

Safety Policy

For

NY² Enterprises

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Occupational Safety and Health Consultation Program



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Safety Policy

The following safety policy is provided only as a guide to assist employers and employees in complying with the requirements of 29 CFR 1910 and 1926, as well as to provide other helpful information. It is not intended to supersede the requirements of the standards. An employer should review the standards for particular requirements which are applicable to their individual situation and make adjustments to this program that are specific to their company. An employer will need to add information relevant to their particular facility in order to develop an effective, comprehensive program.

**1910, 1926
Safety Policy
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NY² Enterprises

Safety Policy

I. OBJECTIVE

The Safety Policy of NY2 Enterprises is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards 1926 and 1910 are available for all employees= use and reference. These Standards shall be available in the home office at all times and will be sent to the jobsite on request.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily to the Owner/President. The On-Site Managers share in this responsibility as well.

II. POLICY

It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well being of our employees, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

III. APPLICABILITY

This Safety Policy applies to all employees of NY2 Enterprises, regardless of position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a company project site.

Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

IV. IMPLEMENTATION

This Safety Policy supports six fundamental means of maximum employee involvement:

- A. Management commitment to safety.
- B. Weekly tool box safety meetings at all jobsites.
- C. Effective job safety training for all categories of employees.
- D. Job hazard analysis provided to all employees.
- E. Audio and/or visual safety presentations given at jobsites by *On Site Managers*.
- F. Various incentive awards for exemplary safety performance.

The On Site Manager will meet at least once a month to evaluate all areas of safety and make recommendations to the company president.

V. ADMINISTRATION

The Safety Policy will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by On-Site Managers as requested. Each supervisor will be responsible for meeting all of the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each supervisor must also ensure that all accidents are thoroughly investigated and reported to Company President on the same day of the occurrence.

VI. REPORTING OF INJURIES

All employees will be held accountable for filling out a "Notice of Injury Form" immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor/leadman/foreman/superintendent/project manager, etc. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

- A. How they think they hurt themselves.
- B. What they were doing at the time.
- C. Who they were working with at the time.
- D. When and where it happened.
- E. Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and they may result in immediate termination, in accordance with company policy.

VII. NOTIFICATIONS

A. In Case of Serious Injury or Death

After the injured has been taken to the hospital, the leadman/foreman/supervisor/on site manager shall notify the main office and Company President as soon as possible. Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. The On-Site Manager will assist in the investigation. The completed accident report form will sent to the main office.

B. In Case of Inspection by OSHA Inspector

The leadman/foreman/supervisor/on site manager must notify the General Contractor that an OSHA Inspector is on the jobsite. It is the responsibility of all employees to make the inspector's visit on the jobsite as pleasant and timely as possible.

VIII. BASIC SAFETY RULES

- A. Compliance with applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment.
- B. All injuries, regardless of how minor, must be reported to your supervisor and the Safety Office immediately. An employee who fails to fill out a "Notice Of Injury Form" and send it to the Safety Office can be issued a safety violation notice and may be subject to termination, in accordance with company policy. In the event of an accident involving personal injury or damage to property, all persons involved in any way will be required to submit to drug testing.
- C. Hard hats will be worn by all employees on the project site at all times. The bill of the hard hat will be worn in front at all times. Alterations or modifications of the hat or liner is prohibited. Crane operators, when in an enclosed cab, have the option of not wearing a hard hat due to the possible obstruction of view.
- D. Safety glasses will be worn as the minimum-required eye protection at all times. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required.
- E. Fall Protection Requirements
 - 1. Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
 - 2. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of 2-inch diameter wire rope. Vertical lifelines shall be 3/4 inch manila rope or equivalent and shall be used in conjunction with an approved rope grab.
 - 3. Structural steel erectors are required to "hook up" with full body harness and lanyard.
 - 4. Employees using lanyards to access the work or position themselves on a wall or column, etc., must use an additional safety lanyard for fall protection.
 - 5. Manlifts must be used properly. As soon as an employee enters an articulating boom lift and before the lift is started, the employee must put on the harness and attach the lanyard to the lift. Employees are not required to wear harnesses on scissor lifts.
- F. Clothing must provide adequate protection to the body. Shirts must have at least a tee sleeve. Shirts with sleeves and long pants will be worn at all times. No shorts are to be worn on projects. All employees, except welders and burners, must tuck shirt tails inside trousers. Burners and welders will not be permitted to wear polyester or nylon clothing. Sturdy work boots with rigid, slip resistant soles are required. No clogs, tennis shoes or loafers are permitted. Steel-toed tennis shoes with the ANSI label are the only alternative to the leather work boot.

- G. All personnel will be required to attend safety meetings as stipulated by project requirements in order to meet OSHA Safety Standards.
- H. Firearms, alcoholic beverages or illegal drugs are not allowed on company property or in company vehicles at any time. When drugs are prescribed by a physician, the On Site Manager must be informed. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.
- I. Housekeeping shall be an integral part of every job. Supervisors\foremen\leadmen and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day.
- J. Burning and cutting equipment shall be checked daily before being used. Flash back arresters shall be installed at the regulators on both oxygen and LP bottles. All gas shall be shut off and hoses disconnected from bottles and manifolds at the end of the work day. Caps shall be replaced on bottles when gauges are removed. When gauges are removed and caps replaced, the oxygen and LP bottles shall be separated into storage areas no less than 20 feet apart with a "No Fire or Smoking" sign posted and a fire extinguisher readily available. Makeshift field repairs will not be allowed.
- K. Drinking water containers are to be used for drinking water and ice only. Tampering with or placing items such as drinks in the water cooler will result immediate termination. The "common drinking cup" is not allowed. Only disposable cups will be used.
- L. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
- M. All extension cords, drop cords, and electrical tools shall be checked, properly grounded with ground fault interrupters (GFI' s), and color-coded by a designated competent person each month. This shall be part of the assured grounding program. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.
- N. "Horseplay" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.
- O. Glass containers or bottles of any kind are not permitted on jobsites or in company vehicles.
- P. The jobsite speed limit is 10 MPH. No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a

- passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
- Q. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further than 50 feet away from all hot work. Used fire extinguishers must be returned to On site Manager to be recharged immediately. Use of welding blinds is required in high traffic areas.
 - R. All scaffolding and work platforms must be built and maintained in accordance with OSHA specifications. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend three (3) feet past the working surface. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
 - S. Crowfoot connections on air hoses shall be wired to prevent accidental disconnection. Compressed air shall not be used to dust off hands, face or clothing.
 - T. Report all unsafe conditions and near accidents to On Site Manager corrective action can be taken.
 - U. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
 - V. Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.
 - W. Scaffold Tag System
 - 1. Green tags are to be placed on 100 percent complete scaffolds with all braces, locks and hand, mid, and toe rails in place before use.
 - 2. Yellow tags indicate incomplete scaffolds. If scaffold is missing a hand, mid, or toe board, it must have a yellow tag and employees on it must be tied off at all times.
 - 3. Red tags indicate scaffolds that are in the process of either being erected or disassembled. These scaffolds are not to be used at any time.
 - 4. Scaffold tags should be placed in a highly visible location on the scaffolds for all employees to see.
 - X. All OSHA Safety Standards will be followed for job processes requiring respiratory protection. ***SEE RESPIRATORY PROTECTION PROGRAM.***
 - Y. All OSHA Safety Standards will be followed during excavation. ***SEE EXCAVATION PROGRAM.***

- Z. All OSHA Safety Standards concerning confined space entry will be followed. ***SEE CONFINED SPACE PROGRAM.***
- AA. All OSHA Safety Standards concerning lockout/tagout of energized equipment will be followed. ***SEE LOCKOUT/TAGOUT PROGRAM***
- BB. All OSHA Safety Standards will be followed for job processes requiring fall protection. ***SEE FALL PROTECTION PROGRAM.***

IX. Construction Fall Protection

Purpose

The purpose of the fall protection program is to:

- ensure all construction areas are free from uncontrolled fall hazards
- all employees are properly trained in fall prevention and protection
- fall prevention systems are inspected and monitored to ensure effectiveness

Policy

It is the policy of NY2 Enterprises to take all practical measures possible to prevent employees from being injured by falls. We will take necessary steps to eliminate, prevent, and control fall hazards. We will comply fully with the OSHA Fall Protection standard (CFR 1926, Subpart M, Fall Protection). The first priority is given to the elimination of fall hazards. If a fall hazard cannot be eliminated, effective fall protection will be planned, implemented, and monitored to control the risks of injury due to falling.

All employees exposed to potential falls from heights will be trained to minimize the exposures. Fall protection equipment will be provided and its use required by all employees. Foreman will be responsible for implementation of a fall protection plan for their jobsite.

Hazard Identification

The foreman on each jobsite will be responsible for identifying fall hazards on their jobsite. The foreman will evaluate each situation or work procedure where employees may be exposed to a fall of 6 feet or more. The foreman will be responsible for developing a plan to eliminate the exposures, if possible, or to select the appropriate fall protection systems and/or equipment.

Hazard Control

Engineering Controls

- Personal Fall Protection
- Guard Rail Systems

- Positioning Devices
- Warning Line Systems
- Floor Opening Covers

Administrative Controls

- Controlled access zones
- Employee training
- Audits
- Inspections
- Supervision
- Signs

Fall Protection Required

The following are examples of situations where fall protection would be needed. This listing is by no means complete, and there are many other situations where a fall of 6 feet or more is possible. It should be noted that ladders and scaffolding are not included in this list because they are covered by other OSHA standards and other requirements of our safety program.

Wall Openings

Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8 meters) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 meter) above the walking/working surface must be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

Holes

Personal fall arrest systems, covers, or guardrail systems shall be erected around holes (including skylights) that are more than 6 feet (1.8 meters) above lower levels.

Leading Edges

Each employee who is constructing a leading edge 6 feet (1.8 meters) or more above lower levels shall be protected by guardrail systems, safety net systems, or personal fall arrest systems.

Excavations

Each employee at the edge of an excavation 6 feet (1.8 meters) or more deep shall be protected from falling by guardrail systems, fences, barricades, or covers. Where walkways are provided to permit employees to cross over excavations, guardrails are

required on the walkway if it is 6 feet (1.8 meters) or more above the excavation.

Formwork and Reinforcing Steel

For employees, while moving vertically and/or horizontally on the vertical face of rebar assemblies built in place, fall protection is not required when employees are moving. OSHA considers the multiple hand holds and foot holds on rebar assemblies as providing similar protection as that provided by a fixed ladder. Consequently, no fall protection is necessary while moving point to point for heights below 24 feet (7.3 meters). An employee must be provided with fall protection when climbing or otherwise moving at a height more than 24 feet (7.3 meters), the same as for fixed ladders.

Hoist Areas

Each employee in a hoist area shall be protected from falling 6 feet (1.8 meters) or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system.

Overhand Bricklaying and Related Work

Each employee performing overhand bricklaying and related work 6 feet (1.8 meters) or more above lower levels shall be protected by guardrail systems, safety net systems, or personal fall arrest systems, or shall work in a controlled access zone. All employees reaching more than 10 inches (25 cm) below the level of a walking/working surface on which they are working shall be protected by a guardrail system, safety net system, or personal fall arrest system.

Precast Concrete Erection and Residential Construction

Each employee who is 6 feet (1.8 meters) or more above lower levels while erecting precast concrete members and related operations such as grouting of precast concrete members and each employee engaged in residential construction, shall be protected by guardrail systems, safety net systems, or personal fall arrest systems.

Ramps, Runways, and Other Walkways

Each employee using ramps, runways, and other walkways shall be protected from falling 6 feet (1.8 meters) or more by guardrail systems.

Low-slope Roofs

Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems or a combination of a warning line system and guardrail system, warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet (15.24 meters) or less in width, the use of a safety monitoring system without a warning line system is permitted.

Steep Roofs

Each employee on a steep roof with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels shall be protected by guardrail systems with toeboards, safety net systems, or personal fall arrest systems.

Controlled Access Zones

A Controlled access zone is a work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems, guardrail, personal arrest or safety net to protect the employees working in the zone.

Controlled access zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Where there are no guardrails, masons are the only workers allowed in controlled access zones.

Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:

- Flagged or otherwise clearly marked at not more than 6-foot (1.8 meters) intervals with high-visibility material
- Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches (1 meter) from the walking/working surface and the highest point is not more than 45 inches (1.3 meters)--nor more than 50 inches (1.3 meters) when overhand bricklaying operations are being performed from the walking/working surface
- Strong enough to sustain stress of not less than 200 pounds (0.88 kilonewtons). Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge. Control lines also must be connected on each side to a guardrail system or wall. When control lines are used, they shall be erected not less than 6 feet (1.8 meters) nor more than 25 feet (7.6 meters) from the unprotected or leading edge, except when precast concrete members are being erected. In the latter case, the control line is to be erected not less than 6 feet (1.8 meters) nor more than 60 feet (18 meters) or half the length of the member being erected, whichever is less, from the leading edge.

Controlled access zones when used to determine access to areas where overhand bricklaying and related work are taking place are to be defined by a control line erected not less than 10 feet (3 meters) nor more than 15 feet (4.6 meters) from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in overhand bricklaying or related work are permitted in the controlled access zones.

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas.

On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

Fall Protection Systems

When there is a potential fall of 6 feet or more, we will utilize one or more of the following means of providing protection:

Guardrail Systems

Guardrail systems must meet the following criteria. Toprails and midrails of guardrail systems must be at least one-quarter inch (0.6 centimeters) nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it must be flagged at not more than 6 feet intervals (1.8 meters) with high-visibility material. Steel and plastic banding cannot be used as top rails or midrails. Manila, plastic, or synthetic rope used for top rails or midrails must be inspected as frequently as necessary to ensure strength and stability.

The top edge height of top rails, or (equivalent) guardrails must be 42 inches (1.1 meters) plus or minus 3 inches (8 centimeters), above the walking/working level. When workers are using stilts, the top edge height of the top rail, or equivalent member, must be increased an amount equal to the height of the stilts.

Screens, midrails, mesh, intermediate vertical members, or equivalent intermediate structural members must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches (53 centimeters) high. When midrails are used, they must be installed to a height midway between the top edge of the guardrail system and the walking/working level.

When screens and mesh are used, they must extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate members, such as balusters, when used between posts, shall not be more than 19 inches (48 centimeters) apart. Other structural members, such as additional midrails and architectural panels, shall be installed so that there are no openings in the guardrail system more than 19 inches (48 centimeters).

The guardrail system must be capable of withstanding a force of at least 200 pounds (890 newtons) applied within 2 inches of the top edge in any outward or downward direction. When the 200 pound (890 newtons) test is applied in a downward direction, the top edge of the guardrail must not deflect to a height less than 39 inches (1 meter) above the walking/working level.

Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds (667 newtons) applied in any downward or outward direction at any point along the midrail or other member.

Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent clothing from snagging.

The ends of top rails and midrails must not overhang terminal posts, except where such overhang does not constitute a projection hazard.

When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not taking place.

At holes, guardrail systems must be set up on all unprotected sides or edges. When holes are used for the passage of materials, the hole shall have not more than two sides with removable guardrail sections. When the hole is not in use, it must be covered or provided with guardrails along all unprotected sides or edges.

If guardrail systems are used around holes that are used as access points (such as ladderways), gates must be used or the point of access must be offset to prevent accidental walking into the hole.

If guardrails are used at unprotected sides or edges of ramps and runways, they must be erected on each unprotected side or edge.

Personal Fall Arrest Systems

These consist of an anchorage, connectors, and a body belt or body harness and may include a deceleration device, lifeline, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

- Limit maximum arresting force on an employee to 900 pounds (4 kilonewtons) when used with a body belt
- Limit maximum arresting force on an employee to 1,800 pounds (8 kilonewtons) when used with a body harness
- Be rigged so that an employee can neither free fall more than 6 feet (1.8 meters) nor contact any lower level
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters)
- Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.

The use of body belts for fall arrest is prohibited and a full bodyharness is required.

Personal fall arrest systems must be inspected prior to each use for wear damage, and other deterioration. Defective components must be removed from service.

Positioning Device Systems

Body harness systems are to be set up so that a worker can free fall no farther than 2 feet (0.6 meters). They shall be secured to an anchorage capable of supporting a least twice the potential impact load of an employee's fall or 3,000 pounds (13.3 kilonewtons), whichever is greater.

Safety Monitoring Systems

When no other alternative fall protection has been implemented, the employer shall implement a safety monitoring system. Employers must appoint a competent person to monitor the safety of workers and the employer shall ensure that the safety monitor:

- Is competent in the recognition of fall hazards
- Is capable of warning workers of fall hazard dangers and in detecting unsafe work practices
- Is operating on the same walking/working surfaces of the workers and can see them
- Is close enough to work operations to communicate orally with workers and has no other duties to distract from the monitoring function.

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are being used to monitor employees engaged in roofing operations on low-sloped roofs.

No worker, other than one engaged in roofing work (on low-sloped roofs) or one covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

All workers in a controlled access zone shall be instructed to promptly comply with fall hazard warnings issued by safety monitors.

Safety Net Systems

Safety nets must be installed as close as practicable under the walking/working surface on which employees are working and never more than 30 feet (9.1 meters) below such levels. Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Safety nets shall be installed with sufficient clearance underneath to prevent contact with the surface or structure below.

Items that have fallen into safety nets including, but not restricted to, materials, scrap, equipment, and tools must be removed as soon as possible and at least before the next work shift.

Warning Line Systems

Warning line systems consist of ropes, wires, or chains, and supporting stanchions and are set up as follows:

- Flagged at not more than 6-foot (1.8 meters) intervals with high-visibility material
- Rigged and supported so that the lowest point including sag) is no less than 34 inches (0.9 meters) from the walking/working surface and its highest point is no more than 39 inches (1 meter) from the walking/working surface
- Stanchions, after being rigged with warning lines, shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 newtons) applied horizontally against the stanchion, 30 inches (0.8 meters) above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof, or platform edge
- The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kilonewtons) and after being attached to the stanchions, must support without breaking the load applied to the stanchions as prescribed above
- Shall be attached to each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in the adjacent section before the stanchion tips over.

Warning lines shall be erected around all sides of roof work areas. When mechanical equipment is being used, the warning line shall be erected not less than 6 feet (1.8 meters) from the roof edge parallel to the direction of mechanical equipment operation, and not less than 10 feet (3 meters) from the roof edge perpendicular to the direction of mechanical equipment operation.

When mechanical equipment is not being used, the warning line must be erected not less than 6 feet (1.8 meters) from the roof edge.

Covers

Covers located in roadways and vehicular aisles must be able to support at least twice the maximum axle load of the largest vehicle to which the cover might be subjected. All other covers must be able to support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time. To prevent accidental displacement resulting from wind, equipment, or workers' activities, all covers must be secured. All covers shall be color coded or bear the markings "HOLE" or "COVER."

Protection From Falling Objects

When guardrail systems are used to prevent materials from falling from one level to another, any openings must be small enough to prevent passage of potential falling objects. No materials or equipment except masonry and mortar shall be stored within 4 feet (1.2 meters) of working edges. Excess mortar, broken or scattered masonry units, and

all other materials and debris shall be kept clear of the working area by removal at regular intervals.

During roofing work, materials and equipment shall not be stored within 6 feet (1.8 meters) of a roof edge unless guardrails are erected at the edge, and materials piled, grouped, or stacked near a roof edge must be stable and self-supporting.

Training

Employees will be trained in the following areas:

- (a) the nature of fall hazards in the work area
- (b) the correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems
- (c) the use and operation of controlled access zones and guardrail, personal fall arrest, safety net, warning line, and safety monitoring systems
- (d) the role of each employee in the safety monitoring system when the system is in use
- (e) the limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs
- (f) the correct procedures for equipment and materials handling and storage and the erection of overhead protection
- (g) employees role in fall protection plans.

X. Safe Work Rules

General Safety Rules For All Employees

All employees bear a certain amount of responsibility and accountability in any safety program. All employees must be aware of their actions, be in an alert, coherent mental state, be physically fit for their job and its conditions, and maintain a proper attitude for their work requirements and the job requirements overall.

All Employees Will:

1. Know their job, follow instructions, and think before they act.
2. Immediately stop their duties of job if they need help, or are unclear of their duties, job requirements, or equipment usage until their supervisor addresses the condition.
3. Work according to good safety practices, as posted, instructed, and discussed.
4. Refrain from any unsafe act that might endanger themselves or fellow workers.
5. Use all safety devices provided for their protection, or as required for the job at hand.
6. Report all unsafe situations or acts to their supervisor or safety representative immediately, and refrain from continuing the job until it is safe to do so.
7. Follow **ALL** safety rules.
8. Never operate any machinery or equipment that you are not familiar with and trained to operate, or equipment that is defective or in need of repair.

9. Report **ALL** accidents to your supervisor, regardless of severity, as soon as they occur and not later than the end of your shift. The supervisor will decide if further action is needed, however the supervisor must be made aware of the incident. Report near misses as well.
10. Do not remove, displace, damage, destroy or carry off any safety device, safeguard, notice, or warning.
11. Do not attempt to lift anything that may be too heavy or bulky for your physical capacity. If in doubt, get help.
12. Good housekeeping will be maintained in all work areas. Clean up waste materials promptly and completely after a job is completed.
13. Never use a box, bucket, chair, shelf, etc., as a ladder. Use only approved step-stools or ladders.
14. Observe and obey all safety signs and procedures in any area you are assigned to work in.
15. Unauthorized persons will not make electrical or mechanical repairs or adjustments on equipment.
16. Do not block or obstruct an aisle, passageway, hallway, stairway, escape way, or exit. Do not use these for storage.
17. Do not block access to electrical panels.
18. Do not block or cover fire extinguishers.
19. Do not run power cords, computer cables, or telephone wires across walkways creating a tripping hazard.
20. Do not use extension cords as a substitute for permanent wiring. The only exception to this are “fused” multi-outlet strips, which are “UL listed.” If extension cords are necessary for short-term use, use only heavy-duty cords.
21. Wipe up all spilled liquids immediately, to prevent falls on polished floors. Place some type of warning marker near wet spots until dry.
22. Do not remove labels from chemical containers unless the containers are empty and have been thoroughly cleaned. Clean, empty containers may be used for other materials if proper new labels are affixed.
23. Clean machine parts using only approved solvents and parts-washing baths specifically designed for such use. Use with adequate ventilation. Dispose of waste solvents through the proper procedures.

Office Safety Rules

1. Select shoes that provide comfort, support, and proper balance.
2. Close a drawer to a filing cabinet as soon as you are through with it and before opening another. Use the handle for opening and closing drawers. Do not open more than one of the top drawers at the same time. Heavier materials will be kept in the lower drawers of filing cabinets.
3. Keep fingers away from staple release mechanism when closing the stapler after filling.
4. Keep fingers away from the cutting edge of paper cutters. Lock the paper cutter handle in the closed position when cutter is not in use.

5. Store sharp knives, pencils, letter openers, thumb tacks, and scissors in separate boxes or compartments. If possible, knives will be protected by inserting the blade into an eraser or sheath.
6. Be sure to obtain prompt first aid for paper cuts or other wounds, which penetrate through the skin.
7. Do not use electric cords, which are frayed or defective. Power cords will be attached directly to the wall or floor outlet whenever possible.
8. Extension cords must not be used to connect permanent electrical equipment. The only exception to this are “fused” multi-outlet strips, which are “UL listed.”

Safe Lifting Rules

1. When a large or heavy load must be moved to another location, the route over which the object will be moved will be inspected first to make sure that there are no obstructions or spills that could cause slipping or tripping injuries. If the path is not clear, a different route will be taken.
2. The object to be moved will be inspected to determine how it should be grasped or if there are any sharp edges, splinters, or other things that could cause injury. If it is wet or greasy, it should be wiped dry so it will not slip. If the object is too heavy or bulky to be handled by one person, help will be sought.
3. When lifting, use the following techniques.
 - a. Spread feet comfortable apart; one alongside, and one behind the object.
 - b. Keep the back straight, nearly vertical if possible.
 - c. Keep elbows and arms in, and hold the object close to your body.
 - d. Grasp the object securely.
 - e. Tuck your chin in.
 - f. Keep body weight directly over feet.
 - g. Lift smoothly by straightening your legs.
 - h. Reverse the procedures when lowering an object.
 - i. When changing direction while carrying an object, never twist. Turn the entire body, including the feet.
4. Seek assistance when necessary. Use mechanical lifting devices such as handcarts, dollies, forklift, etc. as necessary.
5. When carrying loads with other workers, always give adequate warning of any action on your part, such as dropping your end of the load. Keep in step, this makes the load easier to handle.

XI. Tool Safety Program

Purpose

Use of tools makes many tasks easier. However, the same tools that assist us, if improperly used or maintained, can create significant hazards in our work areas. Employees who use tools must be properly trained to use, adjust, store and maintain tools properly. This program covers hand, electrical, pneumatic, powder driven, and hydraulic tool safety.

Responsibility

Management

- Provide correct tools for assigned tasks
- Ensure tools are maintained and stored safely
- Provide employee training
- Provide for equipment repair

Employees

- Follow proper tool safety guidelines
- Report tool deficiencies and malfunctions
- Properly store tools when work is completed

Hazard Control

Engineering

- Properly designed tools
- Guards & safety devices

Administrative

- Tool sharpening program
- Use of PPE
- Control of tool issue
- Employee Training
- Controlled access to equipment and tool areas

General Safety Precautions

Employees who use hand and power tools and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases must be provided with the particular personal equipment necessary to protect them from the hazard.

All hazards involved in the use of tools can be prevented by following five basic safety rules:

- Keep all tools in good condition with regular maintenance.

- Use the right tool for the job.
- Examine each tool for damage before use.
- Operate according to the manufacturer's instructions.
- Provide and use the proper protective equipment.

Hand Tools

Hand tools are non-powered. They include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Some examples:

- Using a screwdriver as a chisel may cause the tip of the screwdriver to break and fly, hitting the user or other employees.
- If a wooden handle on a tool such as a hammer or an axe is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another worker.
- A wrench must not be used if its jaws are sprung, because it might slip.
- Impact tools such as chisels, wedges, or drift pins are unsafe if they have mushroomed heads. The heads might shatter on impact, sending sharp fragments flying.

Appropriate personal protective equipment, e.g., safety goggles, gloves, etc., should be worn due to hazards that may be encountered while using portable power tools and hand tools.

Floors shall be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools.

Around flammable substances, sparks produced by iron and steel hand tools can be a dangerous ignition source. Where this hazard exists, spark-resistant tools made from brass, plastic, aluminum, or wood will provide for safety.

Power Tool Precautions

Power tools can be hazardous when improperly used. There are several types of power tools, based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated.

The following general precautions should be observed by power tool users:

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.

- Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits and cutters.
- All observers should be kept at a safe distance away from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool.
- Avoid accidental starting. The worker should not hold a finger on the switch button while carrying a plugged-in tool.
- Tools should be maintained with care. They should be kept sharp and clean for the best performance. Follow instructions in the user's manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance.
- The proper apparel should be worn. Loose clothing, ties, or jewelry can become caught in moving parts.
- All portable electric tools that are damaged shall be removed from use and tagged "Do Not Use."

Guards

Hazardous moving parts of a power tool need to be safeguarded. For example, belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded.

Guards, as necessary, should be provided to protect the operator and others from the following:

- point of operation,
- in-running nip points,
- rotating parts, and
- flying chips and sparks.

Safety guards must never be removed when a tool is being used. For example, portable circular saws must be equipped with guards. An upper guard must cover the entire blade of the saw. A retractable lower guard must cover the teeth of the saw, except when it makes contact with the work material. The lower guard must automatically return to the covering position when the tool is withdrawn from the work.

Safety Switches

The following hand-held powered tools are to be equipped with a momentary contact "on-off" control switch: drills, tappers, fastener drivers, horizontal, vertical and angle grinders with wheels larger than 2 inches in diameter, disc and belt sanders, reciprocating

saws, saber saws, and other similar tools. These tools also may be equipped with a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

The following hand-held powered tools may be equipped with only a positive "on-off" control switch: platen sanders, disc sanders with discs 2 inches or less in diameter; grinders with wheels 2 inches or less in diameter; routers, planers, laminate trimmers, nibblers, shears, scroll saws and jigsaws with blade shanks ¼-inch wide or less.

Other hand-held powered tools such as circular saws having a blade diameter greater than 2 inches, chain saws, and percussion tools without positive accessory holding means must be equipped with a constant pressure switch that will shut off the power when the pressure is released.

Electrical Safety

Among the chief hazards of electric-powered tools are burns and slight shocks which can lead to injuries or even heart failure. Under certain conditions, even a small amount of current can result in severe injury and eventual death. A shock also can cause the user to fall off a ladder or other elevated work surface.

To protect the user from shock, tools must either have a three-wire cord with ground and be grounded, be double insulated, or be powered by a low-voltage isolation transformer. Three-wire cords contain two current-carrying conductors and a grounding conductor. One end of the grounding conductor connects to the tool's metal housing. The other end is grounded through a prong on the plug. Anytime an adapter is used to accommodate a two-hole receptacle, the adapter wire must be attached to a known ground. The third prong should never be removed from the plug.

Double insulation is more convenient. The user and the tools are protected in two ways: by normal insulation on the wires inside, and by a housing that cannot conduct electricity to the operator in the event of a malfunction.

Electric Power Tool General Safety Practices:

- Electric tools should be operated within their design limitations.
- Gloves and safety footwear are recommended during use of electric tools.
- When not in use, tools should be stored in a dry place.
- Electric tools should not be used in damp or wet locations.
- Work areas should be well lighted.

Powered Abrasive Wheel Tools

Powered abrasive grinding, cutting, polishing, and wire buffing wheels create special safety problems because they may throw off flying fragments.

Before an abrasive wheel is mounted, it should be inspected closely and sound- or ring-tested to be sure that it is free from cracks or defects. To test, wheels should be tapped gently with a light non-metallic instrument. If they sound cracked or dead, they could fly apart in operation and so must not be used. A sound and undamaged wheel will give a clear metallic tone or "ring."

To prevent the wheel from cracking, the user should be sure it fits freely on the spindle. The spindle nut must be tightened enough to hold the wheel in place, without distorting the flange. Follow the manufacturer's recommendations. Care must be taken to assure that the spindle wheel will not exceed the abrasive wheel specifications.

Due to the possibility of a wheel disintegrating (exploding) during start-up, the employee should never stand directly in front of the wheel as it accelerates to full operating speed.

Portable grinding tools need to be equipped with safety guards to protect workers not only from the moving wheel surface, but also from flying fragments in case of breakage.

Powered Grinder Safety Precautions

- Always use eye protection.
- Turn off the power when not in use.
- Never clamp a hand-held grinder in a vise.

Pneumatic Tools

Pneumatic tools are powered by compressed air and include chippers, drills, hammers, and sanders. There are several dangers encountered in the use of pneumatic tools. The main one is the danger of getting hit by one of the tool's attachments or by some kind of fastener the worker is using with the tool. Eye protection is required and face protection is recommended for employees working with pneumatic tools. Working with noisy tools such as jackhammers requires proper, effective use of hearing protection.

When using pneumatic tools, employees are to check to see that they are fastened securely to the hose to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool will serve as an added safeguard.

A safety clip or retainer must be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.

Screens must be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.

Compressed air guns should never be pointed toward anyone. Users should never "dead-end" it against themselves or anyone else.

Powder-Actuated Tools

Powder-actuated tools operate like a loaded gun and should be treated with the same respect and precautions. In fact, they are so dangerous that they must be operated only by specially trained employees.

Powder-Actuated Tool Safety:

- These tools should not be used in an explosive or flammable atmosphere.
- Before using the tool, the worker should inspect it to determine that it is clean, that all moving parts operate freely, and that the barrel is free from obstructions.
- The tool should never be pointed at anybody.
- The tool should not be loaded unless it is to be used immediately. A loaded tool should not be left unattended, especially where it would be available to unauthorized persons.
- Hands should be kept clear of the barrel end. To prevent the tool from firing accidentally, two separate motions are required for firing: one to bring the tool into position, and another to pull the trigger. The tools must not be able to operate until they are pressed against the work surface with a force of at least 5 pounds greater than the total weight of the tool.

If a powder-actuated tool misfires, the employee should wait at least 30 seconds, then try firing it again. If it still will not fire, the user should wait another 30 seconds so that the faulty cartridge is less likely to explode, then carefully remove the load. The bad cartridge should be put in water.

Suitable eye and face protection are essential when using a powder-actuated tool.

The muzzle end of the tool must have a protective shield or guard centered perpendicularly on the barrel to confine any flying fragments or particles that might otherwise create a hazard when the tool is fired. The tool must be designed so that it will not fire unless it has this kind of safety device.

All powder-actuated tools must be designed for varying powder charges so that the user can select a powder level necessary to do the work without excessive force.

If the tool develops a defect during use it should be tagged and taken out of service immediately until it is properly repaired.

Powder-Actuated Tool Fasteners

When using powder-actuated tools to apply fasteners, there are some precautions to consider. Fasteners must not be fired into material that would let them pass through to the other side. The fastener must not be driven into materials like brick or concrete any closer than 3 inches to an edge or corner. In steel, the fastener must not come any closer than one-half inch from a corner or edge. Fasteners must not be driven into very hard or brittle materials which might chip or splatter, or make the fastener ricochet.

An alignment guide must be used when shooting a fastener into an existing hole. A fastener must not be driven into a spalled area caused by an unsatisfactory fastening.

Hydraulic Power Tools

The fluid used in hydraulic power tools must be an approved fire-resistant fluid and must retain its operating characteristics at the most extreme temperatures to which it will be exposed. The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be exceeded.

Jacks

All jacks - lever and ratchet jacks, screw jacks, and hydraulic jacks - must have a device that stops them from jacking up too high. Also, the manufacturer's load limit must be permanently marked in a prominent place on the jack and should not be exceeded.

A jack should never be used to support a lifted load. Once the load has been lifted, it must immediately be blocked up.

Use wooden blocking under the base if necessary to make the jack level and secure. If the lift surface is metal, place a 1-inch-thick hardwood block or equivalent between it and the metal jack head to reduce the danger of slippage.

To set up a jack, make certain of the following:

- the base rests on a firm level surface,
- the jack is correctly centered,
- the jack head bears against a level surface, and
- the lift force is applied evenly.

Proper maintenance of jacks is essential for safety. All jacks must be inspected before each use and lubricated regularly. If a jack is subjected to an abnormal load or shock, it should be thoroughly examined to make sure it has not been damaged.

Hydraulic jacks exposed to freezing temperatures must be filled with an adequate antifreeze liquid.

XIV. ENFORCEMENT OF SAFETY POLICY

Safety violation notice(s) shall be issued to any employee, subcontractor, or anyone on the jobsite violating the safety rules or regulations by On-Site Manager.

- A. Any violation of safety rules can result in suspension or immediate termination.
- B. Any employee receiving three (3) written general violations within a six (6) month period shall be terminated.

- C. Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy.

It is understood that NY2 Enterprises is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

ATTACHMENT A

JOB SAFETY CHECKLIST

The following Job Safety Checklist has been condensed and edited from the Occupational Safety and Health Act, Part 1926, Construction Safety and Health Regulations.

A. Safety Rules

- _____ Hard hats and safety glasses worn.
- _____ Shirts with sleeves worn.
- _____ Work shoes worn.
- _____ Subcontractors' personnel hold safety meetings as indicated by project requirements in accordance with OSHA Safety Standards.
- _____ Work areas safe and clean.
- _____ Safety mono-goggles/face shields worn when circumstances warrant.
- _____ Electrical cords and equipment properly grounded with GFI's in place and checked by _____ a competent person.
- _____ No use of alcoholic beverages or controlled substances.
- _____ Subcontractors provide fall protection for their employees in accordance with OSHA Safety Standards.
- _____ All scaffolds built to specifications as established by OSHA.
- _____ Excavation/trenches sloped or shored as established by OSHA.
- _____ Drug testing of employees involved in accident(s) resulting in personal injury or property damage.

B. Recordkeeping

- _____ OSHA poster "Safety and Health Protection on the Job" posted.
- _____ OSHA " 200 Log or Occupational Injuries and Illnesses" posted during the month of February only.
- _____ Hard hat sign posted in a conspicuous manner.
- _____ Weekly safety meeting sign-in logs maintained in a folder with a copy forwarded to the main office weekly.

C. Housekeeping and Sanitation

- _____ General neatness.
- _____ Regular disposal of trash.
- _____ Passageways, driveways, and walkways clear.
- _____ Adequate lighting.
- _____ Oil and grease removed.
- _____ Waste containers provided and used.
- _____ Adequate supply of drinking water.
- _____ Sanitary facilities adequate and clean.
- _____ Adequate ventilation.

D. First Aid

- _____ First aid stations with supplies and equipment. The expiration dates of supplies checked monthly. Expired supplies discarded.
- _____ Trained first aid personnel.
- _____ Injuries promptly and properly reported.

E. Personal Protective Equipment

- _____ Hard hats.
- _____ Hearing protection.
- _____ Eye and face protection.
- _____ Respiratory protection.
- _____ Fall protection.

F. Fire Protection

- _____ Fire extinguishers charged and identified.
- _____ A No Smoking @ signs posted.
- _____ Flammable and combustible material storage area.
- _____ Fuel containers labeled.

G. Hand and Power Tools

- _____ Tools inspected.
- _____ Power tools properly guarded.
- _____ Safety guards in place.

H. Welding & Cutting

- _____ Compressed gas cylinders secured in vertical position.
- _____ Hoses inspected.
- _____ Cylinders, caps, valves, couplings, regulators, and hoses free of oil and grease.
- _____ Caps on cylinders in storage in place.
- _____ Flash back arresters in place.
- _____ Welding screens in place.
- _____ Fuel and oxygen cylinders separated in storage.

I. Electrical

- _____ All portable tools and cords properly grounded [Ground Fault Interrupters (GFI=s) properly installed].
- _____ Daily visual inspection of caps, ends and cords for deformed or missing pins, insulation damage and internal damage.

_____ Tests of cords, tools and equipment for continuity and correct attachment of the equipment grounding connector (GFI) to the proper terminal made every month and:

1. Prior to first use.
2. Prior to return to service after repairs.
3. Prior to return to service after incident that may have caused damage to cord or equipment.

_____ Cords and equipment not meeting requirements immediately tagged and removed from service until repairs have been made.

J. Ladders

_____ Inspected at regular intervals.

_____ No broken or missing rungs or steps.

_____ No broken or split side rail.

_____ Extend at least 36 inches above landing and be secured.

_____ Side rails of 2 x 4 up to 16 feet, or 3 x 6 over 16 feet.

K. Scaffolding

_____ Inspected at regular intervals.

_____ Footings are a sound ridge and capable of carrying maximum intended load.

_____ Tied into building vertically and horizontally at 14 foot intervals.

_____ Properly cross-braced.

_____ Proper guardrails and toe boards.

_____ Scaffold planks capable of supporting at least four (4) times the maximum intended load.

_____ No unstable objects such as concrete blocks, boxes, etc., used as scaffold foundations.

_____ Use of OSHA Scaffold Tagging Program.

L. Guardrails, Handrails and Covers

_____ Guardrails, handrails and covers installed wherever there is danger of employees or materials falling through floors, roofs or wall openings and shall be guarded on all exposed sides.

_____ Posts at least 2 x 4 stock and spaced no more than eight (8) feet apart.

_____ Top rail 42 inches above the floor and of 1 x 4 stock.

_____ Intermediate rail 21 inches above the floor and of 1 x 4 stock.

_____ Guardrail assemblies around floor openings equipped with toe boards. Toe boards at least four (4) inches above the floor level with no more than 1/4 inch clearance above the floor level, when there are employees below or when conditions dictate.

_____ Hole covers permanently attached to the floor or structure and identified with a hole cover sign stenciled with the word "Danger". Hole covers for holes two (2) inches or greater in diameter made of at least 3/4 inch plywood or heavier.

M. Material Hoists

- _____ Inspected at regular intervals.
- _____ Operating rules posted at operators station.
- _____ "No Rider" signs prominently posted at all stations.
- _____ All entrances properly protected.
- _____ All entrance bars and gates painted with diagonal contrasting stripes.
- _____ Experienced operators.
- _____ Current crane certification inspection sticker and papers on the rig.

N. Motor Vehicles

- _____ Lights, brakes, tires, horn, etc., inspected at regular intervals.
- _____ No overloaded vehicles.
- _____ Trash trucks have covers.
- _____ No riding on the edge of pickup truck beds.
- _____ No riding on concrete trucks, loaders, backhoes, etc.
- _____ Functioning back-up alarms on loaders, tractors, backhoes, etc.
- _____ Fire extinguishers installed and readily available.
- _____ Seat belts worn at all times.

O. Material Storage and Handling

- _____ Material at least two (2) feet from edge of excavation site.
- _____ Proper temperature and moisture levels for safe storage of materials to prevent deterioration or volatile hazards within the storage area.
- _____ Inventory maintained and inspected frequently.
- _____ Proper protective gear worn when handling chemicals.

P. Concrete, Concrete Forms and Shoring

- _____ Full body harnesses as positioning devices for employees tying rebar greater than six (6) feet above adjacent working surface have
- _____ Automatic shut-off switches on trowel machines.
- _____ No riding on concrete buckets or flying forms.
- _____ All forms properly shored.
- _____ Single post shores braced horizontally.

Q. Use of Cranes and Derricks

- _____ Prohibition of the use of cranes or derricks to hoist employees on a personal platform except in the situation where no safe alternative is possible.

ATTACHMENT B

SAFETY EQUIPMENT CHECKLIST

The following is a list of Safety Equipment that should be on the job, if required, or available from the On Site Manager at all times. Equipment should be checked at intervals in accordance with the applicable OSHA Safety Standards by the Superintendent to ensure that all required equipment is present and in good condition.

- _____ Safety goggles, shields, and glasses.
- _____ Hearing protection.
- _____ Respirators.
- _____ Hard hats.
- _____ Fire extinguishers (properly charged).
- _____ First aid kit (check list inside kit).
- _____ Stretcher or stroke litter (tool room).
- _____ Welding masks and goggles.
- _____ Storage racks for compressed gases.
- _____ Guards on all power tools.
- _____ Trash barrels.
- _____ OSHA forms posted.
- _____ Company "Safety Policy" packet posted.
- _____ Company "Hazardous Communication Program" packet posted.
- _____ Emergency vehicle (vehicle designated to carry injured to hospital).

ATTACHMENT D

EMPLOYEE ACKNOWLEDGMENT

I state that I have attended the safety orientation, and have read and received a copy of the *NY² Enterprises* safety rules and regulations.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to termination, in accordance with company policy.

WORKER SIGNATURE

DATE

ON SITE MANAGER SIGNATURE

DATE

Use this guide to evaluate your organization's safety process. Each component has examples of each stage, ranging from Poor – little resources devoted, to ideal – fully functioning and integrated.

Management Safety Component

- ⊖ **Poor** - No safety policy statement. Employee safety not a factor at any time.
- ☹ **Fair** – Company has a general understanding of the safety process, but there is no written documentation.
- 😊 **Good** – Company has a written safety policy that is endorsed and signed by senior management.
- 👍 **Ideal** – Each employee is aware of management's commitment to the safety process.

Record Keeping Component

- ⊖ **Poor** – No record keeping.
- ☹ **Fair** – Required legal records are kept.
- 😊 **Good** – Written records covering training, accident investigation, employee orientation, etc. are kept.
- 👍 **Ideal** – Written records are kept and are used to determine which areas need improvement.

Safety and Health Education and Training Component

- ⊖ **Poor** – No process exists to train employees on job-specific behaviors and hazards.
- ☹ **Fair** – There is undocumented, verbal training only.
- 😊 **Good** – There is a written training program covering job-specific behaviors and hazards.
- 👍 **Ideal** – There is an integrated training program that continuously improves job performance.

Audits/Inspections Component

- ⊖ **Poor** – No audits or inspections are done.
- ☹ **Fair** – Audits and inspections are done, but not on a set schedule.
- 😊 **Good** – A set schedule of audits and inspections is in use, but there is no written documentation.
- 👍 **Ideal** – Supervisors and employees conduct audits and inspections on tools and equipment and safe work behaviors and practices. Feedback is given and corrective action is taken.

Accident Investigation Component

- ⊖ **Poor** – No process is in place to determine root causes of accidents.
- ☹ **Fair** – Supervisors conduct incident investigations, but root causes are not routinely determined, nor are corrective actions developed.
- 😊 **Good** - Supervisors conduct incident investigations. Root causes are routinely determined, and corrective actions are developed.
- 👍 **Ideal** – Supervisors conduct incident investigations within 24 hours. Root causes, such as employee behavior, are routinely determined, and corrective actions are taken.

I. MANAGEMENT SAFETY COMPONENT

AUTHORITY AND ACCOUNTABILITY

The President of NY2 Enterprises accepts responsibility for providing resources and guidance for the development and implementation of the safety and health process.

The On Site Managers are responsible for and will be held accountable for the overall implementation of the working process. The On Site Managers has the authority to delegate any or all portions of the process to subordinates, but will be held responsible for the performance of the process. The On Site Managers also has the authority to approve or carry out disciplinary actions against those that violate policies, procedures, or rules.

On Site Managers are responsible and will be held accountable to ensure that all employees under their control follow all safety and health policies, procedures, behaviors and rules established by the company. They are also responsible for administering training and guidance to employees under their direction. On Site Managers have the authority to reprimand and recommend disciplinary actions against employees that violate the safety and health policies of the company.

Employees are responsible for and will be held accountable for providing this company with a commitment to the safety and health process. This includes abiding by its policies and procedures, demonstrating safe behaviors, following the rules set forth by the process, and becoming actively involved in the process to assist in providing a safe and healthful workplace for all involved.

DISCIPLINARY POLICY

NY2 Enterprises has developed a disciplinary policy that applies to the safety and health program of this company. The disciplinary policy will be a tool to ensure enforcement of the rules and procedures for a safe and healthy working environment. The disciplinary policy applies to all employees of this company.

Verbal Warnings

Management or supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

Written Warnings

Management or supervisors may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures
- Single, serious violations of a rule or procedure that could have resulted in injury or property

damage

- Activities that could have resulted in injury or property damage

Disciplinary

Supervisors may recommend, and management may institute, disciplinary leave for the above reasons, plus d the following:

- A single, serious violation of a rule or procedure that results in property damage or injury to an employee.
- Repeated violations of safety rules or procedures.

Termination

Supervisors may recommend, and management may concur, the termination of any employee for repeated, serious violations.

Documentation

NY^wEnterprises will establish employee files. Violations of company rules and/or safety rules, regulations or procedures will be documented by filling out a report on the employee. The report will state the type of violation and the corrective action taken. The employee must read and sign the report, thus acknowledging that they understand the seriousness of the violation.

NY² Enterprises

Safety and Health Policy

The President and management of NY² Enterprises are committed to providing a safe and healthful work environment for all our employees and others that may work, visit, or enter our facilities.

It is our policy to manage and conduct operations and business in a manner that offers maximum protection to each and every employee and any other person that may be affected by our operations and business.

It is our absolute conviction that we have the responsibility to provide a safe and healthful work environment for our employees and all others that may be affected as we conduct our business.

We will make every effort to provide a working environment that is free from any recognized or potential hazard.

We recognize that the success of a safety and health process is contingent and dependent upon support from the executive level management down to involvement of all employees of the company.

The management of this company is committed to allocating and providing all the resources needed to promote and effectively implement the safety and health process.

This company will establish avenues to solicit and receive comments, information, and assistance from employees about safety and health.

This company will comply with all federal, state, and local safety and health regulations.

Company management and designated supervisors will serve as an example of the commitment to workplace safety and health that we expect from all employees by practicing safe behaviors.

This policy applies to all employees and persons affected or associated in any way by the scope of this business.

President

I. RECORD KEEPING

NY2 Enterprises believes that the only valid means of reviewing and identifying trends and deficiencies in a safety and health process is through an effective record keeping program. The recordkeeping element is also essential in tracking the performance of duties and responsibilities under the program.

Injury and Illness Data

Recordable injuries and illnesses will be recorded on an OSHA 300 Log or an equivalent form. The injuries and illnesses will be recorded on the Log within 24 hours of being reported.

Injury records will be retained for a period of five calendar years.

Any employee injury/illness file will contain a First Report of Injury or Illness, the Accident Investigation form, all supporting medical forms and information, correspondence, and a phone log, if applicable

Safety and Health Surveys and Inspections

Documentation will include:

- Date of inspection
- Name of inspector
- Discrepancies found
- Person responsible for corrections
- Date of correction

Inspection reports for equipment and maintenance records will be available. Reports will be filed in a log and maintained until all discrepancies are corrected, or at least 12 months, whichever is longer.

Safety or Other Related Meetings

NY2 Enterprises will maintain accurate records of all proceedings associated with the safety and health process of this company. Applicable forms and records:

Safety meeting documentation will include:

- Date of training
- Name of trainer
- Subject(s)
- Signed attendance roster

All training required by OSHA will be conducted on a timely basis and records will be maintained in accordance with OSHA or other directing guidelines. The training record will become part of the employee's permanent file and will be maintained by NY2 Enterprises.

Accident Investigation

The On Site Managers will ensure proper records and documentation of all accident and incident investigation activities are maintained and reviewed. All accidents will be investigated and documented. Near misses will be documented for trends. All items on the designated accident investigation form will be addressed in detail as soon as possible following the accident/incident. The information acquired will be used and reviewed by management, supervisors, and affected employees to establish a plan of corrective action to prevent recurrence of the mishap. The plan of corrective action and its implementation will be documented and reviewed by management.

II. SAFETY AND HEALTH TRAINING

NY2 Enterprises is committed to providing safety and health-related orientation and training to all employees at all levels of the company. NY2 Enterprises will develop, implement, and maintain an aggressive safety and health orientation and training program. The program's purpose is to educate and familiarize employees with safety and health procedures, rules, and work practices of the facility. The management of this organization will encourage and require involvement and participation of all managers, supervisors, and employees. Furthermore, the executive level will support the orientation and training program with allocations in time, staff, resources, and funding to develop and implement this program.

Training Program Development

The training subjects and materials are developed utilizing industry and site-specific criteria relating to identified and potential hazards, accident and incident data, and training required by federal regulations. The orientation and subsequent training sessions will include, but are not limited to, the following:

- The hazards and behaviors associated with the work environment
- The hazards of the job or task assigned
- Emergency procedures
- Personal protective equipment
- Hazard communication
- Specific equipment operation training
- Employee reporting requirements
- Accident investigation (supervisor and other designated personnel)
- Any federally required training not included or addressed above

The training program shall be administered in two phases: 1. New employee or reassigned employee orientation 2. Regularly scheduled training and refresher sessions. Aside from the formal safety and health-related training classes, employees will receive guidance and instruction on safe operating procedures for each assigned job or task.

Orientation

The orientation training will be administered to all new employees prior to the initial work assignment and to all employees assigned to new or different tasks or jobs. The orientation will consist of all required training programs, as well as job and site-specific safety, health and behavior information. All new employees will be given a tour of the facility and an opportunity to pose questions to expedite the familiarization process. New employees will not be released

to an individual job assignment until the crew leader has determined that the individual has retained the minimal acceptable elements of the training to safely perform the assigned duties.

Ongoing Training

All managers, supervisors, and employees are required to participate and become involved in the ongoing health and safety training program. The frequency, repetitiveness, and subject matter will be determined by training assessments and audits to be performed by the president of the company. The training assessments and audits will occur at intervals that ensure demonstration of adequate training. The assessments and audits will, for the most part, be informal questions and observations of employees and work areas. At some point, a more formal survey, such as a written examination, may be required. At no time will an employee be approved to work at an interval greater than 12 months without retraining. All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment. On Site Managers have the authority to assess training effectiveness, and are responsible for enforcing implementation of criteria requirements of all training.

Documentation

Any and all safety and health-related training administered or provided by NY2 Enterprises will be documented with the following minimum information:

- Date of training session
- Provider (name of person conducting training and his or her affiliation, if not an employee of the company)
- Subject matter and behaviors covered
- Name of attendee(s), written legibly, and supplemental identification if needed or required
- Signature or acknowledgment of attendance

All training records and documentation will become a permanent part of each employee's record as well as a master record used to determine participation of all employees. Individual training records will be maintained for the current year plus five more.

III. SAFETY INSPECTION

NY2 Enterprises has implemented a program to identify, correct, and control hazards on an ongoing basis. This program will utilize multiple resources to ensure effectiveness.

Safety and Health Self-Inspections

The On Site Managers at each location of operation will conduct monthly in-house safety and health self-inspections that will cover the entire facility and all equipment. All inspections will be conducted on an ongoing basis without interruption. Management will allocate adequate time and resources to perform the surveys.

Each location will develop and maintain an inspection checklist(s) specific to the operation. The list will be developed utilizing a general inspection checklist, and will be evaluated and updated with hazards and behaviors that are identified during the inspections, as well as with other pertinent data as it is acquired. The contents of this checklist will be reviewed on a

regular basis. The checklist will become part of the permanent record of the inspection and will serve as a confirmation of the audit. Each checklist will indicate the location or specific site or area surveyed, name and title of the inspector, date of inspection, and corrective action taken for identified hazards or violations. The inspection report will be used in trend analysis and recordkeeping.

Employees must be notified of the hazards and behaviors that pose an immediate threat of physical harm or property damage. They must also be informed of measures or steps that will be taken to eliminate, correct or control the hazard.

Management will review the inspection checklists and any other established documentation to ensure that a course of corrective action and a timeline have been established for eliminating each deficiency.

IV. ACCIDENT INVESTIGATION

All accidents and "near misses" will be investigated by the On Site Managers. The investigation should be performed as soon as possible, but no later than 24-hours after the accident.

An "Accident Investigation Report" form will be used to perform the investigation. The most important goal of an accident investigation is to analyze the facts that relate to an accident or "near miss"; develop a conclusion which can be used to create a viable recommendation(s); and implementation of the recommendation(s) or corrective action in order to reduce or eliminate the chance of recurrence of a same or similar accident.

Corrective action will be implemented by On Site Managers. Safety training on the new corrective action to eliminate an injury causing exposure/activity will be provided to all affected employees during safety training process. Follow-up will be performed by On Site Managers to ensure all employees are continuing to follow prescribed safety activities, and are provided a safe workplace.

Accident investigation documentation will be maintained for a period of at least five years.

SAFETY INSPECTION FORM

Date of Inspection: _____

Location Inspected: _____

Signature: _____

ITEM	YES	NO	N/A
1. Housekeeping - Is the work area clean and orderly?			
2. Floors - Are floors in good condition - smooth, clear surfaces without holes, cracks, or humps?			
3. Aisles - Are aisles and passageways clear, dry, and free of tripping hazards?			
4. Storage - Are materials, products, or supplies properly and safely piled to a workable height?			
5. Ladders - Are ladders, of standard construction and in good physical condition, provided where needed?			
6. Machines & Equipment - Are machines and equipment in safe operating condition? Are necessary guards providing and used?			
7. Hand Tools - Are the right tools for the job being used? Are they in good condition?			
8. Electrical - Are all required grounds provided on power tools and extension cords? Is equipment in good operating condition?			
9. Lighting - Is adequate lighting provided in all work areas?			
10. PPE - Is appropriate personal protective equipment provided when needed?			
11. First Aid - Are first aid supplies provided?			
12. Fire Extinguishers - Are fire extinguishers easily accessible, unblocked, and properly serviced?			
13. Exits - Are emergency exits clearly marked and easily accessible? Are exit doors unlocked, and do they swing toward the outside?			
14. Training - Are all employees trained in proper lifting techniques and material handling?			
15. Signs - Are safety instructions and warning signs posted where needed?			
16. Labeling - Are all chemical containers properly labeled?			

SAFETY Inspection Guide

SELF INSPECTION GUIDE FOR OFFICE HAZARD IDENTIFICATION		Location: _____	
		Inspected by: _____	
		Date: _____	
<p>Well-planned safety inspections help in detecting hazards before an accident occurs.</p> <p>Before the inspection, analyze past accidents to determine specific causes and high hazard areas or operations. Give special attention to these during the inspection.</p>		<p>Removing hazards increases operating efficiency, because safety and efficiency go hand-in-hand.</p> <p>Both unsafe conditions and unsafe acts are contributing factors in most industrial accidents. An unsafe condition, in addition to being a direct cause of the accident itself, often requires or suggests an unsafe act.</p>	
INSPECTION GUIDE	YES	NO	RECOMMENDATIONS *
1. OFFICE FURNITURE:			
Are desk, chairs, file cabinets, etc., in good condition?			
File drawers do not open into hallway or walkway?			
File cabinets secured or bolted together to prevent tip-over when the two upper drawers are open?			
Proper stepping stools provided?			
Employees trained not to use chairs for stepping stool?			
Are desk chairs ergonomically sound & roll smoothly?			
Desk chair rolling surface smooth and level?			
Employees instructed to call maintenance or custodian department when file cabinets and other heavy objects are moved?			

INSPECTION GUIDE	YES	NO	RECOMMENDATIONS *
2. ELECTRICAL			
Electrical power cords in good condition?			
3-prong grounding type plug end on electrical power cord to office equipment where required?			
Electrical wall receptacles properly covered?			
Electrical and phone cords removed from walkways located so as not to present a trip/fall hazard?			
Are office employees instructed not to make electrical repairs on office equipment?			
Identification/marketing of circuit breakers noted in circuit breaker panels?			
3. AISLES, FLOORS & STAIRS:			
Is there a clear aisle way of four feet for two-way traffic within a room or hallway?			
Are floors, aisleways, stairways, and hallways adequately lighted?			
Are electrical or telephone outlets in the floor protected by arrangement of furniture or other means to minimize the tripping hazard?			
Are carpet edges secure? Curled carpet edges or tears repaired so as to eliminate the tripping hazard?			
Do ramps or inclines have non-slip surfaces?			
Unusual changes in the walking surface of the floor highlighted with yellow paint or other marking?			
Are employees trained to clean up spills as soon as possible. Wet floor signs provided for custodial staff?			
Handrails provided on stairways?			
Stair treads in good condition?			

INSPECTION GUIDE	YES	NO	RECOMMENDATIONS *
4. MEANS OF EGRESS:			
All exits clear and free of obstructions?			
Exit signs posted where required?			
Emergency lighting provided to light means of egress if employees work at night or work in a windowless building?			
Emergency Action Plan in place and employees trained on actions to take during a fire or other emergency?			
Panic hardware on doors operational?			
All doors unlocked during business hours?			
Doors, which are not exits, marked "Not A Exit".			
5. FIRE PROTECTION:			
Portable fire extinguishers provided?			
Portable fire extinguishers serviced annually?			
Portable fire extinguishers inspected monthly?			
Employees trained on safe use of fire extinguishers?			

SAFETY AND HEALTH PROCESS

NEW EMPLOYEE ORIENTATION ACKNOWLEDGEMENT

Employee Name _____ Date Hired _____

Social Security No. _____ Driver's License _____

The undersigned employee acknowledges that they have received, read and understood the contents of the safety program. If the employee is unable to read, the employee's supervisor has explained the contents of the safety and health process.

Complying with all stated company policies, including safety is a condition of continued employment with this company.

Signature

Date

- Accident investigation assists you in reducing or preventing future occupational injuries and illnesses.
- This form requests all the information that TWCC says you must record for each on-the-job injury, fatality, and occupational disease. Employers must keep injury records for five years after the last day of the year in which the injury occurred.

This is an **Injury** **Disease** **Fatality** **Near-miss**

TODAY'S DATE _____

DATE REPORTED _____

COMPANY _____

DEPARTMENT _____

SUPERVISOR _____ **PHONE NO.** _____

1. Name of Person Involved		2. Sex	3. Social Security Number		4. DOB	5. Date of Incident	
6. Home Address _____ _____ _____ Phone ()		7. Time and Day of Incident _____ a.m.; _____ p.m.; day of week _____		8. Specific Location of Incident Was it on employer's premises? <input type="checkbox"/> yes <input type="checkbox"/> no			
		9. Employee's Occupation		10. Job Task at Time of Incident			
13. Name and Address of Treating Physician _____ _____ _____ Phone ()		11. Length of Service _____ Years; _____ Months		12. Employee was Working <input type="checkbox"/> Alone <input type="checkbox"/> With Fellow Workers <input type="checkbox"/> Other			
		14. Employment Category <input type="checkbox"/> Regular, full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Regular, part-time <input type="checkbox"/> Non-employee <input type="checkbox"/> Seasonal		15. Experience in Occupation at Time of Incident <input type="checkbox"/> Less than 1 month <input type="checkbox"/> 1 to 5 month <input type="checkbox"/> 6 months to 1 year <input type="checkbox"/> 1 to less than 5 years <input type="checkbox"/> 5 or more years			
16. Name and Address of Hospital _____ _____ _____ Phone ()		17. Phase of Employee's Workday at Time of Injury <input type="checkbox"/> During break period <input type="checkbox"/> During meal period <input type="checkbox"/> Working overtime <input type="checkbox"/> Entering or leaving the building <input type="checkbox"/> Performing work duties <input type="checkbox"/> Other (explain below)					
		18. Name of employee's immediate Supervisor at time of incident				Witnessed Incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
19. Employee's Wage (pay per Hour)		Other Witnesses _____					
21. Voluntary benefits paid by the employer, if any		_____					

22. PART of BODY INFURIED or AFFECTED

- | | | | | | | |
|---------------------------------------|--------------------------------|--|------------------------------------|---------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Skull, Scalp | <input type="checkbox"/> Jaw | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Wrist | <input type="checkbox"/> Knee | <input type="checkbox"/> Foot |
| <input type="checkbox"/> Eye | <input type="checkbox"/> Neck | <input type="checkbox"/> Back | <input type="checkbox"/> Upper Arm | <input type="checkbox"/> Hand | <input type="checkbox"/> Thigh | <input type="checkbox"/> Toe |
| <input type="checkbox"/> Nose | <input type="checkbox"/> Spine | <input type="checkbox"/> Pelvis | <input type="checkbox"/> Elbow | <input type="checkbox"/> Finger | <input type="checkbox"/> Lower Leg | <input type="checkbox"/> Ankle |
| <input type="checkbox"/> Mouth | <input type="checkbox"/> Chest | <input type="checkbox"/> Other Body Part | <input type="checkbox"/> Forearm | <input type="checkbox"/> Hip | <input type="checkbox"/> Other | |

23. NATURE of INJURY or ILLNESS

- | | | | | | |
|---|--|--|---|--|---|
| <input type="checkbox"/> Puncture | <input type="checkbox"/> Bruise, Contusion | <input type="checkbox"/> Skin Disorder | <input type="checkbox"/> Amputation | <input type="checkbox"/> Muscle Sprain | <input type="checkbox"/> Cumulative Trauma Disorder |
| <input type="checkbox"/> Laceration | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Burn | <input type="checkbox"/> Insect/Animal Bite | <input type="checkbox"/> Muscle Strain | <input type="checkbox"/> Irritation |
| <input type="checkbox"/> Fracture | <input type="checkbox"/> Abrasion | <input type="checkbox"/> Respiratory | <input type="checkbox"/> Foreign Body | <input type="checkbox"/> Hernia | <input type="checkbox"/> Infection |
| <input type="checkbox"/> Heat/Cold Stress | <input type="checkbox"/> Hearing Loss | <input type="checkbox"/> Chemical Exp. | <input type="checkbox"/> Other | | |

24. DISPOSITION

- Days away from work # _____
- Restricted work days # _____
- Date returned to work # _____
- Sent to: Doctor Hospital

25. DIAGNOSIS

26. SEVERITY

- | | |
|---|--|
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Medical Treatment |
| <input type="checkbox"/> Lost Work Days | <input type="checkbox"/> Fatality |
| <input type="checkbox"/> Other: Specify _____ | |

27. WHAT CONDITION of TOOLS, EQUIPMENT, or WORK AREA CONTRIBUTED TO INCIDENT? Not Applicable Not

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Close Clearance/Congestion Tools/Equipment/Vehicle | <input type="checkbox"/> Floors/Work Surfaces | <input type="checkbox"/> Inadequate Housekeeping | <input type="checkbox"/> Defective |
| <input type="checkbox"/> Hazardous Placement | <input type="checkbox"/> Inadequate Ventilation | <input type="checkbox"/> Equipment Failure | <input type="checkbox"/> Illumination |
| <input type="checkbox"/> Inadequate Warning System | <input type="checkbox"/> Equipment/Workstation Design | <input type="checkbox"/> Inadequate Guards/Barrier | <input type="checkbox"/> Inadequate/Improper P.P.E. |

28. WHAT CAUSED or INFLUENCED SUBSTANDARD CONDITIONS? No Substandard Conditions

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Abuse or Misuse Engineering | <input type="checkbox"/> Inadequate Supervision | <input type="checkbox"/> Inadequate Purchasing | <input type="checkbox"/> Inadequate |
| <input type="checkbox"/> Inadequate Maintenance | <input type="checkbox"/> Inadequate Tools/Equip..Mat. | <input type="checkbox"/> Improper Work Surfaces | <input type="checkbox"/> Wear and Tear |
| <input type="checkbox"/> Lack of Knowledge/Training | <input type="checkbox"/> Improper Motivation | <input type="checkbox"/> Inadequate Capacity | <input type="checkbox"/> Lack of Skill |

29. WHAT ACTION or INACTION CONTRIBUTED to the INCIDENT? Not Applicable

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Failure to Make Secure Use | <input type="checkbox"/> Under Influence Drugs/Alcohol | <input type="checkbox"/> Failure to Warn/Signal | <input type="checkbox"/> Inadequate/Improper P. P. E. |
| <input type="checkbox"/> Nullified Safety/Control Devices Improper Speed | <input type="checkbox"/> Used Defective Equipment | <input type="checkbox"/> Horseplay/Distractive Active | <input type="checkbox"/> Operating at |
| <input type="checkbox"/> Used Equipment Improperly | <input type="checkbox"/> Improper Lifting | <input type="checkbox"/> Operating Procedure Deviation | |
| <input type="checkbox"/> Running/Rushing/Acting in Haste Tool/Equipment | <input type="checkbox"/> Improper Loading | <input type="checkbox"/> Unauthorized Actions | <input type="checkbox"/> Used Wrong |
| <input type="checkbox"/> Improper Technique | <input type="checkbox"/> Improper Position | <input type="checkbox"/> Servicing/Operating Equipment | |
| <input type="checkbox"/> Other | | | |

30. PROBABLE RECURRENCE

- Frequent Occasional Rare

31. LOSS SEVERITY POTENTIAL

- Major Serious Minor

32. PREVENTIVE MEASURES: (What corrective actions have been taken or are planned to prevent a recurrence?)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Improve Enforcement | <input type="checkbox"/> Improve Clean-up Procedures | <input type="checkbox"/> Repair/Replace Equipment | <input type="checkbox"/> Corrective Counseling |
| <input type="checkbox"/> Improve Storage/Arrangement | <input type="checkbox"/> Rotation of Employee | <input type="checkbox"/> Eliminate Congestion | <input type="checkbox"/> Improve/Change Work Method |
| <input type="checkbox"/> Identify/Improve P. P. E. | <input type="checkbox"/> Install/Revise Guards/Devices | <input type="checkbox"/> Task Analysis to Be Completed | |
| <input type="checkbox"/> Task Analysis/Procedure Revision | <input type="checkbox"/> Improve Design/Construction | <input type="checkbox"/> Job Reassignment of Employees | |
| <input type="checkbox"/> Use Other Materials/Supplies | <input type="checkbox"/> Improve Illumination | <input type="checkbox"/> Mandatory Pre-Job Instructions | |
| <input type="checkbox"/> Improve Ventilation | <input type="checkbox"/> Reinstruction of Employees | <input type="checkbox"/> Other | |

33. EMPLOYEE'S DESCRIPTION of INCIDENT (Attach sheet for additional comments) Comments sheet

34. SUPERVISOR'S DESCRIPTION of INCIDENT (Attach sheet for additional comments) Comments sheet

35. SPECIFIC CORRECTIVE ACTIONS or PREVENTIVE MEASURES TAKEN

Corrective Action Taken	Person Responsible	Target Date	Date Completed

Supervisor's Signature

Date