



# **WORKPLACE SAFETY PROGRAM**

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FireX Protection Systems LLC  
Policy Implementation Date  
01.01.2026

# Workplace Safety Program

## Introduction

The enclosed sample workplace safety program was created to assist employers with the development of their own program and compliance. The program consists of these nine essential elements/sections:

1. Management commitment and involvement
2. Safety committee operation
3. Provisions for safety and health training
4. Safety inspections
5. Preventive maintenance
6. First-aid procedures
7. Incident investigations
8. Recordkeeping of injuries
9. Job specific safety rules, policies and procedures

The first eight elements/sections are common to all employers. Employers may want to modify Section 9 to reflect actual work-environment practices. However, if this program meets the needs of your company, it may be used exactly as written. If you have an established safety program in place, you can continue to use your program if these essential elements are covered. **The use of all or part of this manual does not relieve employers of the responsibility to comply with other applicable local, state or federal laws, such as federal recordkeeping requirements.** See 29 C.F.R. § 1904.1 et seq.

## Instructions

Carefully review all sections of the sample program to understand your employer responsibilities and determine which changes or modifications (if any) are necessary to better accommodate your workplace. (For example, if a safety committee meets weekly or monthly instead of quarterly, then Section 2 of the manual should be amended to accommodate the practice.) Include any safety rules, policies or procedures appropriate to your work environment that are not listed in this document. Edit any rules or policies that should be modified to better fit your company needs. **Remember that all employees should receive a copy of your written safety program. Your company letterhead should be used on your cover-page for the program.**

**Section 1.** Management commitment and involvement. Please include the name of your safety coordinator and the signature of the CEO or president of your company. This statement expresses management's commitment to safety in the workplace.

**Section 2.** Safety committee operation. Include the names of the individuals who will serve on your safety committee. There is no requirement for the number of employees on your committee; however it must be an equal representation of supervisory and nonsupervisory personnel. In a very small company, a safety coordinator can be appointed as the responsible party. This section also contains a blank form for documentation of your safety meeting minutes. You may make copies of this form and use it to record the minutes of your meetings. It also can be used as a subject outline for your committee meetings.

**Section 3.** Provisions for safety and health training. Please be specific regarding your safety training procedures and requirements for new and current employees. See 29 C.F.R. § 1926.21(b)(1) (2016) ("The employer should avail himself of the safety and health training programs the [U.S.] Secretary [of Labor] provides."). This section contains a blank form that you can copy and use to record employee training.

**Section 4.** Safety inspections. Self-explanatory.

**Section 5.** Preventive maintenance. Self-explanatory.

**Section 6.** First-aid procedures. Include the telephone numbers you would use in case of an emergency situation, including 911. See also 29 C.F.R. § 1926.50(d)(1)-(2) (2016) ("(1) First aid supplies shall be easily accessible when required. (2) The contents of the first aid kit shall be placed in a weatherproof container with individual sealed packages for each type of item, and shall be checked by the employer before being sent out on each job and at least weekly on each job to ensure that the expended items are replaced."); 29 C.F.R. §§ 1926.23 & 1926.50, App. A (2016); and <https://www.osha.gov/Publications/OSHA3317first-aid.pdf>.

**Section 7.** Incident investigations. Self-explanatory.

**Section 8.** Recordkeeping of injuries. Self-explanatory. See 29 C.F.R. § 1904.1 et seq. for federal requirements.

**Section 9.** Job specific safety rules, policies and procedures. This section contains your specific workplace rules, policies and procedures, and should be reviewed carefully for applicability, accuracy and any necessary content additions or revisions.

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# Section 1

## Management Commitment and Involvement

### Policy Statement

The management of this organization is committed to providing a safe and productive work environment and to fostering the well-being and health of its employees. It is the policy of this organization that employees report unsafe conditions and work-injuries, and do not perform work tasks if the work is considered unsafe. Employees must report all incidents, injuries and unsafe conditions to their supervisors. Such reports will not result in retaliation, discrimination, penalty or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against any employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation and maintenance of our workplace safety program has been assigned to:

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, members of our management team or I will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation.
- Providing safety and health education and training.
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

\_\_\_\_\_  
*Signature of CEO/President*

\_\_\_\_\_  
*Date*

## Section 2

### Safety Committee

#### Safety Committee Organization

A safety coordinator and/or a safety committee has been established to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee consists of an equal representation of supervisory and nonsupervisory members of our organization.

Safety Program Coordinator	Nonsupervisory Employee Member
Supervisory Employee Member	Nonsupervisory Employee Member
Supervisory Employee Member	Nonsupervisory Employee Member

#### Responsibilities

The safety committee shall determine the schedule for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on incident investigation findings, any inspection findings and employee reports of unsafe conditions or work practices, in addition to accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will also be responsible for assisting management in updating the workplace safety program by evaluating employee injury and incident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee incident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and will be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

*In a very small company, a safety coordinator can be appointed as the responsible party to satisfy the committee requirements for the Workplace Safety Program Premium Credit.*

## **Meetings**

Safety committee meetings are held quarterly or more often, if needed. The safety program coordinator will post the minutes of each meeting (see following page) within one week of each meeting.

## SAFETY COMMITTEE MEETING MINUTES

Date of committee meeting

Time

Minutes prepared by

Location

Names of members in attendance


Previous action items

Review of incidents since previous meeting

**Recommendations:**

For prevention

From employees

From incident investigation reports

To update the safety program

For safety training

Comments:

## **Section 3**

### **Safety and Health Training**

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety program, through his or her supervisor, for review and future reference. Each employee will be given a personal copy of the safety rules, policies and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer any employee questions to ensure knowledge and understanding of safety rules, policies and job-specific procedures described in our workplace safety program manual.

All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

*All training will be documented, and records are maintained.*

#### **Job-Specific Training**

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to perform the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices or remedial instruction to correct training deficiencies before an employee is permitted to perform the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine or specialized procedures.

#### **Periodic Retraining of Employees**

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after a work-related injury caused by an unsafe act or work practice, and/or when a supervisor observes employees displaying unsafe acts, practices or behaviors.

**SAFETY TRAINING DOCUMENTATION**

Employee

Date

Supervisor

Trainer

RULES AND REGULATIONS REVIEWED

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

General Review of old/new (circle one) Safety Rules for all employees

Specific Safety Procedures for Employees Position

General Maintenance

First Aid

Lifting Procedures

Office Safety

Furniture Use

Equipment Use

Climbing a Step Ladder

Sanitation/Health

All categories have been reviewed with employee.

Supervisor Name (Print)

Signature \_\_\_\_\_

I have been advised of all safety and health regulations and will adhere to them to the best of my ability.

Employee Name (Print)

Signature \_\_\_\_\_

## Section 4 Safety Inspections

It is up to all employees to maintain safe working conditions.

Checklists for safety inspections ensure that important items are not overlooked. Inspections identify areas of risk.

OSHA *recommends* general workplace inspections but certain inspections are *required*. Be sure to check the standards to know what you must do in your facility.

Safety directors/supervisors should continually monitor work areas, and scheduled inspections should be documented and completed on a regular basis. Written reports of these inspections should be kept on file.

Management should make periodic inspections, announced and unannounced.

Self-inspection checklists are available on the OSHA website at [www.osha.gov](http://www.osha.gov). They also may be supplied by vendors or can be developed by your organization.

The following suggestions of generic checklists may assist you in creating your own. Be sure to mention the date, time, facility and inspector completing the safety inspection. Your checklist should include satisfactory, unsatisfactory and not applicable columns for all items on the list.

Doors	Personnel Training
Windows	Stairs
Walking – Working Surfaces	Personal Protective Equipment
Lighting	Flammable and Combustible Materials
Fire Hazards	Hand and Portable Powered Tools
Electrical Boxes	Lockout/Tag-out Procedures
Flammable Liquids	Confined Spaces
Emergency Exits:	Hazard Communication
Marked Properly	Electrical
Unobstructed	Building and Grounds Conditions
First-Aid Kits, Supplies	Housekeeping Program
Fire Extinguishers:	Heating and Ventilation
Accessible	Required OSHA Recordkeeping
Charged	Safety and Health Programs
Required Posters	Your Specific Work Environment

## **Section 5**

### **Preventive Maintenance**

Preventive maintenance is a schedule of planned inspections to prevent breakdowns and equipment failures before they happen. Inspections should be performed at regularly scheduled times.

Preventive maintenance programs can help avoid most equipment failures. Provide regular equipment maintenance to prevent breakdowns that can create hazards.

Preventive and regular maintenance should be documented and tracked to completion.

During preventive maintenance, workers can document damage or wearing of parts or equipment to repair or replace parts *before* they cause a failure or injuries.

Without a preventive maintenance program, you could lose productivity, and costs may escalate.

## **Section 6**

### **First-Aid Procedures**

#### **Emergency Contact Information**

Safety Coordinator:	Poison Control:
First-Aid Response:	Fire Department:
Medical Clinic:	Police:
Clinic Address:	Ambulance:

#### **Minor First-Aid Treatment**

First-aid kits are kept \_\_\_\_\_ and in all service vehicles. If you sustain an injury or are involved in an incident requiring minor first-aid treatment:

- Inform your supervisor.
- Administer/Have someone administer first-aid treatment to the injury or wound.
- If a first-aid kit is used, indicate usage on an incident investigation report.
- Provide details for the completion of an incident investigation report.

Note that access to use of a first-aid kit is not intended to be a substitute for medical attention.

#### **Nonemergency Medical Treatment**

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

- Inform your supervisor.
- Proceed to the medical facility posted above. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of an incident investigation report.

#### **Emergency Medical Treatment**

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a coworker.
- Use the emergency telephone numbers and/or call 9-1-1. Administer first-aid treatment to the injury or wound until emergency personnel arrives.
- Provide details for the completion of an incident investigation report.

#### **First-Aid Training**

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

# FIRST-AID INSTRUCTIONS

**In all cases requiring emergency medical treatment, immediately call 9-1-1 or have a coworker call to request emergency medical assistance. Be sure to use required blood-borne pathogen procedures while administering first aid.**

## Wounds

Minor: *Cuts, lacerations, abrasions or punctures*

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

Major: *Large, deep and bleeding wounds*

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

## Broken Bones

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, splint the injured area. Use a board, cardboard or rolled newspaper as a splint.

## Burns

Thermal (Heat)

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

Chemical

Immediately flush the exposed area with cool water for 15 to 20 minutes.

## Eye Injury

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with a bandage.

Chemical

Immediately irrigate the eyes and under the eyelids with water for 30 minutes.

## Neck or Spine Injury

If the victim appears to have injured the neck or spine or is unable to move an arm or leg, do not attempt to move the victim unless it is absolutely necessary.

## Heat Exhaustion

- Loosen any tight clothing that may be on the victim.
- Give the victim *sips* of cool water.
- Make the victim lie down in a cooler place with feet raised.

## **Section 7**

### **Incident Investigation**

#### **Incident Investigation Procedures**

An incident investigation will be performed by a supervisor at the location where the incident occurred. The safety coordinator is responsible for ensuring that an incident investigation report is being filled out completely and that any recommendations are addressed. Supervisors will investigate all incidents, injuries and occupational diseases using the following investigation procedures:

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

See 29 C.F.R. § 1960.29(d) (2016) (“The investigative report of the accident shall include appropriate documentation on date, time, location, description of operations, description of accident, photographs, interviews of employees and witnesses, measurements, and other pertinent information. A copy of the investigative report required by this section shall be forwarded to the official in charge of the workplace, the appropriate safety and health committee, and the exclusive employee representative, if any. The investigative report shall be made available to the Secretary or his authorized representative on request.”).

Incident investigation reports must be submitted to the safety coordinator within 24 hours of the incident.

Per OSHA's Recordkeeping Regulation, CFR 1904.39: as of January 1, 2015, all employers must report

1. All work-related fatalities within 8 hours.
2. All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.

You can report to OSHA by

1. Calling OSHA's free and confidential number at 1-800-321-OSHA (6742).
2. Online forms can be found at *www.osha.gov*





# INCIDENT ANALYSIS

**To be completed by supervisor, manager, safety professional, etc.** [Please keep for your records.]

Once you determine the cause(s) of an incident, you can identify how to address the issue(s) you've uncovered. This step enables you and your organization to learn from incidents to build a safer workplace.

## Incident description

Describe the incident, in detail, as determined by investigation. [Attach additional sheets, if needed.]

## Identification of contributing factors

Conditions or actions that, if removed, would likely prevent the incident or hazard from occurring or reduce the severity of its consequences. [Example: An employee mistakenly skipped a step in the work procedure, which led to an incident.]

## Corrective action

To effectively avoid future incidents, the actions listed below must address the cause(s) you've identified.

Corrective action	Due date	Person/department responsible

## Supervisor, manager, safety professional, etc.

Signature	Date	Title

## Follow-up

This ensures that the suggested corrective actions have been implemented.

Corrective action	Due date	Person/department responsible

# PHOTO SHEET

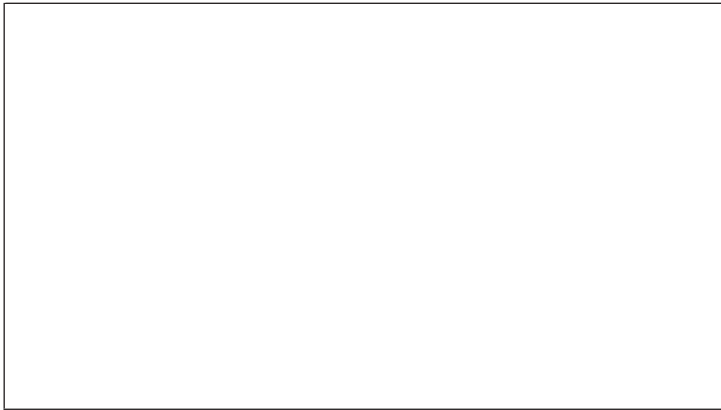


Photo 1: Description

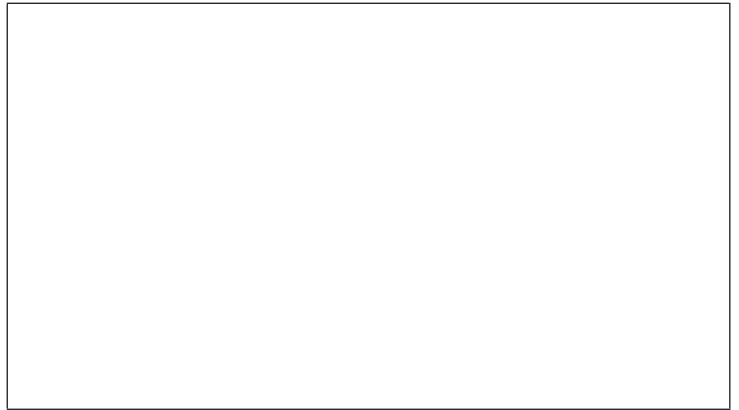


Photo 2: Description



Photo 3: Description



Photo 4: Description

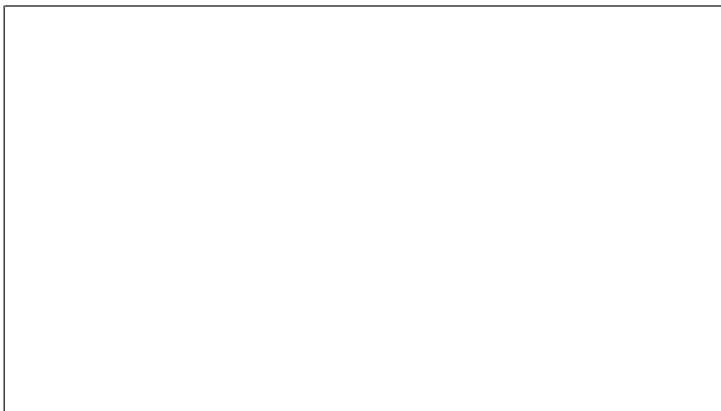


Photo 5: Description

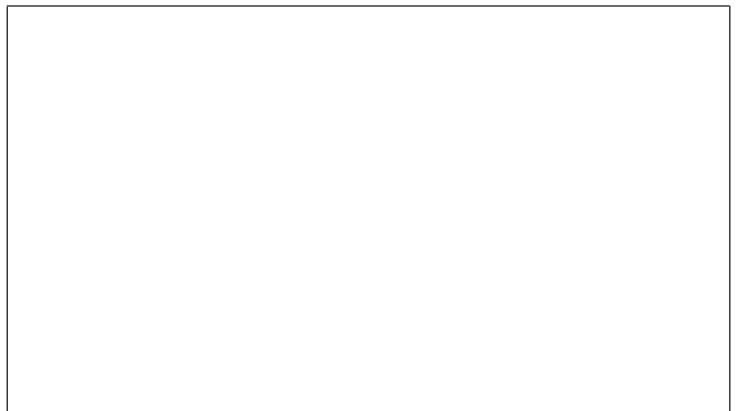


Photo 6: Description

**Please keep on file for your records.**

# INCIDENT WITNESS STATEMENT

To be completed by the witness and kept on file by the employer.

Name of employee involved in the incident	Date of incident
Name of witness	Date of statement
Were you in the area when the incident occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No Did you see the incident happen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes" to either of the above, describe what you observed in detail.	
How can a similar incident be prevented in the future?	
<b>I affirm that the above information is complete and accurate to the best of my knowledge.</b>	
Witness signature	Date

## **Section 8**

### **Record-keeping Procedures**

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

- Incident Investigation Reports, see Section 7, page 17
- Workers' Compensation First Report of Injury or Illness
- Log and Summary of Occupational Injuries and Illnesses as required by OSHA's Record-keeping Regulation, 29 CFR 1904.2:
  - OSHA Form 300 (Rev. 1-2004): Log of Work Related Injuries and Illnesses
  - OSHA Form 300A (Rev. 1-2004): Summary of Work Related Injuries and Illnesses
  - OSHA Form 301: Injury and Illness Incident Report

Employers must post the Summary (300A) in a visible location so that all employees can be made aware of the injuries and illnesses that occurred in their workplace.

If you have more than one location, you must post the Summary at each physical location. For more information, please visit [www.osha.gov/recordkeeping](http://www.osha.gov/recordkeeping).

#### **Your business may be exempt**

There are partially exempt industries that may not be required to keep OSHA injury and illness records. To find out if your business is exempt, please visit [www.osha.gov/recordkeeping](http://www.osha.gov/recordkeeping).

## **Section 9**

### **Safety Rules, Policies and Procedures**

These safety rules have been prepared to protect you in your daily work. Employees must follow these rules, review them often and use good common sense in carrying out assigned duties.

These safety rules shall include both general workplace safety rules and job-specific safety rules.

**General workplace safety rules apply to all employees.**

**Job-specific rules are defined by occupational class, e.g., painter, clerk, carpenter, etc.**

**(Note to Employer:** General and job-specific safety rules are to be determined based on the needs and exposures of your particular company and its employees. The following pages represent some common examples.)

## ALL EMPLOYEES

### Housekeeping

1. Use caution signs/cones to designate slippery areas.
2. Do not store or leave items on stairways.
3. Return tools to their proper storage places after using them.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment, such as fire extinguishers or fire alarms.
5. Do not place materials, such as boxes or trash in walkways and passageways.
6. Do not use gasoline for cleaning purposes.
7. Mop up water around water fountains, drink machines and ice machines.

### General Lifting Procedures

1. Test the weight of the load before lifting by pushing the load along its resting surface.
2. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
3. Never lift anything if your hands are greasy or wet.
4. Wear protective gloves when lifting objects with sharp corners or jagged edges.
5. When lifting:
  - Face the load.
  - Position your feet 6 inches to 12 inches apart with one foot slightly in front of the other.
  - Bend at the knees, not at the back.
  - Keep your back straight.
  - Get a firm grip on the object using your hands and fingers. Use handles when available.
  - Hold the object as close to your body as possible.
  - Lift smoothly and gradually; do not jerk the load.
  - If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
  - Set down the object in the same manner as you picked it up, except in reverse.
  - Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

## ALL EMPLOYEES

### Ladders and Stepladders

1. Read and follow the manufacturer's instruction label affixed to the ladder, if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
5. Allow only one person on the ladder at a time.
6. Do not stand on the top two rungs of any ladder.
7. Do not stand on a ladder that wobbles or leans to the left or right of center or is crooked.
8. Do not try to "walk" a ladder by rocking it. Climb down the ladder and then move it.
9. Climbing a Ladder
  - a. Face the ladder when climbing up or down it.
  - b. Do not carry items in your hands while climbing up or down a ladder.
  - c. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.

### Fueling Vehicles Safely

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on them.

### Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey traffic patterns and signs at all times.
3. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
4. Do not leave keys in an unattended vehicle.
5. Avoid cell phone use while driving.
6. Do not text and drive.

## OFFICE PERSONNEL

### General Office Safety

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not throw matches, cigarettes or other smoking materials into trash baskets.
3. Do not kick objects out of your pathway; pick them up or push them out of the way.
4. Keep floors clear of items such as paper clips, pencils, tacks or staples.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Mop up water around water fountains and drink machines.
7. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
8. Store sharp objects, such as pens, pencils, letter openers or scissors, in drawers or with the points down in a container.
9. Carry pencils, scissors and other sharp objects with the tips pointing down.
10. Use the ladder or step stool to retrieve or store items that are located above your head.
11. Do not run on stairs or take more than one step at a time.
12. Keep doors in hallways fully opened or fully closed.
13. Use handrails when ascending or descending stairs or ramps.
14. Obey all posted safety and danger signs.

### Furniture Use

1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you were working in before opening another filing drawer in the same cabinet.
2. Use the handle when closing doors, drawers and files.
3. Put heavy files in the bottom drawers of file cabinets.
4. Do not tilt your chair on its back two legs while you are sitting in it.
5. Do not stand on furniture to reach high places.

### Equipment Use

1. Do not use fans that have excessive vibration, frayed cords or missing guards.
2. Do not place floor fans in walkways, aisles or doorways.
3. Do not plug multiple electrical cords into a single outlet.
4. Do not use extension or power cords that have the ground prong removed or broken off.
5. Do not use frayed, cut or cracked electrical cords.
6. Use a cord cover or tape down cords when running them across aisles, between desks or across entrances or exits.

## **Aerial Lifts – Written Safety Program (U.S. – ISNetworld Compliant)**

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Aerial Lifts

**Applicable Standard:** OSHA 29 CFR 1910.67 & 1926.453; ANSI A92 Series



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### 1. Purpose

This program establishes minimum requirements for the safe operation, maintenance, and inspection of aerial lifts used by FireX Protection Systems, LLC employees and subcontractors. The goal is to prevent incidents, injuries, and fatalities associated with the use of aerial lift equipment.

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### 2. Scope

This program applies to all employees and subcontractors who operate or work around aerial lift devices such as boom lifts, scissor lifts, vertical mast lifts, and articulated lifts on any FireX Protection Systems, LLC project or job site.

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### 3. Responsibilities

#### **Management:**

- Ensure all aerial lift operators are properly trained and authorized.
- Provide required personal protective equipment (PPE).
- Ensure compliance with this program and applicable regulations.

#### **Supervisors:**

- Enforce this program on job sites.
- Verify operator certification before assigning tasks.
- Conduct or schedule lift inspections and document findings.

#### **Employees/Operators:**

- Operate aerial lifts only after receiving training and authorization.
  - Conduct pre-use inspections daily.
  - Follow safe operating procedures and use required PPE.
-

## 4. Training Requirements

- Operators must complete aerial lift training before operating equipment.
- Training includes classroom and hands-on instruction.
- Topics covered:
  - Fall protection and fall arrest requirements
  - Equipment limitations and stability
  - Load capacities
  - Electrical hazard recognition (overhead lines)
  - Emergency procedures
  - Manufacturer's operating instructions
- Refresher training is required:
  - After an incident or near miss
  - When unsafe operation is observed
  - When changes in workplace or equipment occur

Documentation of all training will be maintained for a minimum of 3 years.

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## 5. Equipment Requirements

- Only aerial lifts that meet ANSI A92 and OSHA requirements may be used.
  - All lifts must have current inspections and be in safe working order.
  - Modifications to equipment are prohibited without manufacturer approval.
- 

## 6. Pre-Use Inspection

Each day or shift, before use, operators must inspect aerial lifts for: - Structural integrity (cracks, leaks, welds) - Controls (lower and upper) - Brakes, tires, outriggers, guardrails - Safety devices (alarms, tilt sensors) - Fall protection anchor points  
Inspections must be documented using a daily checklist.

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## 7. Safe Operating Procedures

- **Fall Protection:** Full-body harness with lanyard or self-retracting lifeline (SRL) must be worn in boom lifts and connected to the manufacturer-approved anchor point.
  - **Stabilization:** Set brakes, use outriggers, and level the lift.
  - **Work Zone Safety:**
    - Maintain 10-foot minimum clearance from power lines.
    - Barricade the area beneath elevated work.
  - **Safe Use:**
    - Never override safety devices.
    - Do not exit the platform while elevated.
    - Do not exceed load capacity.
    - Do not use during high winds (>28 mph).
  - **Communication:** Maintain radio or visual contact with ground personnel.
- 

## 8. Incident Reporting

All incidents, near misses, or unsafe conditions involving aerial lifts must be reported to a supervisor immediately and documented according to FireX Protection Systems, LLC's incident investigation procedure.

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## 9. Inspections and Maintenance

- Annual inspections must be performed by a qualified technician.
  - Maintenance and repairs must follow manufacturer specifications.
  - All records must be kept on file for a minimum of 3 years.
- 

## 10. Disciplinary Action

Failure to comply with the aerial lift safety program may result in disciplinary action, up to and including termination, in accordance with FireX Protection Systems, LLC's disciplinary policy.

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## 11. Program Review

This program shall be reviewed annually and updated as needed to maintain compliance with applicable regulations and ISNetworld® client requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## **Ammonia Awareness – Written Safety Program (U.S. – ISNetworld Compliant)**

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Ammonia Awareness

**Applicable Standards:** OSHA 29 CFR 1910.119, 1910.1200, and EPA 40 CFR Part 68



---

### 1. Purpose

The purpose of this program is to establish awareness of the hazards associated with ammonia, outline preventive measures, and provide guidance for the safe handling, storage, and emergency response to potential ammonia exposure incidents. FireX Protection Systems, LLC prioritizes the health and safety of employees who may encounter ammonia as part of their duties.

---

### 2. Scope

This program applies to all FireX Protection Systems, LLC employees and subcontractors who may work in areas where ammonia is used, stored, or transported. It is intended for awareness-level training, not for personnel working directly with anhydrous ammonia systems under Process Safety Management (PSM) or Risk Management Programs (RMP).

---

### 3. Responsibilities

#### **Management:**

- Ensure all affected employees receive ammonia hazard awareness training.
- Provide access to Safety Data Sheets (SDS).
- Ensure appropriate controls and emergency plans are in place.

#### **Supervisors:**

- Identify and communicate ammonia-related hazards on job sites.
- Verify workers are trained and aware of safe practices.
- Ensure spill response and PPE procedures are followed.

#### **Employees:**

- Complete all assigned training related to ammonia hazards.
- Recognize signs of exposure and evacuate as necessary.
- Report leaks or unsafe conditions to supervisors immediately.

---

## 4. Ammonia Hazards

Ammonia is a colorless gas with a strong, pungent odor. It is highly irritating to the skin, eyes, and respiratory system. Exposure can result in: - Eye, nose, and throat irritation - Chemical burns - Respiratory distress or failure - Potentially fatal exposure at high concentrations

Ammonia is also reactive with water, acids, halogens, and oxidizers, creating additional chemical hazards.

---

## 5. Recognition of Ammonia Presence

- Ammonia has a strong, sharp odor noticeable at concentrations as low as 5 ppm.
  - Common uses include refrigeration systems, fertilizers, and industrial cleaning agents.
  - Areas with pressurized systems or large storage tanks should be clearly labeled with ammonia warning signs.
- 

## 6. Engineering and Administrative Controls

- Maintain good ventilation in areas where ammonia may be present.
  - Use proper containment and labeling of ammonia systems.
  - Limit personnel access to areas where ammonia is stored or used.
- 

## 7. Personal Protective Equipment (PPE)

- Safety goggles and chemical-resistant gloves for incidental contact.
  - Full-face respirator or SCBA (Self-Contained Breathing Apparatus) for high concentrations or emergency response.
  - Flame-resistant clothing if there is potential exposure to pressurized ammonia gas.
-

## 8. Emergency Response Procedures

- Evacuate area immediately upon detecting a leak or strong ammonia odor.
  - Notify supervisor and emergency services.
  - Only trained responders with proper PPE may attempt to control leaks.
  - Use emergency eyewash and safety showers in the event of contact.
  - Follow site-specific Emergency Action Plans (EAPs).
- 

## 9. Training Requirements

All employees who may be exposed to ammonia shall receive awareness-level training upon hire and annually thereafter. Training topics shall include: - Health effects of ammonia exposure - Hazard recognition and labeling - Emergency procedures and evacuation - PPE requirements and proper use

Documentation of training will be maintained for a minimum of 3 years.

---

## 10. Incident Reporting and Medical Evaluation

Any exposure incident, near miss, or equipment failure involving ammonia must be reported immediately. Medical evaluations will be provided when: - There is suspected ammonia exposure - Symptoms of irritation or chemical burn are observed

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## 11. Program Review

This program shall be reviewed annually and updated as needed to maintain compliance with OSHA, EPA, and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## **Asbestos Awareness – Written Safety Program (U.S. – ISNetworld Compliant)**

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Asbestos Awareness

**Applicable Standard:** OSHA 29 CFR 1910.1001 & 1926.1101



---

### 1. Purpose

The purpose of this Asbestos Awareness Program is to inform employees of the hazards associated with asbestos exposure and to outline procedures for recognition, avoidance, and reporting of potential asbestos-containing materials (ACMs) in the workplace. FireX Protection Systems, LLC is committed to ensuring that employees understand their roles and responsibilities in avoiding accidental disturbance or exposure.

---

### 2. Scope

This program applies to all FireX Protection Systems, LLC employees and subcontractors who may work in buildings, equipment, or environments where asbestos-containing materials may be present. It is an awareness-level program only and does not authorize employees to disturb or remove asbestos.

---

### 3. Responsibilities

#### **Management:**

- Provide asbestos awareness training.
- Ensure known or suspected ACMs are clearly labeled and documented.
- Coordinate with certified asbestos abatement professionals when necessary.

#### **Supervisors:**

- Identify locations where ACMs may be present.
- Restrict access to potential asbestos hazard areas.
- Report any suspected disturbances of ACMs immediately.

#### **Employees:**

- Do not disturb or damage suspected asbestos-containing materials.
- Follow all posted warnings and instructions.
- Report any signs of damage or deterioration of materials suspected to contain asbestos.

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## 4. Asbestos Hazards

- Asbestos fibers are hazardous when airborne and inhaled.
  - Health risks include asbestosis, lung cancer, and mesothelioma.
  - There is no safe level of exposure to airborne asbestos fibers.
- 
- 

## 5. Identification of ACMs

- Asbestos may be found in pipe insulation, floor tiles, ceiling tiles, roofing materials, fireproofing, gaskets, and cement products.
  - Only qualified professionals may take samples or assess ACMs.
  - Suspected materials should be treated as asbestos-containing unless proven otherwise through testing.
- 
- 

## 6. Controls and Procedures

- Employees are prohibited from disturbing any materials suspected to contain asbestos.
  - All renovation, demolition, or maintenance projects must be assessed for ACMs prior to work.
  - Engineering controls such as containment and negative air pressure may be used by licensed abatement professionals.
- 
- 

## 7. Training Requirements

Employees with potential for incidental exposure must receive asbestos awareness training upon hire and annually thereafter. Topics include: - Health effects of asbestos - Locations and uses of ACMs - Recognition and reporting of hazards - Regulatory overview and prohibited activities

Training records will be retained for at least 3 years.

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## 8. Emergency Procedures

- If asbestos-containing material is disturbed, evacuate the area.
  - Notify a supervisor immediately.
  - Do not attempt to clean up or contain the material.
  - Follow emergency notification and hazard isolation procedures.
- 
- 

## 9. Program Review

This program shall be reviewed annually and updated as necessary to comply with current OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## **Benzene Awareness – Written Safety Program (U.S. – ISNetworld Compliant)**

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Benzene Awareness

**Applicable Standard:** OSHA 29 CFR 1910.1028



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### 1. Purpose

This program provides information and guidelines to FireX Protection Systems, LLC employees regarding the hazards, controls, and safe work practices associated with benzene exposure in the workplace.

---

### 2. Scope

This program applies to all employees and subcontractors who may be exposed to benzene-containing products or environments where benzene vapors may be present during their job duties.

---

### 3. Responsibilities

#### **Management:**

- Identify benzene exposure risks.
- Ensure proper controls and PPE are in place.
- Provide training and maintain exposure records.

#### **Supervisors:**

- Communicate hazards and safe practices.
- Ensure employees use controls and PPE.
- Report overexposure or equipment failure.

#### **Employees:**

- Follow safe handling procedures.
  - Wear assigned PPE.
  - Report spills, exposures, or unsafe conditions immediately.
-

## 4. Benzene Hazards

- Benzene is a carcinogen and highly flammable.
  - Health effects from exposure include:
    - Dizziness, headaches
    - Drowsiness or unconsciousness
    - Bone marrow suppression
    - Leukemia with long-term exposure
  - Common locations for benzene exposure include areas with tobacco smoke, such as indoor spaces where people smoke or are exposed to secondhand smoke. Other sources are outdoor areas with heavy traffic, such as roadsides and gas stations, and near industrial facilities like petrochemical plants and waste sites. Exposure can also occur indoors from products like paints, glues, and cleaning detergents, or through contaminated water. People in specific industries, such as rubber, printing, and steel manufacturing, face the highest occupational exposure risks.
  - Benzene is a liquid that is colorless or slightly yellow and has a distinct, sweet odor, though some sources describe it as pungent as well. It is a volatile chemical that easily evaporates into the air at room temperature and is highly flammable.
  - All sources of ignition must be kept away from Benzene
- 

## 5. Exposure Limits

- OSHA PEL: 1 ppm (8-hour TWA)
  - OSHA STEL: 5 ppm (15-minute)
  - Action Level: 0.5 ppm
- 

## 6. Control Measures

- Use local exhaust ventilation when possible.
  - Substitute less hazardous materials where feasible.
  - Use respirators and gloves when handling benzene.
  - Ensure proper storage in approved containers with secondary containment.
-

## 7. Personal Protective Equipment (PPE)

- Chemical-resistant gloves, safety goggles, flame-resistant clothing.
  - Respiratory protection (half-face or full-face with organic vapor cartridges or SCBA) based on exposure assessment.
- 

## 8. Emergency Procedures

- Evacuate area during a spill or leak.
  - Notify emergency response team.
  - Use eyewash or emergency shower if exposed.
  - Seek medical attention for all exposures.
- 

## 9. Training Requirements

All potentially exposed employees must receive training annually, including: - Health hazards and symptoms - Exposure limits and monitoring - PPE usage and maintenance - Emergency response procedures

Training records shall be retained for a minimum of 3 years.

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## 10. Program Review

This program shall be reviewed annually and revised as needed to remain compliant with OSHA and ISNetworld® standards.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## **Bloodborne Pathogens – Written Safety Program (U.S. – ISNetworld Compliant)**

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Bloodborne Pathogens

**Applicable Standard:** OSHA 29 CFR 1910.1030



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### 1. Purpose

To minimize occupational exposure to bloodborne pathogens and protect employees from health risks associated with exposure to blood and other potentially infectious materials (OPIM).

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### 2. Scope

This program applies to all employees of FireX Protection Systems, LLC who could reasonably anticipate contact with blood or OPIM as part of their job duties.

---

### 3. Responsibilities

#### **Management:**

- Provide engineering controls, PPE, and proper disposal materials.
- Maintain training and exposure records.
- Offer hepatitis B vaccination at no cost to employees with occupational exposure.

#### **Supervisors:**

- Ensure employees follow exposure control practices.
- Provide immediate response to exposure incidents.

#### **Employees:**

- Use PPE and follow safe work practices.
  - Report exposure incidents immediately.
  - Participate in required training.
-

## 4. Exposure Control Plan

- Employees can be exposed to blood and Other Potentially Infectious Materials (OPIMs) through contact with blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, saliva (especially in dental procedures), and any other body fluid visibly contaminated with blood. Other materials like urine, feces, and vomit can also pose a risk if they contain visible blood. Exposure can occur via skin, eye, or mucous membrane contact, or through needlestick injuries, cuts, and other sharps-related incidents.
  - Identify tasks with potential exposure.
  - Use universal precautions: treat all blood and OPIM as infectious.
  - Implement engineering and work practice controls.
  - Maintain clean and sanitized equipment.
- 

## 5. Personal Protective Equipment (PPE)

- Gloves, eye protection, face shields, gowns or aprons.
  - PPE must be provided at no cost to employees and used correctly.
  - Antiseptic and/or towelettes are to be maintained on every company vehicle for access at every project site.
- 

## 6. Housekeeping & Disposal

- Decontaminate surfaces with appropriate disinfectants.
  - Dispose of contaminated items in labeled, leak-proof, red biohazard bags or sharps containers.
- 

## 7. Training Requirements

Annual training is required and includes: - Pathogen types and transmission - PPE and hygiene practices - Exposure response procedures - Hepatitis B vaccine information

All employees have access to this program through the online employee portal and hard copies are to be maintained on every truck.

Training records must be kept for 3 years.

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## 8. Exposure Incident Response

- Immediately wash exposed area with soap and water.
  - Flush eyes or mucous membranes with water.
  - Report incident to supervisor.
  - Seek medical evaluation and follow-up.
- 

## 9. Program Review

This program is reviewed annually and revised as needed for compliance with OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## **Disciplinary Program – Written Safety Program (U.S. – ISNetworld Compliant)**

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Disciplinary Program



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### 1. Purpose

To ensure a safe and healthy workplace by outlining a fair and consistent disciplinary process for violations of FireX Protection Systems, LLC safety policies and procedures.

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### 2. Scope

This program applies to all employees and subcontractors working for FireX Protection Systems, LLC at any job site or facility.

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### 3. Responsibilities

#### **Management:**

- Establish and communicate safety expectations.
- Apply disciplinary action consistently.
- Maintain documentation of violations and corrective actions.

#### **Supervisors:**

- Monitor for compliance with safety procedures.
- Document and address safety violations.
- Educate and coach employees before escalating discipline.

#### **Employees:**

- Comply with all company safety policies and procedures.
  - Participate in training and corrective action as needed.
  - Report unsafe conditions or behaviors.
- 

### 4. Disciplinary Process

FireX Protection Systems, LLC follows a progressive disciplinary approach: 1. **Verbal Warning** – Informal discussion documented in personnel file. 2. **Written Warning** – Formal

notice of violation with corrective action. 3. **Final Warning or Suspension** – Written notice with consequences. 4. **Termination** – Dismissal from employment for severe or repeated violations.

Severe violations may result in immediate termination without progression through earlier steps.

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## 5. Examples of Violations

- Failure to wear required PPE
  - Unauthorized equipment operation
  - Horseplay or unsafe behavior
  - Substance abuse on the job
  - Disregard of safety signage or barricades
- 

## 6. Documentation

All disciplinary actions must be documented, signed by the supervisor and employee (when possible), and filed in the employee's record.

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## 7. Program Review

This program shall be reviewed annually and updated as needed to reflect changes in company policy, legal requirements, or safety regulations.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## **Driver Safety – Written Safety Program (U.S. – ISNetworld Compliant)**

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** November 31, 2025

**Revision #:** 0

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** November 31, 2025

**ISNetworld® Program Topic:** Driver Safety

**Applicable Standards:** OSHA 29 CFR 1910.151 & 1926.50



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### 1. Purpose

This policy establishes minimum safety expectations for all employees who operate company vehicles or drive on behalf of the company, ensuring safe operation and reducing the risk of incidents.

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### 2. Scope

This policy applies to all employees who drive company-owned, leased, or personal vehicles for company business.

---

### 3. Responsibilities

- Drivers must possess and maintain a valid driver's license appropriate for the vehicle operated.
- Drivers shall not operate any vehicle while under the influence of alcohol, illegal drugs, or impairing medications.
- Seatbelts must be worn by all occupants at all times.
- Drivers must obey all federal, state, and local traffic laws.
- All incidents, collisions, or vehicle damage must be reported immediately to a supervisor.

---

### 4. Maintenance

- Company vehicles must undergo monthly maintenance inspections to ensure safe working condition.
- Drivers must report any mechanical issues promptly and remove unsafe vehicles from service until repairs are completed.
- Cargo must be properly and securely loaded to prevent movement during transport.

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## 5. Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

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## 6. Documentation

- Drivers must provide current copies of their valid driver's license.
  - Vehicle maintenance logs and incident reports must be completed and retained as required.
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## 7. Training Requirements

Employees who operate vehicles for company business must complete initial and periodic driving safety training as determined by the company.

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## 8. Program Review

This program shall be reviewed annually and updated to remain compliant with OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## **Electrical Safety Awareness – Written Safety Program (U.S. – ISNetworld Compliant)**

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Electrical Safety Awareness

**Applicable Standard:** OSHA 29 CFR 1910.331-335 & 1926 Subpart K



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### 1. Purpose

To ensure that employees of FireX Protection Systems, LLC are aware of electrical hazards and are trained in safe practices to prevent injuries or fatalities from electrical shock, arc flash, or fire.

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### 2. Scope

This program applies to all employees and subcontractors who may be exposed to energized equipment or electrical systems during work.

---

### 3. Responsibilities

**Management:**

- Provide awareness-level electrical safety training.
- Ensure qualified personnel perform energized work.

**Supervisors:**

- Identify electrical hazards.
- Prevent unauthorized access to electrical panels or equipment.

**Employees:**

- Report damaged cords, tools, or exposed wiring.
- Use GFCIs and grounded tools.
- Never bypass safety devices or defeat grounding.

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### 4. Electrical Hazards

- **Shock:** Contact with live wires or faulty equipment.

- **Arc Flash:** Sudden release of electrical energy causing burns or injury.
  - **Fire:** Overloaded circuits or short circuits may ignite materials.
- 

## 5. Safe Work Practices

- Inspect cords and tools before use.
  - Ensure proper lighting is in place before entering all work areas.
  - Maintain safe distance from exposed conductors and utilize shields/barriers where necessary.
  - Use lockout/tagout for servicing equipment.
  - Only qualified personnel are to perform any electrical work.
  - Treat all exposed de-energized parts as live when working on or around equipment
  - Keep electrical rooms and panels clear of obstructions.
- 

## 6. Personal Protective Equipment (PPE)

- Electrical-rated gloves and safety glasses when working near energized parts.
  - Flame-resistant (FR) clothing for arc flash zones.
  - Use of insulated tools and rubber mats where applicable.
  - Only wear non-conductive clothing.
  - All ladders must be non-conductive when servicing any electrical equipment.
- 

## 7. Training Requirements

Employees will receive awareness-level training upon hire and annually. Training includes:  
- Recognition of electrical hazards - Use of GFCI devices - Reporting and isolation procedures - Basic PPE and emergency response

Training documentation will be kept for 3 years.

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## 8. Emergency Procedures

- Shut off power source if safe to do so.
- Call emergency services.
- Provide first aid/CPR if trained and safe.
- Report incident to supervisor immediately.

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## 9. Program Review

This program shall be reviewed annually and revised as necessary to comply with OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## **Fall Protection – Written Safety Program (U.S. – ISNetworld Compliant)**

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Fall Protection

**Applicable Standard:** OSHA 29 CFR 1926 Subpart M & 1910 Subpart D



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### 1. Purpose

This Fall Protection Program establishes procedures and training requirements to protect FireX Protection Systems, LLC employees from fall hazards and ensure compliance with applicable OSHA regulations.

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### 2. Scope

This program applies to all FireX employees and subcontractors who may be exposed to fall hazards at elevations of 6 feet or more in construction or 4 feet in general industry.

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### 3. Responsibilities

**Management:**

- Provide fall protection equipment and training.
- Enforce compliance with fall protection rules.

**Supervisors:**

- Identify fall hazards on job sites.
- Ensure employees use required fall protection.

**Employees:**

- Inspect and use fall protection equipment properly.
- Report damaged equipment or unsafe conditions immediately.

---

### 4. Fall Protection Methods

- **Guardrails:** Used at leading edges and open sides.

- **Personal Fall Arrest Systems (PFAS):** Full-body harness, lanyard, anchor point rated for 5,000 lbs.
  - **Scaffolds & Ladders:** Use according to OSHA standards and manufacturer instructions.
  - **Covers & Warning Lines:** Protect floor holes and designate no-access zones.
- 
- 

## 5. Equipment Inspection

- Equipment must be inspected before each use.
  - Remove from service if worn, frayed, or damaged.
  - Maintain inspection records for all fall protection gear.
- 
- 

## 6. Training Requirements

Employees exposed to fall hazards must complete fall protection training upon hire and every two years or when job conditions change. Topics include: - Types of fall protection systems - Proper use and limitations - Equipment inspection and storage - Rescue procedures

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## 7. Rescue Procedures

- Develop a rescue plan prior to work at heights.
  - Prompt rescue must be possible (within 15 minutes of fall).
  - Train designated personnel in rescue techniques.
- 
- 

## 8. Disciplinary Action

All fall incidents shall be investigated by direct supervisors and management.

Failure to use fall protection when required may result in disciplinary action up to termination.

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## 9. Program Review

This program shall be reviewed annually and updated as needed to comply with OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## **Fire Protection / Extinguishers – Written Safety Program (U.S. – ISNetworld Compliant)**

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Fire Protection / Extinguishers

**Applicable Standards:** OSHA 29 CFR 1910.157 & NFPA 10



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### 1. Purpose

To establish procedures and responsibilities for preventing, reporting, and responding to fires, and for the proper inspection and use of portable fire extinguishers at FireX Protection Systems, LLC workplaces.

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### 2. Scope

This program applies to all employees and subcontractors who may be exposed to fire hazards or are expected to use fire extinguishers in the course of their duties.

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### 3. Responsibilities

**Management:**

- Ensure fire extinguishers are inspected, maintained, and available.
- Provide training on fire extinguisher use and fire prevention.

**Supervisors:**

- Conduct monthly visual inspections.
- Ensure fire hazards are reported and corrected.

**Employees:**

- Maintain awareness of fire extinguisher locations.
  - Report fire hazards or damaged extinguishers.
  - Only use extinguishers if trained and it is safe to do so.
- 

### 4. Fire Prevention

- Keep work areas clean and free of flammable materials.

- Store flammables in proper containers.
  - Use equipment that is UL-listed and properly maintained.
- 

## 5. Fire Extinguishers

- Must be inspected monthly and documented annually by certified personnel.
  - Clear access must be maintained at all times.
  - Types of extinguishers must be appropriate for the hazard (e.g., ABC, CO2).
- 

## 6. Fire Response

- Activate alarm system and call 911.
  - Evacuate to designated area.
  - Use extinguishers only for incipient-stage fires and if safe.
  - Follow the PASS method:
    - **P**ull the pin
    - **A**im at the base
    - **S**queeze the handle
    - **S**weep side to side
- 

## 7. Training Requirements

Employees must be trained upon hire and every 12 months thereafter. Training includes: - Fire extinguisher types and use - Fire prevention best practices - Emergency evacuation procedures

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## 8. Program Review

This program shall be reviewed annually and updated as needed to comply with OSHA, NFPA, and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## **First Aid – Written Safety Program (U.S. – ISNetworld Compliant)**

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** First Aid

**Applicable Standards:** OSHA 29 CFR 1910.151 & 1926.50



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### 1. Purpose

To ensure timely and effective first aid treatment for injured or ill employees and to comply with applicable OSHA requirements.

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### 2. Scope

Applies to all FireX Protection Systems, LLC employees and subcontractors who may need to provide or receive first aid in the workplace.

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### 3. Responsibilities

**Management:**

- Ensure availability of trained first aid responders and supplies.
- Maintain accessible first aid kits on all job sites.

**Supervisors:**

- Verify first aid kits are stocked and accessible.
- Ensure timely medical attention for injured employees.

**Employees:**

- Report all injuries or illnesses promptly.
  - Administer first aid only if trained and certified.
  - Use PPE when providing care.
- 

### 4. First Aid Kits

- Must be ANSI-compliant and appropriate for the workplace.
- Contents must be checked and restocked monthly or after use.

- First Aid Kits will include emergency eye-wash
  - Located on job sites, in vehicles, and in facilities.
- 

## 5. Emergency Medical Services (EMS)

- Call 911 for life-threatening injuries.
  - Provide site access to responders.
  - Designate a person to guide EMS to the scene.
  - Any first responders/providers must have a current certification from the ARC or approved equal.
- 

## 6. Bloodborne Pathogen Precautions

- Use gloves, eye protection, and CPR shields.
  - Dispose of contaminated materials in biohazard bags.
  - Report exposures immediately and seek medical evaluation.
- 

## 7. Training Requirements

- At least one employee per job site must be trained in basic first aid and CPR.
  - Certification must be current (every 2 years).
  - Records of training must be maintained for 3 years.
- 

## 8. Incident Reporting

- All injuries must be reported to a supervisor.
  - Complete incident report form and submit to management.
-

## 9. Program Review

This program shall be reviewed annually and updated to remain compliant with OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## Ground Fault Protection / GFCI – Written Safety Program (U.S. – ISNetwork Compliant)

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetwork® Program Topic:** Ground Fault Protection / GFCI

**Applicable Standards:** OSHA 29 CFR 1926.404(b) & NFPA 70E



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### 1. Purpose

To prevent electric shock injuries and fatalities caused by ground faults and to ensure compliance with OSHA and NFPA standards through the proper use of Ground Fault Circuit Interrupters (GFCIs) and/or Assured Equipment Grounding Conductor Programs (AEGCP).

---

### 2. Scope

Applies to all FireX Protection Systems, LLC employees and subcontractors working with temporary wiring or using cord-connected tools and equipment on construction sites or job sites.

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### 3. Responsibilities

**Management:** - Provide GFCI devices or implement AEGCP as applicable. - Maintain appropriate records of training and inspections.

**Supervisors:** - Verify that GFCI protection is provided and tested. - Ensure damaged or defective cords/tools are removed from service.

**Employees:** - Inspect all electrical equipment prior to use. - Use GFCIs or follow AEGCP procedures. - Report any electrical hazards or equipment defects.

---

### 4. GFCI Protection

- Required on all 120V, single-phase, 15- and 20-amp receptacles not part of the permanent wiring.
- Used in wet, damp, or outdoor environments and with portable electric tools.

- Must be tested monthly using the built-in test and reset buttons.
- 

## 5. Assured Equipment Grounding Conductor Program (AEGCP) – Alternative Option

- Requires daily visual inspection of cords and equipment.
  - Continuity testing must occur:
    - Before first use.
    - After any repairs.
    - At intervals not exceeding 3 months.
  - Testing and inspection logs must be maintained on site.
- 

## 6. Inspections and Maintenance

- Check cords, plugs, and connections for damage or wear.
  - Replace or repair damaged components immediately.
  - Remove non-compliant or defective equipment from service.
- 

## 7. Training Requirements

- All employees using temporary electrical systems must receive GFCI/AEGCP training.
  - Training must cover identification of hazards, use of GFCIs, and AEGCP procedures.
  - Refresher training provided annually or upon changes in procedures or standards.
  - Training records retained for at least 3 years.
- 

## 8. Incident Reporting

- Report electrical incidents or near misses to the supervisor immediately.
  - Complete an incident report and submit to management.
- 

## 9. Program Review

This program shall be reviewed annually and updated as needed to remain compliant with OSHA, NFPA, and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## FireX – Hand & Power Tool Safety Program (U.S. – ISNetworld Compliant)

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Hand & Power Tool Safety

**Applicable Standards:** OSHA 29 CFR 1910.23 & 1926.1053



---

### 1. Purpose

The purpose of this manual is to establish safe practices for the use, maintenance, and storage of hand tools and power tools at FireX Protection Systems, LLC. Following these guidelines helps prevent accidents, injuries, and equipment damage.

---

### 2. Scope

This program applies to all FireX Protection Systems, LLC employees and subcontractors who use hand and power tools during the course of their work.

---

### 3. Responsibilities

**Management:** - Provide appropriate power and hand tools and ensure compliance with safety standards. - Enforce tool safety policies and procedures.

**Supervisors:** - Ensure tools are inspected regularly and removed from service if defective. - Confirm that only trained employees use tools.

**Employees:** - Use tools correctly and safely. - Inspect tools before each use. - Report damaged or unsafe tools immediately.

---

### 4. Tool Selection and Inspection

- Use tools of good repair only.
  - Select the appropriate type for the task.
  - All hand and power tools must be maintained in a safe and serviceable condition.
  - Tools must be inspected regularly before use to ensure they are free of defects.
-

## 5. Tool Inspection

- Proper Use: Tools shall only be used for their intended purpose.
  - Training: Employees must be trained in the proper use of each tool prior to operation.
  - Housekeeping: Work areas must remain clean, dry, and free from obstructions to reduce trip and slip hazards.
  - Storage: Tools must be stored in designated locations when not in use. Sharp tools should be sheathed or otherwise protected.
  - Carrying Tools: Tools should not be carried in pockets. Sharp tools should be carried with points or edges facing downward and away from the body.
  - Electrical Safety: Power tools must be properly grounded or double insulated. Extension cords should be inspected regularly and rated for the intended load.
  - Compressed Air: Compressed air shall not be used to clean clothing or skin. When used for cleaning surfaces, pressure must be reduced to 30 psi or less with proper chip guarding.
  - Ergonomics: Employees should use proper body mechanics and take breaks as needed to prevent strain or repetitive motion injuries.
- 

## 6. Defective Tools

- Any defective or damaged tools must be immediately removed from service.
  - Tools deemed unsafe shall be tagged or clearly marked “Do Not Use” until repaired or replaced.
- 

## 7. Guards and Safety Devices

- Safety guards and protective devices provided by the manufacturer must not be removed, bypassed, or disabled.
  - Guards must be in place and functioning properly at all times during tool operation.
- 

## 8. Use of Personal Protective Equipment (PPE) Requirements

- Appropriate PPE must be worn when using hand and power tools, including but not limited to:
  - Safety glasses or goggles
  - Gloves suited for the task
  - Hearing protection (when using loud tools)

- Hard hats and protective footwear where overhead or heavy work is performed
  - PPE shall be inspected before use and properly fitted to each employee.
- 
- 

## 9. Enforcement

- Failure to comply with the safety requirements in this manual may result in disciplinary action, up to and including termination of employment.
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- 

## 10. Program Review

This program shall be reviewed annually and updated as necessary to remain compliant with OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## Hazard Communication (HazCom) – Written Safety Program (U.S. – ISNetwork Compliant)

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetwork® Program Topic:** Hazard Communication (HazCom)

**Applicable Standards:** OSHA 29 CFR 1910.1200



---

### 1. Purpose

To ensure that information about the hazards of all chemicals used by FireX Protection Systems, LLC is communicated to employees through a comprehensive hazard communication program, including container labeling, safety data sheets (SDS), and employee training.

---

### 2. Scope

This program applies to all FireX Protection Systems, LLC employees and subcontractors who may be exposed to hazardous chemicals during their work activities.

---

### 3. Responsibilities

**Management:** - Maintain a written Hazard Communication Program. - Ensure all hazardous chemicals are properly labeled and that SDSs are readily accessible. - Provide required training to employees.

**Supervisors:** - Ensure employees follow HazCom procedures. - Verify proper labeling and availability of SDSs on job sites.

**Employees:** - Read labels and SDSs before using any chemical. - Follow all safety precautions. - Report missing or damaged labels or SDSs.

---

### 4. Chemical Inventory

- A current list of all hazardous chemicals used or stored on site shall be maintained.
  - The list will be updated annually or whenever a new chemical is introduced.
-

## 5. Labeling Requirements

- All containers must be labeled with the product identifier and appropriate hazard warnings.
  - Secondary containers must also be labeled unless used immediately by the employee who transferred the chemical.
  - Labels must comply with OSHA's GHS (Globally Harmonized System) requirements.
- 

## 6. Safety Data Sheets (SDS)

- SDSs must be available for every hazardous chemical in use.
  - SDSs are stored at job sites and in a central file at the main office.
  - Employees have the right to access SDSs during all work shifts.
- 

## 7. Employee Training

- Training is required for all employees at the time of initial assignment and whenever a new chemical hazard is introduced.
  - Training must include:
    - Requirements of the HazCom standard.
    - Details of the company's written HazCom program.
    - How to read and understand labels and SDSs.
    - Measures to protect against chemical exposures.
  - Training records will be kept for a minimum of 3 years.
- 

## 8. Non-Routine Tasks

- Employees performing non-routine tasks involving hazardous chemicals will receive additional instruction regarding specific hazards and protective measures.
- 

## 9. Contractors

- Contractors working on FireX job sites will be informed of hazardous chemicals in their work area and provided access to SDSs.
- 

## 10. Program Review

This program shall be reviewed annually and updated as needed to ensure compliance with OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## FireX – Ladder Safety Program (U.S. – ISNetworld Compliant)

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Ladder Safety

**Applicable Standards:** OSHA 29 CFR 1910.23 & 1926.1053



---

### 1. Purpose

To provide guidelines for the safe selection, use, inspection, and maintenance of ladders to prevent falls and injuries in the workplace, in accordance with OSHA regulations.

---

### 2. Scope

This program applies to all FireX Protection Systems, LLC employees and subcontractors who use portable ladders during the course of their work.

---

### 3. Responsibilities

**Management:** - Provide appropriate ladders and ensure compliance with safety standards. - Enforce ladder safety policies and procedures.

**Supervisors:** - Ensure ladders are inspected regularly and removed from service if defective. - Confirm that only trained employees use ladders.

**Employees:** - Use ladders correctly and safely. - Inspect ladders before each use. - Report damaged or unsafe ladders immediately.

---

### 4. Ladder Selection

- Use ladders rated for the intended load (duty rating).
  - Select the appropriate type (step ladder, extension ladder, etc.) for the task.
  - Only ladders manufactured to OSHA and ANSI standards are permitted.
- 

### 5. Ladder Inspection

- Inspect ladders before each use for:

- Structural damage
  - Missing or loose rungs, bolts, or screws
  - Slippery surfaces or oil/grease
  - Tag and remove from service any ladder found defective.
  - Maintain inspection records.
- 
- 

## 6. Ladder Use

- Maintain 3 points of contact while ascending/descending.
  - Never stand on the top two steps of a step ladder.
  - Set ladders on a stable, level surface.
  - Extension ladders must extend at least 3 feet above the landing surface.
  - Follow the 4:1 rule for ladder angle (1 foot out for every 4 feet up).
  - Do not exceed the ladder's maximum load rating.
  - Face the ladder when climbing or descending.
- 
- 

## 7. Storage and Maintenance

- Store ladders in a dry, secure location.
  - Keep ladders free from oil, grease, and other slip hazards.
  - Regularly clean and maintain ladders per manufacturer guidelines.
- 
- 

## 8. Training Requirements

- Employees must be trained on:
    - Proper ladder selection and use
    - Hazards associated with ladder use
    - Inspection procedures and reporting protocols
  - Training will be provided at hire and as needed.
  - Training records will be retained for a minimum of 3 years.
- 
- 

## 9. Incident Reporting

- Any ladder-related incident or near miss must be reported immediately.
  - Incident reports shall be reviewed for possible corrective actions.
- 
-

## 10. Program Review

This program shall be reviewed annually and updated as necessary to remain compliant with OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## FireX – Lockout / Tagout (LOTO) Safety Program (U.S. – ISNetworld Compliant)

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Lockout / Tagout (LOTO)

**Applicable Standards:** OSHA 29 CFR 1910.147



---

### 1. Purpose

To establish procedures for isolating energy sources to prevent the unexpected start-up or release of stored energy during servicing or maintenance of equipment, in compliance with OSHA's Control of Hazardous Energy standard.

---

### 2. Scope

This program applies to all FireX Protection Systems, LLC employees and subcontractors who may be exposed to hazardous energy during maintenance or servicing of machines and equipment.

---

### 3. Responsibilities

**Management:** - Provide lockout/tagout devices and training. - Ensure compliance with the written LOTO procedures.

**Supervisors:** - Identify tasks requiring LOTO and verify proper implementation. - Enforce LOTO policies and address non-compliance.

**Employees:** - Follow LOTO procedures during service/maintenance. - Use assigned locks and tags properly. - Report missing or malfunctioning LOTO devices.

---

### 4. Energy Control Procedures

- Identify all energy sources (electrical, mechanical, hydraulic, pneumatic, chemical, thermal).
- Notify affected employees before shutdown.
- Shut down equipment using normal procedures.
- Isolate energy sources using appropriate devices.

- Apply lockout/tagout devices.
  - Release stored energy (e.g., bleed lines, discharge capacitors).
  - Verify isolation before starting work.
- 

## 5. Device Requirements

- Locks and tags must be:
    - Durable
    - Standardized by color, shape, or size
    - Labeled with employee name and contact info
    - Capable of withstanding environmental conditions
- 

## 6. Tagout Use

- Used only when a lock cannot be applied.
  - Must provide equivalent protection through additional safety measures (e.g., removing fuses, blocking controls).
- 

## 7. Removal of Lockout / Tagout Devices

- Only the employee who applied the device may remove it.
  - In cases of absence, removal must follow documented procedures including verification of employee status and notifying supervision.
- 

## 8. Group Lockout

- Each authorized employee must attach their own lock/tag to the group lockout device.
  - A designated leader ensures the system remains locked until all individual locks are removed.
- 

## 9. Training Requirements

- Authorized employees: detailed training on LOTO procedures.
- Affected employees: instruction on the prohibition of restarting locked/tagged equipment.
- Retraining is required:
  - When procedures or equipment change
  - After audit findings
  - Annually as refresher

- Records retained for a minimum of 3 years.
- 

## 10. Periodic Inspections

- Conducted at least annually to ensure compliance.
  - Performed by authorized personnel not involved in the procedure.
  - Includes a review with employees using the procedure.
  - Documented inspections maintained.
- 

## 11. Incident Reporting

- All LOTO-related incidents or near misses must be reported immediately.
  - Reports reviewed to improve procedures and ensure compliance.
- 

## 12. Program Review

This program shall be reviewed annually and updated to ensure alignment with OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## FireX – Noise Exposure / Hearing Conservation Program (U.S. – ISNetworld Compliant)

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Noise Exposure / Hearing Conservation

**Applicable Standards:** OSHA 29 CFR 1910.95



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### 1. Purpose

To protect employees from hearing loss due to occupational noise exposure and to comply with OSHA regulations through monitoring, controls, and a comprehensive hearing conservation program.

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### 2. Scope

This program applies to all FireX Protection Systems, LLC employees who may be exposed to noise levels at or above an 8-hour time-weighted average (TWA) of 85 decibels (dBA).

---

### 3. Responsibilities

**Management:** - Implement and maintain the hearing conservation program. - Ensure noise monitoring and controls are in place.

**Supervisors:** - Enforce the use of hearing protection. - Identify high-noise tasks and ensure proper controls.

**Employees:** - Wear required hearing protection. - Participate in training and audiometric testing. - Report issues with hearing protection equipment.

---

### 4. Noise Monitoring

- Conduct noise assessments to identify employees exposed to noise levels  $\geq 85$  dBA TWA.
  - Use calibrated noise dosimeters or sound level meters.
  - Update assessments when equipment or processes change.
-

## 5. Audiometric Testing

- Provided at no cost to employees exposed to  $\geq 85$  dBA TWA.
  - Baseline audiogram within 6 months of exposure.
  - Annual follow-up audiograms.
  - Results reviewed by qualified audiologist or physician.
- 

## 6. Hearing Protection

- Provided to employees at no cost.
  - Required for exposures at or above 90 dBA TWA, or 85 dBA for those with a standard threshold shift.
  - Types include earplugs and earmuffs.
  - Employees may choose from a variety of suitable protectors once they have been evaluated for the specific noise environment in which the protector will be used.
  - Re-evaluation to be performed of all employees' hearing protection PPE in the event of a standard threshold shift of any employee.
- 

## 7. Training Requirements

- Annual training required for employees exposed to  $\geq 85$  dBA TWA.
  - Topics include:
    - Effects of noise on hearing
    - Purpose, selection, and use of hearing protectors
    - Audiometric testing procedures
  - Training records retained for 3 years.
- 

## 8. Signage and Access

- Post warning signs in high-noise areas.
  - Restrict access to areas with high noise unless hearing protection is used.
- 

## 9. Recordkeeping

- Maintain records of:
  - Noise exposure monitoring
  - Audiometric test results
  - Training completion
- Management/Medical professionals shall notify any employee in writing within 21 days of any determination of a standard threshold shift.

- Retain records for the duration of employment plus 1 year.
- 

## 10. Program Review

This program shall be reviewed annually and updated to remain compliant with OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## FireX – Personal Protective Equipment (PPE) Program (U.S. – ISNetworld Compliant)

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Personal Protective Equipment (PPE)

**Applicable Standards:** OSHA 29 CFR 1910 Subpart I & 1926 Subpart E



---

### 1. Purpose

To protect employees from workplace hazards by providing guidelines for the selection, use, and maintenance of personal protective equipment (PPE) in compliance with OSHA regulations.

---

### 2. Scope

This program applies to all FireX Protection Systems, LLC employees and subcontractors who may be exposed to hazards requiring PPE.

---

### 3. Responsibilities

**Management:** - Conduct hazard assessments to determine necessary PPE. - Provide PPE at no cost to employees. - Ensure employees are trained on PPE use and care.

**Supervisors:** - Enforce proper PPE usage in the field. - Ensure PPE is available and in good condition.

**Employees:** - Wear required PPE as directed. - Inspect PPE before use and report damage. - Maintain PPE in a clean, usable condition.

---

### 4. Hazard Assessment

- Conduct and document workplace hazard assessments to identify PPE needs.
  - Reassess whenever new hazards are introduced.
  - Maintain assessment records on file.
-

## 5. PPE Selection

- PPE must meet ANSI or equivalent standards.
  - Selection based on hazard type:
    - **Head protection:** Hard hats (ANSI Z89.1)
    - **Eye/face protection:** Safety glasses, face shields (ANSI Z87.1)
    - **Hand protection:** Gloves suitable for chemical, cut, or heat hazards
    - **Foot protection:** Steel/composite toe boots (ANSI Z41 or ASTM F2413)
    - **Respiratory protection:** Per OSHA 29 CFR 1910.134 (if applicable)
    - **Hearing protection:** Earplugs, earmuffs (as required by noise levels)
    - **High visibility clothing:** For work in traffic areas
    - **Proper Fit and/or Size:** All PPE must be selected to properly fit.
- 

## 6. PPE Use and Maintenance

- PPE must be worn whenever hazards are present.
  - Employees must follow manufacturer instructions for cleaning and maintenance.
  - Damaged or defective PPE must be replaced immediately.
- 

## 7. Training Requirements

- Employees must be trained on:
    - When and what PPE is necessary
    - How to properly wear, remove, and adjust PPE
    - Limitations of PPE
    - Proper care, maintenance, and disposal
  - Training provided upon hire and as needed for changes.
  - Records retained for a minimum of 3 years.
- 

## 8. Storage

- PPE must be stored in a clean, dry location to prevent contamination or damage.
- 

## 9. Non-Compliance

- Employees who fail to wear or maintain PPE properly may be subject to disciplinary action.
-

## 10. Program Review

This program shall be reviewed annually and updated to remain compliant with OSHA and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## FireX – Process Safety Management / Contractor Responsibilities Program (U.S. – ISNetworld Compliant)

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Process Safety Management / Contractor Responsibilities

**Applicable Standards:** OSHA 29 CFR 1910.119



---

### 1. Purpose

To establish procedures for protecting employees and contractors from hazards associated with highly hazardous chemicals through the implementation of a Process Safety Management (PSM) program in compliance with OSHA regulations.

---

### 2. Scope

This program applies to FireX Protection Systems, LLC employees and contractors involved in operations at facilities covered under OSHA’s PSM standard, particularly where highly hazardous chemicals are present above threshold quantities.

---

### 3. Responsibilities

**Management:** - Implement the PSM program where applicable. - Verify contractor compliance with PSM requirements. - Maintain documentation and training records.

**Supervisors:** - Ensure employees and contractors follow PSM procedures. - Confirm only qualified personnel perform PSM-covered work.

**Employees and Contractors:** - Comply with FireX’s and the host employer’s PSM procedures. - Report unsafe conditions and incidents immediately.

---

### 4. Contractor Responsibilities

- Contractors working on or near PSM-covered processes must:
  - Be informed of process hazards and emergency action plans.
  - Provide their own written safety programs.

- Ensure their employees are trained in hazard recognition and emergency response.
  - Follow FireX's safe work practices, including lockout/tagout, hot work, confined space, etc.
  - Notify FireX of any safety incidents, injuries, or unsafe work conditions.
- 

## 5. Pre-Job Evaluation

- Contractors must be evaluated on safety performance and ability to comply with PSM before beginning work.
  - Documentation may include injury/illness records, safety programs, and references.
- 

## 6. Orientation and Training

- FireX will provide site-specific orientation covering:
    - Process hazards
    - Emergency procedures
    - Applicable safety policies
  - Contractors must train their employees on job-specific hazards and provide verification to FireX.
- 

## 7. Incident Reporting and Investigation

- All incidents involving PSM-covered processes must be reported immediately.
  - FireX and the contractor will cooperate in incident investigations and corrective actions.
- 

## 8. Audits and Evaluations

- Periodic audits will assess contractor and employee compliance with PSM requirements.
  - Deficiencies must be corrected promptly.
- 

## 9. Recordkeeping

- Maintain contractor evaluations, training verification, incident reports, and audit results.
- Maintain trade-secret confidentiality
- Retain records in accordance with OSHA requirements.

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## 10. Program Review

This program shall be reviewed annually and updated as necessary to remain compliant with OSHA 29 CFR 1910.119 and ISNetworld® expectations.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## FireX – Risk Assessment Program (U.S. – ISNetworld Compliant)

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Risk Assessment

**Applicable Standards:** OSHA General Duty Clause Section 5(a)(1), ANSI/ASSE Z690.3, ISO 31000



---

### 1. Purpose

To establish a consistent approach for identifying, assessing, and controlling workplace hazards and risks to reduce the likelihood of injuries, illnesses, property damage, or environmental harm.

---

### 2. Scope

This program applies to all FireX Protection Systems, LLC employees and contractors engaged in planning, performing, or overseeing operations where occupational risks may be present.

---

### 3. Responsibilities

**Management:** - Support and enforce the risk assessment process. - Ensure personnel are trained in hazard recognition and risk evaluation.

**Supervisors:** - Conduct risk assessments prior to starting new tasks or projects. - Implement controls to mitigate identified risks.

**Employees:** - Participate in risk assessments when required. - Report hazards or unsafe conditions. - Follow established risk controls and procedures.

---

### 4. Risk Assessment Process

- **Step 1: Hazard Identification**
  - Identify potential sources of harm related to tasks, equipment, or environments.
- **Step 2: Risk Evaluation**

- Determine the likelihood and severity of potential incidents.
  - Use qualitative or quantitative methods as appropriate.
  - **Step 3: Risk Control**
    - Apply the hierarchy of controls:
      - Elimination
      - Substitution
      - Engineering controls
      - Administrative controls
      - Personal Protective Equipment (PPE)
  - **Step 4: Documentation**
    - Maintain records of assessments and controls.
    - Review assessments periodically and revise as needed.
- 

## 5. Pre-Job Risk Assessments (PJRA)

- Conducted before starting high-risk tasks or in unfamiliar environments.
  - Include task description, hazards, risk rating, and controls.
  - Signed off by supervisor or safety lead.
- 

## 6. Training Requirements

- Employees involved in risk assessments must be trained on:
    - Hazard identification
    - Risk rating systems
    - Control implementation
  - Training is documented and reviewed annually or when significant changes occur.
- 

## 7. Continuous Improvement

- Risk assessments are reviewed following:
    - Incidents or near misses
    - Equipment/process changes
    - New task introduction
  - Findings are used to improve procedures and training.
- 

## 8. Recordkeeping

- Maintain completed risk assessment forms, training records, and control implementation logs.

- Records are retained for a minimum of 3 years.
- 

## 9. Program Review

This program shall be reviewed annually and updated to ensure continued compliance with OSHA, ANSI, and ISNetworld® standards.

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**Signature of Safety Manager:** \_\_\_\_\_

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

## Welding, Cutting, Hot Work – Written Safety Program (U.S. – ISNetworld Compliant)

**Company Name:** FireX Protection Systems, LLC

**Program Effective Date:** June 30, 2025

**Revision #:** 1

**Prepared by:** Safety Manager, FireX Protection Systems, LLC

**Approval Date:** June 30, 2025

**ISNetworld® Program Topic:** Welding, Cutting, Hot Work

**Applicable Standards:** OSHA 29 CFR 1910 Subpart Q & 1926 Subpart J, NFPA 51B



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### 1. Purpose

To prevent fire, explosion, and injury hazards associated with welding, cutting, and other hot work operations through proper procedures, permitting, training, and fire prevention practices.

---

### 2. Scope

This program applies to all FireX Protection Systems, LLC employees and subcontractors who perform or oversee welding, cutting, brazing, soldering, or other hot work operations.

---

### 3. Responsibilities

**Management:** - Provide hot work training and equipment. - Ensure compliance with hot work procedures and permitting.

**Supervisors:** - Confirm that fire watch personnel and equipment are in place. - Enforce safe work practices and issue hot work permits.

**Employees:** - Follow all hot work procedures and permit conditions. - Use proper PPE and fire prevention measures. - Report unsafe conditions immediately.

---

### 4. Hot Work Permit System

- Required for all hot work performed outside designated safe zones.
- Issued by a trained supervisor or safety representative.
- Includes assessment of:
  - Flammable materials within 35 feet
  - Fire extinguisher availability
  - Fire watch assignment

- Ventilation adequacy
  - Removal of any defective hot work equipment from service
  - Permit must be posted during work and retained for documentation.
- 
- 

## 5. Fire Prevention

- Remove or protect combustibles within a 35-foot radius.
  - Use fire-resistant blankets, shields, or curtains.
  - Ensure fire extinguishers are accessible.
  - Assign a fire watch during and for 30 minutes after hot work.
- 
- 

## 6. Ventilation and Gas Cylinder Safety

- Use mechanical ventilation to control fumes.
  - Store gas cylinders upright, secure, and away from heat sources.
  - Cap cylinders when not in use.
  - Separate fuel and oxygen cylinders by 20 feet or with a fire-rated barrier.
- 
- 

## 7. Personal Protective Equipment (PPE)

- Required PPE includes:
    - Welding helmet or face shield
    - Flame-resistant gloves and clothing
    - Safety glasses with side shields
    - Hearing protection as needed
    - Respiratory protection if ventilation is inadequate
- 
- 

## 8. Training Requirements

- All hot work personnel must be trained on:
    - Fire hazards and control measures
    - Safe use of equipment
    - Hot work permit procedures
  - Fire watch personnel must receive additional training.
  - Training records retained for a minimum of 3 years.
- 
- 

## 9. Incident Reporting

- All hot work-related incidents or near misses must be reported immediately.

- Incident investigations shall be conducted to determine root causes and corrective actions.

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## 10. Program Review

This program shall be reviewed annually and updated to remain compliant with OSHA, NFPA, and ISNetworld® requirements.

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**Signature of Safety Manager:** \_\_\_\_\_

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