

Servicetry Integrated Services JV, LLC

Safety Manual

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MOVING FORWARD

There's only one place I want to go and it's to all the places I've never been.



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CONSTRUCTION SAFETY MANAGEMENT MANUAL

Culture of Safety

This program is designed to provide the user with information on establishing an effective Safety Management Program to help promote an environment of safety conscious work habits therefore preventing work related injuries and to support compliance with OSHA workplace safety regulations.

Servicetry Integrated Services, LLC (SIS)

The practice of occupational safety and health and its related regulatory programs are constantly under review and change. Additionally, there are significant differences in professional interpretation of regulatory standards and pertinent occupational safety and health information. In order to prevent costly work related injuries and occupational illnesses with the resulting worker's compensation insurance claims, all employees must be properly trained and held accountable for safety. Employees must understand all known hazards presented in their work environment and be able to respond appropriately to unplanned hazards, which may arise. The responsibility for complying with regulatory requirements and staying current with regulatory issues resides with the employer.

This publication is not intended to take the place of legal or professional assistance. If legal advice or other expert assistance is required with regard to a specific issue confronting an employer, then the services of a competent professional should be sought accordingly. No representation can be made or responsibility taken by the publisher regarding the completeness, accuracy, or continued validity of the information in this publication.

This program does not address every item in 29 CFR 1926, nor is it intended to address motor carrier safety regulations, environmental safety regulations, or local codes and ordinances. The manual addresses several areas related to the prevention of workplace injuries and accidents faced by employers engaged in "general industry" operations. It is very important to understand that under Federal Law you are responsible for compliance with all standards and regulations of 29 CFR 1926, which apply to your work areas and operations. All employers are encouraged to obtain and become familiar with, a copy of the OSHA General Industry Safety and Health Standards, 29 CFR 1926, published by both the U.S. Govt. Printing Office and several private printing firms. The OSHA web page is also a very valuable resource: www.osha.gov.

CONSTRUCTION SAFETY MANUAL

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Corporate Construction Safety Program

1.1 CORPORATE MANAGEMENT POLICY STATEMENT

The personal safety and health of each employee of our organization is of primary importance. We believe that our employees are our most important assets and that their safety at the worksite is our greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary.

To be successful, such a program must embody the proper attitude toward injury and illness prevention on the part of corporate management, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between corporate management, supervisor and employees, but also between each employee and their fellow workers.

Our concern for safety and health of all human beings is daily, even hourly. We expect every person who conducts the affairs of our company, no matter in what capacity they function, to accept this concern and its responsibility. Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety and health must be observed. Safety equipment cannot be abused or destroyed.

Cooperation between our employees and management in the observance of this policy will ensure safe-working conditions, will help result in accident-free performance and will work to our mutual advantage. It will also assist in reducing workers' compensation costs (direct costs) and reduce jobsite down time, material loss and regulatory agency fines (indirect costs).

1.2 CORPORATE MANAGEMENT SAFETY RESPONSIBILITIES

1. Eliminate potential hazards by ensuring appropriate safeguards, personal protective equipment and safe work tasks are in place.
2. Provide necessary personal protective equipment and enforce its use and care.
3. Provide effective training, which is required by the "standards", as a minimum for the employees.
4. Become familiar and comply with applicable OSHA standards (29 CFR 1910, General Industry, and 1926, Construction) and make copies of medical records as well as all safety and health programs available for employees to review.
5. Review, consider for approval, and execute appropriate action on safety policies developed by safety committees or safety director.
6. Ensure a high level of productivity and safety performance and hold project management staff accountable.
7. Assign an individual(s) [competent person] the authority for the implementation of the safety program at each worksite.

1.3 SAFETY COMMITTEE RESPONSIBILITIES

1. Monitor supervisory management and employee activity to ensure that the corporate programs are carried out in a timely manner.
2. Shall coordinate safety information between projects/shops to assure that all projects will benefit from each other's efforts.
3. Coordinate all safety activities including jobsite inspections, and distribution of safety materials. Perform jobsite inspections periodically and follow up corrective actions.
5. Analyze accident records and show trends.
6. Promote safety education on all levels.
7. Periodically review safety rules and standards with employees to confirm that the company is meeting its goals and objectives.
8. Review with supervisors how to handle emergency procedures at each jobsite location.
9. Confirm that all required signs are posted, and bulletin boards are maintained in clear and legible condition.
10. Confirm employer is enforcing compliance with all applicable federal, state, and local regulations.
11. Provide a regular report to upper management on the results of the safety program.

1.4 SUPERINTENDENT RESPONSIBILITIES

1. Know safety rules and work practices that apply to the work you supervise. Take action to confirm that all employees in your charge understand the safety rules that apply to them. Always take immediate action to correct safety rule violations. Unsafe acts or procedures cannot be tolerated.
2. Prevent bad work habits from developing. You are responsible to make daily observations of employees to ensure that they perform their work safely, and continue this observation regularly once safe working habits are established.
3. Take action to correct or control hazardous conditions within your work areas. If it is beyond your control, remove the employee until the condition is safe. Eliminate unsafe conditions and prevent an accident.
4. Encourage workers to report unsafe conditions or procedures. Listen to your workers and don't take their safety complaints lightly. No job should proceed when a question of safety remains unanswered. Seek advice from your project manager when necessary.
5. Set a good example. Demonstrate safety in your own work habits and personal conduct. Always wear personal protective equipment in areas where personal protective equipment is required.
6. Train your reports on the proper safety procedures to follow, including the use of additional safeguards such as machine guards and personal protective equipment.
7. Investigate and analyze every accident, however slight, that occurs to any of your employees. Control the causes of minor incidents to help avoid future crippling accidents.
8. Complete and file a report on each and every incident and accident that occurs at your jobsite. If you have question or require reporting forms, contact your project manager.
9. Conduct weekly safety toolbox meetings.
10. Make safety suggestions.
11. Serve on safety committee, if requested.
12. Take an active part and participate in safety meetings.

1.5 EMPLOYEE RESPONSIBILITIES

1. Whenever you are involved in an accident that results in personal injury or property damage, no matter how slight, the accident must be reported to your supervisor or other management personnel prior to the end of the work shift. Get first aid promptly.
2. Report any condition or practice you think might cause injury and/or damage to equipment immediately to your supervisor.
3. Do not operate any equipment, which, in your opinion, is not in a safe condition. Report immediately the condition that you believe is unsafe to your foreman.
4. All prescribed safety equipment and personal protective equipment must be used when required and must be maintained in good working condition. It is your personal responsibility to use such equipment. The use of required personal protective equipment is a non-negotiable item.
5. Obey all safety rules, government regulations, signs, markings, and instructions. Be particularly familiar with the rules and regulations that apply directly to you in the area in which you work. If you don't know, ask.
6. When lifting, use the approved lifting technique, i.e. bend your knees, grasp load firmly, keep load close to you, and then raise the load keeping your back as straight as possible. Always get help with heavy or awkward loads.
7. Do not engage in horseplay; avoid distracting others; be courteous to fellow workers.
8. Always use the right tools and equipment for the job. Use them safely and only when authorized. If you are not familiar with the safe way to use a particular tool or piece of equipment, ask your supervisor. When using your own tools on the job site, make sure all guards, ground pins, etc., are in place.
9. Good housekeeping must always be practiced. Return all tools, equipment, materials, etc., to their proper places when you are finished with them. Keep floors clean and passageways clear. Poor housekeeping wastes time, energy, and material, and often results in injury.
10. The use of drugs and/or intoxicating beverages on the jobsite is forbidden. Being under the influence of alcohol or drugs when on the jobsite is inexcusable. *Immediate discharge for being under the influence and/or using drugs or alcohol may be instituted.*
12. Loose clothing and jewelry cannot be worn when operating machinery and equipment.
13. Proper work shoes shall be worn at all jobsites. Open toed shoes and sneakers will not be permitted to be worn at any jobsite. If you are observed wearing open toed shoes or sneakers, you will not be permitted to work until you return with proper footwear.
14. Do not handle chemicals unless you have been trained in the safe handling procedure.

15. Hardhats, safety vests and eye protection shall be worn at all times.
16. Read, understand and follow the guidelines set forth in the material safety data sheets (MSDS) pertaining to your work.
17. Compliance with safety and health rules and regulations is a condition of employment.

I have read the above policies and understand that cooperation between employees and management will ensure safe-working conditions, will help result in injury free performance and will work to our mutual advantage.

Corporate Management

as of:

by:

Safety Committee

as of:

by:

Project Manager

as of:

by:

Superintendent

as of:

by:

2.0 NEW EMPLOYEE TRAINING

All new employees will be trained by a member of the management staff prior to starting work. The "New Employee Safety Orientation Checklist" shall be used by trainers (managers, superintendents, safety directors) as a reminder of the items that must be reviewed with the employee. All items must be initialed or identified as not applicable. The checklist must be signed by the employee and the management representative after the orientation is complete.

This form will be given to the project manager or home office and kept in the employee's personnel file.

New Employee Safety Orientation Checklist

2.1

Instructions To Management: Initial each item as you discuss it with the employees. This checklist must be completed before the employee starts work.

<u>Item</u>	<u>Completed</u>
1. Employee received Company Safety Program	
2. Review:	
· Safety and Health Policy	
· Employee General Safety and Health Rules	
· Disciplinary Policy and Procedures	
3. Instruct:	
· How to report unsafe conditions	
· What to do in the event of an injury on the job	
· State when and where safety tool box meetings are	
· Hardhats, work boots, safety glasses/goggles mandatory (Personal protective equipment is not negotiable)	
· Explain Fire Evacuation/Emergency Plan	
· Proper lifting techniques and importance of back fitness	
· Review OSHA Hazard Communication Policy and provide training	
4. Other (Please List)	

I acknowledge that information on the above subjects was furnished to me during my orientation and that I understand this information

Employee Signature

Management Signature

Date

Date

3.0 COMPETENT PERSON DESIGNATION

It is the responsibility of top management to appoint an individual as a competent person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

There is the possibility that more than one competent person may be necessary, depending on the range of hazards on the project, the size of the project, and the distance between operations on a project.

Competent Person List

1926.20	General safety and health provisions
1926.32	Definitions
1926.53	Ionizing radiation
1926.62	Lead
1926.101	Hearing protection
1926.103	Respiratory protection
1926.251	Rigging equipment for material handling
1926.354	Welding, cutting, and heating in way of preservative
1926.404	Wiring design and protection
1926.451	Scaffolding
1926.502	Definitions applicable to fall protection
1926.550	Cranes and derricks
1926.650	Scope, application, and definitions applicable to excavations
1926.651	General requirements
1926.652	Requirements for protective systems
1926	<i>Subpart P App A Soil classification</i>
1926	<i>Subpart P App B Sloping and benching</i>
1926.705	Requirements for lift-slab operations
1926.752	Bolting, riveting, fitting-up, and plumbing-up
1926.800	Underground construction
1926.803	Compressed air
1926.850	Preparatory operations - demolition
1926.859	Mechanical demolition
1926.900	Blasting and use of explosives
1926.1053	Ladders
1926.1060	Training requirements - stairways & ladders
1926.1101	Asbestos
1926.1127	Cadmium



Competent Person Memorandum

3.1

TO: _____

FROM: _____

DATE: _____

SUBJECT: Competent Safety Person

Via this memo, we appoint _____ as our "Competent Safety Person" according to the provisions of 29 CFR 1926 in the area(s) of:

_____.

He/she has the authority to correct all hazards or to remove workers from the hazardous exposure if the hazards cannot be immediately corrected.

Signature of Owner/Manager



3.2

OSHA COMPETENT PERSON

Project: _____

Date: _____

Trade: _____

Company Name: _____

Address: _____

Telephone # Office: _____

Cell: _____

Onsite Site Safety Representative / Competent Person; The following person has been designated as the on site safety representative for the above named company. The named individual hereby declares that they possess the education and experience necessary to enable him / her to recognize safety hazards and has the authority to take prompt corrective measures for their scope of work on this project.

Name: _____

Signature: _____

4.0 SAFETY COMMITTEE

The development and implementation of a safety committee is an excellent technique in the monitoring of your safety program. It will create accountability throughout the organization.

Membership: It is most appropriate to appoint members from top management, the personnel director, one or more project managers, superintendents, foreman, and shop steward or key employee.

Meetings/Minutes: The safety committee should meet on a pre-scheduled monthly basis, at a regular time and place. Minutes from these meetings should be kept on file for review by management, and insurance representatives. The agenda for the safety committee meetings will include items that relate to the safety and health of your employees. Safety committee minutes will be distributed to company management, jobsite management and safety staff.

Committee Goals: Our committee is expected to provide solutions to worksite safety and health problems. To do so, the committee must be aware of problems, serve as a channel of information from employees to management, and make positive recommendations for corrective action.

Safety Committee Meeting Agenda

4.1

Topics for discussion and action at safety meetings will include:

1. Review accident investigation reports and determine if appropriate corrective action was taken to prevent similar occurrences in the future. If not, recommendations will be submitted to management for their consideration and subsequent action.
2. Prepare and review company safety and health rules and procedures for the purpose of keeping the safety and health program up to date and effective.
3. Review potential hazards that are reported and recommend to management ways and means to control or eliminate hazards that could lead to accidents or property damage.
4. Promote safety and health activities.
5. Review the need for employee training and education and make recommendations to management.
6. Make periodic over-sight jobsite inspections to ensure that hazards are not being overlooked by the superintendent or foreman, and to ensure that corrective action is adequate and taken in a timely manner.
7. Review accident statistics for the purpose of identifying high accident jobsites, problem foremen, trends, etc. Based on findings, make recommendations to management.



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Appointment to Our Safety Committee

4.2

To: _____ Date: _____

Our safety committee can be a valuable asset to help us provide a safe and healthful place to work. Its effectiveness depends on the knowledge, experience, cooperation and level of commitment of each safety committee member. We have made the following appointments to this committee and request that the Chairman call its first meeting within thirty days in accordance with the enclosed listing of responsibilities of the committee.

_____ Chairman

_____ Secretary

The above appointments take effect immediately, and will remain in effect until changed in writing.

Name:

Title:



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Safety Committee Minutes

4.3

Meeting Date: _____

Minutes Prepared by: _____

Members Present: _____

Members Excused: _____

Next Mtg. Date: _____

Members Absent: _____

Location: _____

<u>Topic</u>	<u>Summary of Discussion</u>	<u>Action Required/ Assigned To</u>	<u>DueDate</u>
--------------	------------------------------	-------------------------------------	----------------

cc:

To be returned to Chairperson when "Action" is completed.

5.0 ACCIDENT INVESTIGATION

Each superintendent will make a documented report of every incident, even those without injury, within twenty-four (24) hours of the occurrence. Reports are to be completed as soon as possible to avoid changes in physical conditions and witness reports. Note: Any accident that causes a fatality or three or more employees to be hospitalized must be reported to OSHA within eight hours of the incident.

Accident reports highlight problem areas. Through the use of good reports, accident patterns can be detected and resources directed toward prevention. Accident reports make excellent training tools. The cause and effect of accidents can be reviewed at safety meetings.

Superintendents and foremen will be trained in accident investigation techniques.

- Accident investigation is a management function that must be executed at the superintendent/foreman level.
- All accidents/incidents must be investigated regardless of the extent of the injury or damage.
- Employees will never be allowed to fill out their own accident investigation report.
- Focus must be fact finding *not* fault finding.
- Superintendents must identify the unsafe act or unsafe condition.
- Superintendents should provide recommendations for *corrective action*, bring it to top management's attention and assure that it is acted upon.
- Superintendent will be provided with an accident investigation kit, which must remain on site.

The forms at the end of this document will assist with incident investigations.

6.0 RECORDKEEPING

Records must be maintained and kept up to date by the superintendent at each jobsite and/or home office. If there is no superintendent, then this responsibility lies with the Project Manager. These records must be available for review at all times. The following records must be maintained.

1. Supervisor's Investigation and Record of Incident
2. OSHA LOG (form 300) <http://www.osha.gov/recordkeeping/RKforms.html>
3. Self Inspections
4. Log of Tool Box Talks (include names and signatures of employees present)
5. Equipment Preventive Maintenance
6. Hazard Communication Compliance Plan
7. Material Safety Data Sheets
8. Chemical Inventory List
9. Minutes of Safety Committee Meetings
10. OSHA Training Requirements Records
11. OSHA Poster Explaining Employee Rights
<http://www.osha.gov/Publications/poster.html>
12. Accident Forms - Medical Records
13. Corporate Safety Program
14. Emergency Phone Number List

7.0 SUBCONTRACTOR COMPLIANCE

OSHA has clarified their position with respect to multi-employer work sites by identifying four different types of employers.

Exposing employers - those whose employees are exposed to hazards.

Creating employers - those who actually create hazards

Controlling employers - those who have the authority to ensure that hazards are corrected

Correcting employers - those who are specifically responsible for correcting hazards

In order to issue a citation for a worksite hazard to one of these types of employers, OSHA must prove that the employer had knowledge of the hazardous condition, or could have had such knowledge with the exercise of reasonable diligence.

As always, prevention is the first step in avoiding OSHA sanctions. It is imperative that **YOUR COMPANY NAME** understand the rules and potential liabilities related to OSHA's multi-employer worksite clause. We require subcontractors to comply with OSHA standards.

Contractual agreements with subcontractors will state that they must provide the following:

1. Certificate of Insurance
2. Hazard Communication Plan
 - Chemical Inventory List
 - Specific material safety data sheets
3. Safety Program

The following forms will assist in monitoring subcontractor compliance with safety policies and procedures.



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Safety Memorandum

7.1

Contractor Name: _____

Date:

Safety Violation Description:

GENERAL CONTRACTOR Signature: _____
SUBCONTRACTOR Signature: _____

Date: _____
Date: _____

Notice:

Controlling Employer -----
Exposing Employer -----
Creating Employer -----
Correcting Employer -----



Sample Letter to Subcontractors

7.2

Re: Jobsite Safety

Gentlemen/Ladies:

The personal safety and health of each employee and worker on our projects is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it should be given precedence over operating productivity whenever possible. To the greatest degree possible, Company Management should provide all mechanical and physical facilities required for personal safety and health.

Therefore, if your Company does not comply with our Field Management concerning safety, the following will occur:

First Violation: Written Notice

Second Violation: We will withhold your monthly payments until infraction is corrected.

Third Violation: Your Company will jeopardize possible future subcontracts with our Company.

If you have any questions and/or comments please contact the undersigned.

Very truly yours,

Safety Director

Policies and Procedures for Contractor Coordination

7.3

1. It is our policy that all persons on our jobsite are entitled to information regarding the chemicals to which they are exposed in their work areas and that our employees are entitled to information regarding the chemicals to which they may be exposed as the result of the work processes of other contractors.
2. The Hazard Communication Coordinator or his/her jobsite designee is responsible for the coordination of information between our organization and any other contractors concerning all aspects of this Hazard Communication Program.
3. When the Hazard Communication Coordinator or jobsite designee is informed that contractors will be on our site, he/she will advise them in person of: any chemical hazards that may be encountered in the normal course of their work on the site; our labeling system; the protective measures required, the safe handling system; the protective measures required, the safe handling procedures necessary and our emergency alarm system(s). In addition, the Hazard Communication Coordinator or designee will notify these individuals of the location and availability of our material safety data sheets.
4. Each contractor bringing chemicals on site, must provide our Hazard Communication Coordinator with the appropriate hazard information on these substances, including labels used and the precautionary measures to be taken in working with those chemicals. The contractors must also inform the Hazard Communication Coordinator or jobsite designee as to where on our jobsite the contractor will maintain a chemical inventory list and appropriate MSDS file.
5. The Hazard Communication Coordinator is also responsible for providing information to any relevant parties about any potentially hazardous substances we may bring into any jobsite at which we may work as contractors.
6. The Hazard Communication Coordinator or jobsite designee will use the checklist, which follows to implement the above policy.



7.4

COMPLIANCE ACTION SHEET

Project-----

Date -----

CORRECTED THE HAZARDS-----

REMOVED EMPLOYEES FROM THE HAZARDS-----

WRITTEN NOTICE SENT -----

8.0 TOOL BOX MEETINGS

Tool box talks of 5 to 10 minutes must be held by superintendents and/or foreman each week. Employees never receive too much training, and therefore our company relies upon jobsite management to provide ongoing and continuous employee training.

The subject to each training talk should be chosen to relate to the type of work that is being performed.

Some examples include:

- The use of safety glasses when using circular saws, grinders, table saws, radial arm saws, jack hammers, power actuated tools, etc.
- The proper set up and use of ladders.
- Hard hats and why they are necessary.
- A discussion of a recent accident and its cause(s).
- A discussion of an old accident.
- A discussion of disciplinary procedures for failure to comply with safety policies

A log of Tool Box Talks must be kept in accordance with the form that follows. One copy should be kept by jobsite management and the other kept on the file in the home office by jobsite location.

FIRST AID - BLOODBORNE PATHOGENS

The following are highlights of a Bloodborne Pathogens Program. Please refer to Corporate Safety & Health Consultants' *Bloodborne Pathogens Manual* for details on implementing a complete program.

Our company will provide first aid supplies at each work location and all personnel are to know procedures to follow in case of an emergency.

1. Report all injuries immediately, no matter how minor, to your foreman and/or jobsite office.
2. Emergency phone numbers for fire, police and ambulance will be posted.
3. Please note that if any employee renders first aid or uses a first aid kit to assist a co-worker (although such action is not required by anyone's duties) we would view this activity as a "Good Samaritan" act. Note: First aid kits are to be approved by a licensed medical doctor.
4. If there is a potential for death or serious physical harm (i.e.: stoppage of breathing and/or severe bleeding) and appropriate medical attention is not available within 3-4 minutes, then an employer is required to have a trained first aider on each shift.

The attached draft policy statement is to be used by those who do not expect an employee to assist co-workers and who meet the 3-4 minute medical response requirement.



9.1

To: All Employees

From:

Subject: Assisting Co-Workers In Medical Emergencies

The policy of this organization is that we do not expect, as part of any employee's duties, to assist a co-worker in a medical emergency. Since appropriate medical assistance is available within a reasonable time by calling the phone number posted at the job-site, employees are not required to assist co-workers.

The use of the First Aid Kits that may be available within our organization are for self-help. That is, an employee who is injured may use the materials in the first aid kit for self-administration.

Please note that if an employee uses a first aid kit to assist a co-worker (although such action is not required by anyone's duties) we would view this activity as a "Good Samaritan" act.



9.2

Checklist For Reviewing Bloodborne Pathogens Programs For Protection Of Collateral Duty First Aiders

- _____ Has the Hepatitis B Vaccination series (HBV) been offered?
- _____ If the company wishes to offer the HBV on a post first aid incident basis, do they meet all requirements?
- _____ Have the requirements of Paragraph (d) of the standard been met? (This includes among other things: PPE, Waste Disposal and Cleanup).
- _____ Was an exposure determination performed?
- _____ Do they have complete training and medical records?
- _____ Does the facility have a written exposure control plan?
- _____ Have the proper follow up procedures been established for exposure incidents?

10. SUPERINTENDENT SELF-INSPECTION

It is our policy to reduce and eliminate hazard exposures that can lead to employee injury or property damage. Self-inspection is one way to provide a safe workplace for our employees.

Superintendents are required to make daily visual inspections of their work areas and to test all equipment safety devices prior to the start of the work shift. A weekly report is required to submit as a record keeping compliance. The daily inspection is not recorded unless a discovery of unsafe condition has an impact of the project. Corrective action must be provided immediately if any hazards exist rear if any safety devices are not functioning properly. If the equipment can not be repaired before being used so that it is safe to use, then it must be removed from service.

Superintendents (or other assigned management representatives) are required to complete a weekly inspection of the work site using the "General Inspection Form" furnished by our company. All work areas including office areas will be inspected using this form. If any hazardous conditions are noted, corrective action must be taken. If the corrective action is beyond our authority and/or capability, keep all employees away from the hazardous condition until it is corrected or controlled. Notify the project manager in writing to request corrective action. Superintendents are expected to follow up on reported hazards to make sure they have been eliminated or controlled.

All completed forms must be turned into the home office on or before the last work day of each week.

DRUG AND ALCOHOL PROGRAM

Policy Statement

Any employee caught possessing or using drugs or coming to work under the influence of drugs will be discharged with prejudice or severely disciplined.

Any employee who uses drugs on the job or works under the influence of drugs endangers himself/herself and other workers. This company will not tolerate drug use on the job.

Drug use is the direct cause of thousands of deaths every year. Drug use causes permanent brain damage and birth defects and usually leads to addiction. Intravenous drug use transmits AIDS, which is incurable and invariably fatal, as well as other serious diseases.

Possession of drugs, no matter how small an amount, is a crime, punishable by incarceration. Sales of drugs or possession of a significant quantity of drugs is a felony.

12. HAZARD SPECIFIC POLICIES

To further ensure the safety of our employees and ensure compliance with specific requirements that may be mandated under local, state or federal regulations, Parkway Construction has attached the following safety and health plans, designed to address specific hazards in the workplace. These plans will be updated periodically as indicated by law and changes in the operation:

- FALL PROTECTION
- RESIDENTIAL FALL PROTECTION
- LADDERS / STAIRWAYS
- TRENCHING / EXCAVATION
- ELECTRICAL SAFETY
- CRANES AND RIGGING
- SCAFFOLDS
- WELDING
- RESPIRATORY PROTECTION
- POWER TOOLS
- PPE
- HAZARD COMMUNICATION
- MATERIAL HANDLING
- OCCUPATIONAL HEALTH

ATTACHMENTS



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CONSTRUCTION SITE INJURY and ILLNESS PREVENTION MANUAL

Culture of Safety

This program is designed to provide the user with information on establishing an effective Safety Management Program to help promote an environment of safety conscious work habits therefore preventing work related injuries and to support compliance with OSHA workplace safety regulations.

Servicetry Integrated Services, LLC

The practice of occupational safety and health and its related regulatory programs are constantly under review and change. Additionally, there are significant differences in professional interpretation of regulatory standards and pertinent occupational safety and health information. In order to prevent costly work related injuries and occupational illnesses with the resulting worker's compensation insurance claims, all employees must be properly trained and held accountable for safety. Employees must understand all known hazards presented in their work environment and be able to respond appropriately to unplanned hazards, which may arise. The responsibility for complying with regulatory requirements and staying current with regulatory issues resides with the employer.

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INJURY AND ILLNESS PREVENTION MANUAL

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1.0 Overview

Servicetry, believes that all accidents are preventable. All employees including executive leadership and site supervision share in the responsibility for providing a safe working environment. This requires that Construction Sites be maintained and operated in strict compliance with health and safety regulations.

"According to the National Safety Council, workplace injuries and illnesses cost our economy 198.2 billion dollars a year. That's over half a billion dollars each day! Employers who invest in injury and illness prevention programs can expect significant cost savings in addition to reducing fatalities, injuries, and illnesses. Workplace safety is not only the right thing to do for your workers; it's the right thing to do for your business." Dr. David Michaels, Assistant Secretary of Labor

This document is intended to be proactive process to help employers find and fix workplace hazards before workers are hurt, assure compliance with 8 CCR Section 3203, and defines specific workplace safety responsibilities and procedures for all employees.

2.0 Responsibilities

2.1 Site Superintendent

The Site Superintendent has overall responsibility for ensuring site conditions and operations are in strict compliance with applicable health and safety requirements. Specifically, the Site Superintendent is responsible for:

- ✓ Implementing an Injury and Illness Prevention Program (IIPP) consistent with California Code of Regulations, Title 8, Section 3203;
- ✓ Posting the *IIPP Summary (Attachment B)*;
- ✓ Taking action to mitigate identified safety hazards, including any temporary measures, as appropriate;
- ✓ Establishing Safety meetings and leading meetings as a Safety Chair to carry out the responsibilities referenced in Section 2.4;
- ✓ Informing employees and subcontractors on procedures for reporting workplace hazards and safety concerns;
- ✓ Instructing employees and subcontractors on procedures for reporting accidents, injuries, and workers' compensation claims;
- ✓ Continuing contact with injured employees and subcontractors; and
- ✓ Reporting serious workplace injuries to OSHA and Cal/OSHA as referenced in Section 3.4.

2.2 Project Manager

Project Managers are responsible for enforcing safe work practices and mitigating identified hazards. Other responsibilities include:

- ✓ Providing Site Superintendent with an orientation of job hazards and safe work practice associated with their defined

- duties prior to assignment, including use of personal protective equipment;
- ✓ Investigating accidents and taking necessary action to prevent recurrence;
- ✓ Recommending action steps for employees failing to comply with safety requirements;
- ✓ Ensuring Site Superintendent and Subcontractors are trained on safe work practices and any hazards unique to their duties,
- ✓ Ensuring proper reporting of work-related injuries and illnesses
- ✓ Reporting workers' compensation claims and continuing contact with injured employees; and
- ✓ Maintaining records.

2.3 Employees

Employees are responsible for following safe work practices and procedures as referenced in this document. Other responsibilities include:

- ✓ Reporting unsafe conditions, work practices, or accidents to their supervisors immediately; and
- ✓ Utilizing appropriate personal protective equipment as instructed by their supervisors.

2.4 Safety Committee

The Safety Committee is responsible for reviewing accident reports, regulatory notices, and workplace safety concerns. Other responsibilities include:

- ✓ Reviewing work-related injury and illness statistics;
- ✓ Making recommendations to the Site Superintendent on necessary corrective actions;
- ✓ Conducting periodic site inspections; and
- ✓ Reviewing the IIPP and recommending necessary revisions to the Site Superintendent.

3.0 PROCEDURES

3.1 Compliance

1. The Site Superintendent shall be familiar with the health and safety standards, policies, and procedures referenced in Table 1. The Site Superintendent should review and determine which of the listed requirements In Table 1 apply to their Site.
2. The Site Superintendent shall establish a Safety meeting schedule to achieve the directives identified in Section 2.4. These Safety Meetings are to be chaired by the Site Superintendent or designee which may include the Project Manager, a Sub Constructor, and other employees selected by the Site Superintendent.
3. The Site Superintendent will ensure that the *IIPP Summary (Attachment B)* is posted in an area accessible to employees.
4. To help improve employee safety awareness, the Site Superintendent may implement incentives.

5. The Site Superintendent will discipline subcontractors or site visitors found responsible for contributing to unsafe conditions or work practices. Violation of safety procedures or policies will result in appropriate administrative action, including a notice of unsatisfactory service, suspension, termination and/or the satisfactory completion of an employee safety awareness program.

6. Employees shall immediately report potential safety hazards, and may do so in the following manner:

- ✓ Direct reporting to immediate supervisor;
- ✓ Presenting concerns or potential hazards at scheduled staff meetings;
- ✓ Informing a member of the Safety Committee;
- ✓ Informing the Site Administrator through anonymous notifications;
- ✓ Reporting the condition to OSHA / CALOSHA ; or
- ✓ Written documentation of the hazard by completing an “*Employee Request for Correction of Safety Hazard*” (Attachment C).

3.2 Communications

1. The Site Superintendent will ensure the IIPP is accessible to all subcontractors, site visitors, and new employees are oriented on the contents of the IIPP. This orientation should be provided within 30 days of employment. The orientation should be documented using *Health and Safety Training Form (Attachment D)*.

2. The Site Superintendent will disseminate safety-related Company Bulletins, Reference Guides, OSHA Safety Alerts and other documents to subcontractors and visitors, as appropriate. Meetings required weekly to review applicable safety agenda as related to project site and or as generated by Servicetry Integrated Services, LLC Safety Committee.

3. The Site Superintendent will encourage subcontractors to inform their managers and supervisors of potential workplace hazards. The Site Superintendent will inform all subcontractors on the procedures for reporting potential hazards as indicated in Section 3.1.7, and such reporting will not result in disciplinary action. Employees may also report unsafe conditions or work practices to the Office of Environmental Health and

3.3 Hazard Assessment & Correction

1. The Site Superintendent will ensure that safety inspections are conducted at least weekly or as often as necessary.

2. The Site Superintendent will ensure that all reported potential safety hazards are documented in a log for the purpose of facilitating necessary corrective action.

3. If site workers report a potential chemical, biological or physical exposure, the Site Superintendent will assess the situation, and determine the need for outside assistance.

4. The Site Superintendent will ensure that identified hazards are corrected in a timely manner. When an imminent hazard is identified which cannot be immediately abated without endangering employees, workers and other personnel shall be removed from the affected area and the area secured to prevent reentry except for designated workers. Workers entering the area to correct the unsafe condition shall be properly trained and provided with the appropriate personal protective equipment.

5. In determining corrective actions, the Site Superintendent or designee shall evaluate whether the identified hazard can be eliminated through Site redesign (i.e., engineering controls) or product substitution. If it is not possible to eliminate the hazard, consideration should be given to reducing the exposure duration or rotating the work assignment among workers. The use of personal protective equipment to control the exposure should be considered as the last resort.

6. The Site Superintendent or designee shall ensure that identified hazards have been corrected. This should include periodic review of prior inspections, regulatory agency reports, or Facility Inspection Checklists. This should also include examination of the Trouble Call Printout.

3.4 Accident Investigation & Reporting

1. Following an occupational injury or illness, the Site Superintendent or designee will:

- ✓ Ensure injured or ill personnel receive necessary first aid or medical attention;
- ✓ Ensure proper and prompt reporting of occupational injuries and illnesses
- ✓ Take necessary action to prevent recurrence;
- ✓ Investigate the accident, including inspection of the accident site and interview of employees and witnesses, to identify contributing factors and determine the cause(s) of the accident;
- ✓ Complete the *“Injury/Accident Investigation Report” (Attachment G)* by submitting an Incident System Tracking Accountability Report, (refer to LAUSD Bulletin 5269 - *Incident System Tracking Accountability Report*); and
- ✓ Follow-up with the injured employee.

2. If medical treatment other than first aid is required, the Site Superintendent will complete the *Workers’ Compensation Claim Forms (see Reference Guide 1279)*.

3. Consistent with regulations, the Site Superintendent will report within 8 hours any serious injuries, illnesses or deaths to one of the OSHA / Cal/OSHA offices.

4. For purposes of reporting, a “serious injury” is defined as a death, amputation, permanent disfigurement, hospitalization for more than 24 hours for other than observation, or an incident resulting in multiple injuries requiring hospitalization. The following information will be required when reporting the injury:

- ✓ Time, date, description of accident, and nature of the injury;
- ✓ Employer’s name, address, and telephone number;
- ✓ Name and job title of person reporting;
- ✓ Address of accident site;
- ✓ Name of person to contact at accident site;
- ✓ Name and address of injured employee(s); and
- ✓ Location of injured employee(s).

3.5 Serious Incidents

1. In the event of a “serious incident”, the Site Superintendent will call 911 as appropriate. *Note: A “serious incident” is any incident involving a death or serious injury, a chemical release that requires outside assistance, or incidents requiring the evacuation of personnel or closure of a construction site.*

2. Following necessary response actions, the Site Superintendent will evaluate site conditions and confirm that all necessary actions have been taken. The Site Superintendent will provide written report to the Project Manager, HR and Safety Committee prior to and in order for operations to resume.

3. In the event of an emergency, the Site Superintendent should refer to the Facility Emergency Response Plan for specific

action depending on the type of emergency.

3.6 Training & Instruction

1. The Site Superintendent will ensure all supervisors receive appropriate health and safety training. At a minimum, the training should include Servicetry Integrated Services, LLC safety policies and procedures, specific requirements of the IIPP, and other training with respect to hazards unique to the employee's job assignment.
2. Project Managers, Site Superintendents will train employee's, subcontractors and site visitors on Servicetry Integrated Services, LLC (SIS) safety policies and procedures, safe work practices, specific requirements of the IIPP, and training with respect to hazards unique to the employee's job assignment.
4. Site Superintendents will ensure appropriate retraining of employees with new job assignments or, whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new potential hazard.

3.7 Recordkeeping

The Site Superintendent will ensure retention of the following documents at the Construction Site:

- ✓ Safety inspection reports
- ✓ Regulatory citations and Corrective Action Notices;
- ✓ Minutes from Safety Committee meetings;
- ✓ Current year OSHA / Cal/OSHA Form 300A "Summary of Occupational Injuries and Illnesses" (Electronic copies of OSHA 300 Log and 300A Forms are maintained by OEHS.)
- ✓ Employee accident investigation reports;
- ✓ Workers' compensation claims; and employee training records.

4.0 SUPPLEMENTAL SAFETY PLANS & PROGRAMS

All Construction Sites are required to have an Illness and Injury Prevention Program (IIPP). Depending on the type of site and nature of operations, other safety-related plans and programs may also be required. Table 4 presents a matrix of required safety plans and programs for different types of facilities and operations. The Site Superintendent should annually review Table 4 to determine those supplemental plans and programs which are applicable to Servicetry Integrated Services, LLC. Following this review, the Site Superintendent should indicate within Table 5 whether or not the specific plans or programs listed are applicable and sign and date accordingly.

Attachment #1

Safety Incentives

The following safety incentives have been developed for the current year. *[Note: Select and describe one or more of the following suggested safety incentives]*

A Safety Contests

[Insert details]

B. Recognition and awards

[Insert details]

C. Posters

[Insert details]

D.Publicity

[Insert details]

E. Other

[Insert details]

TABLE 4

Health and Safety Plans Required for J. Wales Const. Sites

Plan or Program	Regulatory Reference	Applicability	
		Ground Up	TI
Injury Illness Prevention Program		X	X
Lockout / Tagout Program ⁶			X
Emergency Response Plan		X	X
Asbestos Compliance Plan and Asbestos Management Plan ¹		X	X
Integrated Pest Management Program		X	X
Bloodborne Pathogen Exposure Control Program		X	X
Laboratory Chemical Hygiene Plan ²			X
Hazard Communication Program		X	X
Lead Paint Management Plan ³		X	
Confined Space Entry Program ⁴		X	
Respiratory Protection Program ⁵		X	

¹Does not apply to new construction if certified by architect or EPA building inspector to be constructed of non-asbestos containing material.

²Applies only to secondary schools with science laboratories or industrial arts.

³Does not normally apply to buildings constructed after 1978, unless operations include “trigger tasks” that expose workers to lead (8 CCR ' 1532.1).

⁴Applicable to operations where workers are required to enter tanks, vaults, or other confined spaces as defined in 8 CCR ' 5157.

⁵Required when employee job assignments require the use of respirators to limit exposure to regulated substances.

⁶When cleaning, adjusting, servicing or repairing pneumatic, hydraulic, chemical or electrical equipment where there is a potential for the release energy that may cause injury.

TABLE 5

Required Health and Safety Plans¹

Plan or Program	Required
	Yes or No
Injury and Illness Prevention Program	Yes
Emergency Response Plan	
Asbestos Compliance Plan and Asbestos Management Plan	
Integrated Pest Management Program	
Bloodborne Pathogen Exposure Control Program	
Lab Chemical Hygiene Plan	
Hazard Communication Program	
Lead Paint Management Program	
Confined Space Entry Program	
Respiratory Protection Program	
Lockout / Tagout Program	

¹An Injury and Illness Prevention Program (IIPP) is required at all Sites. In addition, other safety-related plans may be required as supplements to the IIPP. The specific plans and programs that are required depend on the type of operations and physical characteristics of the facility. Guidance for determining the plans and programs applicable to a specific facility is provided in Table 4, *Health and Safety Plans Required for LAUSD Facilities*. Each year, the Site Administrator should review Table 5, and document this determination by marking the appropriate boxes above and providing signature.

INJURY & ILLNESS PREVENTION PROGRAM SUMMARY

California Code of Regulations, Title 8, Section 3203, requires each employer to develop and implement an Injury & Illness Prevention Program (IIPP). The following is a summary of the IIPP for

Overall responsibility for ensuring site conditions and operations are in strict compliance with applicable health and safety requirements is designated to

The Safety Committee is responsible for assisting the Site Superintendent by:

- ✓ Reviewing work-related injury and illness statistics;
- ✓ Making recommendations to the Site Superintendent on necessary corrective actions;
- ✓ Conducting periodic site inspections;
- ✓ Conduct accident investigations and recommend corrective measures to prevent the recurrence of similar accidents; and
- ✓ Reviewing the IIPP and recommending necessary revisions to the Site Superintendent.

To ensure employees comply with applicable standards, the IIPP includes:

- ✓ Recognition/Incentive Programs
- ✓ Disciplinary Action
- ✓ Training/Retraining Programs

To ensure communications between employees, subcontractors, visitors and supervisors, the IIPP requires that safety-related information is disseminated via bulletins, memorandums, safety grams or other pertinent documents. These materials will be distributed in the following manner:

- ✓ posting on bulletin boards accessible to all employees; and
- ✓ discussion at Safety Committee meetings, staff development sessions and during new employee orientation.

Employees should report safety hazards through the following methods:

- ✓ Direct reporting of safety/health hazards to immediate supervisor;
- ✓ Presenting safety/health concerns at staff meetings;

- ✓ Informing Safety Committee representatives of the hazard;
- ✓ Informing the Site Superintendent through anonymous notifications;

Hazards will be assessed and corrected in the following manner:

- ✓ Safety Inspections will be conducted as often as necessary or at least twice a year.
- ✓ The Site Superintendent or designee will conduct a daily survey to identify and correct unsafe conditions.
- ✓ The Site Superintendent will ensure that identified hazards are corrected in a timely manner.
- ✓ When imminent hazards are identified which cannot be immediately abated, engineering controls, administrative controls or appropriate PPE must be used.
- ✓ Temporary control measures such as barricading or tagging will be used to mitigate hazards that cannot be corrected immediately by on-site personnel.
- ✓ The Site Superintendent or designee will ensure that all identified hazards have in fact been corrected.

Following an occupational injury or illness, the Site Superintendent or designee will take the following steps:

- ✓ ensure injured personnel receive first aid or medical attention;
- ✓ take necessary actions to prevent recurrence;
- ✓ investigate the accident scene and interview victim and witnesses;
- ✓ complete the "Accident Investigation Report" form.
- ✓ if medical treatment is required, complete the Workers' Compensation Claims Forms and refer the employee to the appropriate medical provider.

Employees will be trained in general safe work practices and will be provided specific instructions with respect to hazards unique to their job assignments. Training should include the following:

- ✓ New employee safety orientation
- ✓ Emergency procedures
- ✓ Hazard Communication
- ✓ Bloodborne Pathogen
- ✓ Asbestos Awareness

The Site Superintendent will ensure retention of the following documents at the Construction Site:

- ✓ safety inspection reports;
- ✓ regulatory citations and Corrective Action Notices;
- ✓ minutes from Safety Committee meetings;
- ✓ Cal/OSHA Form 300 "Summary of Occupational Injuries and Illnesses";
- ✓ accident investigation reports; and
- ✓ training records



SERVICETRY

Servicetry Integrated Services, LLC

SERVICETRY NOUN; /SƏR-VƏS-TRĒ/ THE SCIENCE OF SERVICE

CONSTRUCTION SITE PERSONAL PROTECTIVE EQUIPMENT MANUAL

Culture of Safety

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1.0 Personal Protective Equipment

The Occupational Safety and Health Administration (OSHA) requires employers to protect their employees from workplace hazards through the use of engineering or work practice controls. If the machine or work environment can be physically changed to prevent employee exposure to the potential hazard, then the hazard can be eliminated with an engineering control. If employees can be removed from exposure to the potential hazard by changing the way they do their jobs, then the hazard can be eliminated with a work practice control. When these controls are not feasible or do not provide sufficient protection, the use of personal protective equipment (PPE) is required. Employers are required to assess the workplace to determine if hazards are present, or are likely to be present, that would require the use of PPE.

If PPE is to be used to reduce the exposure of employees to hazards, a PPE program should be developed and maintained. The components the program should contain are:

- ✓ Identification and evaluation of hazards in the workplace
- ✓ Procedures on personal protective equipment selection
- ✓ Procedures on personal protective equipment maintenance
- ✓ Procedures for the evaluation of the effectiveness of the personal protective equipment
- ✓ Procedures to train employees on the effective use of PPE.

Personal protective equipment should not be used as a substitute for engineering, work practice, and/or administrative controls. PPE should be used in conjunction with these controls to provide for employee safety and health in the work place. Personal protective equipment includes all clothing and other work accessories designed to create a barrier against workplace hazards.

Using personal protective equipment requires hazard awareness and training on the part of the user. Employees must be aware that the equipment does not eliminate the hazard. If the equipment fails, exposure will occur. To reduce the possibility of failure, equipment must be properly fitted and maintained in a clean and serviceable condition.

Selection of the proper personal protective equipment for a job is important. Employers and employees must understand the equipment's purpose and its limitations. The equipment must not be altered or removed even though an employee may find it uncomfortable. (Sometimes equipment may be uncomfortable simply because it does not fit properly.)

2.0 Hazard Assessment

Employers are required to assess the workplace to determine if hazards that require the use of personal protective equipment are present or are likely to be present. If hazards or the likelihood of hazards are found, employers must select and have affected employees use properly fitted personal protective equipment suitable for protection from these

hazards.

Note: Respirators, hearing protection and rubber insulating equipment are considered PPE. However, because OSHA has specific requirements for them, they are not discussed here.

During the hazard assessment survey, managers and supervisors should identify any hazards that require the use of head, eye, hearing, face, hand, and/or foot protection. Potential hazards to look for are:

- ✓ Impact – chipping, grinding, machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding
- ✓ Penetration – sharp objects that could go through the skin: nails, knives, saws
- ✓ Compression – construction, plumbing, smithing, building maintenance, trenching, utility work, moving equipment operations

(powered industrial trucks, lawn equipment, etc.)

- ✓ Hazardous chemical exposures – pouring, mixing, painting, cleaning, siphoning, dip tank operations, dental and health care services
- ✓ Heat – welding, pouring molten metal, smithing, baking, cooking, and drying
- ✓ Light radiation – welding: electric arc, gas, cutting, torch brazing, soldering, and glare
- ✓ Electrical hazards – building and tool maintenance, utility work, construction, wiring, computer and arc or resistance welding
- ✓ Harmful dusts – sawing, drilling, sanding, abrasive blasting, and grinding

Employers must certify in writing that a workplace hazard assessment has been performed and keep it on file.

3.0 Choosing Personal Protective Equipment

Select the protective equipment that ensures a level of protection greater than the minimum required to protect employees from the hazards. Careful consideration must be given to comfort and fit. Personal protective equipment must fit properly to be effective. For the worker's comfort and protection, proper fit is critical. If the protective gear does not fit, it may not adequately protect the worker. When protective gear is uncomfortable it is hard to concentrate on the job and it may tempt workers to remove it. Continued wearing of PPE is more likely if it fits the worker comfortably. Personal protective equipment is generally available in many sizes. Care should be taken to ensure that the correct size is selected. Defective or damaged personal protective equipment shall not be used.

- ✓ Training
- ✓ Before doing work requiring the use of personal protective equipment, employees must be trained to know:
 - ✓ When personal protective equipment is necessary
 - ✓ What type is necessary based on job function
 - ✓ How it is to be worn – don, adjust, doff, wear
 - ✓ The limitations of the personal protective equipment
 - ✓ Proper care, maintenance, useful life, and disposal of PPE

Each affected employee must demonstrate an understanding of the required training, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE. Employers must certify in writing that training has been carried out and that employees understand and can demonstrate the proper use of the personal protective equipment. If the employee does not have the required skill and understanding, retraining is required. Each written certification shall contain the name of each employee trained, the dates of training, and identify the subject certified.

4.0 Conclusion

To have an effective personal protective equipment program, one person (manager, supervisor, safety) must be responsible for its coordination. First-line supervisors must be convinced of the hazards and must be held accountable for their employees' use of PPE. It is necessary for new employees to receive training during orientation. Employees should be motivated to continue to use protective gear through an on-going safety program.

Personal protective equipment can be effective only if the equipment is selected based on its intended use, employees are trained in its use, and the equipment is properly tested, maintained, and worn.

PERSONAL PROTECTIVE EQUIPMENT HAZARD ANALYSIS

In order to meet OSHA requirements (29 CFR 1910.132), and in order to maintain a safe working environment, it will be necessary for all supervisors and managers to analyze the potential job hazards within their area.

Please complete and return the analysis. Instructions for this analysis follow. Thank you for your help in taking an active part in safety.

Instructions

1. Identify the job titles for all persons within your department.
2. Make copies of the Personal Protective Equipment Hazard Analysis form so that each job is represented on a separate form.
3. Enter the name of your department.
4. Enter the job title to be analyzed.
5. Enter the location or area of the facility that the job holder performs the activities or tasks. Examples of this might be "office," "maintenance shop," "warehouse," etc.
6. Enter your name after "Analysis done by".
7. Enter the date of the analysis.
8. List the activities or tasks that the job holder is required to perform.
9. Use the Hazard Key to identify all potential hazards associated with each task. Enter the hazard numbers in the area corresponding to the activity or task. Use a separate line for each hazard.
10. Use the Body Part Key to identify the part of the body that would be exposed to each hazard. If more than one body part has hazard exposure, list all parts. Enter the body part letters in the area corresponding to the hazard.
11. Use the PPE Required key to identify the personal protective equipment required for each hazard listed.

Personal Protective Equipment
Program

For

Servicetry Integrated Services, LLC

(Reference: 29 CFR 1910.132)

Servicetry Integrated Services, LLC will assess our workplace to determine if hazards are present or likely to be present which requires the use of Personal Protective Equipment (PPE).

If hazards are present or likely to be present, the Servicetry Integrated Services, LLC shall:

- Select the type of PPE that will protect the employee.
- Require the employee to use the PPE.

- Communicate selection decisions to each affected employee.

(Reference: 29 CFR 1910.132 (d)(1)(i - iii))

The Servicetry Integrated Services, LLC shall verify the hazard assessment has been performed through a **written** certification. The certification shall:

- Identify the workplace where assessment was performed.
- Name the person certifying that the assessment was performed.

- Give the date(s) that the hazard assessment was performed.

- Be identifiable as a document of certification of hazard assessment.

(Reference: 29 CFR 1910.132 (d)(2))

Assure that defective or damaged PPE not be used. *(Reference: 29 CFR 1910.132(e))*

The Servicetry Integrated Services, LLC will provide training to each employee who is required by this section to use PPE. Each employee shall be trained to know at least the following:

- When PPE is necessary;
- What PPE is necessary;

- How to put on, take off, adjust, and wear PPE;

- Limitations of PPE; and

- Proper care, maintenance, useful life, and disposal of the PPE.

(Reference: 29 CFR 1910.132 (f)(1)(i-v))

Before being allowed to perform work that requires the use of PPE, each employee shall:

- Demonstrate an understanding of training provided;
- Demonstrate ability to properly use PPE.

When the Servicetry Integrated Services, LLC has reason to believe that an employee does not understand the training or possess the skill required to wear the PPE the employer shall retrain the employee. Other circumstances where retraining is required include, but is not limited to:

- Changes in the workplace that render previous training obsolete.
- Changes in PPE that render previous training obsolete.

- Employee does not retain understanding or skill to use PPE.

The Servicetry Integrated Services, LLC shall verify that each affected employee receives and understands the required training. The verification shall:

- Be a written certification.
- Show the name of the employee trained.

- Show the date(s) of training.

- Identify the subject of certification.



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CONSTRUCTION SITE RESPIRATORY PROTECTION MANUAL

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Heat Illness Prevention Manual

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1.0 OBJECTIVE

The Servicetry Integrated Services, LLC Respiratory Protection Program is designed to protect employees by establishing accepted practices for respirator use, providing guidelines for training and respirator selection, and explaining proper storage, use and care of respirators. This program also serves to help the company and its employees comply with Occupational Safety and Health Administration (OSHA) respiratory protection requirements as found in 29 CFR 1910.134.

2.0 ASSIGNMENT OF RESPONSIBILITY

3.0 Employer

 Servicetry Integrated Services, LLC is responsible for providing respirators to employees when they are necessary for health protection. Servicetry Integrated Services, LLC will provide respirators that are applicable and suitable for the intended purpose at no charge to affected employees. Any expense associated with training, medical evaluations and respiratory protection equipment will be borne by the company.

4.0 Program Administrator

The Program Administrator for Servicetry Integrated Services, LLC Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

1. Identifying work areas, process or tasks that require workers to wear respirators.
2. Evaluating hazards.
3. Selecting respiratory protection options.
4. Monitoring respirator use to ensure that respirators are used in accordance with their specifications.
5. Arranging for and/or conducting training.
6. Ensuring proper storage and maintenance of respiratory protection equipment.
7. Conducting qualitative fit testing with Bitrex.
8. Administering the medical surveillance program.
9. Maintaining records required by the program.
10. Evaluating the program.
11. Updating written program, as needed.

5.0 Supervisors

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include:

1. Ensuring that employees under their supervision (including new hires) receive appropriate training, fit testing, and annual medical evaluation.
2. Ensuring the availability of appropriate respirators and accessories.
3. Being aware of tasks requiring the use of respiratory protection.
4. Enforcing the proper use of respiratory protection when necessary.
5. Ensuring that respirators are properly cleaned, maintained, and stored according to this program.
6. Ensuring that respirators fit well and do not cause discomfort.
7. Continually monitoring work areas and operations to identify respiratory hazards.
8. Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding this program.

6.0 Employees

Each employee is responsible for wearing his or her respirator when and where required and in the manner in which they are trained. Employees must also:

1. Care for and maintain their respirators as instructed, guard them against damage, and store them in a clean, sanitary location.
2. Inform their supervisor if their respirator no longer fits well, and request a new one that fits properly.
3. Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding this program.
4. Use the respiratory protection in accordance with the manufacturer's instructions and the training received.

7.0 APPLICABILITY

This program applies to all employees who are required to wear respirators during normal work operations, as well as during some non-routine or emergency operations, such as a spill of a hazardous substance.

In addition, any employee who voluntarily wears a respirator when one is not required (i.e., in certain maintenance and coating operations) is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and will be provided with necessary training. Employees who voluntarily wear filtering face pieces (dust masks) are not subject to the medical evaluation, cleaning, storage, and maintenance provisions of this program.

All employees and processes that fall under the provisions of this program are listed in Attachment D.

8.0 PROGRAM

8.1 Hazard Assessment and Respirator Selection

The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with the OSHA Respiratory Protection Standard. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. A log of identified hazards will be maintained by the Program Administrator (See Sample Hazard Evaluation, Attachment C). The hazard evaluations shall include:

1. Identification and development of a list of hazardous substances used in the workplace by department or work process.
2. Review of work processes to determine where potential exposures to hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing the process records, and talking with employees and supervisors.
3. Exposure monitoring to quantify potential hazardous exposures.

The proper type of respirator for the specific hazard involved will be selected in accordance with the manufacturer's instructions. A list of employees and appropriate respiratory protection will be maintained by the Program Administrator (see Attachment D).

8.2 Updating the Hazard Assessment

The Program Administrator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact his/her supervisor or the Program Administrator. The Program Administrator will evaluate the potential hazard, and arrange for outside assistance as necessary. The Program Administrator will then communicate the results of that assessment to the employees. If it is determined that respiratory protection is necessary, all other elements of the respiratory protection program will be in effect for those tasks, and the

respiratory program will be updated accordingly.

8.3 Training

The Program Administrator will provide training to respirator users and their supervisors on the contents of the Servicetry Integrated Services, LLC Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection Standard. All affected employees and their supervisors will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to supervising employees that must wear respirators.

The training course will cover the following topics:

1. the Servicetry Integrated Services, LLC Respiratory Protection Program;
2. the OSHA Respiratory Protection Standard (29 CFR 1910.134);
3. respiratory hazards encountered at Servicetry Integrated Services, LLC and their health affects;
4. proper selection and use of respirators;
5. limitations of respirators;
6. respirator donning and user seal (fit) checks;
7. fit testing;
8. emergency use procedures;
9. maintenance and storage; and
10. medical signs and symptoms limiting the effective use of respirators.

Employees will be retrained annually or as needed (e.g., if they change departments or work processes and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. Respirator training will be documented by the Program Administrator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

8.4 NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while the respirator is in use.

8.5 Voluntary Respirator Use

The Program Administrator shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of medical evaluations.

The Program Administrator will provide all employees who voluntarily choose to wear the above respirators with a copy of Appendix D of the OSHA Respiratory Protection Standard. (Appendix D details the requirements for voluntary use of respirators by employees.)

Employees who choose to wear a half face piece APR must comply with the procedures for Medical Evaluation, Respirator Use, Cleaning, Maintenance and Storage portions of this program.

8.6 Medical Evaluation

Employees who are either required to wear respirators, or who choose to wear a half face piece APR voluntarily, must pass a medical exam provided by Servicetry Integrated Services, LLC before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

A licensed physician at the nearest hospital to project site location, where all company medical services are provided, will provide the medical evaluations. Medical evaluation procedures are as follows:

1. The medical evaluation will be conducted using the questionnaire provided in Appendix C of the OSHA Respiratory Protection Standard. The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations.
2. To the extent feasible, the company will provide assistance to employees who are unable to read the questionnaire. When this is not possible, the employee will be sent directly to the physician for medical evaluation.
3. All affected employees will be given a copy of the medical questionnaire to complete, along with a stamped and addressed envelope for mailing the questionnaire to the company physician. Employees will be permitted to complete the questionnaire on company time.
4. Follow-up medical exams will be granted to employees as required by the Standard, and/or as deemed necessary by the evaluating physician.
5. All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
6. The Program Administrator shall provide the evaluating physician with a copy of this Program, a copy of the OSHA Respiratory Protection Standard, the list of hazardous substances by work area, and the following information about each employee requiring evaluation:
 - a. his or her work area or job title;
 - b. proposed respirator type and weight;
 - c. length of time required to wear respirator;
 - d. expected physical work load (light, moderate or heavy);
 - e. potential temperature and humidity extremes; and
 - f. any additional protective clothing required.
7. Positive pressure air purifying respirators will be provided to employees as required by medical necessity.
8. After an employee has received clearance to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:

- a. The employee reports signs and/or symptoms related to their ability to use the respirator, such as shortness of breath, dizziness, chest pains or wheezing.
- b. The evaluating physician or supervisor informs the Program Administrator that the employee needs to be reevaluated.
- c. Information found during the implementation of this program, including observations made during the fit testing and program evaluation, indicates a need for reevaluation.
- d. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

A list of Servicetry Integrated Services, LLC employees currently included in medical surveillance is provided in Attachment D of this program.

All examinations and questionnaires are to remain confidential between the employee and the physician. The Program Administrator will only retain the physician's written recommendations regarding each employee's ability to wear a respirator.

8.7 Fit Testing

Employees who are required to or who voluntarily wear half-face piece APRs will be fit tested:

1. prior to being allowed to wear any respirator with a tight-fitting face piece;
2. annually; or
3. when there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).

Employees will be fit tested with the make, model, and size of respirator that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of powered air purifying respirators will be conducted in the negative pressure mode.

The Program Administrator will conduct fit tests in accordance with the OSHA Respiratory Protection Standard.

8.8. General Respirator Use Procedures

1. Employees will use their respirators under conditions specified in this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
2. All employees shall conduct user seal checks each time they wear their respirators. Employees shall use either the positive or negative pressure check (depending on which test works best for them) as specified in the OSHA Respiratory Protection Standard.
 - a. Positive Pressure Test: This test is performed by closing off the exhalation valve with your hand. Breathe air into the mask. The face fit is satisfactory if some pressure can be built up inside the mask without any air leaking out between the mask and the face of the wearer.

b. Negative Pressure Test: This test is performed by closing of the inlet openings of the cartridge with the palm of you hand. Some masks may require that the filter holder be removed to seal off the intake valve. Inhale gently so that a vacuum occurs within the face piece. Hold your breath for ten (10) seconds. If the vacuum remains, and no inward leakage is detected, the respirator is fit properly.

3. All employees shall be permitted to leave the work area to go to the safe locatoin to maintain their respirator for the following reasons:

- a. to clean their respirator if it is impeding their ability to work;
- b. to change filters or cartridges;
- c. to replace parts; or
- d. to inspect respirator if it stops functioning as intended.

Employees should notify their supervisor before leaving the area.

4. Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that would prevent a proper seal. Employees are not permitted to wear headphones, jewelry, or other items that may interfere with the seal between the face and the face piece.

5. Before and after each use of a respirator, an employee or immediate supervisor must make an inspection of tightness or connections and the condition of the face piece, headbands, valves, filter holders and filters. Questionable items must be addressed immediately by the supervisor and/or Program Administrator.

8.9 Air Quality

For supplied-air respirators, only Grade D breathing air shall be used in the cylinders. The Program Administrator will coordinate deliveries of compressed air with the company's vendor and will require the vendor to certify that the air in the cylinders meets the specifications of Grade D breathing air.

The Program Administrator will maintain a minimum air supply of one fully charged replacement cylinder for each SAR unit. In addition, cylinders may be recharged as necessary from the breathing air cascade system located near the respirator storage area.

8.10 Change Schedules

Respirator cartridges shall be replaced as determined by the Program Administrator, supervisor(s), and manufacturers= recommendations.

8.11 Cleaning

Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary. Atmosphere-supplying and emergency use respirators are to be cleaned and disinfected after each use.

The following procedure is to be used when cleaning and disinfecting reusable respirators:

1. Disassemble respirator, removing any filters, canisters, or cartridges.

2. Wash the face piece and all associated parts (except cartridges and elastic headbands) in an approved cleaner-disinfectant solution in warm water (about 120 degrees Fahrenheit). Do not use organic solvents. Use a hand brush to remove dirt.
3. Rinse completely in clean, warm water.
4. Disinfect all facial contact areas by spraying the respirator with an approved disinfectant.
5. Air dry in a clean area.
6. Reassemble the respirator and replace any defective parts. Insert new filters or cartridges and make sure the seal is tight.
7. Place respirator in a clean, dry plastic bag or other airtight container.

The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfection materials at the cleaning station. If supplies are low, employees should notify their supervisor, who will inform the Program Administrator.

8.12 Maintenance

Respirators are to be properly maintained at all times in order to ensure that they function properly and protect employees adequately. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer.

1. All respirators shall be inspected routinely before and after each use.
2. Respirators kept for emergency use shall be inspected after each use, and at least monthly by the Program Administrator to assure that they are in satisfactory working order
3. The Respirator Inspection Checklist (Attachment E) will be used when inspecting respirators.
4. A record shall be kept of inspection dates and findings for respirators maintained for emergency use.
5. Employees are permitted to leave their work area to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include:
 - a. washing face and respirator face piece to prevent any eye or skin irritation;
 - b. replacing the filter, cartridge or canister;
 - c. detection of vapor or gas breakthrough or leakage in the face piece; or
 - d. detection of any other damage to the respirator or its components.

8.13 Storage

After inspection, cleaning, and necessary repairs, respirators shall be stored appropriately to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.

1. Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations.

Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program, and will store their respirator in a plastic bag in the designated area. Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator.

2. Respirators shall be packed or stored so that the face piece and exhalation valve will rest in a near normal position.
3. Respirators shall not be placed in places such as lockers or toolboxes unless they are in carrying cartons.
4. Respirators maintained at stations and work areas for emergency use shall be stored in compartments built for that purpose, be quickly accessible at all times, and be clearly marked.
5. The Program Administrator will store Servicetry Integrated Services, LLC supply of respirators and respirator components in their original manufacturer's packaging in the **Designated Area**.

8.14 Respirator Malfunctions and Defects

1. For any malfunction of an ASR (atmosphere-supplying respirator), such as breakthrough, face piece leakage, or improperly working valve, the respirator wearer should inform his/her supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee either receives the needed parts to repair the respirator or is provided with a new respirator.

All workers wearing atmosphere-supplying respirators will work with a buddy. The Program Administrator shall develop and inform employees of the procedures to be used when a buddy is required to assist a coworker who experiences an ASR malfunction.

2. Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his/her supervisor. Supervisors will give all defective respirators to the Program Administrator. The Program Administrator will decide whether to:

- a. temporarily take the respirator out of service until it can be repaired;
- b. perform a simple fix on the spot, such as replacing a head strap; or
- c. dispose of the respirator due to an irreparable problem or defect.

When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the employee will be given a replacement of a similar make, model, and size. All tagged out respirators will be kept in the **Designated Area**.

8.15 Emergency Procedures

In emergency situations where an atmosphere exists in which the wearer of the respirator could be overcome by a toxic or oxygen-deficient atmosphere, the following procedure should be followed. The locations in Servicetry Integrated Services, LLC where the potential for dangerous atmosphere exists are listed in Attachment F of this procedure. Locations of emergency respirators are also listed in Attachment F.

1. When the alarm sounds, employees in the affected area must immediately don their emergency escape respirator, shut down their process equipment, and exit the work area.
2. All other employees must immediately evacuate the building. Servicetry Integrated Services, LLC Emergency Action Plan describes these procedures (including proper evacuation routes and rally points) in greater detail.

3. Employees who must remain in a dangerous atmosphere must take the following precautions:

- a. Employees must never enter a dangerous atmosphere without first obtaining the proper protective equipment and permission to enter from the Program Administrator or supervisor.
- b. Employees must never enter a dangerous atmosphere without at least one additional person present. The additional person must remain in the safe atmosphere.
- c. Communications (voice, visual or signal line) must be maintained between both individuals or all present.
- d. Respiratory protection in these instances is for escape purposes only. Servicetry Integrated Services, LLC employees are not trained as emergency responders, and are not authorized to act in such a manner.

9.0 Program Evaluation

The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records. Items to be considered will include:

1. comfort;
2. ability to breathe without objectionable effort;
3. adequate visibility under all conditions
4. provisions for wearing prescription glasses;
5. ability to perform all tasks without undue interference; and
6. confidence in the face piece fit.

Identified problems will be noted in an inspection log and addressed by the Program Administrator. These findings will be reported to management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

10.0 Documentation and Recordkeeping

1. A written copy of this program and the OSHA Respiratory Protection Standard shall be kept in the Program Administrator's office and made available to all employees who wish to review it.
2. Copies of training and fit test records shall be maintained by the Program Administrator. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted
3. For employees covered under the Respiratory Protection Program, the Program Administrator shall maintain copies of the physician's written recommendation regarding each employee's ability to wear a respirator. The completed medical questionnaires and evaluating physician's documented findings will remain confidential in the employee's medical records at the location of the evaluating physician's practice.

ATTACHMENT A

Sample Hazard Assessment Log

Hazard Assessment Log				
Department	Contaminants	Exposure Level (8 hr TWA*)	PEL **	Controls

* Summarized from Industrial Hygiene report provided by

** These values were obtained from a survey on average exposures as published in the American Journal of Industrial Hygiene

ATTACHMENT B

Sample Record of Respirator Use

Required and Voluntary Respirator Use at Servicetry Integrated Services, LLC	
Type of Respirator	Department/Process
Filtering face piece (dust mask)	Voluntary use for warehouse workers
Half-face piece APR or PAPR with P100 filter	Prep and Assembly Voluntary use for maintenance workers when cleaning spray booth walls or changing spray booth filter
SAR, pressure demand, with auxiliary SCBA	Maintenance - dip coat tank cleaning
Continuous flow SAR with hood	Spray booth operations Prep (cleaning)*
Half-face piece APR with organic vapor cartridge	Voluntary use for Dip Coat Tenders, Spray Booth Operators (gun cleaning), and maintenance workers (loading coating agents into supply systems)
Escape SCBA	Dip Coat, Coatings Storage Area, Spray Booth Cleaning Area

* until ventilation is installed.

ATTACHMENT C

Sample Hazard Evaluation

Process Hazard Evaluation for Servicetry Integrated Services, LLC	
Process	Noted Hazards
Prep-sanding	Ventilation controls on some sanders are in place, but employees continue to be exposed to respirable wood dust at 2.5 - 7.0 mg/m ³ (8 hour time-weighted-average, or TWA). Half-face piece APRs with P100 filters and goggles are required for employees sanding wood pieces. PAPRs will be available for employees who are unable to wear an APR.
Prep-cleaning	Average methylene chloride exposures measured at 70 ppm based on 8-hour TWA exposure results for workers cleaning and stripping furniture pieces. Ventilation controls are planned, but will not be implemented until designs are completed and a contract has been let for installation of the controls. In the meantime, employees must wear supplied air hoods with continuous airflow, as required by the Methylene Chloride Standard 1910.1052.
Assembly	Ventilation controls on sanders are in place, but employees continue to be exposed to respirable wood dust at 2.5 - 6.0 mg/m ³ (8 hour TWA); half-face piece APRs with P100 filters and goggles are required for employees sanding wood pieces in the assembly department. PAPRs will be available for employees who are unable to wear an APR. The substitution for aqueous-based glues will eliminate exposures to formaldehyde, methylene chloride, and epoxy resins.
Maintenance	Because of potential IDLH conditions, employees cleaning dip coat tanks must wear a pressure demand SAR during the performance of this task.
Cleaning Spray Booth Walls	Employees may voluntarily wear half-face piece APRs with P100 cartridges. Although exposure monitoring has shown that exposures are kept within PELs during this procedure, Servicetry Integrated Services, LLC will provide respirators to workers who are concerned about potential exposures
Loading Coating Agents into Supply Systems	Employees may voluntarily wear half-face piece APRs with organic vapor cartridges. Although exposure monitoring has shown that exposures are kept within PELs during this procedure, Servicetry Integrated Services, LLC will provide respirators to workers who are concerned about potential exposures

Changing Booth Filters

Employees may voluntarily wear half-face piece APRs with P100 cartridges. Although exposure monitoring has shown that exposures are kept within PELs during this procedure, Servicetry Integrated Services, LLC will provide respirators to workers who are concerned about potential exposures

(Include documentation of the sampling data that hazard evaluation is based on.

ATTACHMENT D

Sample Record of Respirator Issuance

Servicetry Integrated Services, LLC
Personnel in Respiratory Protection Program

Respiratory protection is required for and has been issued to the following personnel:

Name	Department	Job Description/ Work Procedure	Type of Respirator	Date Issued
		Operator	Half mask APR P100 filter when sanding/ AR continuous flow hood for cleaning	
		Dip tank cleaning	SAR, pressure demand with auxiliary SCBA	
		Spray Booth	SAR, continuous	

ATTACHMENT E

Respirator Inspection Checklist

Type of Respirator:	Location:
Respirator Issued to:	Type of Hazard:
Face piece	<input type="checkbox"/> Cracks, tears, or holes <input type="checkbox"/> Face mask distortion <input type="checkbox"/> Cracked or loose lenses/face shield
Head straps	<input type="checkbox"/> Breaks or tears <input type="checkbox"/> Broken buckles
Valves:	<input type="checkbox"/> Residue or dirt <input type="checkbox"/> Cracks or tears in valve material
Filters/Cartridges:	<input type="checkbox"/> Approval designation <input type="checkbox"/> Gaskets <input type="checkbox"/> Cracks or dents in housing <input type="checkbox"/> Proper cartridge for hazard
Air Supply Systems	<input type="checkbox"/> Breathing air quality/grade <input type="checkbox"/> Condition of supply hoses <input type="checkbox"/> Hose connections <input type="checkbox"/> Settings on regulators and valves
Rubber/Elastomer Parts	<input type="checkbox"/> Pliability

Inspected by:	Date:
Action Taken:	

ATTACHMENT F

Sample Emergency Potential Log

The following work areas at Servicetry Integrated Services, LLC have been identified as having foreseeable emergencies:

Area	Type of Emergency	Location of Emergency Respirator(s)
Spray Booth Cleaning Area	Spill of hazardous waste	Locker #1 in the Spray Booth Area
Dip Coat Area	Malfunction of ventilation system, leak in supply system	Storage cabinet #3 in Dip Coat/Drying Area
Coatings Storage Area	Spill or leak of hazardous substances	Locker #4 in the Coatings Storage Area

Program Date

ATTACHMENT G

Sample Immediately Dangerous to Life and Health (IDLH) Assessment Log

The Program Administrator has identified the following area as presenting the potential for IDLH conditions:

Process	IDLH Condition	Procedure
Dip Coat Tank Cleaning	Maintenance workers will be periodically required to enter the dip tank to perform scheduled or unscheduled maintenance.	Workers will follow the permit required confined space entry procedures specified in the SIS Confined Space Program. As specified in these procedures, the Program Administrator has determined that workers entering this area shall wear a pressure demand SAR. In addition, an appropriately trained and equipped standby person shall remain outside the dip tank and maintain constant voice and visual communication with the worker. In the event of an emergency requiring the standby person to enter the IDLH environment, the standby person shall immediately notify the Program Administrator and will proceed with rescue operations in accordance with rescue procedures outlined in the SIS Confined Space Program.

Date



SERVICETRY

Servicetry Integrated Services, LLC

SERVICETRY NOUN; /SƏR-VƏS-TRĒ/ THE SCIENCE OF SERVICE

CONSTRUCTION SITE INJURY and ILLNESS PREVENTION MANUAL

Culture of Safety

This program is designed to provide the user with information on establishing an effective Safety Management Program to help promote an environment of safety conscious work habits therefore preventing work related injuries and to support compliance with OSHA workplace safety regulations.

Servicetry Integrated Services, LLC

The practice of occupational safety and health and its related regulatory programs are constantly under review and change. Additionally, there are significant differences in professional interpretation of regulatory standards and pertinent occupational safety and health information. In order to prevent costly work related injuries and occupational illnesses with the resulting worker's compensation insurance claims, all employees must be properly trained and held accountable for safety. Employees must understand all known hazards presented in their work environment and be able to respond appropriately to unplanned hazards, which may arise. The responsibility for complying with regulatory requirements and staying current with regulatory issues resides with the employer.

This publication is not intended to take the place of legal or professional assistance. If legal advice or other expert assistance is required with regard to a specific issue confronting an employer, then the services of a competent professional should be sought accordingly. No representation can be made or responsibility taken by the publisher regarding the completeness, accuracy, or continued validity of the information in this publication.

This program does not address every item in 29 CFR 1926, nor is it intended to address motor carrier safety regulations, environmental safety regulations, or local codes and ordinances. The manual addresses several areas related to the prevention of workplace injuries and accidents faced by employers engaged in "general industry" operations. It is very important to understand that under Federal Law you are responsible for compliance with all standards and regulations of 29 CFR 1926, which apply to your work areas and operations. All employers are encouraged to obtain and become familiar with, a copy of the OSHA General Industry Safety and Health Standards, 29 CFR 1926, published by both the U.S. Govt. Printing Office and several private printing firms. The OSHA web page is also a very valuable resource: www.osha.gov.

Heat Illness Prevention Manual

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Heat Stress Prevention Program

1.0 Purpose

This Heat Stress Prevention Program has been developed to provide workers with the training and equipment necessary to protect them from heat related exposures and illnesses.

2.0 Training

All employees who are or may be exposed to potential heat related illnesses will receive training on the following:

- ✓ The environmental and personal risk factors that cause heat related illnesses;
- ✓ The employer's procedures for identifying, evaluating and controlling exposures to the environmental and personal risk factors for heat illness;
- ✓ The importance of frequent consumption of small quantities of water, up to 4 cups per hour under extreme conditions of work and heat;
- ✓ The importance of acclimatization;
- ✓ The different types of heat illness and the common signs and symptoms of heat illness;
- ✓ The importance of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
- ✓ The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- ✓ Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- ✓ How to provide clear and precise directions to the work site.

3.0 Supervisor Responsibilities

All supervisors will be provided a copy of this program and training documents prior to assignment of employees working in environments where heat exposures may occur.

Supervisors will be provided the procedures to follow to implement the applicable provisions of this program.

Supervisors will be provided the procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

4.0 Provision of Water

Employees shall have access to potable water. Water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking the entire shift for a total of 2 gallons per employee per 8-hour shift. Employees may begin the shift with smaller quantities of water if effective procedures for replenishment of water during the shift have been implemented to provide employees one quart or more per hour.

5.0 Access to Shade

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Shade areas can include trees, buildings, canopies, lean-tos, or other partial and/or temporary structures that are either ventilated or open to air movement. The interior of cars or trucks are not considered shade unless the vehicles are air conditioned or kept from heating up in the sun in some other way.

6.0 Heat Stress Disorders

6.1 Heat Rash (Prickly Heat)

Symptoms:

- ✓ Red blotches and extreme itchiness in areas persistently damp with sweat.
- ✓ Prickling sensation on the skin when sweating occurs.

Treatment:

- ✓ Cool environment.
- ✓ Cool shower.
- ✓ Thorough drying.

Heat rashes typically disappear in a few days after exposure. If the skin is not cleaned frequently enough the rash may become infected.

6.2 Heat Cramps

Symptoms:

- ✓ Loss of salt through excessive sweating.
- ✓ Cramping in back, legs and arms.

Treatment:

- ✓ Stretch and massage muscles.
- ✓ Replace salt by drinking commercially available carbohydrate/electrolyte replacement fluids.

6.3 Heat Exhaustion

- ✓ Heat exhaustion occurs when the body can no longer keep blood flowing to supply vital organs and at the same time send blood to the skin to reduce body temperature.

Symptoms:

- ✓ Weakness.
- ✓ Difficulty continuing work.
- ✓ Headache.
- ✓ Breathlessness.
- ✓ Nausea or vomiting.
- ✓ Feeling faint or actually fainting.

Treatment:

- ✓ Call 911.
- ✓ Help the victim to cool off by:
 - ✓ Resting in a cool place.
 - ✓ Drinking cool water.
 - ✓ Removing unnecessary clothing.
 - ✓ Loosening clothing.
 - ✓ Showering or sponging with cool water.

It takes 30 minutes to cool the body down once a worker becomes overheated and suffers heat exhaustion.

6.4 Heat Stroke

Heat stroke occurs when the body can no longer cool itself and body temperature rises to critical levels.

Symptoms:

- ✓ Confusion.
- ✓ Irrational behavior.
- ✓ Loss of consciousness.
- ✓ Convulsions.
- ✓ Lack of sweating.
- ✓ Hot, dry skin.
- ✓ Abnormally high body temperature.

Treatment:

- ✓ Call 911.
- ✓ Provide immediate, aggressive, general cooling.
- ✓ Immerse victim in tub of cool water or;
- ✓ Place in cool shower; or
- ✓ Spray with cool water from a hose; or
- ✓ Wrap victim in cool, wet sheets and fan rapidly.
- ✓ Transport victim to hospital.
- ✓ Do not give anything by mouth to an unconscious victim.

7.0 Safe Work Procedures

7.1 Supervisors Responsibilities

Supervisors are responsible for performing the following:

- ✓ Give workers frequent breaks in a cool area away from heat.
- ✓ Adjust work practices as necessary when workers complain of heat stress.
- ✓ Oversee heat stress training and acclimatization for new workers and for workers who have been off the job for a period of time.
- ✓ Monitor the workplace to determine when hot conditions arise.
- ✓ Increase air movement by using fans where possible.
- ✓ Provide potable water in required quantities.
- ✓ Determine whether workers are drinking enough water.
- ✓ Make allowances for workers who must wear personal protective clothing (welders, etc.) and equipment that retains heat and restricts the evaporation of sweat.
- ✓ Schedule hot jobs for the cooler part of the day; schedule routine maintenance and repair work in hot areas for the cooler times of the day.
- ✓ Make available to all workers, cooling devices (hard hat liners/bibs/neck bands) to help rid bodies of excessive heat.

7.2 Workers

Workers are responsible for performing the following:

- ✓ Follow instructions and training for controlling heat stress.
- ✓ Be alert to symptoms in yourself and others.
- ✓ Determine if any prescription medications you're required to take can increase heat stress.
- ✓ Wear light, loose-fitting clothing that permits the evaporation of sweat.
- ✓ Wear light colored garments that absorb less heat from the sun.
- ✓ Drink small amounts of water – approximately 1 cup every 15 minutes.
- ✓ Avoid beverages such as tea or coffee.
- ✓ Avoid eating hot, heavy meals.

- ✓ Do not take salt tablets unless prescribed by a physician.
- ✓ Review Attachment 1 for additional information.

8.0 Program Review

- ✓ The Safety Director will periodically review this program for compliance with all applicable regulatory standards. Updates will be provided to all employees.

Attachment 1

Heat Illness Prevention Guidance for Workers

Awareness of heat illness symptoms can save your life or the life of a co-worker. The following provides valuable information concerning heat-related illnesses and preventative measures.

If you are coming back to work from an illness or an extended break or you are just starting a job working in the heat, it is important to be aware that you are more vulnerable to heat stress until your body has time to adjust. Let your employer know you are not used to the heat. It takes about 5-7 days for your body to adjust.

Drinking plenty of water frequently is vital for workers exposed to the heat. An individual may produce as much as 2 to 3 gallons of sweat per day. In order to replenish that fluid, you should drink 3 to 4 cups of water every hour starting at the beginning of your shift.

Taking your breaks in a cool shaded area and allowing time for recovery from the heat during the day are effective ways to avoid a heat-related illness.

Avoid or limit the use of alcohol and caffeine during periods of extreme heat. Both dehydrate the body.

If you or a co-worker start to feel symptoms such as nausea, dizziness, weakness or unusual fatigue, let your supervisor know and rest in a cool shaded area. If symptoms persist or worsen seek immediate medical attention.

Whenever possible, wear clothing that provides protection from the sun but allows airflow to the body. Protect your head and shade your eyes if working outdoors.

When working in the heat pay extra attention to your co-workers and be sure you know how to call for medical attention.



SERVICETRY

Servicetry Integrated Services, LLC

SERVICETRY NOUN; /SƏR-VƏS-TRĒ/ THE SCIENCE OF SERVICE

CONSTRUCTION SITE HAZARD COMMUNICATION MANUAL

Culture of Safety

This program is designed to provide the user with information on establishing an effective Safety Management Program to help promote an environment of safety conscious work habits therefore preventing work related injuries and to support compliance with OSHA workplace safety regulations.

Servicetry Integrated Services, LLC

The practice of occupational safety and health and its related regulatory programs are constantly under review and change. Additionally, there are significant differences in professional interpretation of regulatory standards and pertinent occupational safety and health information. In order to prevent costly work related injuries and occupational illnesses with the resulting worker's compensation insurance claims, all employees must be properly trained and held accountable for safety. Employees must understand all known hazards presented in their work environment and be able to respond appropriately to unplanned hazards, which may arise. The responsibility for complying with regulatory requirements and staying current with regulatory issues resides with the employer.

This publication is not intended to take the place of legal or professional assistance. If legal advice or other expert assistance is required with regard to a specific issue confronting an employer, then the services of a competent professional should be sought accordingly. No representation can be made or responsibility taken by the publisher regarding the completeness, accuracy, or continued validity of the information in this publication.

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1.0 GENERAL

The following hazard communication program has been established for Servicetry Integrated Services, LLC

This program will be available for review by all employees.

2.0 Hazard Determination

Servicetry Integrated Services, LLC will rely on material safety data sheets obtained from product suppliers to meet hazard determination requirements.

3.0 Labeling

- A. Site Superintendent will be responsible for seeing that all containers entering the workplace are properly labeled.
- B. All labels shall be checked for:
 - 1. Identity of the material.
 - 2. Appropriate hazard warning for the material.
 - 3. Name and address of the responsible party. (Only if the container is received from the manufacturer, distributor, or importer.)
- C. Each Site Superintendent shall be responsible for ensuring that all portable containers used in their work area are labeled with the appropriate identity and hazard warning.

4.0 Material Safety Data Sheets (MSDSs)

- A. Site Superintendent will be responsible for compiling and maintaining the master MSDS file. The file will be kept in/at a conspicuous location at each site.
- B. Additional copies of MSDSs for employee use are located in/at conspicuous location at each site.
- C. MSDSs will be available for review to all employees during each work shift. Copies will be available upon request to each Site Superintendent
- D. Posters identifying the person responsible for maintaining MSDSs and where the MSDSs are located are posted at a conspicuous location at each site. Posters notifying employees when new or revised MSDSs are received will be located in the same location(s).

5.0 Employee Information and Training

- A. Site Superintendent shall coordinate and maintain records of employee hazard communication training, including attendance rosters.
- B. Before their initial work assignment, each new employee will attend a hazard communication training class. The class will provide the following information and training:

5.1 Information:

- ✓ The requirements of the OSHA Hazard Communication Standard

- ✓ All operations in their work area where hazardous chemicals are present
- ✓ Location and availability of the written hazard communication program, the list of hazardous chemicals, and the MSDS

5.2 Training:

- ✓ Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area
- ✓ Physical and health hazards of the hazardous chemicals
- ✓ Measures the employees should take to protect from these hazards
- ✓ Details of the hazard communication program--including explanation of labeling system and MSDSs and how employees can obtain and use hazard information

C. The employee shall be informed that:

1. The employer is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.

D. Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training class.

6.0 Hazardous Non-routine Tasks

A. Occasionally, employees are required to perform non-routine tasks (i.e., clean reactor vessels, enter confined spaces, etc.). Prior to starting work in such areas, each employee will be given information about the hazards of the area or procedure. This information will include:

1. Specific chemical hazards.
2. Protection/safety measures the employee can take to lessen risks of performing the task.
3. Measures the company has taken to eliminate or control the hazard, including:
 - a. air monitoring,
 - b. ventilation requirements,
 - c. use of respirators,
 - d. use of attendants to observe procedures, and
 - e. emergency procedures.

B. It is the policy of Servicetry Integrated Services, LLC that no employee will begin performance of a non-routine task without first receiving appropriate safety and health training.

C. Hazardous non-routine tasks we have at our facility include:

7.0 Multi-Employer Worksites -- Informing Contractors

A. If our company exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:

1. The hazardous chemicals they may encounter.
2. Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
3. The container and pipe labeling system used on-site.
4. Where applicable MSDSs can be reviewed or obtained.

B. Periodically, our employees may potentially be exposed to hazardous chemicals brought on our site by another employer. When this occurs we will obtain from that employer information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.

C. It is the responsibility of Servicetry Integrated Services, LLC to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer. To ensure that this is done the following mechanism will be followed: List all method(s) used to ensure the required information is provided or obtained.

8.0 List of Hazardous Chemicals

A list of all hazardous chemicals used by Servicetry Integrated Services, LLC is attached to this document. Further information regarding any of these chemicals can be obtained by reviewing its respective MSDS.

Materials which can be purchased by the ordinary household consumer, and which are used in the same fashion and amount as by the ordinary household consumer, are not required to be included in this list. (It is suggested that you maintain a separate list of all materials you consider to be "consumer use" materials.)

Hazardous Chemical List

Hazardous Chemical (same name as on container label and MSDS)



SERVICETRY

Servicetry Integrated Services, LLC

SERVICETRY NOUN; /SƏR-VƏS-TRĒ/ THE SCIENCE OF SERVICE

CONSTRUCTION SITE CONFINED SPACE MANUAL

Culture of Safety

This program is designed to provide the user with information on establishing an effective Safety Management Program to help promote an environment of safety conscious work habits therefore preventing work related injuries and to support compliance with OSHA workplace safety regulations.

Servicetry Integrated Services, LLC

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1.0 OVERVIEW

This confined space entry program:

Identifies all permit-required confined spaces in our workplace **and** Describes our procedures for worker safety and health in permit-required confined spaces

Employees will participate in developing and implementing the program in the following ways:

Servicetry Integrated Services, LLC will treat all confined spaces as permit-required spaces until they have been evaluated **and** are documented to be nonpermit.

2.0 ROLES & RESPONSIBILITIES

The following shows which employees are responsible for the tasks outlined:

Site Superintendent
or
· Designated Competent Person

Responsibility:	Person assigned this responsibility:
Evaluate our work locations and determine: · Confined space(s) exist at the worksite. · Permit-required confined space(s) exist at the worksite.	/ Site Superintendent
Evaluate the confined space(s) to determine whether hazards are present.	/ Site Superintendent
Evaluate hazards and determine the appropriate entry procedure for the space.	/ Site Superintendent

<p>Note:</p> <ul style="list-style-type: none"> · Until evaluated and documented otherwise, all confined spaces will be considered permit-required spaces. · Alternate entry procedure may apply when the only hazard remaining in the space is a potential hazardous atmosphere controlled by the use of forced air ventilation. 	
<p>Re-evaluate the space when the use, configuration, or hazards of a confined space change.</p>	<p>/ Site Superintendent</p>
<p>Monitoring and testing as follows:</p> <ul style="list-style-type: none"> · Conduct initial monitoring to identify and evaluate any potentially hazardous atmospheres · Complete atmospheric testing in the following order: <ul style="list-style-type: none"> - Oxygen - Combustible gases - Toxic gases and vapors · Record the data (<i>specify location</i>) _____ 	<p>/ Site Superintendent</p>
<ul style="list-style-type: none"> ● Keep these records on-site in Site Trailer as located on site plan Exhibit _____ 	
<p>Inform exposed or potentially-exposed employees of the existence and hazards of confined spaces using the methods described below under "Control Confined Space Entry."</p>	<p>/ Site Superintendent</p>
<p>Provide employees entering confined spaces, or their designated representative, an opportunity to observe pre-entry testing and any subsequent testing.</p> <ul style="list-style-type: none"> - All test results will be provided to the entrants or their representatives upon request. - The space will be re-evaluated if entrants or their representatives believe that the permit space was inadequately tested. 	<p>/ Site Superintendent</p>
<p>Make sure that all equipment needed for safe entry into any confined space is available and in proper working order.</p>	<p>/ Site Superintendent</p>
<p>Conduct a review using the canceled entry permits to identify and correct any deficiencies in our program.</p>	<p>/ Site Superintendent</p>

3.0 IDENTIFY CONFINED SPACES AND HAZARDS

The following table provides a list of our confined spaces and hazards:

If you have a list of confined spaces and their hazards, you can attach it instead of completing this table.

Confined Spaces and Hazards

Confined Space (name or number)	Type of Space (tank, hopper, sump, pit etc.)	Location	Hazards
(Insert your confined space information)			

4.0 CONTROL OF CONFINED SPACE ENTRY

We use the following method(s) to inform employees about the existence and hazards of confined spaces, and prevent unauthorized entry:

(Check appropriate box(es)) Posting danger signs at each permit space reading "Danger-Confined Space - Do Not Enter"

(Insert additional means you use to prevent entry)

The methods used to prevent entry must be effective. The following are examples of effective methods:

- Using barriers
- Specialized tools under management’s control to open the space
- Supplementing these measures with training and signs

5.0 PERMIT ENTRY PROCEDURES

Our entry procedures for permit spaces include the following:

Examples of entry permits are included in the resource section.

You may have multiple entry procedures. Specific examples of some of the procedures you may use to enter and complete work include the following:

-Procedure 001 Lockout/Tagout (LOTO)

-Procedure 002 Atmospheric monitoring

-Procedure 003 Job Hazard Analysis

6.0 Alternate Entry Program

Our permit spaces that have as their only hazard an actual or potential hazardous atmosphere may use alternate entry procedures. These alternate entry procedures do not require the use of an entry permit.

6.1 Alternate entry procedures can be used for the spaces listed in the following table:

Confined Space Name or Number	Hazards	Method of Hazard Elimination	Potential Hazardous Atmosphere	Ventilation Equipment Required

6.2 We will do all of the following when using alternate entry procedures:

Eliminate unsafe conditions before removing entrance covers.

- ✓ After removing entrance covers, promptly guard the opening with a railing, temporary cover, or other temporary barrier to prevent accidental falls through the opening and protect entrants from objects falling into the space.
- ✓ Certify that pre-entry measures have been taken (such as safe removal of the cover and having protection needed to gather pre-entry data), with the date, location of the space, and signature of the person certifying.
- ✓ Make the pre-entry certification available to each entrant before entry.

Before an employee enters the confined space, test the internal atmosphere with a calibrated, direct-reading instrument for all of the following, in this order:

- ✓ Oxygen content
- ✓ Flammable gases and vapors
- ✓ Potential toxic air contaminants.

Provide entrants, or their authorized representatives, with an opportunity to observe the pre-entry and periodic testing.

- ✓ Make sure the atmosphere within the space is not hazardous when entrants are present.

Use continuous forced air ventilation, as follows:

- ✓ Wait until the forced air ventilation has removed any hazardous atmosphere before allowing entrants into the space.
- ✓ Direct forced air ventilation toward the immediate areas where employees are, or will be, and continue ventilation until all employees have left the space.
- ✓ Provide the air supply from a clean source and make sure it does not increase hazards in the space.

Test the atmosphere within the space as needed to make sure hazards do not accumulate.

If a hazardous atmosphere is detected during entry, we will do all of the following:

- ✓ Evacuate employees from the space immediately.
- ✓ Evaluate the space to determine how the hazardous atmosphere developed.
- ✓ Implement measures to protect employees from the hazardous atmosphere before continuing the entry operation.
- ✓ Verify the space is safe for entry before continuing the entry operation.

The written documentation is available to each employee entering the space or to that employee’s representative at the confined space bulletin board.

7.0 Classify a Confined Space as a Nonpermit Space

· A space will be classified nonpermit only for as long as all the hazards remain eliminated.

· If someone must enter the space to eliminate of any of the hazards, we will follow all the requirements listed under the permit entry procedures.

· Documentation that no permit-required confined space hazards exist will include the following:

- ✓ The date, location, and signature of the person making the determination.
- ✓ How we determined that no permit-required confined space hazards exist.
- ✓ Documentation will be available to entrants or their authorized representatives by posting at the entry to the space.

7.2 The following spaces can be classified as nonpermit spaces by following the listed methods of hazard elimination:

Date	Location of Confined Space	Hazards	Method of Hazard Elimination
(Input your specific information)			

NONPERMIT SPACE DOCUMENTATION FORM

Nonpermit confined space name or number	<i>(Insert your specific information here)</i>
Location	
Documentation	
Date	
Signature	

8.0 TRAINING

- We will provide permit space training to employees at the following times:
 - ✓ When hired, so new employees are aware of our confined spaces
 - ✓ Before they are assigned permit space entry duties
 - ✓ When their assigned duties change
 - ✓ and
 - ✓ When there is a change in a space that creates hazards for which they have not been trained.

9.0 OUR RESPONSIBILITIES FOR CONTRACTORS

A copy of this Confined Space Entry Program will be provided to each contractor involved in permit space entry work at our company. Each contractor will be briefed on the following:

- The location of the permit spaces at our facility.
- Entry into permit spaces is only allowed by following the written entry program.
- The reasons for listing the space as a permit space, including both of the following:
 - ✓ The identified hazards
 - ✓ Our experience with the particular space.
- Precautions we have implemented to protect employees working in or near the space.
- Who will debrief the contractor at the completion of entry operations, or during entry if needed, on whether any hazards were confronted or created during their work.

10.0 RESCUE AND EMERGENCY SERVICES

We have developed the following rescue and emergency action plan:

- Classified and documented nonpermit spaces.
- Proper use of alternate entry procedures.

10.1 ENTRY RESCUE PLANS

Following are 3 options for you to consider when developing rescue plans as outlined in the helpful tool, Evaluating Rescue Teams or Services, which is located in the Resources section of the Confined Spaces book.

OPTION #1

The entry supervisor will contact (name of rescue service) at (phone number) to do both of the following:

- ✓ Coordinate entry
- ✓ Schedule an entry date and time.

Option# 2

Complete the following information.

Train employees on the specific procedures for summoning the rescue and emergency services.

Name of rescue service: _____

Telephone number: _____

Location: _____

Approximate response time: _____

Name of emergency medical service: _____

Telephone number: _____

Location: _____

Approximate response time: _____

Option# 3

The specific procedures for summoning rescue and emergency services for our workplace are:

Following are the permit spaces that require stand-by rescue services during entry. The rescue service will be available at the space during the entire entry procedure to ensure prompt entrant rescue.

Permit Spaces Requiring Stand-by Rescue Services	
Permit space:	Stand-by rescue service name and telephone number:

PERMIT-REQUIRED CONFINED SPACE PROGRAM REVIEW

This section is **not** required if you only enter nonpermit spaces or use alternate entry procedures

At least every 12 months we will conduct a review using canceled entry permits to identify any deficiencies in our program. We will conduct a review immediately if there is reason to believe that the program does not adequately protect our employees, such as the following situations:

- ✓ Unauthorized entry of a permit space
- ✓ Discovery of a hazard not covered by the permit
- ✓ Detection of a condition prohibited by the permit
- ✓ An injury or near-miss during entry
- ✓ Change in the use or configuration of the space
- ✓ or
- ✓ Employee complaints of permit space program ineffectiveness.

Corrective measures will be documented by revising the program. Employees will participate in revising the program, and will be trained on any changes.

If no permit space entry operations are conducted during the year, no review is needed.

Attachment



The attachment of the body harness must be located in the center of the wearer's back, near the shoulder level, or above the head.

Body Harness



Body harnesses are designed to minimize stress forces on an employee's body in the event of a fall, while providing sufficient freedom of movement to allow work to be performed.

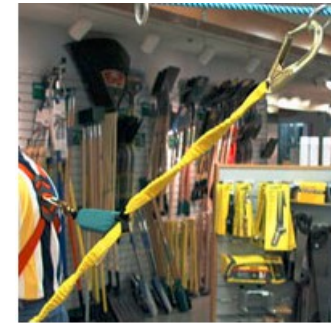
Do not use body harnesses to hoist materials. As of January 1, 1998, body belts are not acceptable as part of a personal fall arrest system, because they impose a danger of internal injuries when stopping a fall.

Webbing



Webbing are the ropes and straps used in lifelines, lanyards, and strength components of body harnesses. The webbing must be made from synthetic fibers.

Life Line / Lanyard



Vertical lifelines or lanyards must have a minimum breaking strength of 5,000 pounds, and be protected against being cut or abraded. Each employee must be attached to a separate vertical lifeline, except during the construction of elevator shafts, where two employees may be attached to the same lifeline in the hoistway, provided:

Both employees are working atop a false car that is equipped with guardrails.

The strength of the lifeline is 10,000 pounds (5,000 pounds per employee).

All other lifeline criteria have been met.

Self-retracting vertical lifelines and lanyards that automatically limit free fall distance to 2 feet or less must be capable of sustaining a minimum tensile load of 3,000 pounds when in the fully extended position. If they do not automatically limit the free fall to 2 feet or less, ripstitch lanyards, and tearing and deforming lanyards, must be capable of sustaining a minimum tensile load of 5,000 pounds when in the fully extended position.

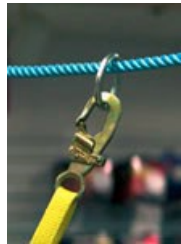
Anchoring



Anchorage used for attachment of personal fall arrest equipment must be independent of any anchorage being used to support or suspend platforms, and capable of supporting at least 5,000 pounds per employee attached, or must be designed and used as follows:

Metal anchor attached to a wooden platform
As part of a complete personal fall arrest system which maintains a safety factor of at least two.
Under the supervision of a qualified person.

Horizontal Life Line



Horizontal lifelines are to be designed, installed, and used under the supervision of a qualified person, and as part of a complete personal fall arrest system which maintains a safety factor of at least two.

On suspended scaffolds or similar working platforms with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline must be capable of locking in both directions on the lifeline.

Connectors:

Connectors, including D-rings and snaphooks, must be made from drop-forged, pressed or formed steel, or equivalent materials. They must have a corrosion-resistant finish, with smooth surfaces and edges to prevent damage to connecting parts of the system.

Connectors



Snaphooks:

Snaphooks must have a minimum tensile strength of 5,000 pounds, and be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or becoming permanently deformed. They must also be locking-type, double-locking, designed and used to prevent the disengagement of the snaphook by the contact of the snaphook keeper with the connected member. Unless it is designed for the following connections, snaphooks must not be engaged:

Directly to webbing, rope, or wire.

To each other.

To a D-ring to which another snaphook or other connector is attached.

To a horizontal lifeline.

To any object which is incompatibly shaped in relation to the snaphook such that the connected object could depress the snaphook keeper and release itself.

D-Rings:

D-Rings must have a minimum tensile strength of 5,000 pounds, and be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or becoming permanently deformed

Using Fall Arrest Safely



Ensure that personal fall arrest systems will, when stopping a fall:

Limit maximum arresting force to 1,800 pounds.

Be rigged such that an employee can neither free fall more than 6 feet nor contact any lower level.

Bring an employee to a complete stop and limit maximum deceleration distance to 3½ feet.

Have sufficient strength to withstand twice the potential impact energy of a worker free falling a distance of 6 feet, or the free fall distance permitted by the system, whichever is less

Remove systems and components from service immediately if they have been subjected to fall impact, until inspected by a competent person and deemed undamaged and suitable for use.

Promptly rescue employees in the event of a fall, or assure that they are able to rescue themselves.

Inspect systems before each use for wear, damage, and other deterioration, and remove defective components from service.

Do not attach fall arrest systems to guardrail systems or hoists.

Rig fall arrest systems to allow movement of the worker only as far as the edge of the walking/working surface, when used at hoist areas.

Mobile Scaffolding Safety



Is the scaffold being erected under the direction of a competent person?

Are all employees involved with (or near) the scaffold wearing hard hats?

Are footings sound and rigid - not set on soft ground, frozen ground (that could melt), or resting on blocks?

Is the scaffold level?

Are wheels / castors locked?

Is the scaffold able to hold four times its maximum intended load?

Is the platform complete front to back and side to side (fully planked or decked, with no gaps greater than 1 inch)?

Are guardrails and toeboards in place on all open sides?

Are all sections pinned or appropriately secured?

Is there a safe way to get on and off the scaffold, such as a ladder (without climbing on crossbraces)?

Is the front face within 14 inches of the work (or within 3 feet for outrigger scaffolds)?

Does the scaffold meet electrical safety clearance distances?

Is the scaffold inspected by a competent person before being put in use?

If the scaffold is over 10 feet high, is personal fall protection provided, or are guardrails over 38 inches high?

Are hardhats worn by workers on and around the scaffold?

Are scaffold loads (including tools and other equipment) kept to a minimum and removed when the scaffold is not in use (like at the end of a day)?

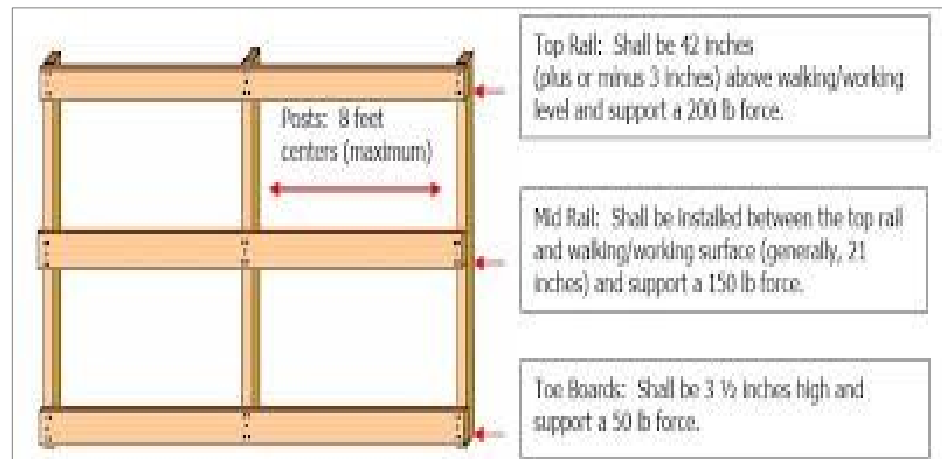
Are employees removed from scaffolds during high winds, rain, snow, or bad weather?

Are materials secured before moving a scaffold?

Are employees removed from the scaffold before they are moved?

Are heavy tools, equipment, and supplies hoisted up (rather than carried up by hand)?

Temporary Safety Rail



SKYLINE STANDARD UPRIGHT BRACKET 3001

- Compliant: Meets OHSA & OSHA
- The standard upright bracket has various construction applications for use as a guardrail around high-rise balconies, perimeters, rooftops, and parapets
- This product is known for its ease of handling and installation and can be installed with readily available fasteners
- Durable
- Easily transported
- Easily to set up: Uses standard lumber lengths without needing cutting
- Pre-set rail heights

SKYLINE EASY RAILING BRACKET 3002

- Compliant: Meets OHSA & OSHA
- The easy railing bracket has various construction applications for use as a guardrail around high-rise balconies, perimeters, rooftops, and parapets
- This product is known for its ease of handling and installation and can be installed with readily available fasteners
- Durable
- Easily transported
- Cost effective: The railing system can be made almost entirely with lumber