling.
2. Do not smoke while refueling a vehicle.
3. If you spill fuel on your hands, wash with soap and water.
4. Clean up small spills from around fuel tanks with paper towels or, rags before climbing onto tank.
5. If a large fuel spill occurs, do not walk through it; follow your company’s reporting and clean up procedure.
6. Always stay in attendance when truck is being refueled.

### **Vehicle/Driving Safety**

1. Only employer-authorized personnel may operate any company vehicle.
2. Do not operate a vehicle if you are ill or fatigued.
3. Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other side effects.
4. Shut all doors and fasten seat belt before moving the vehicle.
5. Obey all traffic patterns and signs at all times.
6. Do not drive on the road shoulder.
7. Use side and rearview mirrors before making lane changes, turns and sudden stops.
8. Turn the vehicle off before fueling.
9. Do not smoke while fueling a vehicle.
10. Wash hands with soap and water if you spill gasoline on your hands.

### **Vehicle/Trailer Safety**

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing any equipment from the trailer.



2. Secure equipment and fuel tanks to the vehicle with chains or straps to eliminate or minimize shifting of the load.
3. No one is permitted to ride in the trailer.
4. Use ramps to load and unload mowers and edges from the trailer.
5. Take slow, wide turns when towing trailers.
6. Do not exceed the load capacity as posted on the door of the trailer.
7. Do not place all the heavy equipment on one side of the trailer.

## **LATHERS**

### **Lifting Safety (Bags, Cans, Buckets)**

1. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
2. Face the load.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object with your hands and fingers. Use handles when present.
6. Perform lifting movements smoothly and gradually; do not jerk the load.
7. Hold objects as close to your body as possible.
8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
9. Set down objects in the same manner as you picked them up, except in reverse.
10. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

## **Construction Safety**

### ***Sand Blasting Safety***

1. Only blasters may use blasting equipment.
2. Visually inspect hoses or fittings on blasting equipment for wear and tear prior to use. Do not use if the hose or fitting is cracked or otherwise damaged.
3. Do not use compressed air to clean equipment or yourself.

### ***Restoration Job and Asbestos is Suspected***

1. Do not perform asbestos-removal operations, unless you have been trained, qualified and certified in asbestos removal procedures.
2. Use the respirator that has been fit tested and assigned to you by your supervisor.
3. Always assume materials used prior to 1976, such as plaster and blown insulation, contain asbestos.
4. Do not use sanders or power devices that may create dust or airborne particles.
5. Do not dry scrape, beadblast or mechanically pulverize any existing plaster or blown insulation.

### ***Fiberglass Batts or Sprayed-on Insulation***

1. Do not take work clothes home when exposed to sprayed-on insulation or fiberglass batts.
2. Change your work clothes before leaving the job site.
3. Place work clothes contaminated with fiberglass or sprayed-on insulation in a closed labeled container approved by your employer.
4. Use your respirator when working with sprayed-on insulation or fiberglass.

### **Respiratory Protection**

1. Do not perform operations requiring respirators, unless you have been approved, fitted, and trained for the use of respirators in your company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.
3. Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
4. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
5. Clean and sanitize respiratory equipment according to manufacturer recommendations after each use.
6. Store respiratory equipment in a clean and sanitary location.

### **Infection Control**

1. Wash your hands after removing your cut-resistant gloves with soap or mild detergent and water before eating, smoking, using the toilet, or any areas of the body that may have contacted cementitious mixtures, pastes or spray-on insulation at the end of each workday.
2. Use a mechanic's cream hand cleaner such as "Go-Jo" or "Humus" where water is not readily available.

### **Powder Actuated Tools**

1. Wear impact-resistant safety goggles or face shields when operating any powder-actuated tools.
2. When using powder-actuated tools, do not drive fasteners into structural steel without first looking to see if the steel is backed by a steel plate or barricade, and to see if all personnel are away from the direct line of fire.
3. Do not attempt to fasten through a pre-drilled hole unless the powder-actuated tool has a hole locator.
4. Keep your head and body behind the powder-actuated tool when firing it.
5. Do not fasten steel beams at a distance closer than ½-inch from the edge of the steel.
6. Before using powder-actuated tools do not alter, bypass, or remove the shield or guard at the muzzle end of the powder-actuated tool.
7. Do not load a powder-actuated tool until you are ready to fire it.

### **Hydraulic/Pneumatic Tools**

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the airline before making any adjustments or repairs to the tool.

## **FINISHING PERSONNEL – (TAPPING, BEDDING, SANDING)**

### **Hazardous Materials**

#### ***Mixing Cementitious Components***

1. Apply petroleum jelly to exposed skin surfaces on your arms and hands prior to handling plaster, lime or any cementitious mixtures.
2. Do not handle lime or cementitious mixtures if you have open cuts or scratches on exposed skin surfaces such as your arms or hands.
3. Use personal protective clothing or equipment such as canvas cut-resistant gloves and protective eyewear, to avoid cement poison or burns.
4. Open doors and windows, and turn the power switch of the local exhaust fans to “On” when working indoors.

#### ***Applying Exterior Finishes (Scratch Coats, Coquina, Stucco Installations, Etc.)***

1. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
2. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
3. When working outdoors, drink plenty of fluids and keep shirts on to avoid dehydration and sunburn.

#### ***Using Joint Compounds***

1. Wear protective cut-resistant gloves when handling compounds or chemicals from containers labeled “Flammable,” “Toxic,” “Caustic” or “Poisonous” and wash your hands after removing the cut-resistant gloves.
2. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each joint compound or chemical product used in your workplace.
3. Each time you use your cut-resistant gloves, wash your cut-resistant gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the cut-resistant gloves.
4. Do not use joint/filler compounds or chemicals from unlabeled containers.
5. Do not store chemical containers labeled “Oxidizer” with containers labeled “Corrosive” or “Caustic.”
6. Always use goggles and cut-resistant gloves when handling joint/filler compounds or chemicals labeled “Corrosive” or “Caustic.”

#### ***Applying Finishes: Plaster, Coquina, Popcorn, or Other***

1. Do not smoke or eat while performing stucco or “popcorn” finishes.
2. Stand clear of mixing or blowing operations.
3. Do not stand, work or operate pneumatic equipment such as blowers with hoses within three feet of any unprotected roof opening or within 5 feet of any unprotected roof edge.

#### **Job Site**

1. Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area from local traffic.
2. Flag workers must wear reflective warning vests when controlling vehicle traffic.
3. Do not walk under partially demolished walls or floors.
4. Stop working outdoors and seek shelter during lightning storms.

## **Personal Protective Equipment**

1. Do not wear hard hats that are dented or cracked.
2. Wear safety glasses when operating drills and when cutting or snipping copper or light gauge wire.
3. Wear safety goggles when welding or soldering.
4. Do not continue to work if safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
5. Wear the di-electric cut-resistant gloves when working on electric current.
6. Do not wear jewelry or coats with metal zippers to work.
7. Wear earplugs or earmuffs in areas posted "Hearing Protection Required."

## **Knives/Sharp Instruments**

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks or in sheaths after using them.
4. Use the knife that has been sharpened; do not use a knife that has a dull blade.
5. Do not use honing steels that do not have disc guards.
6. Do not attempt to catch a falling knife.
7. Use knives for the operation for which they are named.
8. When opening cartons use the safety box cutters. Do not cut with the blade extended beyond the guard.
9. Do not use knives that have broken or loose handles.
10. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
11. Do not leave knives in sinks full of water.
12. Do not pick up knives by their blades.
13. Carry knives with their tips pointed toward the floor.
14. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
15. Follow this procedure before picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off using two hands and hold the bag away from your body.
16. Do not submerge hot glass in cold water or submerge a cold glass in hot water.

## **WAREHOUSE PERSONNEL**

### **Forklifts**

#### ***Pre-Use Inspection***

1. Only forklift operators may operate the forklift.
2. Do not use the forklift if any of the following conditions exist:
  - a. The mast has broken or cracked weld-points.
  - b. The roller tracks are not greased or the chains are not free to travel.
  - c. The forks are unequally spaced or cracks exist along the blade or at the heels.
  - d. Hydraulic fluid levels are low.
  - e. The hydraulic lines and fittings have excessive wear or are crimped.
  - f. Fluid is leaking from the lift or the tilt cylinders.

- g. The hardware on the cylinders is loose.
- h. The tires are excessively worn or split, or have missing tire material.
- i. Air-filled tires are not filled to the operating pressure indicated on the tire.
- j. The batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections or clogged vent caps.

### ***Starting the Forklift***

1. Apply the foot brake and shift the gears to neutral before turning the key.

### ***Picking Up a Load***

1. Square up on the center of the load and approach it straight on with the forks in the travel position.
2. Stop when the tips of your forks are about a foot from the load.
3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
4. Lift the load high enough to clear whatever is under it.
5. Back up about 1 foot, and then slowly and evenly tilt the mast backward to stabilize the load.

### ***Putting a Load Down***

1. “Square up” and stop about 1 foot from the desired location.
2. Level the forks and drive to the loading spot.
3. Slowly lower the load to the floor.
4. Tilt the forks slightly forward so you do not hook the load.
5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

### ***Stacking One Load on Top of Another***

1. Stop about 1 foot away from the loading area and lift the mast high enough to clear the top of the stack.
2. Slowly move forward until the load is squarely over the top of the stack.
3. Level the forks and lower the mast until the forks no longer support the load.
4. Look over both shoulders for obstructions and back straight out if the path is clear.
5. Lower the forks 4 to 6 inches at the tips, and 2 inches at the heels before driving the forklift.

### ***Lifting***

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
2. Follow the manufacturer’s guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
3. Lift the load 1 to 2 inches to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a greater lift capacity.
4. After picking up a load, adjust the forks so the load is tilted slightly backward for added stability.

### ***Driving***

1. Do not raise or lower a load while you are en route. Wait until you are in the loading area and have stopped before raising or lowering the load.
2. Drive with the load at a ground clearance height of 4 to 6 inches at the tips and 2 inches at the heels to clear most uneven surfaces and debris.
3. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as oily and wet floors.
4. Do not drive over objects in your pathway.
5. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
6. Steer wide when making turns.
7. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
8. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
9. Do not exceed a safe working speed of five miles per hour and slow down in congested areas.
10. Drive in reverse and use a signal person when the load blocks your vision.
11. Look in the direction that you are driving; proceed when you have a clear path.

### ***Ramps***

1. Raise the forks an additional 2 inches to avoid hitting or scraping the ramp surface as you approach the ramp.
2. Drive loaded forklifts forward up ramps.
3. Drive loaded forklifts in reverse when driving down a ramp.
4. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
5. Do not attempt to turn around on a ramp.
6. Do not use "Reverse" to brake.

### ***Loading Docks***

1. Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
2. Do not begin loading or unloading until the supply truck has come to a complete stop, the engine is turned off, the dock lock is engaged and the wheels are chocked.
3. Attach the bridge or dock plate before driving the forklift into the truck.
4. Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.
5. Drive straight across the bridge plates when entering or exiting the trailer.
6. Use dock lights or headlights when working in a dark trailer.

### ***Lifting Fallen Drums***

1. Do not manually upright fallen drums under any circumstances – use a forklift.
2. Clear all personnel from the area of the drum being uprighted.
3. Move the forks of the forklift approximately 18 to 20 inches apart.
4. Line up the forklift with one fork on each side of the top of the drum.
5. Upright the drum slowly by raising the forks while slowly moving forward.

6. If the drum is laying half off the dock, slowly drive the forks the complete length of the drum and completely lift it from the ground level.
7. Move it to a clear area before attempting to upright the drum.

### **Warehouse Safety**

1. When stocking shelves by hand, position the materials to be shelved slightly in front of you, so you do not have to twist when lifting and stacking materials.
2. Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes, bags or sinks.
3. Remove or bend nails and staples from crates before unpacking the crates.
4. When cutting shrink-wrap with a blade, always cut away from you and your co-workers.
5. Do not try to kick objects out of pathways. Push or carry them out of the way.
6. Do not let items overhang from shelves into walkways.
7. Move slowly when approaching blind corners.
8. Place heavier loads on the lower or middle shelves.
9. Remove one object at a time from shelves.
10. Place items on shelves so that they lie flat and do not wobble.

### **Hand Truck Safety**

1. Tip the load slightly forward so the tongue of the hand truck goes under the load.
2. Push the tongue of the hand truck all the way under the load to be moved.
3. When loading hand trucks, keep your feet clear of the wheels.
4. Push the load so that weight will be carried by the axle and not the handles. The operator should only balance and push.
5. Place the load so it will not slip, shift or fall. Use straps, if provided, to secure the load.
6. Do not try to catch the load if it is falling or slipping. Get out of the way.
7. Do not walk backward with the hand truck, unless you are going up stairs or ramps.
8. When going down an incline, keep the hand truck in front of you so you can control it at all times.
9. Move hand trucks at a walking pace.
10. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
11. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
12. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
13. Store hand trucks with the tongue under a pallet, shelf, or table.
14. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

### **Pallet Jacks**

1. Only pallet jack operators may operate pallet jacks.
2. Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
3. Do not leave the pallet jack unattended with the load suspended.
4. Do not use pallets or skids that are cracked or split or have other visible damage.

5. Do not ride on pallet jacks.
6. Start and stop the pallet jack gradually to prevent the load from slipping.
7. Pull manual pallet jacks; push them when going down an incline or passing close to walls or obstacles.
8. If your view is obstructed, use a spotter to assist in guiding the load.
9. Stop the pallet jack if anyone gets in your way.
10. Do not place your feet under the pallet jack when it is moving.
11. Keep your feet and other body parts clear of the pallet before releasing the load.

### **Storeroom/Stockroom**

1. Use long-handled snips when cutting strapping bands away from a shipping container.
2. Wear your safety glasses when cutting strapping bands, uncrating materials and driving nails.
3. Stand to the side of the strapping band when cutting it.
4. Do not carry sheets of glass under your arm.
5. Do not use pallets or skids that are cracked or split or have other visible damage.
6. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
7. Do not run on stairs or take more than one step of a staircase at a time.
8. Do not jump from elevated places such as truck beds, platforms or ladders.
9. Do not lift slippery or wet objects; use a hand truck.
10. Follow the safe-handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
11. Do not smoke while handling chemicals labeled "Flammable."
12. Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.
13. Do not handle or load any containers of chemicals if the containers are cracked or leaking.
14. Do not leave the pallet jack unattended with the load suspended.
15. Obey all safety and danger signs posted in the workplace.
16. Store case cutters, exacto knives, or other tools, with the cutting edges in sheaths when they are not in use.

### **Carts**

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Ask a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

### **Manual Stacking and Handling**

1. Store all wallboard flat.
2. Do not store boards vertically, this practice will damage the edges creating unstable stacks.
3. Stand each board vertically on its side as close to the edge of the pile as possible, tilt the board toward the stack, and let the board drop freely on top of the stack.
4. Do not allow boards to overhang more than an inch. Align flush all boards, to keep the boards from becoming unstable and topple on someone while re-stacking.



5. Use a co-worker to assist handling the boards when stocking. Coordinate and communicate your movements with those of your co-worker's.

### **Heavy Equipment Safety – General**

1. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
2. Wear seat belts when operating scrapers, loaders, dozers, tractors and graders.
3. No passengers are permitted on heavy equipment.
4. Keep windows and windshield clean.
5. Do not use heavy equipment if its horn and backup alarm do not sound.
6. Do not crawl under the raised dump body during inspection of a dump truck.
7. Turn off the engine before leaving heavy equipment unattended.
8. Do not jump “Off” or “On” any heavy equipment.
9. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.
10. When finished using bulldozers or loaders, land the blade on the ground, set the brakes, turn off the power and shift the gear lever into neutral.
11. Keep heavy equipment in gear when going down grade. Do not use neutral.
12. Do not enter the bucket swing radius while the equipment is in operation.
13. Display the “Slow Moving Vehicle” sign when operating heavy equipment on roads.

# EMERGENCY ACTION PLAN

Jackson Unlimited LLC

## SCOPE

The following Emergency Action Plan applies to all situations where a particular OSHA Standard specifies that a plan be established.

## ELEMENTS

### A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to the work area. A sample escape procedure and route sheet that is posted in work areas is attached.

### B. Procedures for Employees Who Remain to Operate Critical Operations Before They Evacuate

The attached sheet describes those operations, procedures, and personnel required for critical operations before the assigned personnel evacuate during emergency situations. A description of the special training provided is also included.

### C. Employee Accountability Procedures After Evacuations

Each company supervisor is responsible for accounting for all their assigned employees by the supervisor or his or her designee by reporting go to a predetermined, designated rally point and conduction a head count. Each assigned employee will be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation ally points and the supervisors and their assigned employees who must report to the designated rally point is attached.

### D. Rescue and Medical Duties

Specific rescue and medical duties have been assigned to designated company individuals. These personnel have received special training and instructions to properly carry out these assignments. A list of individuals assigned and a summary of their training is attached for review.

### E. Preferred Means of Reporting Fire and Emergencies

All company fires and emergencies will be reported by:

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F. Emergency and Fire Protection Coordinator

The Company's Emergency and Fire Protection Plan Coordinator:

Name	Title

Department: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

The Coordinator may be contacted for further information or explanation of the Company's Emergency and Fire Protection Plans.

G. Alarm System

Company employee alarm systems for notifying all employees in case of an emergency are:


When required by specific OSHA standards, the company will comply with OSHA standard 1910.165.- Employees Alarm Systems. These requirements are shown on the attached sheet.

H. Fire Protection and Prevention Assignments

Appropriate company personnel have been assigned specific fire protection and prevention responsibilities. Fire prevention equipment must be routinely inspected and tested. Systems that can increase the likelihood or severity of a fire must be inspected and maintained.

## **EMPLOYEE ACCOUNTABILITY FOLLOWING AN EMERGENCY EVACUATION**

Each company supervisor is responsible for accounting for each of his or her assigned employees following an emergency evacuation. This will be accomplished by following the procedures shown below.

### **Employee Accountability**

1. Rally points have been established for all company evacuation routes and procedures. These points are designated on each posted work area escape route.
2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor so an accurate headcount can be made. Supervisors will check off all those reporting and report those not checked off as missing to the Emergency Evacuation coordinator.
4. The Emergency Evacuation coordinator will be located at one of the following locations:
  - A. Primary Location:  
\_\_\_\_\_
  - B. Secondary Location:  
\_\_\_\_\_
5. The Emergency Evacuation Coordinator will determine the method that will be utilized to locate missing personnel.

**EMERGENCY ESCAPE PRODECURES AND ESCAPE ROUTE ASSIGNMENT**

WORKAREA:

SKETCH:

Supervisor and Employee Rally Points

SPECIAL INSTRUCTIONS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMERGENCY PLAN AND FIRE PROTECTION COORDINATOR:\_\_\_\_\_

Signature:\_\_\_\_\_

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

**EMPLOYEE ALARM SYSTEM REQUIREMENTS**  
**REF: OSHA Standard 1910.165**

Requirement	Reference	Meets the Requirement
1. Provides warning for safe escape	(b)(1)	_____
2. Can be perceived by all employees	(b)(2)	_____
3. Alarm is distinctive and recognizable	(b)(3)	_____
4. Employees properly trained	(b)(4)	_____
5. Emergency telephone numbers posted.	(b)(4)	_____
6. Emergency alarms have priority	(b)(4)	_____
7. Alarm procedures established.	(b)(5)	_____
8. All alarm components are approved.	(c)(1)	_____
9. Alarms restored promptly after testing.	(c)(2)	_____
10. Spare alarm devices available.	(c)(2)	_____
11. Alarm system maintained properly.	(d)(1)	_____
12. Effective alarm tests conducted every 2 months	(d)(2)	_____
13. Power supplies maintained and back-ups provided.	(d)(3)	_____
14. Supervised systems provide positive notification of any defect and are tested annually.	(d)(4)	_____
15. Alarms maintained properly by trained personnel.	(d)(5)	_____
16. All manually operated devices must not be obstructed and readily accessible.	(e)	_____

Note: The above requirements apply to all emergency employee alarms installed to meet a particular OSHA standard.

# Procedures for Employees Who Remain to Operate Critical Operations before They Evacuate

*This document describes those operations, procedures, and personnel required for critical operations before the assigned personnel evacuate during emergency situations. A description of the special training provided is also included.*

## Critical Operation and Procedures

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## Personnel Remaining in the Critical Operation

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## Special Training Provided

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## DRUG-FREE WORKPLACE STATEMENT

In 1988, Congress passed the “Drug-Free Workplace Act” it became effective March 18, 1989.

In response to the legal requirements for an alcohol and drug free workplace, and our company’s concern and obligation for the health and safety of our workforce, Jackson Unlimited LLC is instituting the following Workplace Statement.

This statement certifies our company’s policy and intent to provide and maintain an alcohol and drug free environment for our employees who are our most valuable resource, prohibiting the possession, use, consumption distribution or sale of alcohol and/or controlled/illegal substance in the workplace.

In addition our policy will provide information to all employees on the danger of workplace alcohol/drug use. The policy will also provide sanctions that employees will face for violations of the Jackson Unlimited LLC Alcohol/Drug Free Workplace Policy.

Finally this policy contains and acknowledgment and consent that must be dated, signed and witnessed by each employee who receives a copy of our policy.

Our Alcohol/Drug-Free Workplace Statement specifically requires Jackson Unlimited LLC to notify each employee that as a condition of employment, each employee must:

- Comply with our company’s Alcohol/Drug-Free Workplace Policy
- Notify Jackson Unlimited LLC of any conviction for an alcohol/drug related offense committed in the workplace, within five (5) days of the conviction.

## **JACKSON UNLIMITED LLC**

### **ALCOHOL AND SUBSTANCE ABUSE POLICY**

#### **I. PURPOSE**

Jackson Unlimited LLC (the “Company”) is concerned and recognizes a responsibility to provide a safe, healthy and productive work environment for all employees. This Policy is designed to help accomplish that goal by eliminating drug and alcohol abuse among our employees. Employees who use illegal drugs or abuse other controlled substances or alcohol tend to be less productive, less reliable, less cautious and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in our Company’s business. Ultimately, they threaten our competitiveness.

We believe our employees have the right to work with persons free from the effects of alcohol and drugs. This Policy is designed to help accomplish that goal by eliminating alcohol and drug abuse among our employees.

We regret any inconvenience that may be caused to employees who do not abuse alcohol or drugs. We believe, however, that the benefits to be derived from this Policy in terms of enhanced safety, productivity, and quality of the workplace will more than make up for any inconvenience to the rest of us. We seek the understanding and cooperation of all employees in implementing this Policy to make our Company a safe and enjoyable place to work.

#### **II. CONDITIONAL JOB OFFER SCREENING**

The Company will utilize conditional job offer screening practices to prevent hiring or rehiring (a) individuals who use illegal drugs or (b) individuals whose use of legal drugs or alcohol indicates a risk of unsatisfactory or unsafe job performance.

#### **III. USE, POSSESSION, OR SALE OF DRUGS OR ALCOHOL**

##### **A. ALCOHOL**

The possession, consumption, purchase or sale of alcohol on Company premises is prohibited. Furthermore, no employee shall be under the influence of alcohol while performing Company business off Company premises if such use or influence in the opinion of the Company may affect the safety of the employee, co-workers or members of the public, the employee’s job performance, or the safe or efficient operation of the Company. Any exception to this Policy for special situations (e.g., Christmas parties) must be approved in advance by the President and conducted in accordance with any limitations which accompany approval.

In addition, persons whose positions with the Company require driving Company equipment or vehicles as a part of their work may be removed from such positions if found to have been driving under the influence of alcohol whether on duty or off.

**B. LEGAL DRUGS**

The use of illegal drugs may affect the safety of the employee or co-workers or members of the public, the employee's job performance, or the safe or efficient operation of the Company facility. "Legal Drug" includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured. Therefore, any employee who is taking any legal drug which might impair safety, performance, or any motor functions must advise his/her supervisor before reporting to work under such medication. If the Company determines that such does not use does not pose any safety or product quality risk, the employee will be permitted to work. A letter of certification from his/her physician must be provided upon request for the employees personnel file.

**C. ILLEGAL DRUGS**

The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited where the employee is on Company premises or is performing Company business, or where such activity away from the Company premises or business affects the employee's suitability for continued employment or may harm the reputation of the Company and its employees. It also includes marijuana, amphetamines, cocaine, opiates, phencyclidine, barbiturates, benzodiazepines, methadone and propoxyphene.

**IV. DRUG AND ALCOHOL SCREENING**

A. A urinalysis, or other drug/alcohol screening may be conducted:

1. To all applicants to whom a job offer has been made.
2. Post-accident or if probable cause is suspected.
3. When there is reason to believe that an employee may be using drugs or may be under the influence of drugs or alcohol.
4. As part of periodic follow-up testing if the employee is found to have breached these policies but has been permitted to remain employed.
5. Whenever an employee is working in a job classification which has been designated by the Company as a "safety risk classification".

B. An employee's cooperation with such a test is required as a condition of employment. The employee's refusal to cooperate with such a request and

provide a specimen may be grounds for termination where there is any reason to believe that the employee has violated this Policy and the employee's refusal to cooperate prevents a medical determination of his/her condition. Employees who produce a "diluted" urine specimen will be given only one (1) additional opportunity to submit one (1) additional specimen at the employee's cost. This specimen must be given by the employee at the Company's designated collection facility according to established Company protocol for urine collection and tested by the Company's designated NIDA approved laboratory at the employee's cost. Further, this additional specimen must be collected within eight (8) hours from the time the employee is notified of the "diluted" specimen. Failure to produce a negative urine test result or to comply with all the tenants of this document and the established Company procedures for its implementation will constitute non compliance with this Policy.

## **V. SEARCHES**

- A. Routine searches of Company property may be conducted at times unannounced, this includes, but is not limited to, lockers, storage areas, jobsite trailers, Company vehicles and rooms normally used to store employee's personal property.
- B. Should the Company suspect that an employee has sold, purchased, used or possessed alcohol, drugs or drug paraphernalia on Company premises, the Company may inspect the employee's personal effects (lunch boxes, tool boxes) or automobile on Company property.

## **VI. VIOLATIONS OF POLICY**

- A. Any violation of this Policy may be grounds for termination. However, in some circumstances and at the sole discretion of the Company, a lesser penalty may be selected.
- B. If the employee has not engaged in misconduct, unsafe conduct or poor job performance, but is found to have alcohol or drugs in his/her system, the employee may be placed on an unpaid medical leave (maximum one month) until he/she presents reliable medical evidence that he/she has overcome any substance use problem, and he/she shall be reinstated to his/her former position if he/she consents in writing to occasional testing on request over the next 12 months to be certain that he/she has not resumed usage of drugs or alcohol in violation of this Policy. If such subsequent usage is detected, the employee will be terminated.

## **VII. SELF-IDENTIFICATION TO COMPANY MANAGEMENT/SUPERVISION**

Employees who take the initiative of advising their supervisor or manager that they have a medical problem with regard to alcohol or drug use, who have not engaged in misconduct or repeated poor performance at work, and who demonstrate a commitment to take the necessary remedial action, will be provided a medical leave of absence for such purpose.

#### **VIII. RESERVATION OF RIGHTS**

The Company reserves the right to change, rescind or depart from this Policy in whole or in part. Nothing in this Policy alters an employee's status. The Company hopes each employment relationship will be a happy and enduring one. Nevertheless, employees remain free to rescind their employment at any time with or without cause.

# Jackson Unlimited LLC

## HAZARD COMMUNICATION PROGRAM

### I. General

The purpose of this instruction is to ensure that **Jackson Unlimited LLC** is in compliance with the Occupational Safety and Health Administration's Hazard Communication Standard (HCS) 29 CFR 1910.1200.

**(Coordinator's name or title)** is designated as the Hazard Communication Program Coordinator and as such acts as the representative of the President of **Jackson Unlimited LLC**, who has overall responsibility.

In general, each employee in the facility will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

### II. List of Hazardous Chemicals

The Hazard Communication Coordinator will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility. The list of hazardous chemicals is maintained in **(enter place(s) list is kept)**.

### III. Material Safety Data Sheets (MSDS's)

The Hazard Communication Coordinator will maintain an MSDS on every substance listed on the hazardous chemical list in. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. The Hazard Communication Coordinator will ensure that all MSDS's are kept in the **(enter location where MSDS's are to be kept)**. All MSDS's will be readily available to all employees.

The HazCom Coordinator is responsible for acquiring and updating MSDS's. The Coordinator will review each MSDS for accuracy and completeness. All new procurements for the facility must be cleared by the Hazard Communication Coordinator. Whenever possible, the least hazardous substance will be procured. MSDS's that meet the requirements of the HCS must be fully completed and received at the facility either prior to or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurements from vendors failing to provide approved MSDS's in a timely manner.

#### **IV. Labels and Other Forms of Warning**

**(Enter name and/or title)** is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. **(enter name and/or title)** will refer to the corresponding MSDS to verify label information. Immediate use containers, small containers in which materials are poured for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by **(enter name and/or title)** prior to their use.

**(Enter name and/or title)** will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up to date.

#### **V. Training**

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Hazardous chemical training will be conducted by **(enter name and/or title)**.

The training will emphasize these elements:

- > A summary of the standard and this written program;
- > Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
  - > Physical and health hazards associated with potential exposure to workplace chemicals;
  - > Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- > Hazardous chemical spill and leak procedures; and,
  - > Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Hazard Communication Coordinator will monitor and maintain records of employee training and advise the facility manager on training needs.

#### **VI. Contractors and Other "Outside" Employers**

The Hazard Communication Coordinator, upon notification from management, will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises. Likewise, contractors and other outside employers will be required provide information to the Hazard Communication Coordinator regarding any hazardous materials they will introduce into our facilities. This information may be conveyed by providing MSDS's to the appropriate personnel.

#### **VII. Non-Routine Tasks**

Supervisors contemplating a non-routine task, will consult with the Hazard Communication Coordinator and ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of supervisors and the Hazard Communication Coordinator with affected employees before such work is begun.

#### **VIII. Additional Information**

Further information on this written program, the Hazard Communication Standard, and applicable MSDS's is available by contacting the Corporate Safety Director.



**Sample Written Program**

**for**

**Hearing Conservation**

**Hearing Conservation Program**  
**for**  
**Jackson Unlimited LLC**

**I. OBJECTIVE**

The objective of the Jackson Unlimited LLC Hearing Conservation Program is to minimize occupational hearing loss by providing hearing protection, training, and annual hearing tests to all persons working in areas or with equipment that have noise levels equal to or exceeding an eight-hour time-weighted average (TWA) sound limit of 85 dBA (decibels measured on the A scale of a sound level meter). A copy of this program will be maintained by all affected departments. A copy of OSHA's Hearing Conservation Standard, 29 CFR 1910.95, can be obtained from **Responsible Person**. A copy of the standard will also be posted in areas with affected employees.

**II. ASSIGNMENT OF RESPONSIBILITY**

A. Management

1. Use engineering and administrative controls to limit employee exposure.
2. Provide adequate hearing protection for employees.
3. Post signs and warnings in all high noise areas.
4. Conduct noise surveys annually or when new equipment is needed.
5. Conduct annual hearing test for all employees.
6. Conduct hearing conservation training for all new employees.
7. Conduct annual hearing conservation training for all employees.

B. Employees

1. Use company-issue approved hearing protection in designated high noise areas.
2. Request new hearing protection when needed.
3. Exercise proper care of issued hearing protection.

**III. PROCEDURES**

A. Noise Monitoring

1. Monitoring for noise exposure levels will be conducted by **Responsible Person**. It is the responsibility of the individual departments to notify **Responsible Person** when there is a possible need for monitoring. Monitoring will be performed with the use of sound level meters and personal dosimeters at the discretion of **Responsible Person**.

2. Monitoring will also be conducted whenever there is a change in equipment, process or controls that affect the noise levels. This includes the addition or removal of machinery, alteration in building structure, or substitution of new equipment in place of that previously used. The responsible supervisor must inform **Responsible Person** when these types of changes are instituted.

#### B. Employee Training

1. Affected employees will be required to attend training concerning the proper usage and wearing of hearing protection. The training will be conducted by **Responsible Person**, or a designated representative, within a month of hire and annually thereafter.

2. Training shall consist of the following components:

- a. how noise affects hearing and hearing loss;
- b. review of the OSHA hearing protection standard;
- c. explanation of audiometric testing;
- d. rules and procedures;
- e. locations within company property where hearing protection is required; and
- f. how to use and care for hearing protectors.

3. Training records will be maintained by **Responsible Person** (see Attachment A).

#### C. Hearing Protection

Management, supervisors, and employees shall properly wear the prescribed hearing protection while working or traveling through any area that is designated as a high noise area.

1. Hearing protection will be provided at no cost to employees who perform tasks designated as having a high noise exposure and replaced as necessary. It is the supervisor's responsibility to require employees to wear hearing protection when noise levels reach or exceed 85 dBA. Those employees will have the opportunity to choose from at least two different types of hearing protection.

2. Personal stereo headsets, or "Walkmen," are not approved for hearing protection and are not permitted in any operating area of company property.

3. Signage is required in areas that necessitate hearing protection. It is the responsibility of **Responsible Person** to provide signage to the appropriate areas.

4. Preformed earplugs and earmuffs should be washed periodically and stored in a clean area. Foam inserts should be discarded after each use. Hands should be washed before handling preformed earplugs and foam inserts to prevent contaminants from being placed in the ear.

5. **Responsible person** will keep a log of the areas or job tasks designated as requiring hearing protection, as well as the personnel affected by this Hearing Conservation Program (see Attachment B).

#### D. Audiograms/Hearing Tests

1. Employees subject to the Hearing Conservation Program who have time-weighted average (TWA) noise exposures of 85 dBA or greater for an eight (8) hour work shift will be required to have both a baseline and annual audiogram. The audiograms will be provided by the **Jackson Unlimited LLC** and conducted by **Responsible Company** with no cost to the employee.

2. The baseline audiogram will be given to an employee within one (1) month of employment with **Jackson Unlimited LLC** and before any exposure to high noise levels. Annual audiograms will be performed within one year from the date of the previous audiogram. It is the responsibility of the individual and **Responsible person** to schedule the annual audiogram.

3. If an annual audiogram shows that an employee has suffered a standard threshold shift, the employee will be retested within thirty (30) days of the annual audiogram. If the retest confirms the occurrence of a standard threshold shift, the employee will be notified in writing within twenty-one (21) days of the confirmation. Employees who do experience a standard threshold shift will be refitted with hearing protection and provided more training on the effects of noise.

## Attachment A

## Hearing Conservation Training Log

**Training Date:** \_\_\_\_\_

**Topic:** \_\_\_\_\_

**Training Conducted by:** \_\_\_\_\_

[illegible]

## Attachment B

## Record of Hearing Protection Needs

[illegible]

# **Lockout/Tagout: The Control of Hazardous Energy Safety Program for Jackson Unlimited LLC**

## **I. OBJECTIVES**

To establish a means of positive control to prevent the accident starting or activating of machinery or systems while they are being repaired, cleaned and/or serviced.

- A. To establish a safe and positive means of shutting down machinery, equipment and systems.
- B. To prohibit unauthorized personnel or remote control systems from starting machinery or equipment while it is being serviced.
- C. To provide a secondary control system (tagout) when it is impossible to positively lockout the machinery or equipment.
- D. To establish responsibility for implementing and controlling lockout/tagout procedures.
- E. To ensure that only approved locks, standardized tags and fastening devices provided by the company will be utilized in the lockout/tagout procedures.

## **II. AREAS OF RESPONSIBILITY**

- A. \_\_\_\_\_ will be responsible for implementing the lockout/tagout program.
- B. \_\_\_\_\_ are responsible to enforce the program and insure compliance with the procedures in their department.
- C. \_\_\_\_\_ is responsible for monitoring the compliance of this procedure and will conduct the annual inspection and certification of the authorized employees.

- D. Authorized employees (those contained in attachment #A-1) are responsible to follow established lockout/tagout procedures.
- E. Affected employees (all other employees in the facility) are responsible for insuring they do not attempt to restart or re-energize machines or equipment which are locked out or tagged out.

## **PROCEDURES**

### **PREPARATION FOR LOCKOUT OR TAGOUT**

Employees who are required to utilize the lockout/tagout procedure (see attachment #A-1) must be knowledgeable of the different energy sources and the proper sequence of shutting off or disconnecting energy means.

The four types of energy sources are:

- (1) Electrical (most common form)
- (2) Hydraulic or pneumatic
- (3) Fluids and gases
- (4) Mechanical

More than one energy source can be utilized on some equipment and the PROPER procedure must be followed in order to identify energy sources and lockout/tagout accordingly. See Attachment D for specific procedure format.

### **ELECTRICAL**

- A. Shut off power at machine and disconnect.
- B. Disconnecting means must be locked or tagged.
- C. Press start button to see that correct systems are locked out.
- D. All controls must be returned to their safest position.
- E. Points to remember:
  - 1. If a machine or piece of equipment contains capacitors, they must be drained of stored energy.



2. Possible disconnecting means include the power cord, power panels (look for primary and secondary voltage), breakers, the operator's station, motor circuit, relays, limit switches, electrical interlocks.

**NOTE:**

1. Some equipment may have a motor isolating shut-off and a control isolating shutoff.
2. If the electrical energy is disconnected by simply unplugging the power cord, the cord must be kept under the control of the authorized employee or the plug end of the cord must be locked out or tagged out.

**HYDRAULIC/PNEUMATIC**

- A. Shut off all energy sources (pumps and compressors). If the pumps and compressors supply energy to more than one piece of equipment, lockout or tagout the valve supplying energy to this piece of equipment.
- B. Stored pressure from hydraulic/pneumatic lines shall be drained/bled when release of stored energy could cause injury to employees.
- C. Make sure controls are returned to their safest position (off, stop, standby, inch, jog, etc.).

**FLUIDS AND GASES**

- A. Identify the type of fluid or gas and the proper
- B. Close valves to prevent flow, lockout/tagout.
- C. Determine the isolating device, close, and lockout or tagout.
- D. Drain and bleed lines to zero energy state.

**NOTE:** *Some systems may have electrically controlled valves; if so, they must be shut off, locked or tagged out.*

- E. Check for zero energy state at the equipment.

## **MECHANICAL ENERGY** (Gravity activation, or stored in springs, etc)

- A. Block out or use die ram safety chain.
- B. Lockout or tagout safety device.
- C. Shut off, lockout or tagout electrical system.
- D. Check for zero energy state.
- E. Return controls to safest position.

## **RELEASE FROM LOCKOUT/TAGOUT**

- A. Inspection - - Make certain the work is completed and inventory tools and equipment used.
- B. Clean-up - - Remove all towels, rags, work-aids, etc.
- C. Replace guards - - Replace all guards possible. Sometimes a particular guard may have to be left off until the start sequence is over due to possible adjustments, however, all other guards should be put back into place.
- D. Check controls - - All controls should be in their safest position.
- E. The work area shall be checked to ensure that all employees have been safely positioned or removed and notified that the lockout/tagout devices are being removed.
- F. Remove locks/tags - - Remove only your lock or tag.

## **PROCEDURE INVOLVING MORE THAN ONE PERSON**

When servicing and/or maintenance is performed by more than one person, each authorized employee shall place his own lock or tag on the energy isolating source. This shall be done by utilizing a multiple lock scissors clamp if the equipment is capable of being locked out. If the equipment cannot be locked out, then each authorized employee must place his tag on the equipment.

## **PROCEDURE FOR THE REMOVAL OF AN AUTHORIZED EMPLOYEE'S LOCKOUT/TAGOUT BY THE COMPANY**

*Each location must develop written procedures under the above heading that complies with 1910.147(e)(3) that can be utilized at that location. Your procedures should include the following:*

- 1. Verification by employer that the authorized employee who applied the device is not in the facility.*
- 2. Make reasonable efforts to advise the employee that his device has been removed. (This can be done when he returns to the facility).*
- 3. Ensure that the authorized employee has this knowledge before he resumes work at the facility.*

## **PROCEDURES FOR SHIFT OR PERSONNEL CHANGES**

*Each facility must develop their own written procedures based on their need and capabilities. However, your procedure must specify how you will ensure the continuity of lockout or tagout protection during that time. See 1910.147(e)(4).*

## **PROCEDURES FOR OUTSIDE PERSONNEL/CONTRACTORS**

Outside personnel/contractors shall be advised that the company has and enforces the use of lockout/tagout procedures. They will be informed of the use of locks and tags and notified about the prohibition relating to attempts to restart or re-energize machines or equipment that are locked out or tagged out.

The company will obtain information from the outside personnel/contractor about their lockout/tagout procedures and advise affected employees of this information.

The outside personnel/contractor will be required to sign a certification form (see attachment C). If outside personnel/contractor has previously signed a certification that is on file, there is no need to have them sign a new certification.

## TRAINING AND COMMUNICATION:

Each authorized employee who will be utilizing the lockout/tagout procedure will be trained in the recognition of applicable hazardous energy sources, type and magnitude of energy available in the work place, and the methods and means necessary for energy isolation and control.

Each affected employee (all employees other than authorized employees utilizing the lockout/tagout procedure) shall be instructed in the purpose and use of the lockout/tagout procedure and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

Training will be certified using attachment #A-2 (Authorized personnel) or #A-3 (Affected Personnel). The certification will be retained in the employee's personnel file.

## PROCEDURES FOR PERIODIC INSPECTION

A periodic inspection (at least annually) will be conducted of each authorized employee under the lockout/tagout procedure. This inspection shall be performed by the (Responsible person) provided they are not the ones utilizing the energy control procedure being inspected.

The inspection will include a review between the inspector and each authorized employee, of that employee's responsibilities under the energy control (lockout/tagout) procedure. The inspection will also consist of a physical inspection of the authorized employee while performing work under the procedures.

The (Responsible person) shall certify in writing that the inspection has been performed. The written certification (see attachment #B) shall be retained in the individual's personnel file.

**ATTACHMENT A-1**

**LIST OF AUTHORIZED PERSONNEL  
FOR  
LOCKOUT/TAGOUT PROCEDURES**

NAMES

JOB TITLE

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**ATTACHMENT A-2**

**CERTIFICATION OF TRAINING**

**(AUTHORIZED PERSONNEL)**

I CERTIFY THAT I RECEIVED TRAINING AS AN AUTHORIZED  
EMPLOYEE UNDER \_\_\_\_\_ LOCKOUT/TAGOUT  
PROGRAM. I FURTHER CERTIFY THAT I UNDERSTAND THE  
PROCEDURES AND WILL ABIDE BY THOSE PROCEDURES.

AUTHORIZED EMPLOYEE SIGNATURE

DATE

**ATTACHMENT A-3**

**CERTIFICATION OF TRAINING**

**(AFFECTED PERSONNEL)**

I CERTIFY THAT I RECEIVED TRAINING AS AN AFFECTED EMPLOYEE UNDER  
\_\_\_\_\_ LOCKOUT/TAGOUT PROGRAM. I FURTHER CERTIFY  
AND UNDERSTAND THAT I AM PROHIBITED FROM ATTEMPTING TO RESTART  
OR RE-ENERGIZE MACHINES OR EQUIPMENT WHICH ARE LOCKED OUT OR  
TAGGED.

AFFECTED EMPLOYEE SIGNATURE

DATE

## **ATTACHMENT B**

### **LOCKOUT/TAGOUT INSPECTION CERTIFICATION**

I CERTIFY THAT \_\_\_\_\_ WAS INSPECTED ON THIS DATE  
UTILIZING LOCKOUT/TAGOUT PROCEDURES. THE INSPECTION WAS  
PERFORMED WHILE WORKING ON \_\_\_\_\_.

AUTHORIZED EMPLOYEE SIGNATURE

DATE

INSPECTOR SIGNATURE

DATE



**ATTACHMENT C**

**OUTSIDE PERSONNEL/CONTRACTOR CERTIFICATION**

I CERTIFY THAT \_\_\_\_\_ AND  
(OUTSIDE PERSONNEL/CONTRACTOR) HAVE INFORMED EACH OTHER OF OUR  
RESPECTIVE LOCKOUT OR TAGOUT PROCEDURES.

\_\_\_\_\_  
NAME (PRINTED)

DATE

\_\_\_\_\_  
SIGNATURE

DATE

\_\_\_\_\_  
OUTSIDE PERSONNEL/CONTRACTOR (PRINTED)

DATE

\_\_\_\_\_  
SIGNATURE

DATE

**ATTACHMENT D**

**EQUIPMENT SPECIFIC PROCEDURE  
FOR**

(Date)

**Machine Identification**

General Description:

Manufacturer:

Model Number:

Serial Number:\*

*\* If more than one piece of same equipment, list all serial numbers.*

Location of equipment:

**Operator Controls**

The type of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types of operator controls:

## **Energy Sources**

The energy sources present on this equipment are: (electrical, steam, hydraulic, pneumatic, natural gas, stored energy, etc.)

ENERGY SOURCE	LOCATION	Lockable		Type lock or block needed
		Yes	No	

## **Shutdown Procedures**

List the steps in order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how the energy will be dissipated or restrained.

Procedure:

Lock Type & Location:

De-energized State To Be Verified? How?

**NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN APPLICATION**

**Start Up Procedures**

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Procedure:

Energy Source Activated:

**NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN APPLICATION**

**Procedures For Operations and Service/Maintenance**

List those operations where the procedures above do not apply. [See 29CFR 1910.147 (a)(2)] Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one method of determining appropriate measures.

Operation Name:

### **Affected and Authorized Employees**

List each person affected by this procedure and those authorized to use this procedure.

[illegible][illegible]


Approved by (& date):

Approved by (& date):

**Personal Protective Equipment (PPE)  
For  
Jackson Unlimited LLC**

# Written Hazard Assessment for Selecting Personal Protective Equipment

- Identifying and evaluating equipment and processes
- Reviewing injury/accident/incident records
- Reviewing previously selected PPE

Date of Evaluation: \_\_\_\_\_

Workplace  
Evaluated By: \_\_\_\_\_

Evaluator Title: \_\_\_\_\_

<b><u>HAZARD TYPE</u></b> [impact, penetration, chemical--(corrosive, reactive, toxic, irritant, flammable, etc), heat, harmful (or nuisance) dust, light / radiation, electrical, biohazard, noise, other]	<b><u>LOCATION/ SOURCES/ TASKS</u></b>	<b><u>ANALYSIS OF RISK</u></b> (Low/ Medium / High)		<b><u>PPE (REQUIRED)</u></b>	<b><u>PPE (OPTIONAL)</u></b>
		Level of Risk	Seriousness of Potential Injury		



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# Personal Protective Equipment Training Meeting Record for

Company Name **Jackson Unlimited LLC**

Company Address \_\_\_\_\_

Date of Training \_\_\_\_\_ Training Provided By \_\_\_\_\_

## TRAINING TOPIC COVERED

- (1) A summary of the standard and our written program
- (2) When PPE is necessary
- (3) What PPE is necessary
- (4) How to properly don, doff, adjust, and wear PPE
- (5) Limitations of the PPE
- (6) Proper care, maintenance, useful life, and disposal of the PPE

[illegible]

# Employee Acknowledgement of Personal Protective Equipment Training

I, \_\_\_\_\_, have been trained in the company's personal protective equipment program. The protective equipment required in my work area has been explained and I am aware of the company's policy and requirement.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# Fall Protection Safety Program for Residential Construction

## SAMPLE PLAN #2 Fall Protection Plan for Residential Construction For Jackson Unlimited LLC

This Residential Construction Fall Protection Plan Is Specific For the Following Project:

Location of Job:

Date Plan Prepared or Modified:

Plan Prepared By:

Plan Approved By:

Plan Supervised By:

The following Fall Protection Plan is a sample program prepared for the prevention of injuries associated with falls. A Fall Protection Plan must be developed and evaluated on a site by site basis. It is recommended that builders discuss the written Fall Protection Plan with their OSHA Area Office prior to going on a jobsite.

### I. **STATEMENT OF COMPANY POLICY**

**Jackson Unlimited LLC** is dedicated to the protection of its employees from on-the-job injuries. All employees of **Jackson Unlimited LLC** have the responsibility to work safely on the job. The purpose of the plan is to supplement our existing safety and health program and to ensure that every employee who works for **Jackson Unlimited LLC** recognizes workplace fall hazards and takes the appropriate measures to address those hazards.

This Fall Protection Plan addresses the use of conventional fall protection at a number of areas on the project, as well as identifies specific activities that require non-conventional means of fall protection. During the construction of residential buildings under 48 feet in height, it is sometimes infeasible or it creates a greater hazard to use conventional fall protection systems at specific areas or for specific tasks. The areas or tasks may include, but are not limited to:

- a. Setting and bracing of roof trusses and rafters;
- b. Installation of floor sheathing and joists;

- c. Roof sheathing operations; and
- d. Erecting exterior walls.

In these cases, conventional fall protection systems may not be the safest choice for builders. This plan is designed to enable employers and employees to recognize the fall hazards associated with this job and to establish the safest procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces.

Each employee will be trained in these procedures and will strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the competent person of their concern and have the concern addressed before proceeding.

It is the responsibility of (name of competent person) to implement this Fall Protection Plan. Continual observational safety checks of work operations and the enforcement of the safety policy and procedures shall be regularly enforced. The crew supervisor or foreman (insert name) is responsible for correcting any unsafe practices or conditions immediately.

It is the responsibility of the employer to ensure that all employees understand and adhere to the procedures of this plan and to follow the instructions of the crew supervisor. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees. Any changes to the Fall Protection Plan must be approved by (name of qualified person).

## II. **FALL PROTECTION SYSTEMS TO BE USED ON THIS JOB**

Installation of roof trusses/rafters, exterior wall erection, roof sheathing, floor sheathing and joist/truss activities will be conducted by employees who are specifically trained to do this type of work and are trained to recognize the fall hazards. The nature of such work normally exposes the employee to the fall hazard for a short period of time. This Plan details how **Jackson Unlimited LLC** will minimize these hazards.

### **Controlled Access Zones**

When using the Plan to implement the fall protection options available, workers must be protected through limited access to high hazard locations. Before any non-conventional fall protection systems are used as part of the work plan, a controlled access zone (CAZ) shall be clearly defined by the competent person as an area where a recognized hazard exists. The demarcation of the CAZ shall be communicated by the competent person in a recognized manner, either through signs, wires, tapes, ropes or chains.

**Jackson Unlimited LLC** shall take the following steps to ensure that the CAZ is clearly marked or controlled by the competent person:

All access to the CAZ must be restricted to authorized entrants;

All workers who are permitted in the CAZ shall be listed in the appropriate sections of the Plan (or be visibly identifiable by the competent person) prior to implementation;

The competent person shall ensure that all protective elements of the CAZ be implemented prior to the beginning of work.

### **Installation Procedures for Roof Truss and Rafter Erection**

During the erection and bracing of roof trusses/rafters, conventional fall protection may present a greater hazard to workers. On this job, safety nets, guardrails and personal fall arrest systems will not provide adequate fall protection because the nets will cause the walls to collapse, while there are no suitable attachment or anchorage points for guardrails or personal fall arrest systems.

On this job, requiring workers to use a ladder for the entire installation process will cause a greater hazard because the worker must stand on the ladder with his back or side to the front of the ladder. While erecting the truss or rafter the worker will need both hands to maneuver the truss and therefore cannot hold onto the ladder. In addition, ladders cannot be adequately protected from movement while trusses are being maneuvered into place. Many workers may experience additional fatigue because of the increase in overhead work with heavy materials, which can also lead to a greater hazard.

Exterior scaffolds cannot be utilized on this job because the ground, after recent backfilling, cannot support the scaffolding. In most cases, the erection and dismantling of the scaffold would expose workers to a greater fall hazard than erection of the trusses/rafters.

On all walls eight feet or less, workers will install interior scaffolds along the interior wall below the location where the trusses/rafters will be erected.

"Sawhorse" scaffolds constructed of 46 inch sawhorses and 2x10 planks will often allow workers to be elevated high enough to allow for the erection of trusses and rafters without working on the top plate of the wall.

In structures that have walls higher than eight feet and where the use of scaffolds and ladders would create a greater hazard, safe working procedures will be utilized when working on the top plate and will be monitored by the crew supervisor. During all stages of truss/rafter erection the stability of the trusses/rafters will be ensured at all times.

**Jackson Unlimited LLC** shall take the following steps to protect workers who are exposed to fall hazards while working from the top plate installing trusses/rafters:

- \* Only the following trained workers will be allowed to work on the top plate during roof truss or rafter installation:

(List names of workers here.)

- \* Workers shall have no other duties to perform during truss/rafter erection procedures;
- \* All trusses/rafters will be adequately braced before any worker can use the truss/rafter as a support;
- \* Workers will remain on the top plate using the previously stabilized truss/rafter as a support while other trusses/rafters are being erected;
- \* Workers will leave the area of the secured trusses only when it is necessary to secure another truss/rafter;
- \* The first two trusses/rafters will be set from ladders leaning on side walls at points where the walls can support the weight of the ladder; and
- \* A worker will climb onto the interior top plate via a ladder to secure the peaks of the first two trusses/rafters being set.

The workers responsible for detaching trusses from cranes and/or securing trusses at the peaks traditionally are positioned at the peak of the trusses/rafters. There are also situations where workers securing rafters to ridge beams will be positioned on top of the ridge beam.

**Jackson Unlimited LLC** shall take the following steps to protect workers who are exposed to fall hazards while securing trusses/rafters at the peak of the trusses/ridge beam:

- \* Only the following trained workers will be allowed to work at the peak during roof truss or rafter installation:

(List names of workers here.)

- Once truss or rafter installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects;
- Workers shall have no other duties than securing/bracing the trusses/ridge beam;

- Workers positioned at the peaks or in the webs of trusses or on top of the ridge beam shall work from a stable position, either by sitting on a "ridge seat" or other equivalent surface that provides additional stability or by positioning themselves in previously stabilized trusses/rafters and leaning into and reaching through the trusses/rafters;
- Workers shall not remain on or in the peak/ridge any longer than necessary to safely complete the task.

## **Roof Sheathing Operations**

Workers typically install roof sheathing after all trusses/rafters and any permanent truss bracing is in place. Roof structures are unstable until some sheathing is installed, so workers installing roof sheathing cannot be protected from fall hazards by conventional fall protection systems until it is determined that the roofing system can be used as an anchorage point. At that point, employees shall be protected by a personal fall arrest system. Trusses/rafters are subject to collapse if a worker falls while attached to a single truss with a belt/harness. Nets could also cause collapse, and there is no place to attach guardrails.

All workers will ensure that they have secure footing before they attempt to walk on the sheathing, including cleaning shoes/boots of mud or other slip hazards. To minimize the time workers must be exposed to a fall hazard, materials will be staged to allow for the quickest installation of sheathing.

**Jackson Unlimited LLC** shall take the following steps to protect workers who are exposed to fall hazards while installing roof sheathing:

- \* Once roof sheathing installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects;
- \* The competent person shall determine the limits of this area, which shall be clearly communicated to workers prior to placement of the first piece of roof sheathing;
- \* The competent person may order work on the roof to be suspended for brief periods as necessary to allow other workers to pass through such areas when this would not create a greater hazard;
- \* Only qualified workers shall install roof sheathing;
- \* The bottom row of roof sheathing may be installed by workers standing in truss webs;
- \* After the bottom row of roof sheathing is installed, a slide guard extending the width of the roof shall be securely attached to the roof. Slide guards are to be



constructed of no less than nominal 4" height capable of limiting the uncontrolled slide of workers. Workers should install the slide guard while standing in truss webs and leaning over the sheathing;

- \* Additional rows of roof sheathing may be installed by workers positioned on previously installed rows of sheathing. A slide guard can be used to assist workers in retaining their footing during successive sheathing operations; and

Additional slide guards shall be securely attached to the roof at intervals not to exceed 13 feet as successive rows of sheathing are installed. For roofs with pitches in excess of 9-in-12, slide guards will be installed at four-foot intervals.

When wet weather (rain, snow, or sleet) are present, roof sheathing operations shall be suspended unless safe footing can be assured for those workers installing sheathing.

When strong winds (above 40 miles per hour) are present, roof sheathing operations are to be suspended unless wind breakers are erected.

Installation of Floor Joists and Sheathing During the installation of floor sheathing/joists (leading edge construction), the following steps shall be taken to protect workers:

- \* Only the following trained workers will be allowed to install floor joists or sheathing:

(List names of workers here.)

- \* Materials for the operations shall be conveniently staged to allow for easy access to workers;
- \* The first floor joists or trusses will be rolled into position and secured either from the ground, ladders or sawhorse scaffolds;
- \* Each successive floor joist or truss will be rolled into place and secured from a platform created from a sheet of plywood laid over the previously secured floor joists or trusses;
- \* Except for the first row of sheathing which will be installed from ladders or the ground, workers shall work from the established deck; and
- \* Any workers not assisting in the leading edge construction while leading edges still exist (e.g. cutting the decking for the installers) shall not be permitted within six feet of the leading edge under construction.

## **Erection of Exterior Walls**

During the construction and erection of exterior walls, employers shall take the following steps to protect workers:

Only the following trained workers will be allowed to erect exterior walls:

(List names of workers here.)

- \* A painted line six feet from the perimeter will be clearly marked prior to any wall erection activities to warn of the approaching unprotected edge;
- \* Materials for operations shall be conveniently staged to minimize fall hazards; and
- \* Workers constructing exterior walls shall complete as much cutting of materials and other preparation as possible away from the edge of the deck.

### III. **ENFORCEMENT**

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The crew supervisor or foreman, as well as individuals in the Safety and Personnel Department, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

### IV. **ACCIDENT INVESTIGATIONS**

All accidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program that documentation take place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident occurring, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

### V. **CHANGES TO PLAN**

Any changes to the plan will be approved by (name of the qualified person). This plan shall be reviewed by a qualified person as the job progresses to determine if additional practices, procedures or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers shall be notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes shall be maintained at the jobsite.

[59 FR 40746, Aug. 9, 1994; 60 FR 5131, Jan. 26, 1995]

# **Safety Committee**

## **Safety Committee Organization**

- A safety committee is established as a management tool to recommend improvements to workplace safety programs and to identify corrective measures needed to eliminate or control recognized safety and health hazards.
- Safety committee employer representatives will not exceed employee representatives.

## **Responsibilities**

- The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.
- The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.
- The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
- The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
- Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.
- Management will provide written responses to safety committee written recommendations.

## **Meetings**

- Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities.
- Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.
- All safety committee records will be maintained for not less than three calendar years.

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