

**Your Company Name**  
Your Company Address  
Your Company City, State

## **SAFETY MANUAL**

## **IMPLEMENTING A SAFETY PROGRAM**

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Once the company's Safety and Health Policies are designed and committed to writing, it is time to communicate the safety program to your employees. Communication is the key for any successful safety program and is essential to transform safety policies into action. Take a systematic approach.

First, hold a meeting with top management and all supervisors/ foremen to discuss the safety program's implementation prior to a company –wide meeting. The purpose of this meeting is to ensure that all supervisors understand the safety program material and the manner in which it is to be implemented. It also is a time for management to emphasize that the safety program policies will be consistently upheld and enforced throughout the company. Management and supervision must lead by example and buy into the program for it to work.

Second, conduct a company-wide meeting with all employees in attendance. A makeup meeting may be necessary for anyone absent. It is essential for the owner, president, and senior members of the organization to demonstrate their commitment to the new program during this meeting. The meeting should be organized, follow an agenda, and require employees to sign an attendance sheet for future reference. Provide each employee with a copy of the safety program, as well as any employer-provided Personal Protective Equipment (PPE). Also, arrangements for required safety training should be made in advance so there is no delay in adoption of the program. Finally, encourage employee questions and feedback.

Note: This process should also be followed when changes or updates occur!

### **SAFETY MEETINGS**

Companies must address safety issues with their employees on a periodic basis. A company's safety program should include regularly-scheduled meetings to reinforce company safety rules and provide additional loss prevention information to employees.

*Tool Box Safety (www.toolboxtopics.com)* information can be used to provide a theme for these meetings, or you may discuss the safety concerns on a particular job site. In any case, regular safety meetings are an effective way to remind employees of company policies and to provide an opportunity for employees to voice safety concerns to management.

Meeting topics must reflect the hazards and concerns your employees face on a regular basis. If your employees spend most of their time framing, for example, it makes more sense to devote time to training on fall protection, sawing, nail gun usage, etc rather than on reading Material Data Safety Sheets. These discussions will help employees

understand how to address and resolve potential hazards. Encourage employee participation in these discussions and provide handout material for future reference.

Some considerations for successful safety meetings include the following items:

Location	Try to choose a location on the job site that is free of noise and other distractions
Time	Establish a regularly-scheduled meeting time so employees will routinely attend. Some studies have suggested that most work site accidents occur on Monday; that might be a good time to get everyone refocused on working safely.
Topic	Choose topics that are relevant to the employees and/ or to current or upcoming projects
Presentation	Presentations should be brief and organized. If possible, use handouts or visual aids including short videos as a means to maintain the employees interest and to better sell the message. Also, a good approach is to get employees to present a topic.
Documentation	Post notices to remind employees of the upcoming meeting. Also, document the content of the meeting including: date, topics discussed, and record of those in attendance. Maintain a file of the above information for OSHA training record-keeping. See below sample form.

Taking 10-15 minutes out of a productive day might seem like an unnecessary expense, but the benefits of reducing and/or preventing work accidents significantly outweigh the costs. A workers' compensation claim often means higher insurance premiums, loss of productivity, hiring and training replacement workers or perhaps even a Federal OSHA fine. Through regularly scheduled safety meetings, you can raise your employees' awareness of the importance of working safely.

Additional safety materials and information can be obtained through your regional OSHA office:

Tampa	(813) 626-1177
Ft. Lauderdale	(954) 424-0242
Jacksonville	(904) 232-2895

**SAFETY MEETING FORM**

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**COMPANY NAME:** \_\_\_\_\_

**TOPICS DISCUSSED**

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**PROBLEMS OR CONCERNS**

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**PERSONS ATTENDING THE MEETING**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**PERSON HOLDING THE MEETING** \_\_\_\_\_

**LOCATION OF THE MEETING** \_\_\_\_\_

**DATE OF THE MEETING** \_\_\_\_\_

**FOLLOW UP REQUIRED?** \_\_\_\_\_ **FOLLOW UP DATE** \_\_\_\_\_



## **SAFETY TRAINING ON THE JOB**

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From time to time, specific training or instruction in the use of new techniques, tools, or materials is needed on a job site. These training sessions must be conducted by qualified personnel and include discussion of the new operation's safety aspects.

Document all training sessions, including on –the – job training, by recording the name of the employees involved, the date of the training, the topics covered and trainers name. Keep all of your training records on file and up to date.

## **HAZARD IDENTIFICATION**

Identifying workplace hazards is critical to loss prevention efforts. Hazards are conditions that either by themselves or in conjunction with other factors could result in accidents leading to injury or lost time. Hazards generally fall in two general categories: unsafe acts and unsafe conditions.

### **Unsafe Acts**

Unsafe acts are actions committed by individuals that can result in an illness, injury or accident. Most unsafe acts are the result of inexperience or inappropriate behavior.

Common examples include the following:

- Entering an excavation or trench without proper cave-in protection
- Improper use of equipment, tools, materials, etc
- Failure to use issued and required personal protective equipment
- Intentional removal or disabling of safety devices
- Unsafe work habits or methods
- Improper lifting techniques
- Horseplay on the job site
- Substance abuse by employees
- Exceeding one's technical or physical abilities
- Not following company safety policies and/or procedures

### **Unsafe Conditions**

Unsafe conditions are situations which, if left uncorrected, can result in an injury or accident. Common examples are:

- Poor housekeeping conditions
- Unsecured, damaged, or improperly rated ladders
- Unstable or improperly assembled scaffolding
- Uncontrolled fall exposures
- Poorly maintained or guarded equipment and tools
- Lack of proper equipment and tools
- Improper staging of materials

- Unsafe electrical conditions
- Exposure to hazardous environmental conditions.

Supervisors and employees must be encouraged to look for and report unsafe actions and conditions. Each employee should be empowered to correct serious hazards as they are discovered. Management review of workers' compensation claims and required reporting of "near miss" accidents will help identify problem areas and patterns.

## **JOB SITE INSPECTIONS**

Job site inspections are a big part of hazard identification leading to preventative action. Every day a supervisor or designated competent person should survey the job site for obvious or potential unsafe acts and hazardous conditions. Federal OSHA requires employer programs for frequent and regular job site review of materials and equipment. Many experienced workers and supervisors develop the ability to scan a work area and immediately recognize unsafe conditions. OSHA mandates employers to instruct employees on how to recognize and avoid unsafe conditions in addition to formulating regulations applicable to his/her work areas. Management must determine whether an informal or formal inspection is best to evaluate job site conditions and monitor onsite compliance with the company's safety program. This includes sites where harmful plants or animals are present. Employees must be trained in first-aid procedures.

A safety conscious supervisor will informally inspect the work site on a continual basis. This approach is usually sufficient for a smaller operation, but as projects become more complex and extensive, control measures must become more formal, perhaps including the use of an inspection checklist to document conditions and actions taken at the site.

There are many advantages to conducting a formal job site inspection. The checklist technique creates consistency, ensuring that the same conditions are evaluated from job to job. Potential hazards are identified, controlled, and/or eliminated prior to exposing workers to dangerous situations. Documentation can show evidence of a formal safety program and also serves as a basis for disciplinary action when employees violate company policies. Checklists can also identify problems and areas that require additional evaluation and/or employee training.

When an inspection uncovers a hazard, the recommended solutions include the following:

- Remove or abate the hazard immediately, if possible.
- Guard against the hazard if it cannot be eliminated
- Train employees to recognize the hazard in the future
- Provide employees with personal protective equipment and enforce its use, as a last precaution and control method
- Isolate hazardous conditions through coordination of subcontractors
- Stop operations until it is controlled

## **MONITORING OF THE SAFETY PROGRAM**

Once a safety program has been implemented, it must be continually monitored and reevaluated for improvement. An easy way to measure the success of an organization's safety program is the number of accidents or near-miss accidents that occur after implementation. If they are occurring, it's a good indication something is not working and investigation is needed.

A careful study and analysis of workplace injuries and near miss accidents can alert an organization of the need to modify its program. If changes are made to a safety program, it is important that everyone in the organization is made aware of the new policy or procedures immediately.

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## INTRODUCTION

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Your Company Name has prepared this safety manual to help you... the employee. As a member of our company, you have taken the first step toward improving workplace safety. Every member of our company has a financial stake in our company. By operating safer work sites, you can help reduce claims and contain workers' compensation costs for our company thus enabling us to offer more competitive services. Therefore, your safety also ensures the future of our company and your place of employment.

A safety program is the best investment we can make. It will significantly reduce lost work days and workers' compensation claims, enhance production, and improve all employee morale.

By developing this program, we do not intend to create a burdensome or complicated task; many of the components are included in this manual. Our program, however, does require a sincere commitment from management and you to ensure its success. We have custom fit our program to fit the needs of our operation and be in compliance with the Federal Occupational Safety and Health Act (OSHA) Code of Federal Regulations (CFRs) and other guidelines.

We intend this manual to be a basic outline of general safety procedures. We appreciate your participation in our program and we look forward to our future success.

## **LOSS CONTROL EVALUATION**

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How safe are our work sites? How do we know? The truth is no one can be sure until we evaluated our operations at every work site. This evaluation must include both our company's attitude toward safety, as well as the physical environment in which we work. Shortcomings in either area will impact the overall effectiveness of our efforts

### **ADMINISTRATIVE AND PHYSICAL CONTROLS**

We must frequently review and evaluate our safety policies and procedures to determine if they contribute to overall worker safety and cost containment. Every employee is responsible to constantly monitor all administrative and physical controls in order to assist management in identifying shortcomings in our company safety plans. Any employee identifying a potential shortcoming is responsible to report this shortcoming to management immediately. In addition to administrative controls such as our policies, objectives, procedures, training and physical controls such as machine guards, fall protection methods and appropriate personal protective equipment; our company has established the following checklist to address common safety issues to consider in identifying safety areas requiring improvement on the job site.

While the checklist provides a framework to review job site safety, continued evaluation and analysis of each employee's attitude and practices will help in the overall implementation and maintenance of our safety program.

Any "No" answer indicates a potential problem and requires closer management evaluation for applicability.

## **CONTRACTOR LOSS PREVENTION CHECKLIST**

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### **ADMINISTRATIVE CONTROLS**

- Designated Competent Person/ Safety Officer/ Coordinator \_\_\_\_\_
- New Employee Orientation/ Familiarization Provided \_\_\_\_\_
- Each employee aware of hazard recognition and control \_\_\_\_\_
- Each employee trained in equipment operation and use \_\_\_\_\_
- Safety meeting held and documented \_\_\_\_\_
- HazMat, Lockout / Tagout, Fall Protection, and Confined Space \_\_\_\_\_
- Job Site inspected for potential hazards \_\_\_\_\_
- Each employee familiar with reporting procedures for hazards \_\_\_\_\_
- Procedures established for emergency medical response \_\_\_\_\_
- Certified First Aid kit with each crew \_\_\_\_\_
- Each employee possess necessary personal protective equipment \_\_\_\_\_
- Emergency procedures posted \_\_\_\_\_

### **PHYSICAL CONTROLS**

- Overhead power lines potential contact evaluated and controlled \_\_\_\_\_
- Personal Protective Equipment worn when required \_\_\_\_\_
- Fall exposures eliminated by guardrails, safety nets, or other means \_\_\_\_\_
- Floor and stairwell openings suitably covered, marked or guarded \_\_\_\_\_
- Power and hand tools inspected for good condition \_\_\_\_\_
- Power equipment guards and other safety devices in place \_\_\_\_\_
- Power and extension cords kept in good condition \_\_\_\_\_
- Ground fault circuit interrupters used in wet or damp conditions \_\_\_\_\_
- Ladders and scaffolds in good condition and used properly \_\_\_\_\_
- First aid kits/ fire extinguishers present \_\_\_\_\_
- Struck by exposures (e.g. vehicles, trees) evaluated and controlled \_\_\_\_\_
- Excavation hazards (e.g. cave-in protection, utilities) evaluated and controlled \_\_\_\_\_
- Material handling procedures evaluated \_\_\_\_\_

*A "No" response may indicate an area that needs to be reported to management.*



## **ELEMENTS OF A SAFETY PROGRAM**

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### **SAFETY AND HEALTH POLICY**

*Our company, [REDACTED], considers safety and health to be the most important part of our operation. Through the implementation of safety goals, objectives, work rules, and continuous evaluations, we will make every effort to prevent work-related accidents, injuries, and illnesses through the anticipation, recognition, and correction of hazardous working conditions and unsafe work practices.*

*We will take all appropriate measures to prevent illnesses, injuries, and accidents through education and elimination of unsafe conditions through continual workplace evaluation. Our safety program begins at the top level of management and involves all employees through the organization. We each will respect and enforce company safety objectives and rules.*

*All employees, through initial orientation and periodic training will be familiar and comply with all aspects of the safety program. Everyone's participation and input is essential to the program's success.*

*The most important part of any job is safety!*

The key to our safety program begins with the firm commitment from management. One of our most important statements is our safety and health policy. It is implemented from the top and available to all employees.

The company's Safety and Health statement clearly indicates that employee safety is the most important part of our business. The statement also conveys employees' responsibilities in contributing to the safety of the work environment.

Our statement also will be enforced consistently throughout the company. Any break in the policy undermines the credibility of the entire safety program. You must get involved! Please make recommendations and suggestions that can improve the safety of your work environment. Your active participation in monitoring the safety program will produce greater compliance and improved safety and health conditions.

### **MANAGEMENT OBJECTIVE STATEMENT**

The Management Objectives Statement expresses the steps management and employees will take to accomplish the company's Safety and Health Policy Statement. This statement illustrates the expectations and responsibilities of everyone in the company.

*All safety regulations and procedures will be followed and enforced by all levels of supervision. Infractions of any type will result in disciplinary action.*



*Management will designate a competent safety person who will assist in making sure the working environment is safe.*

*Safety Education and technical training will be provided to all employees on a regular basis.*

*Management will be familiar and comply with accepted safety practices as defined by Federal OSHA, Code of Federal Regulations (CFR), to include designated American National Safety Institute (ANSI).*

*Management will implement a Hazard Communication Program in accordance with CFR 1926.59 that is established by CFR 1910.1200.*

*Management will ensure all personnel involved in hazardous or specialized activities will be appropriately trained.*

*Management will prepare, communicate and continually evaluate the company's Safety Program, Rules and Hazard Communication Program.*

*Proper personal protective equipment will be made available with employee training, and demonstrated use to all required employees prior to use.*

*Management will ensure that all vehicles, equipment, and tools (including those provided by employees) are well maintained and fitted with necessary safety devices appropriate for the job.*

*Management will anticipate the need for emergency responses.*

*Management will promptly investigate all accidents and near misses, determine the cause, take corrective action, where necessary, and implement changes to the safety rules to prevent recurrence.*

*Management will maintain an "open-door" policy to encourage personnel to report unsafe conditions. Positive reinforcement and incentives will be provided whenever possible.*

## **DESIGNATED COMPETENT PERSON**

Federal OSHA requires a competent person be on every job site. They must be capable of recognizing hazardous conditions or unsafe work practices and have the authority to correct the condition (this may require “stop-work” order and the order to leave a job site until the condition is corrected). This individual is usually a front line supervisor, such as the job superintendent or foreman. This individual will maintain a copy of this company safety manual and other required safety programs at all times.

## **COMPANY SAFETY RULES**

A successful safety program requires safety rules to be uniform and enforced consistently through the company. Our safety rules are enforced by supervisor in the field and must be adhered to at all times. Supervisors must also abide by the same rules.

- *Drugs, alcohol, or employees under the influence are not allowed on the job site*
- *There will be no horseplay allowed on the job site*
- *All injuries, no matter how minor must be reported to your supervisor immediately*
- *Any unsafe conditions must be immediately reported to your supervisor and corrected*
- *All tools must be kept in good condition. Defective tools must be reported to a supervisor and removed from service, tagged, discarded, or repaired.*
- *There will be no running allowed on the job site*
- *Good housekeeping must always be practiced. All walkways must be open and free of debris at all times.*
- *Nails must be bent over or pulled from all scrap lumber*
- *Slippery surfaces must be cleaned or sanded immediately upon discovery*
- *Electrical power cords must not present a tripping hazard*
- *Emergency phone numbers and first aid kits will be available at all job sites*
- *Employees will be trained on all appropriate PPE prior to use*
- *Appropriate Personal Protective Equipment will be used*
- *All Personal Protective Equipment must be kept in good condition*
- *Proper footwear will be worn at all times while on the job site*
- *Obey ALL posted safety rules on the job site*
- *Never ride any type of moving equipment/ such as loaders and material hoists, except where a seat is provided*
- *All employees will be trained on ladders prior to using*
- *Straight or extension ladders must be extended at least three feet above the working surface*
- *Ladders must be equipped with safety feet*
- *Secure the base and/ or top of straight ladders to prevent movement*
- *All ladders with broken or missing rungs will be removed from service and tagged “DEFECTIVE”*
- *Job built ladders will be built in accordance with ANSI and federal regulations*
- *Persona who are uncomfortable with heights must inform their supervisor and should not attempt to work high off the ground*

- *All scaffolding will be built in accordance with federal standards. Refer to CFR 1926.450 and 451, Subpart L*
- *Guardrails or other appropriate fall protection method, per CFR 1926.451 (g) will be used on all scaffolds more than 10 feet above the lower level*
- *Scaffolding will be fully planked/ covered at the working level*
- *All floor openings must have guardrails or be covered with suitable covering to eliminate fall exposures. Covers will be secured and color-coded or marked "Hole" or "Cover"*
- *When fall exposures more than six feet cannot be physically guarded, employees must use "Personal Fall Arrest Systems (e.g. safety harness) when near the exposure*  
*Exception: when in residential construction and proven infeasible, or it creates a great hazard to use approved fall protection methods, and an approved fall protection plan is in place. Ladder and scaffold work is not included in this rule.*
- *All guards will remain in place on saws, pulleys, and other possible pinch or cutting points*
- *Never walk of work underneath any type of suspended load*
- *Never operate any construction equipment unless you are authorized and trained to do so*
- *Gasoline and other flammable materials must be stored and transported in approved safety cans with proper labeling*
- *The right tool for the job must be used at all times*
- *Never use compressed air to blow dust and / or dirt from your clothes. Ensure nozzles reduce maximum air pressure to 30 PSI*
- *Store compressed gas cylinders securely in an upright position. Always transport with protective caps*
- *Do not engage in any activity that would endanger coworkers by distracting them while they work*
- *Never move anyone who is injured unless they are in danger of further injury. Keep injured workers as comfortable as possible until help arrives.*
- *No employee will enter a barricaded area unless specifically authorized to do so*
- *No employee will use power tools, powder actuated, or equipment without authorization and instruction in the safe use of the tools*
- *Never perform maintenance or service any equipment while it is running. Ensure lockout/ tagout procedures are followed*
- *Any tools or equipment that are tagged "Danger- Do Not Use" or " Remove from Service" will be immediately repaired or replaced*
- *Anyone placing any tags on equipment will notify their supervisor, and print their name, foreman's name, and date that tag was placed*
- *No one may remove tags at any time unless authorized to do so*
- *Any running or powered equipment must be de-energized and locked out prior to removing any covers or possible energized parts*
- *All equipment must remain locked out while work is being performed so there is no chance of equipment becoming energized*
- *Personnel who place locks and tags to de-energize equipment must be authorized and use company lockout procedures*

- *The person placing the lock on the equipment must be the person who removes the lock. If more than one person works on the equipment, a lock must be placed on the equipment by each person performing the work. Follow procedures*
- *All vehicles in use will be inspected at the start of each shift*
- *All backup alarms must be functioning on any construction equipment where the operator does not have clear reverse visibility*
- *Defective vehicles will not be used, and the supervisor will be notified*
- *In the event a backup alarm is not working, or cannot be over heard by surrounding noise, an observer (ground guide) must be in constant visual contact with the equipment operator to direct safe backward movement*
- *Before operating any boom-type vehicle, the area will be evaluated for overhead hazards. Never get closer than 10 feet from power lines including loads*
- *Danger signs indicating "Radius Swing Is Possible" must be placed on cranes. Barricades must be placed around cranes to keep pedestrian traffic out of the radius swing of the crane*
- *Hand signals will be used per ANSI for the crane or derrick being used and illustrations posted at each job site*
- *Any trenches or excavations more than five feet in depth must be properly sloped or shored*
- *A ladder will be within twenty-five feet laterally of all employees in any trench or excavation four or more feet in depth*
- *All trenches and excavations will be inspected every time it rains before employees enter*
- *All excavations will be evaluated for potential of containing hazardous atmospheres*
- *All materials and spoils from excavations must be placed at least two feet away from the bank*
- *A qualified and authorized person will evaluate all excavations for cave-in potential and necessary actions to be taken (e.g. sloping/benching, shoring or shielding) prior to entry*
- *All utilities must be located, marked and exposed by hand digging prior to any digging with construction equipment. This will be done by contacting the appropriate agency within the required time allowance*
- *Any barricades designed for keeping pedestrians away from a trench or excavation must be at least six feet from the side of the bank*

## **EMPLOYEE HIRING**

Hiring the proper people is the first step to ensuring a safe working environment. All too often, employees are unqualified or unwilling to work safely. Time invested in our company screening process has many benefits. In addition to your interview process, we have checked your prior work references. Our formal hiring procedures include: a written application, reference checks, physicals (as required), drug and alcohol testing (as required), and Return to Work programs.

In an effort to prevent discrimination in hiring practices, Congress enacted the Americans with Disabilities Act (ADA). Additionally, there are several state and federal employment laws. These laws prevent discrimination by specifying questions that can be asked of potential employees. Our company is committed to complying with and exceeding the requirements set forth by law.

A sample employment application is attached.

**SAMPLE EMPLOYMENT APPLICATION**

*It is our policy to provide equal employment to all qualified persons without regard to race, age, color, sex, religion, national origin, marital status, height, weight, veteran status, handicap, or any other legally protected status.*

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ Cell \_\_\_\_\_

Position Applied for \_\_\_\_\_

Date available for employment \_\_\_\_\_

Are you a citizen of the United States \_\_\_\_\_ Are you currently employed \_\_\_\_\_

If no, do you have a: \_\_\_ work visa \_\_\_ green card expires: \_\_\_\_\_

Why do you want to make a change \_\_\_\_\_

Name employed under if different from name shown on application \_\_\_\_\_

Have you ever convicted or pleaded guilty to a felony \_\_\_\_\_

Please provide details including date, nature of incident, and disposition or outcome of the case \_\_\_\_\_

Can you perform the duties of the job for which you have applied without accommodation \_\_\_\_\_

Have you ever been terminated for violation of company safety rules and/ or policies \_\_\_\_\_

If you require an accommodation, please explain the nature of the accommodation needed. \_\_\_\_\_

**EMPLOYMENT HISTORY (continued on next page)**

I. Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Supervisor Name and Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Hours per week \_\_\_\_\_

Your duties \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

II. Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Supervisor Name and Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Hours per week \_\_\_\_\_

Your duties \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

III. Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Supervisor Name and Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Hours per week \_\_\_\_\_

Your duties \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Occupation \_\_\_\_\_

I understand that completion of this application does not guarantee a job interview or job offer. No promises regarding employment have been made to me and I understand that no such promise of guarantee would be binding upon this company. I also understand that nothing in this employment application, in the Company's statement or personnel guidelines, or in my communication with any Company representative is intended to create a contract between the Company and myself. Additionally, I understand that if an employment relationship is established, I have a right to terminate my employment at any time. Further, I acknowledge that the Company has the right to terminate my employment for any reason or for no reason at all, with or without notice, and with or without cause. My employment would be at will. Further, I understand that the Company has the right to modify its policies without giving me any notice of the change.

I hereby authorize the company to verify all of the information I have provided on my application. I also agree to execute, as a condition of employment or continued employment, any additional written authorizations necessary for the Company to obtain access to and copies of records pertaining to this information. I expressly authorize the company to contact prior employers and release those prior employers and the Company from all liability arising from providing information about my employment history.

State and Federal Law require the Company to make reasonable accommodation of handicapped applicants and employees where the accommodation does not impose hardship on the Company. Florida law provides that employees and applicants may request an accommodation of their handicap by notifying the Company in writing of the need for accommodation within 182 days of the date that the individual knows or should know that an accommodation is needed.

I certify that I can and will, upon request, substantiate all statements made by me on this application, and that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient grounds for rejection of my application or my immediate discharge.



## **PHYSICALS**

Many times a pre-existing condition will prevent an employee from performing required tasks. Workers Compensation laws hold our company liable for employees that aggravate a pre-existing condition in the performance of their duties.

Therefore, our company has established a policy that bases our offer of employment on the completion of a pre-employment physical. This policy will be in compliance with the legal requirements of ADA and other anti-discrimination laws.

## **DRUG AND ALCOHOL POLICY**

Drug and Alcohol use in the workplace is a serious social and economic problem for our company. Drug and alcohol use is responsible for many accidents and injuries, as well as higher than normal absenteeism.

Our company has implemented a strong written policy against the use of drugs and alcohol at work, along with clear penalties.

### **FIRST OFFENSE**

Any employee under the influence of drugs or alcohol will be excused from work for a period of 24 hours without pay and receive a written reprimand.

### **SECOND OFFENSE**

Any employee under the influence of drugs or alcohol will be excused from work for a period of one week without pay and receive a written reprimand.

### **THIRD OFFENSE**

Any employee under the influence of drugs or alcohol will have his/ her employment terminated.

### **WORK INJURIES**

Any employee who sustains a work injury will immediately be tested for the presence of drugs or alcohol. Any presence of drugs or alcohol will be grounds for denial of the work-related injury claim.

## **NEW EMPLOYEE ORIENTATION AND TRAINING**

New Employees will participate in a thorough orientation to understand all company safety practices, regardless of the employee's experience level. Employee must receive all appropriate safety and health training prior to starting work. Federal OSHA requires employees to be instructed in the recognition and avoidance of unsafe conditions and the regulations applicable to the work environment to control or eliminate any hazard or other exposure to illness or injury.

## **NEW EMPLOYEE ORIENTATION PACKET OUTLINE**

The following is an outline of the information that each employee should be knowledgeable of prior to starting work:

- General history and work performed by our company
- Company's Safety and Health policy statement
- Company's Management Objectives statement
- Company Safety Rules and Procedures
- Federal OSHA regulations applicable to the company
- Personal Protective Equipment (PPE) to be issued by the company and PPE to be furnished by the employee
- Information on company policies that are mandatory and that will result in disciplinary action for noncompliance
- Drug-free workplace policy and program
- Return-to Work program
- Job Description

It is company policy to review the orientation information (especially the company safety rules) to ensure your receipt and complete understanding.

You will be required to sign a form acknowledging receipt of the information in the orientation packet.

## **EMPLOYEE ACCOUNTABILITY AND DISCIPLINE**

Employees are responsible and accountable for knowing and complying with company safety policies. Employees must report any unsafe acts or conditions and be confident that there will be absolutely no reprisal or disciplinary action taken for refusing to do an unsafe job.

Employees will be subject to time off (without pay) as follows for failing to work within company safety rules: 1<sup>st</sup> offense- 1 day, 2<sup>nd</sup> offense – 1 week, 3<sup>rd</sup> offense – termination. The intent of disciplinary action is to provide consistent and fair administration of the safety program. The disciplinary action plan highlights management's commitment to deal appropriately with individuals who not only present a danger to themselves, but put other employees at risk because of unsafe work practices.

## **SAFETY PROCEDURES**

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### **Air (Pneumatic) Nailers**

Air nail guns are among the most revolutionary innovations in construction tool technology. They increase work speed, yet conserve workers' energy. Although nail guns have been around for a while, their popularity has greatly increased in recent years. Along with the rise in use, however, has come a large increase in nailer-related injuries. The following precautions will help reduce the risks of using air nailers:

- All employees utilizing air nailers will be trained in the safe and proper use prior to operation
- All employees must read the operator's manual and follow manufacturer's directions
- Never point an air nailer at anyone and always assume it is loaded
- Inspect gun, hoses, and compressor prior to each day's use
- Wear appropriate eye protection when operating
- Use appropriate nailer and fastener for the job
- Check and correct air pressure twice daily or as needed
- Route hoses to minimize trip hazards
- Keep hand and other body parts away from fastening area
- Make certain no one is standing down range while firing
- Disconnect tool from air supply when servicing
- Clean and lubricate nailer regularly to avoid jams
- Never tamper with safety devices
- Never walk around with your finger on the trigger
- Disconnect fastener from air supply when not in use
- Never exceed manufacturer's safe operating pressure

Note: Federal OSHA requires all pneumatic nailers, staplers, etc; that operate at 100 psi pressure at the tool to be equipped with a safety device on the muzzle to prevent accidental discharge.

## **BACK SAFETY AND MATERIAL HANDLING**

Back and/or other body strains are one of the leading injuries sustained by employees in the construction industry. Many injuries are caused by inadequate training, improper lifting techniques or overexertion. The following recommendations will help reduce these types of injuries:

- Plan placement of materials and supplies to ensure that they are handled as few times as possible; wear appropriate material handling equipment, when possible
- Ensure you are physically able prior to any material handling. Report any ailment, however minor to reduce future injuries occurring from a strain
- Size up the load before attempting to lift it. Get help when needed.
- Make sure the lifting area and travel path are clear of tripping/ slipping hazards.
- When preparing to lift a heavy object, bend at the knees to a squatting position. Try not to bend or stoop from the waist.
- For better balance, grasp the load close to your body.
- Lift with your leg muscles; keep the object close to your body.
- Reposition your feet when turning. Try not to twist.
- When lowering the object, bend at the knees to minimize strain on the back.
- When lifting an object with a helper, decide in advance how the load will be handled. Lift and lower the object in unison. Don't let the load drop suddenly without warning each other. Communicate.
- Back braces can be helpful, but employees should always receive appropriate instruction on safety equipment. Braces do not increase one's lifting capacity or replace safe lifting techniques. Also, light and medium duty tasks should be conducted without a brace (or with a loose brace) in order to allow muscles to develop. Remember, braces do not correct aggravating conditions or back injuries.
- Use material handling equipment (hand trucks, wheel barrow, fork trucks, conveyors, etc) when possible.
- Material handling equipment and its associated rigging (cables, straps, slings, etc) must be properly maintained.
- Do not exceed load capacities of material handling equipment.
- Warm up your muscles before handling material. Simple exercises can significantly reduce risk.

## **CONFINED SPACE ENTRY**

Federal OSHA defines confined or enclosed spaces as having limited openings for entry and exit. Areas such as sanitary sewers, underground utility vaults, water gate wells, meter pits, and manholes are common examples of confined spaces. Confined spaces may present unfavorable natural ventilation, dangerous concentrations of air contaminants, combustible or flammable gases or vapors, a deficiency of oxygen, and/or loose materials that could engulf a worker. Employees required to enter such spaces must be trained on the nature of these hazards, precautions, and use of protective and emergency equipment required. Because of the danger they present, confined spaces are not intended for continuous employee occupancy. Entry into a confined space is a dangerous task and precautions must be followed to ensure the safety and health of entrants.

### **Company Confined Space Entry Policies and Procedures**

- Refer to CFR 1926 “ Confined Spaces” when engaged in confined space work involving construction
- Refer to 1910.146, permit-required confined spaces when working in General Industry
- Management will identify all persons to enter confined spaces prior to operations
- Employees engaged in confined space work will be appropriately trained in the use of CPR, first aid, air sampling equipment, emergency extraction equipment, communication procedures, as well as confined space ventilation requirements.
- The job site supervisor will complete a Confined Space Entry Permit (below) before each entry as required
- The confined entry permit must be maintained at the job site during the work and then returned to management for filing
- The entry permit is good for only one shift. Each shift must be issued its own permit.
- Management is the only authorizing agent to approve entry and sign the permit.
- Management must select a qualified confined space entry team and provide them with the appropriate entry equipment, including emergency extraction, air sampling, and respirator or self contained breathing apparatus and communication equipment.

### **Management’s Confined Space Entry Responsibilities**

- Select qualified entry team
- Complete entry permit before entry
- Provide required entry equipment and check that it is in proper working order
- Assign personnel entry positions and have entry supervisor, entrant, and attendant sign entry permit
- Review emergency procedures with employees
- Connect entrant to extraction equipment
- Set up communication process
- Take air sampling of confined space on entry. Monitor space for oxygen deficiency, toxicity, and combustibility while entry is in progress and document readings

## **CFR 1910.146 General Industry Permit-Required Confined or Enclosed Space Criteria**

A confined space meets all of the following criteria:

1. Has limited or restricted means for entry and/or exit
2. Is not designed for continuous human occupancy
3. Is large enough for an employee to enter bodily and perform assigned work

A confined space containing any one or more of the following is identified as a Permit-Required Confined Space:

1. Contains, or has the potential to contain, a hazardous atmosphere that is oxygen deficient or enriched, explosive or combustible, and/or toxic in nature
2. Has the potential to entrap or asphyxiate an entrant due to inwardly converging walls or floor that slopes down and tapers
3. Has the potential to engulf the entrant in a liquid or particulate substance
4. Presents any other recognized serious safety or health hazards.

**CONFINED SPACE ENTRY PERMIT**

**Company Name** \_\_\_\_\_

Supervisor Filling Out Permit \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Expires \_\_\_\_\_

Atmospheric Check: Oxygen \_\_\_\_\_ % (>19.5%)

Explosive \_\_\_\_\_ L.F.L. (<10%)

Toxic \_\_\_\_\_ PPM

(Refer to MSDS sheet or 1910.1200 for guidance in acceptable atmospheric conditions)

Conditions Satisfactory (Oxygen Deficiency, Combustibility, Toxicity) Yes \_\_\_ No \_\_\_

Lockout/ Tagout Required: Yes \_\_\_ No \_\_\_ N/A \_\_\_

Testing Person (Signature): \_\_\_\_\_

Confined Space Location: \_\_\_\_\_

Communication Procedures: \_\_\_\_\_

Entrant Supervisor (Signature): \_\_\_\_\_

Attendant (Signature) : \_\_\_\_\_

Entrant (s) (Signatures): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ventilation Evaluation: 1. Natural \_\_\_\_\_ 2. Mechanical \_\_\_\_\_

Employee Exiting:

Time Out: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PPE Required (if applicable) \_\_\_\_\_

Standby in Place with proper equipment: Yes \_\_\_\_\_ No \_\_\_\_\_

Rescue Procedures: \_\_\_\_\_

Authorized: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature by Authorized Person

\_\_\_\_\_  
Date

## DRIVING AND VEHICLE SAFETY

Employees may be required to drive company vehicles in the course of their employment. Motor vehicle accidents are a major source of workers' compensation claims. Motor vehicle accidents are a major source of workers' compensation claims.

Prior to vehicle operation employees are required to produce a valid operator's permit (license).

Additionally:

- Seat belt use is mandatory for operator and passengers
- Drivers must comply with all state laws regarding motor vehicle operations. Obey posted speed limits and traffic controls
- There is a Zero Tolerance policy toward driving under the influence of alcohol or drugs. The use and effects of prescription drugs must be disclosed to a member of management prior to operation of company vehicles.
- All operators must be familiar with equipment before operation. Supervisors are available to assist in the familiarization of equipment and vehicle operation.
- Always adjust speed to road surface conditions. Remember posted speed limits are set for "ideal" conditions.
- Upon recognition or development of defect or vehicle repair needs, employees are required to notify a member of management immediately (vehicle should not be operated until management is notified and authorizes further operation)
- Employees who operate company vehicles must maintain an inspection log and report defects (ie turn signals, brakes, excessively worn tires, wipers, etc)
- All vehicles will be equipped with a fire extinguisher. All operators will be instructed on proper use of portable fire extinguishers.
  
- As a minimum, check the following items:
  - Tires                      Alignment, inflation, and wear
  - Glass                      Clean windshield and windows. Mirrors adjusted and no cracked glass
  - Lights                      Functional; head and tail lamps, signals
  - Exhaust                    Holes, cracks, or loose components
  - Brakes                      Pedal height, play, pulling, grabbing, or noise. Also, test the emergency brake
  - Wipers                      Replace regularly- no tears or sticking
  - Horn                        Functional
  - Backup Alarm              Functional (if applicable)
  - Belts                        Tension, wear, cracks, or frayed
  - Hoses                       Cracks, bulges, or spongy
  - Fluids                       Proper levels, leaks, change on schedule
  - Safety Belts               Installed, functional
  - Seats                        Adjustments, shocks, springs replaced if worn



## **ELECTRIC POWER**

Every year, electrocutions and electric shock are one of the top causes of construction-related fatalities and injuries. Electrical installations and repairs must be performed by a qualified individual. Electric tools and equipment must be maintained in good condition to avoid shocks and injuries. The following procedures will help ensure worker safety:

- Comply with federal and state regulations when working with or around electricity
- Use a ground fault circuit interrupter (GFCI) with electric power equipment outdoors and in wet or damp environments
- Cover electrical boxes and panels
- Read and heed warnings on electrical tools and equipment
- Disconnect and service any tools that shocks its user
- If a tool trips a circuit breaker, remove it from service for repairs
- Disconnect power supply before repairing, servicing, or working on or near electrical fixtures
- Comply with lockout/ tagout procedures
- Repair or replace worn power and extension cords
- Don't use power or extension cords that are missing ground prongs
- Protect all cords from pinching, foot and vehicular traffic, or sharp corners
- Route cords away from walkways, stairways, doorways and water
- Don't drape cords over nails, hooks, sharp or hot objects
- Disconnect cords by pulling the plug from the outlet
- Locate and identify overhead electrical power lines
- Keep ladders, scaffolds, dump boxes, and other equipment at least 10 feet from power lines
- Notify MISS DIG (800-432-4770) before excavating
- Use battery/ cordless tools whenever possible, especially when working outside
- Use guards around temporary lights to prevent accidental contact or breakage
- Keep flammable materials away from bulbs and heating devices
- Construction site electrical branch circuits will protect employees by either "ground fault circuit interrupters" or an "assured conductor ground program".

## **EXCAVATIONS (Trenching)**

- Call MISS DIG at (800-432-4770) prior to excavation work, including trenching, to identify and locate underground utilities
- Properly notify utility companies and property owners
- Maintain a safe distance between overhead and underground utilities while operating excavating tools and equipment
- Equipment must be fitted with the appropriate safety devices such as rollover protection, safety belts, and back up alarms
- Place spoils (excavated and other material, and equipment) at least two feet away from the edge of excavation

- Restrict entry into the excavated area. Only authorized workers shall be allowed in, and should not remain within the excavated area any longer than necessary
- Employees working around machinery and in excavations must wear hard hats, safety boots, and other personal protective equipment as designated by supervisors.
- Provide ladders or ramps within excavations that are **four feet** deep or more (requiring no more than 25 feet lateral travel). Do not allow workers to jump or climb over the walls of excavations.
- Excavations deeper than **five feet** must be sloped, benched, or shored according to soil conditions.
- Inspect excavations that have been exposed to rain. Be prepared to slope, shore, or bench the excavation walls as necessary to match the changed conditions. A competent person will inspect excavations **daily** when entry is expected.
- Barricade excavations from the general public, as necessary.
- If an excavation creates a fall exposure of six feet or more, it must be guarded when its visibility is blocked per 1926.501, “Duty to have Fall Protection” .
- Excavations greater than 4 feet deep that are oxygen-deficient (below 19.5%) or hazardous , including “ could be atmosphere” will be tested before entry. Emergency rescue equipment must be readily available if such conditions exist.
- Ensure adequate ventilation when operating gas powered equipment within excavations.
- While excavations are open, underground installations must be protected, supported, or removed for employee safety.
- Employees must be protected from water in excavations when entering.
- Each soil and rock deposit shall be classified by a competent person
- Earthmoving or compacting equipment with an obstructed rear view will not be used in reverse unless working reverse signal alarm or employee signals it is safe
- Employees exposed to public vehicle traffic must wear reflective or high-visibility material (vests, garments)
- Warning system must be used when mobile equipment is operated adjacent to and/ or approaches an excavation where the operator does not have a clear and direct view of the edge

## FALL PROTECTION

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Year after year, falls in construction rank near the top of causes for injuries and fatalities. Many serious and disabling falls occur from less than 10 feet. The most effective countermeasure to job site falls is to minimize workers' fall exposure—that is reduce the situations and conditions that could lead to a serious fall. Below is a list of common fall exposures and recommendations on how to prevent injuries in these situations.

### Common Fall Exposures on Construction Sites

**Ladders:** A step ladder must be opened fully and set on a level surface. Don't lean an unopened step ladder against a wall to use as a straight ladder. Never stand on the top two steps of a step ladder. Straight and extension ladders must be placed on a 4:1 pitch with a foot out for every four feet up (approximately 75 ½ degrees). The top of an extension ladder must extend at least three feet above the step off point. The top or bottom of a ladder must be secured to prevent shifting. Ladder rungs must be properly spaced and secured to the ladder frame.

The improper use of ladders results in many job site accidents and injuries.

- Ladders must support at least four times the maximum intended load, except Type 1A metal/plastic shall sustain at least 3.3 times its maximum load
- Do not exceed manufacturing load ratings
- Meet training requirements 1926.1060
- Do not carry any item that could cause the loss of balance
- Single-rail ladders are not to be used
- Inspect ladders for defects before use
- Lubricate metal bearings of locks, wheels, and pulleys
- Use a solid, sturdy base under ladder's feet. Never set ladder on stacks of blocks or scrap lumber
- Cleat or tie off ladder bases on unstable or slippery surfaces to prevent kick-out
- Secure a ladder at the top if the potential for movement exists
- Do not use aluminum ladders while working within 10 feet of an energized circuit
- Ensure that doors cannot swing into ladders; barricade area from traffic, when necessary
- Face ladder while ascending or descending
- Do not overextend your reach. Keep one shoulder inside the ladder side rails at all times
- Keep one hand on the rungs at all times. Using a lift line instead could eliminate this hazard.
- Avoid using ladders outdoors during storms or high winds
- Stairway or ladder will be provided when an elevation break is **19 inches** or more.

### **Step Ladders**

- Ensure side spreader bar is fully open
- Do not use in place of an extension ladder; never lean against vertical surface and use as a straight ladder
- Do not stand on the second step from the top platform, on the top platform itself, or on the accessory tray
- Maintain distance from floor openings; ladder legs can “walk” into them
- The top, or top step, are not to be used as a step

### **Straight and/or Extension Ladders**

- Ladder must extend three feet above the level to be accessed
- Use the “four to one” rule, when possible: For every four feet in height move the ladder base one foot away from structure (75 ½ degrees)
- Do not stand above the third rung from the top
- Do not use the top section of an extension ladder without the bottom

### **Job-Made Ladders**

- Job-made ladders must be constructed in accordance with OSHA safety standards and ANSI A 14.4-19797
- Rungs, cleats, and steps will be parallel, level and uniformly spaced
- Rungs, cleats and steps shall be spaced not less than 10 inches, nor more than 14 inches, apart
- Periodically inspected by a competent person for visible defects and immediately tagged if defects are discovered
- Refer to CFR 1926.1052 and .1053 general use requirements
- Components will be surfaced to prevent injury from punctures, lacerations, and snagging of clothing

**Scaffolds:** Scaffolds must be level. Use leveling screw jacks; never level a scaffold by inserting scrap lumber, bricks, or blocks that are unstable under the legs. A mudsill shall be placed under each leg to distribute the load evenly. Also, a base plate will be placed between the mudsill and the scaffold leg. Scaffolds 10 feet high or more require guardrails. If guardrails are not feasible, other fall protection such as a safety harness and lifeline or lanyard must be used in accordance with 29 CFR Subpart L, “ Scaffolding”, for requirements.

Scaffolds are invaluable on many construction projects, providing a stable, elevated work platform for employees and materials. To ensure employee safety, scaffolds must be erected and maintained according to the manufacturer’s recommendations, ANSI and OSHA regulations. The following list summarizes good scaffolding practices:

CFR 1926.450 - .454  
1926.602(d)

1910.178

- Only qualified employees may inspect, erect, and/or dismantle scaffolds
- Platform boards or decking must be cleated, hooked, or extend over the support at least six inches, and:
  - 3 scaffolding 10' or less, no more than 12", or
  - 3 scaffolding greater than 10' , no more than 18"
- Screw jacks will be used per manufacturer's guidelines
- Scaffolding must be capable of supporting without failure at least four times the manufacturer's recommended maximum load, including materials, workers, and scaffolding
- Check scaffolding for damage on a daily basis
- When erecting scaffolding, establish a level and solid base; do not use scrap lumber, blocks, or unstable objects to level
- Use mudsills to prevent movement or sinking
- Base plates will be used between the frame legs and mudsill
- Provide a fully planked or decked work platform. A single plank deck is not an acceptable work platform
- Screw jacks will have a positive stop to prevent over-travel
- Do not climb on cross braces. Use ladders or approved hand and foot holds
- Keep scaffolding clear of all excess tools and materials
- Keep scaffolds at least 10 feet from electric lines
- Work from scaffolds during storms or high winds is prohibited unless deemed safe by a competent person and employees use personal fall protection or wind screens
- A guardrail system or a personal fall arrest system is required when the work platform reaches 10 feet
- Maximum permitted height of wood poled pump jack scaffolds is 30 feet
- Workers on ladder jack scaffolds is 30 feet
- Workers on ladder jack scaffolds shall use a personal fall arrest system
- Job-built ladders will not be used with ladder jacks
- Ladder jack platforms will not exceed 20 feet
- The ladder jack or pump jack plank or pick must be a minimum 12 inches wide
- Guard employees on a scaffold below from an overhead hazard with head protection, such as an approved canopy or net; require hardhats
- Each employee working from scaffolding will be trained by a qualified person, per 1926.454 requirements
- Employees erecting or dismantling scaffolding must use fall protection as determined by a competent person
- No more than two employees on a ladder jack scaffold at one time
- No more than two employees on a pump jack between any two supports
- Scaffolding will be supported (eg guys, ties, and braces) per manufacturer's recommendations or at a 4 to 1 base ratio

**Stairwells and Floor Openings:** Stairwell openings and holes in roofing or floors that are covered must be capable of supporting twice the weight of employees, tools, and equipment. The cover must be secured down and either labeled with the words “HOLE” or “COVER”, or use a color code as a warning. Temporary handrails, constructed with 2x4s, can also be used to guard openings as well, but the top rail must be able to withstand 200 pounds of force. Covers and handrails must be kept in place until stairs and/or walls have been completely installed and the fall exposure no longer exists. If covers and handrails are moved to accommodate work needs, another form of fall protection may be required and a guard must be reinstalled immediately unless the opening has been eliminated.

**Stairs, Landings, and Mezzanines:** Install permanent or temporary guardrails on stairs and around landings and mezzanines with fall exposures of six feet or more before they are used.

Stairways having four or more risers, or higher than 30”, whichever is less will have:

1. At least one handrail
2. One stair rail on each unprotected side or edge
3. Must meet specific height requirements - refer to 1926.502(c)
4. Provide adequate hand hold
5. Not present a projection hazard
6. Have a minimum clearance of 3”

**Window Openings:** Unfinished window openings must be guarded if a fall exposure outside the window is six feet or more and the window sill is less than 39 inches from the floor.

## **FALL PROTECTION METHODS**

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CFR 1926, Subpart “M” requires fall exposures of six feet or more be controlled by acceptable methods. The three conventional systems are guard rails, safety nets and personal fall arrest. Other common fall protection control options may include the use of covers, safety belts, safety monitors, and control access zones. Regulatory standards are very specific about the use of these practices; refer to the appropriate “Part” prior to using these methods.

Body (safety) belts are not acceptable as part of a personal fall arrest system. They may only be used as a positioning device; they are not to be relied on for fall protection.

The following operations have specific fall protection requirements outside and independent of 1926.501. Consult the appropriate subpart:

- Working on ladders or stairway (Subpart X)
- Work From scaffolds (Subpart L)
- Certain cranes or derricks (Subpart N)
- Performing steel erection, except towers and tanks (Subpart R)



- Work on certain types of tunneling operations (Subpart S)
- Work on electrical transmission equipment (Subpart V)
- Erection of tanks, communication, and broadcast towers (1926.105)

### **Fall Protection Plan**

Fall exposures of six feet or more must be controlled with conventional fall protection systems such as guardrails, safety nets or personal fall arrest equipment. When the use of conventional fall protection systems can be demonstrated as “infeasible or creates a greater hazard” on a residential construction project (such as with precast concrete erection or leading edge work), a “Fall Protection Plan” must be used as an alternative.

A “Fall Protection Plan” is a written description of why one of the above methods cannot be used and the implemented work practices what will address all fall exposures .Basically, how they will be controlled on a particular job site.

**Company Name** has developed the following plan to meet the requirements of OSHA CFR 1926 Subpart M, Construction Safety Standard, Fall Protection. The plan covers all employees who are exposed to a fall exposure of six feet or more, including supervisory personnel and employees involved in estimating, sales, material delivery, etc

This plan is to be used when conventional fall protection (guardrail, safety net, or personal fall arrest systems) are determined to be infeasible or create a greater hazard to use.

OSHA Subpart M states: “There is a presumption that it is feasible and will not create a greater hazard to implement at least one of the above listed fall protection systems. Accordingly, the employer has the burden of establishing that it is appropriate to implement a fall protection plan which complies with 1926.502(k) for a particular workplace situation, in lieu of implementing any of those systems.”

This plan can only be used as an alternative method when employees are involved in leading edge work, precast concrete erection, or residential construction. To be valid, a fall protection plan must be designed for each specific site or project. Evaluations must be made on each project to determine if it is infeasible or creates a greater hazard to use a conventional system. The use of these plans is optional, but to comply you must use either a conventional fall protection system or a fall protection plan within specific restricted operations.

## EMPLOYEE FALL PROTECTION PLAN

This Fall Protection Plan is for the following project:

**JOB LOCATION:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**DATE PREPARED:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**PLAN SUPERVISED BY:** \_\_\_\_\_

Competent person

## COMPANY FALL PROTECTION POLICY

\_\_\_\_\_ is dedicated to the protection of its employees from on-the-job injuries. All employees have the responsibility to work in a safe manner and follow company directives.

### *This plan's purpose is to:*

- a) supplement our existing safety program with a specific employee fall protection procedure required for this job
- b) ensure each employee is trained regarding this site's fall exposure hazards and made aware of the safety procedures that will be followed while on this job
- c) Enable each employee the ability to recognize fall hazards before work begins

We have evaluated the operations we are to perform and feel it's infeasible or creates a greater safety hazard to use one of the conventional fall protection systems (ie guardrail, safety net, or personal fall arrest system) for the following operations. Therefore, our non-conventional designated alternative fall protection system will be used with the following work applications:

- a) floor joists initial connection
- b) roof truss and rafter installation
- c) leading edge work while setting exterior walls
- d) roof sheathing installation
- e) floor sheathing installation



This plan is designed to enable all employees to recognize the site hazards and establish the procedures that will prevent wall and floor opening falls. Each employee will receive procedural training, which they will follow unless they expose themselves or another employee to a greater hazard. Should this situation occur, the employee will immediately contact the site plan supervisor or foreman for evaluation.

\_\_\_\_\_ shall have responsibility for implementing this fall protection plan and will continually monitor work operations for compliance with company safety policies and procedures. Any noted unsafe conditions or work practices will be immediately corrected and company directives enforced.

It is this company's responsibility to ensure all employees understand and follow our fall protection plan procedures, which include onsite supervisor/ foreman instructions. Employees must report immediately to management all hazardous conditions or unsafe work practices.

\_\_\_\_\_ must approve any change to this fall protection plan.

## **JOB SITE FALL PROTECTION SYSTEMS**

Employees engaging in one of the listed operations from above have been task-trained to recognize potential fall hazards. Employee fall exposures during these operations are normally short term. This plan details how to minimize these exposure hazards.

## **CONTROL ACCESS ZONES**

Before, implementing this plan, the company will designate a control access zone (CAZ) to minimize access within a designated high hazard area when a non-conventional fall protection system is used. The company will take the following steps to ensure CAZ is clearly marked and access is controlled.

1. \_\_\_\_\_ will designate and clearly mark the CAZ.
2. Persons authorized to enter CAZ will be identified by name or other readily visible method.
3. CAZ entry will be restricted to authorized personnel.
4. \_\_\_\_\_ will ensure all CAZ protective measures are taken before work begins.
5. Control lines will not be less than six feet from the leading edge.
6. Lines will be flagged or clearly marked with high-visibility materials at not more than 6 feet intervals.
7. Lines will be 39 to 45 inches high.
8. Minimum breaking strength of 200 pounds.

## ROOF TRUSS AND RAFTER INSTALLATION

### A. Infeasibility of Conventional Fall Protection Methods

1. During roof truss and rafter erection and bracing, conventional fall protection may present a greater employee hazard. On this job, safety nets, guardrails, and personal fall arrest systems will not provide adequate fall protection. The nets will cause the walls to collapse and there are no suitable attachment or anchorage points for guardrails or personal fall arrest systems due to instability.

Workers' misuse of ladders during an entire operation will create or result in a greater hazard as follows:

- a) Workers stand with their back or side towards the ladder's front
  - b) Truss or rafter erection/ installation requires use of both hands to maneuver the object into place and therefore the worker can't hold onto the ladder
  - c) Ladder's inadvertent movement can't be adequately controlled during object's maneuvering into place
  - d) Worker's fatigue, from extended overhead work involving handling heavy and awkward material
2. Exterior scaffolds can't be used because the work area was recently backfilled and can't safely support the scaffolding's weight. In most cases, the scaffolding erection and dismantling will expose workers to a greater fall hazard than actual truss/ rafter installation and erection operation.

### B. Procedures Involving Walls Eight (8) Feet or Less

1. Workers will erect interior scaffolding along the interior below the truss/ rafter location or;
2. Use another management- approved site specific method.

### C. Procedures requiring top plate work on walls eight feet high or higher where scaffolding and ladder use creates a greater hazard for workers exposed to fall hazards.

1. \_\_\_\_\_ will monitor all top plate operations.
2. Only the following trained workers will be allowed to do top plate work during truss/ rafter erection and installation.

_____	_____
_____	_____
_____	_____

3. During truss/ rafter installation worker stability will be ensured at all times
4. All trusses/ rafters will be braced before any worker will use as a support
5. Workers will remain on the top plate using the previously stabilized truss/ rafter as support
6. Workers involved in truss/ rafter installation or erection will not have any other duties during operations
7. Workers will leave the secured truss/ rafter area only when it's necessary to secure another
8. The first two trusses/ rafters will be set from ladders leaning on side walls that can sufficiently support the weight
9. A worker will climb onto the interior top plate via a ladder to secure the peaks of the first two trusses/ rafters being set

**D. Procedures for securing truss/ rafters at the peak and ridge beam**

1. Only the following trained workers will be allowed to work at the peak or ridge beam during installation.


2. Once truss/ rafter installation and erection begins, workers not involved with the operation will not stand or walk under any area where there is an exposure to falling objects.
3. Workers will not have any other duties than bracing and securing the truss/ ridge beam.
4. Workers positioned at the peaks, within the webs or on top of the ridge beam will work from a stable position. This can be accomplished by using a “ridge seat”, another stable surface, or by the workers positioning themselves between already stabilized trusses or rafters.
5. Workers will not remain on or in the peak/ ridge area any longer than is needed to safely complete the operation.

**ROOF SHEATHING OPERATIONS**

Roof sheathing operations have been deemed infeasible due to truss/ rafter structures considered unstable until partial sheathing is completed. Therefore, workers can't be protected using conventional fall protection methods until the roofing system is determined to be safe as an anchoring point. Truss/ rafter systems are unstable and can collapse or topple over with a “domino effect” should an employee fall while attached to the system using a personal fall arrest system. Safety nets could cause the same effect and there is no place to effectively attach guardrails. To minimize exposure while installing roof sheathing, employees will use the following procedures:

1. \_\_\_\_\_ will determine limits necessary within the sheathing area with clear directions provided to all workers before beginning sheathing.
2. The above person can stop roofing activities to allow other employee's passage through the area when the passage doesn't create a greater hazard.
3. Once sheathing operations begin, workers not involved with the operation will not stand or walk under any area where they have the potential of being struck by a falling object.
4. All sheathing material will be staged to allow quick installation and minimize length of fall exposure.
5. Only trained workers will install roof sheathing.
6. The bottom row of sheathing will be installed from exterior ladders or from stabilized truss webs, according to supervisor's decision and based on the conditions at the job site.
7. After installation of the bottom sheathing row, a slide guard (kicker) with a normal 4" height and capable of stopping an uncontrolled slide, will be attached along the width of the roof. The kicker will be installed from within the truss web and reaching over or from an exterior ladder, according to supervisor decision.
8. Additional sheathing will be placed by workers standing on previously secured sheathing.
9. Additional slide guards (kickers) will be placed no farther than 13' intervals for roof pitches 9-in-12 or less
10. Roof pitches greater than 9-in-12 will have slide guards (kickers) placed at 4' intervals
11. Roof sheathing operations will be suspended during inclement weather unless safe footing can be assured, according to supervisor's decision.
12. Roof sheathing operations will cease when winds exceed 40 mph, unless wind breaks have been erected.

**FLOOR JOISTS AND SHEATHING (LEADING EDGE) INSTALLATION**

\_\_\_\_\_ has determined leading edge construction for floor joists and sheathing installation as infeasible to use conventional fall protection methods. To minimize the fall exposure risk, the following procedures will be followed:

1. Only the following trained employees are permitted to install floor joists or sheathing:

_____	_____
_____	_____
_____	_____

2. Construction materials will be placed for easy access to all workers.
3. The first few floor joists or truss system will be rolled into position and secured from either the ground, ladders, or saw scaffolding.

4. After the first joists/ truss systems are secured, additional ones will be placed and secured from atop the previous system using plywood as a work platform as work progresses, ensuring its stability.
5. All workers not assisting in the leading edge construction while leading edge exists will not go within six feet of the leading edge under construction.

**EXTERIOR WALL ERECTION**

\_\_\_\_\_ has determined the use of conventional fall protection method is infeasible during the erection of exterior walls. The following procedures will be followed to minimize fall exposure risk:

1. Only the following trained employees will be allowed to erect exterior walls.


2. \_\_\_\_\_ will identify a warning line with paint or warning tape 6’ from perimeter of the edge that is clearly visible before beginning wall erection operations, to warn workers about approaching an unprotected edge.
3. Site supervisor/ foreman will ensure all workers are trained regarding the meaning of the warning line.
4. All construction material will be conveniently positioned to minimize the fall exposure duration.
5. Workers will complete as much of the wall construction as possible within the 6’ perimeter to minimize their fall exposure to an unprotected edge.

**ENFORCEMENT**

Complying with this company’s safety policies and procedures regarding fall protection is a condition of employment. Management and/or designated safety personnel will enforce this company’s policies and procedures to ensure safe work practices and site conditions. Enforcement may include employee disciplinary actions in accordance with company policies, up to and including termination for failure to follow program directives.

**MISHAP INVESTIGATIONS**

All work-related employee injuries will be reported immediately and investigated. Employees will report injuries to supervisors who will investigate per company policies. Investigations help identify the cause of injuries and the corrective actions that can be taken to prevent recurrence. However, should an employee fall or there is some other

related serious incident, this plan will be reviewed to determine if additional practices, procedures, and/or training is needed to prevent recurrence.

## **PLAN CHANGES**

Employees will report all plan changes immediately to \_\_\_\_\_ for approval, before deviating from this plan's established procedures and policies. Management will evaluate the recommended change to ensure that appropriate fall protection is taken. Management will immediately notify all employees if this plan is changed or updated and provide training, as needed, for all related work practices on the job site. This plan, including any and all approved changes, will be maintained at the job site at all times by the qualified person/supervisor/foreman.

## **FALL PROTECTION TRAINING OUTLINE**

These guidelines are the minimum required per the Fall Protection Standard, 1926.503 and .21

Fall Protection Training is an important factor in reducing injuries and workers' compensation claims. Training will be provided to all employees who might be exposed to fall hazards while working for \_\_\_\_\_. The following items will be discussed with employees before beginning work for this company.

1. Each employee will be trained to recognize potential fall areas and nature of hazards on each job site to include, but not limited to:
  - a) leading edge work
  - b) Controlled Access Zones (CAZ)
  - c) Working from scaffolding and ladders
  - d) Working in trusses and on roofs during sheathing operations
  - e) Roofing operations (eg barrel tiles, shingling, felt paper)
  - f) Floor and wall openings
  - g) Setting floor joists
  - h) Poured walls
  - i) Excavations
  
2. All employees will be trained in the proper use and operation of Fall Protection Systems such as:
  - a) harness, lanyards, deceleration, and anchoring devices
  - b) guardrails, mid-rails and toe boards
  - c) safety nets
  - d) safety monitoring
  - e) positioning devices
  - f) warning lines



3. Train employees on personal fall arrest systems
  - a) use, storage, maintenance and inspection
  - b) limitations
  - c) proper anchoring and attachments
  
4. Employees will be trained in the proper use and care of Fall Protection equipment to include:
  - a) inspection before use
  - b) proper maintenance of Fall Protection devices
  - c) Proper assembly before use
  - d) Proper disassembly for inspection and testing
  
5. Training will include each employee's role when using a Safety Monitor System on the job site to include:
  - a) who is designated as a safety monitor
  - b) their individual function on each job site
  - c) how the company will interact with other contractors on the job site
  
6. Employees will be trained on the limitations of using mechanical equipment during roofing and truss setting operation such as:
  - a) overreaching on step ladders and extension ladders
  - b) overreaching or working on guarded scaffolding
  - c) working from lift trucks or forklifts
  - d) motor vehicles on low pitch roofs
  
7. Training will include Overhead Protection when handling and staging materials on rooftops and upper stories:
  - a) stage material so tripping hazards are eliminated
  - b) ensure material is positioned so it won't slide or be knocked off the roof onto workers below
  - c) ensure air hoses and lanyard attachment lines don't create a tripping hazard
  - d) erection of proper overhead protection for lower levels
  
8. All employees will be trained to know their role in recognizing and reducing fall hazards on the job. This will be accomplished by training each employee on their role in the Fall Protection Plan and by knowing the guidelines in OSHA's Fall Protection Standard, Subpart M.
  
9. The designated trainer for \_\_\_\_\_ will be \_\_\_\_\_.  
\_\_\_\_\_ Company Name

  - a) each employee will sign the training package after training has been completed
  - b) their name, date of training, and signature are required on the training package

10. Employees will be retrained for any of the following reasons:

- a) poor job site practices or inadequacies
- b) substandard performance using fall protection methods or systems
- c) failure to properly understand established guidelines
- d) new operating procedures of job site changes

11. I certify that I have received fall protection training from

\_\_\_\_\_, of \_\_\_\_\_, dated \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature



## **LOCKOUT/ TAGOUT**

In order to promote and maintain work place safety, it is important that lockout/ tagout procedures are understood and followed by all employees who use, maintain, or service machines and equipment. Lockout/ tagout procedures help prevent injuries that can occur from unexpected energizing, start up and /or energy release.

The term “lockout” refers to the use of a locking device to prevent activation of equipment taken out of service for repair or other reason. The lockout device is typically installed on or attached to all “on/off” switches or power sources. “Tagout” means the secure attachment of appropriate tags on the equipment at points of operation to alert personnel that the equipment has been taken out of service. Standard tags feature phrases such as “ Do Not Operate” , “ Do Not Open” , and so on. Tags must comply with CFR 1926, Subpart G, “Signs, Signals and Barricades.”

The following points should be addressed in lockout/ tagout programs:

- establish lockout/ tagout procedures for shop and site work
- all employees who will be responsible for lockout and tagout of equipment will be trained and this training will be documented
- Notify coworkers that a device is to be locked and tagged out
- Use standardized company-approved lockout devices and tags
- Unplug electric power tools before servicing
- Lock out equipment in the “Off” or “Neutral” positions
- Take precautions against unexpected energy release due to gravity and pressure, as well as electricity
- Replace all guards before reactivating locked out equipment
- Notify employees when reactivating equipment
- Only authorized employees may remove locks and tags

## **MISS DIG – (800) 432-4770**

MISS DIG is a statewide program designed to prevent disruption of underground utilities and injuries to workers and the public. Contractors are required to contact the MISS DIG operator, and appropriate utilities , before excavating in any area that might contain underground utilities. The toll free telephone number is (800)432-4770. You may also apply or check the status of your request online at [www.callsunshine.com](http://www.callsunshine.com) .

In order to avoid construction delays, contractors should contact the MISS DIG program two to five working days before excavation begins. That time is necessary for the affected utilities to locate and stake their lines in the area.

Failure to notify MISS DIG can have tragic and costly consequences. Workers have been electrocuted or severely injured by power lines and explosions when excavation equipment, even a shovel, penetrates an underground line. Contractors are usually held responsible for damage to underground utilities if they have failed to take the required

precautions. When the excavation is near the stakes, it is often a good idea to use hand tools to locate utilities, thus preventing personal injury and/or damage to the utilities.

Never rely on another contractor's stakes for locating utilities. Unless you know the stakes were placed by the utility company, you should contact MISS DIG yourself and request utility locations.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment (PPE) includes all clothing and other work accessories designed to create a barrier against workplace hazards. Items such as hard hats, work boots and gloves, safety glasses, etc., are common examples of PPE used on construction sites. Less common but no less important items include dust masks, respirators, hearing protection devices, and specialized equipment designed for specific operations such as welding goggles, face shields, and aprons. Proper use of PPE is probably responsible for preventing more injuries and fatalities than any other safety measure.

Federal OSHA requires employers to provide employees appropriate PPE and ensure it is maintained and used. This also applies to employee-owned equipment. Company safety policies and procedures must make it clear that the use of appropriate PPE is mandatory.

PPE should not be used as a substitute for engineering, work practice, and/or administrative safety controls, PPE should be used in conjunction with these controls to provide employee safety in the workplace. Wearing PPE is not a substitute for good judgement.

The following PPE shall be available to and used by employees whenever necessary:

**Hard Hats-** worn for protection against impact and penetration hazards. Respectively, they must contain the designation Class A, ANSI Z89.1-1969 for typical construction work, or Class B, ANSI Z89.2-1971 for work exposed to high voltage (600 or higher), electrical shock or burns. Metal hard hats should not be used.

**Work Boots-** reduce potential for foot and ankle injuries. A boot will not stop a nail from penetrating the foot, but it might slow it down enough to avoid a serious puncture wound. In operations that present a higher than normal crushing hazard, safety-toed footwear should be worn.

**Eye Protection/ Face Shields-** A pair of safety glasses will prevent most eye injuries caused by loose debris. Wear eye protection whenever operating power equipment or hand tools that might cause flying chips or other debris. Safety glasses must bear the ANSI Z87.1 inscription. Full face shields should be worn during welding operations and other work generating hot materials. Replace glasses and shields when lenses become scratched or pitted enough to obstruct vision.

**Work Gloves-** protect hands from sharp objects and pinch points; useful when handling materials, such as lumber and aluminum. Special rubber or heat resistant gloves may be required for protection against exposure to harmful chemicals and high temperatures. Keep in mind gloves may create a hazard around rotating machinery.

**Respiratory Protection-** From dust masks to self-contained breathing apparatus are devices used to prevent the inhalation of harmful dusts, fogs, mists, smokes, sprays, vapors, and gases. For detailed information, see CFR 1910.134, "General Industry".

*Mandatory Use*

As designated by project supervisor.

*Voluntary Use*

Project supervisor must first determine that the respirator use will not itself create a hazard.

Employees will be required to maintain, store, and clean respirators in accordance with other mandatory respirators.

**Hearing Protection-** Exposure to high noise levels can cause permanent hearing loss. Earplugs and other hearing protection devices should be worn by personnel subject to noisy work environments.

## **ROUGH TERRAIN FORKLIFT SCAFFOLDS**

A rough terrain forklift truck is a rubber tired forklift designed to handle the bumps and dips of a construction site, in addition to its natural role in material handling. A rough terrain forklift can also be outfitted as a mobile work platform or scaffold, if meeting OSHA standards and manufacturer's operation guidelines. This section concentrates on the design, operation, and use of such forklift-mounted work platforms per OSHA regulations, however, it is not all-inclusive.

Notes-

1. New OSHA interpretation, "Written approval requirements for powered industrial truck modifications and additions that affect capacity or safe operation." Also, if the manufacturer's operations manual prohibits the use of personnel work platforms, baskets, etc, then the forklift must not be used to elevate employees.
2. You must have a letter of authorization from the manufacturer to use a personnel platform with the lift.

Design and Construction

- must be capable of supporting without failure four times the maximum intended load
- personnel work platforms used with forklifts are considered to be supported scaffolds
- platform must be permanently marked with rated load capacity
- platform must only be lifted vertically while occupied
- operators must be trained
- appropriate fall protection must be used

## **SLIPS AND FALLS**

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Slips and falls are major causes of construction accidents. Because there are numerous job site conditions that can cause one to lose balance, it is important to follow general safety tips to prevent this from happening. The safety information listed below can apply to most conditions:

- wear appropriate, sturdy leather work boots. Athletic (tennis) shoes may only be worn while working on a roof for added traction. Work boots must be worn!
- Maintain good housekeeping; keep walking and working surfaces, especially stairways and roofs, clear of tools, equipment, and debris.
- Clean spills on walking surfaces immediately to prevent slips
- Install handrails in stairwells as soon as practical
- Use cleated, double-width gangplanks at entrances until steps are installed
- Follow safe ladder and scaffold use practices
- On rough and uneven terrain, walk slowly, take shorter steps, and avoid sharp turns
- Keep soles of footwear clean

## **SUBCONTRACTORS**

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General Contractors have ultimate responsibility for safety on their projects. This means they must provide for their own employees and ensure other contractors provide a workplace free of recognized hazards. Subcontractors have a duty to promote and follow safe work practices on the job site among their own employees and to notify the general contractors of unsafe actions or conditions. By working together, all contractors and workers can contribute to a safer work environment.

- Continuously assess whether the activities of other contractors on site are subjecting your employees or others to chemical, environmental, or physical hazards. If your workers are injured by a hazard created by another contractor, our company still bears responsibility under workers' compensation laws.
- Employees must report unsafe acts and conditions on the part of other contractors on the job site
- Do not use substandard equipment owned by other contractors, home owners, or fellow employees. Always inspect!
- When faced with a significant exposure (such as noxious fumes, poor housekeeping, absence of fall protection, poor excavating conditions, electrical hazards, etc) as a result of another contractor's actions, consider one or more of the following courses of action:
  1. Notify the general contractor or other contractor responsible for the project of the unsafe work practices or hazardous condition(s)
  2. Reschedule activities until the hazard has been eliminated
  3. Isolate employees from the exposure
  4. Address the hazard(s) yourself prior to resuming operations

## **VEGETATION, INSECTS AND REPTILES**

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When working in or around dense vegetation and/or water, take the following precautions:

1. Employees must be trained to recognize and control the hazards of alligators, poisonous snakes, mosquitoes, etc
2. Survey the area daily prior to starting work and periodically throughout the day
3. Employees must inform management immediately upon learning of any allergies to insect bites. Employee should have available any necessary antidote per treating physician directions
4. Employees with known life threatening allergies will not work alone
5. Employees will wear clothing that will cover exposed skin, such as long sleeves and pants when directed by job supervisor
6. Use insect repellent as needed especially when entering dense vegetation, during early morning or late evening hours.
7. Do not enter any body of water without proper protection and authorization to do so.
8. Employees will not feed or aggravate any wildlife

## **ACCIDENT REPORTING AND INVESTIGATION**

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In an ideal world, equipment would never fail, employees would not deviate from company rules, and nobody would ever get hurt. But even with the best safety programs, there will always be unforeseen hazards, equipment failures, errors in judgement, and physical problems that lead to injury or accident. The goal of an accident investigation is not to find fault, but to take suitable corrective action to improve the safety program and prevent a recurrence of the unsafe action(s) or condition(s) that caused the accident.

### **Accident Reporting**

It is our policy that employees report all injuries, accidents, and near misses. By allowing us to analyze mishaps, we can identify unsafe conditions and / or practices causing them, and take appropriate corrective measures.

If an on-the-job accident causes an injury, report it as soon as possible after caring for the injured party. Prompt reporting will help ensure appropriate medical assistance and control claims costs.

### **Injuries must be reported to our insurance company within 7 days!**

If an on-the-job accident results in a worker fatality or the hospitalization of three or more employees, the employer is required by law to notify OSHA within eight hours of the incident. Call OSHA's 24 hour toll free hotline at 800-321-OSHA (6742) or regional area office direct.



## **Accident Investigations**

Following an accident, injury, or near miss accident, management will conduct an accident investigation. A written report will:

- identify all contributing factors to the accident or near miss (unsafe acts/ conditions)
- document aids in identifying, analyzing, and reversing trends
- help in defense of frivolous lawsuits
- assist in the development of a more effective safety program
- provide important information in claim and subrogation cases
- identify root cause(s) thus ensuring proper corrective action(s)
- direct attention toward problem areas
- signal potential employee training deficiencies

Investigations should be conducted as soon as possible after the accident, directly on the scene (if possible), with all parties directly involved. The following elements will be included in the accident investigation:

- a brief summary of the injured worker (job description, experience level, nature of injury, etc)
- a description of how the accident happened including location of the incident; type of work being performed; witness statements; photos; time factors; diagrams. Defective tools will be retained
- List of findings involving the accident
- A description of all the identifiable casual factors, along with corrective actions outlined for each
- Estimated completion date with assigned responsibility
- Management review
- Share information
- Follow up

While interviewing witnesses of an accident, it is important to conduct each interview individually. The witness should be placed at ease and understand you are attempting to determine the facts and not find fault. The witness should be encouraged to describe what **they** saw, heard, and not what they discussed with others, and possibly reenact the sequence of events which led to the accident. The witness should be asked how the accident could have been prevented. Diagrams, photos and signed statements are also helpful to include in the investigation file.

## **FEDERAL OSHA OVERVIEW**

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This section provides a general overview of the procedures, enforcement, rights and responsibilities, inspections and services established under the Occupational Safety and Health Act of 1970, as it relates to employers and employees. The Act called for the creation of the Occupational Safety and Health Administration (OSHA) and established the National Institute for Occupational Safety and Health (NIOSH). This overview is intended to serve only as a guide and does not supersede directives issued by OSHA.

OSHA's job and regulations are to protect American workers, and must be understood and implemented. Failure to comply with OSHA regulations can result in stop work orders, penalties and fines.

### **OSHA Enforcement**

OSHA's Area Director administers and enforces the provisions of occupational safety (construction and general industry) and occupational health standards and other applicable standards.

The Code of Federal Regulations, Title 29, Labor and Consensus Standards (eg ANSI, NFPA) are the written rules enforced by OSHA. The standards are divided into two categories: 1) Part 1910- General Industry Safety Standards, and 2) Part 1926- Construction Safety Standards, and associated Occupational Health Standards.

### **OSHA Inspections**

With few exceptions, all contractors are subject to unannounced OSHA inspections. Upon arriving, the OSHA compliance officer will seek out an employer representative (normally the person in charge of the operation). An employee representative will also be invited to participate in the inspection. The officer will conduct an opening conference to explain the purpose and format of the inspection prior to beginning.

During the opening conference, the officer may request and review required record-keeping documents (forms 300 and 300-A), posting requirements, required written programs (ie hazard communication, lockout-tagout, confined space, etc), employee training documentation, and equipment maintenance records.

The document review may be followed by a cursory inspection of the work place. Typically, the officer will attempt to assess all safety conditions related to work environment. Housekeeping, fall protection, electrical, tool guarding, personal protection, vehicle operations, scaffolds, ladders, training, hazardous material handling, and fire protection are some of the common areas of concern during inspections of residential and commercial projects. At the completion of the inspections, a closing conference will be offered to discuss findings, abatement procedures, your rights to appeal, and penalty adjustment factors.

Our company may be eligible for good faith credit by simply having this effective safety and health program in place (on the jobsite).

The officer will provide inspection results to the OSHA Regional Area Director's office where the report is compiled into citations, if necessary. Four classifications of citations may be issued, based on the seriousness of the alleged violation:

**DeMinimus-** no direct or immediate relationship to safety or health and does not result in citations

**Other than Serious-** not likely to cause serious injury or death (up to 7,000 dollars for each violation)

**Serious-** likely to cause serious injury or death and employer was aware, or should have been aware, of the hazard (up to 7,000 dollars for each violation)

**Willful-** intentional disregard of standards and made no reasonable effort to eliminate a hazardous condition (minimum of 5,000 dollars each and up to 70,000 dollars each violation)

Notes- Additional Citations:

1. Failure to abate
2. Repeated- similar violation within three years

### **OSHA Assistance Programs**

OSHA area offices offer a variety of safety and health compliance and training assistance. They will provide consulting services, such as site inspections. Inspection findings during these services do not result in “citations”, however, the company must agree to abate the condition.

Training can also be obtained from the OSHA Training Institute located in Des Plaines, Illinois. [www.osha.gov](http://www.osha.gov)

### **Employer Rights and Responsibilities under OSHA**

- To seek free OSHA advice and off-site consultation
- To request and receive proper OSHA compliance officer identification
- Be advised of the inspection reason
- To have a compliance officer opening and closing conference
- To apply for a variance from standards
- To have the inspection completed in a manner that is not unreasonably disruptive
- To accompany the inspector and receive a closing conference upon completion of the inspection
- To appeal (notice of contest) part or all of any citation within 15 working days from receipt
- To apply for extension of abatement periods
- To request an informal settlement agreement

### **Employer Responsibilities (not inclusive)**

- To furnish a place of employment that is free of recognized hazards
- To comply with Code of Federal Regulations and other Consensus standards
- To provide (at employer expense) personal protective equipment to employees when required by regulations and MSDS



- To permit an OSHA inspector to enter workplace and conduct an inspection
- To allow an employee representative to participate in the inspection
- To post a copy of any citation issued and abatement verification notices; also notify OSHA of abatement actions within prescribed period

### **Employee Rights and Responsibilities under OSHA**

- To maintain accurate record(s) and reports of work-related injuries and illnesses
- To notify OSHA within eight hours of a fatality or hospitalization of three or more employees by calling the Regional Area Office or OSHA (800) 321-6742. You must speak with an OSHA representative!
- Post the OSHA poster informing employees of their rights and responsibilities in a prominent location
- Provide access to employee medical and exposure records
- Evaluate workplace conditions

### **Employee Rights**

- To work in a place of employment that is free of recognized hazards
- To be provided (at no expense) personal protective equipment when required by OSHA standards
- To request a OSHA inspection when violations of standards exist in the work place
- To be made aware of OSHA's decisions as a result of inspections
- To attend all meetings between OSHA and the employer concerning citations or complaints
- To (as an employee representative) participate in OSHA inspections of their work place
- To file a complaint with OSHA concerning discrimination or loss of benefits for time spent participating in an inspection or for refusing to engage in an imminent dangerous condition.

### **Employee Responsibilities**

- To comply with all applicable OSHA standards
- To not damage, alter, move, or remove any safety-related items provided for use in the workplace
- To follow all employer safety and health rules and regulations
- To wear and use proper protective equipment during work
- To report any job-related injury to the employer
- To report hazardous conditions to the supervisor
- To cooperate with the OSHA compliance officer conducting an inspection
- To review of applicable OSHA standards
- To receive adequate training
- To have your name withheld from employer if filing a complaint with OSHA

