Electricraft INC. 205 South Street, San Luis Obispo, CA 93401
Electrical Contractors

SAFETY PROGRAM

REVISED 05/01/10

805.544.8224 • Fax: 805.544.0208 • info@electricraftinc.com • Lic#468443

II. Work Place Analysis

PAGE

HAZARD RECOGNITION

A survey of the work place should be performed in order to record those hazards and potential hazards which can be recognized without intensive analysis. This procedure will provide you with a checklist for the more frequent, routine inspections that should be carried out for the control of those known and recognized hazards. The work place survey should focus on the occupancy, operations, machines, processes and activities that are necessary to perform all aspects of the business. Identify the recognizable hazards, develop rules and regulations to deal with those hazards, try to eliminate the hazards from the work place, provide employee training and safety meeting activity regarding the hazards and develop a process to provide job site inspections to help control those hazards.

See additional information for this safety program that deals with the development of job site inspection forms and the examples that can be provided to you. Remember, the job site inspection form must be tailored to your specific business operations.

CONSTRUCTION SITE INSPECTION FORM

JOB SITE_____ DATE _____

	YES	NO	CORRECTED
List of emergency phone numbers posted	____	____	____
First aid kit & instructions available	____	____	____
Job personnel informed of accident procedure	____	____	____
Someone on job trained in first aid	____	____	____
OSHA posters posted	____	____	____
Copy of company safety program on hand	____	____	____
Housekeeping:			
Aisles and stairs clear of obstacles	____	____	____
Aisles and stairs adequately lighted	____	____	____
Work area generally clean	____	____	____
Holes, pits, excavations etc. barricaded	____	____	____
Proper toilet facility	____	____	____
Toilet facilities clean	____	____	____
Adequate and clean drinking facilities	____	____	____
Materials stored safely	____	____	____
Any overhead dangers	____	____	____
Fire prevention equipment available	____	____	____
Waste containers of adequate size & covered	____	____	____
Electric equipment:			
Tools properly grounded	____	____	____
Cords in good condition	____	____	____
Plugs & receptacles in good condition	____	____	____
Tools operating properly	____	____	____
Ground fault interruption devices installed	____	____	____
Chemicals stored safely	____	____	____
MSDS available	____	____	____
Mechanical equipment checked & in good working order	____	____	____
Ladders checked and in good condition	____	____	____
Scaffolding checked, in good condition, guarded	____	____	____
Ropes and cables checked and in good condition	____	____	____
Welding cables checked and in good condition	____	____	____
Welding and burning hoses checked and in good condition	____	____	____
Gas cylinders secured properly	____	____	____
Rubbish disposed of properly	____	____	____
Safety signs posted	____	____	____
Hoists in good condition and load rated	____	____	____
Safety equipment (glasses, hats, gloves, shoes, etc.)	____	____	____
Are there hazards not under your control	____	____	____
Did you conduct a weekly safety meeting	____	____	____

	YES	NO	CORRECTED
Additional checks pertinent to your job.			
_____	____	____	____
_____	____	____	____
_____	____	____	____
_____	____	____	____
Have sub-contractors been trained on safety rules	____	____	____

INSPECTION COMMENTS: _____

_____

_____

_____

Signature _____

CONSTRUCTION SITE SAFETY CHECKLIST

Contractor: _____

Job-site Location: _____

Person in Charge: _____

Person(s) making the inspection: _____

Date:_____ Time:_____

	Adequate	Inadequate
1) PROGRAM ADMINISTRATION:		
a) OSHA and other job-site warning posters posted?	_____	_____
b) Safety meetings held on regular basis?	_____	_____
c) Job safety training, including first-aid training?	_____	_____
d) Emergency phone numbers posted?	_____	_____
e) Company Safety Program available?	_____	_____
f) MSDS Manual available?	_____	_____
2) HOUSEKEEPING AND SANITATION:		
a) General neatness of working area?	_____	_____
b) Regular disposal of waste and trash?	_____	_____
c) Passageways and walkways clear?	_____	_____
d) Sanitary facilities adequate and clean?	_____	_____
3) FIRE PREVENTION:		
a) Fire instructions to personnel?	_____	_____
b) Fire extinguishers identified, checked and lighted?	_____	_____
c) Hydrant clear; access to public thoroughfare open?	_____	_____
4) ELECTRICAL INSTALLATIONS:		
a) Adequate wiring; well insulated?	_____	_____
b) Fire hazards checked?	_____	_____
c) Electrical dangers posted?	_____	_____
d) Terminal boxes have required covers; covers are used?	_____	_____
e) Ground Fault Interruption devices installed?	_____	_____
5) HAND TOOLS:		
a) Proper tool being used for each job?	_____	_____
b) Neat storage; safe carrying?	_____	_____
c) Inspection and maintenance?	_____	_____
d) Damaged tools repaired or replaced promptly?	_____	_____
6) POWER TOOLS:		
a) Tools and cords in good condition?	_____	_____
b) Proper grounding?	_____	_____
c) Proper instruction in use?	_____	_____
d) All mechanical safeguards in use?	_____	_____
7) FALL PROTECTION:		
a) Ladders inspected for condition?	_____	_____
b) Scaffolding condition and guarding inspected?	_____	_____
c) Harnesses and lanyards inspected and used?	_____	_____
d) All floor openings properly guarded?	_____	_____

NOTES:

ACCIDENT INVESTIGATION

Accidents and incidents, in which employees are injured or narrowly escape injury, clearly expose hazards. Accident investigation analysis, to identify accident causes, permits development of measures to help prevent future injuries. An accident reporting form may be used to: 1) record the accident or near miss, 2) determine the accident cause, and 3) help plan for follow-up action in preventing repetitive accidents.

As part of this safety program, examples of accident reporting forms are to be provided for such an investigation. Remember, these forms are just a guideline and should be tailored to your particular business operations.

CLAIMS REPORTING

All accidents, especially those involving injuries, should be reported to the safety director, store manager, or other person responsible for reporting to your insurance carrier. Each provider of insurance coverage has differing standards for claim reporting and guidelines should be followed to ascertain promptness in reporting. Forms for each coverage should be included in this manual and should be labeled for each coverage provided. The claims department of your insurance carrier will provide sample forms for this purpose.

Property & Casualty Claims Office: _____

_____

Telephone: _____

Workers Compensation Claims: _____

_____

_____

Telephone: _____

SUPERVISOR'S REPORT OF INJURY OR ILLNESS

Type of injury: _____Disabling _____Medical _____Illness _____Unclassified
Name of Employee _____ Department_____
Occupation _____ Years Experience _____
Place of Accident _____ Date_____
Time _____ Witnesses _____
Sent to Doctor _____ Given First Aid _____ Refused_____

---

1. Place of accident or exposure _____
2. What was employee doing when injured? _____
_____
3. How did accident occur? (Describe fully) _____
_____
_____
_____
4. Part of body affected _____
5. Name of object or substance which directly injured employee _____
_____
6. What is being done to prevent similar accidents or injuries _____
_____
_____

Date _____ Signature of Supervisor _____

Cause:	Mark Basic Cause X	Mark Contributing Cause If Any X
1.	___ Operating without authority	___ Inadequate guarding
2.	___ Operating at unsafe speed	___ Unguarded
3.	___ Making safety devices inoperative	___ Defective tools or equipment
4.	___ Using unsafe equipment or equipment unsafely	___ Unsafe design or construction
5.	___ Unsafe loading, placing, mixing	___ Hazardous conditions
6.	___ Taking unsafe position	___ Unsafe illumination
7.	___ Working on moving or dangerous equipment	___ Unsafe ventilation
8.	___ Distraction, teasing, horseplay	___ Unsafe clothing
9.	___ Failure to use personal protective device	___ Weather conditions

Why was the unsafe act committed? _____
_____
_____
Why did the unsafe condition exist? _____
_____
_____
FOLLOW-UP ACTION _____
_____
_____
_____
_____
_____
Date _____ Safety Director/Committee Member _____

VEHICLE ACCIDENT REVIEW

Section A (To be completed by driver)

Name _____ Date_____

Date, time and location of accident _____

_____

_____

Weather conditions _____

_____

_____

Description of accident _____

_____

_____

_____

_____

Primary cause of accident _____

_____

_____

How to prevent future accident _____

_____

_____

_____

Signed _____ Date_____

Section B (To be completed by driver's supervisor)

I have reviewed this accident with the driver involved and have the following comments:

_____

_____

_____

_____

Name _____ Date_____

Section C (Safety Committee Review)

The Committee has reviewed this accident and has found that it should be judged:

____Preventable ____Non-Preventable

Consideration of the facts indicated the following action should be taken to prevent such an accident in the future: _____

_____

_____

_____

____ Driver notified in writing ____Driver notified verbally

Name _____ Position _____ Date_____

EMPLOYEE REPORTING AND COMMUNICATION SYSTEM

It is important for employees to notify management of unsafe acts or conditions and to receive a timely and appropriate response to such communication. Such employee insight provides management a greater perspective of possible unsafe acts or conditions while actively involving employees in safety and health issues.

In a credible program, management should give a timely response to address any problems identified and a timely explanation of why particular actions were or were not taken. An example of an "employee reporting and communication" form can be provided to you as part of this safety program. You may tailor it to your particular needs.

EMPLOYEE REPORTING AND COMMUNICATION SYSTEM

Unsafe Act or Condition

_____

_____

_____

_____

Location of Unsafe Act or Condition

_____

_____

_____

_____

Proposed Solution For Unsafe Act or Condition

_____

_____

_____

_____

Date Submitted _____

Signature (if desired) _____

(Action will be taken whether signed or not)

_____

Safety Director/Committee Evaluation

_____

_____

_____

_____

_____

Plan Of Action

_____

_____

_____

_____

_____

Date To Be Completed _____

Date of Completion _____

Signature _____

III. HAZARD PREVENTION AND CONTROL

GENERAL SAFETY GUIDELINES

1. All ACCIDENTS must be reported to your immediate supervisor. If necessary, in-house FIRST AID or professional medical attention will be available. In ALL cases a written report of injury will be completed.

2. Any unsafe condition noted must be reported to your supervisor who is responsible for having the condition corrected prior to proceeding with the job.

3. Safety goggles and other personal protective equipment issued for your protection must be used or worn in designated areas or activities.

4. As an employee, you are required to wear appropriate work clothing and shoes. Shoes with thin or badly worn soles should not be worn.

5. No running, horseplay or scuffling is permitted.

6. Do not stand or walk under suspended loads.

7. Use of liquor or drugs is not permitted and those reporting for work under the influence will be subject to disciplinary action.

8. Good housekeeping should be maintained at all times throughout the work area. All spills should be cleaned up immediately.

9. Air lines, electrical cords, or any other objects that could cause a hazard need to be moved to a safe location when not in use.

10. Work stations should be kept free of excess materials.

11. Use only non-flammable solvents in building. Flammable solvents are to be kept in approved containers and are used only when needed.

12. Only authorized items (material, pictures, notices) are to be placed on any wall or bulletinboard.

13. Areas on, around, in front and over electrical controls or panels and fire extinguishers are to be kept clear at all times.

Employees who violate these safety guidelines may be subject to disciplinary action.

FLEET SAFETY GUIDELINES

1. Anyone who operates a licensed vehicle owned or controlled by their company must maintain a current drivers license as required by Federal and/or State regulations.

2. Transportation of non-employee passengers is prohibited. Use of company vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official of the company.

3. All drivers are required to inspect their vehicle at the beginning of each work day. A vehicle check list will be provided to all drivers. Vehicles must be kept clean.

4. Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations are to be reported to your supervisor in writing. Repeated violations are cause for disciplinary action, which may include suspension and/or dismissal.

5. Seat belts will be worn by all occupants, at all times.

6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.

7. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.

8. All incidents involving damage to company property, property of others, personal injury of employee or to others must be reported to the safety director or supervisor immediately. Failure to report any accident involving a company vehicle is grounds for termination.

9. No radar equipment will be permitted in any company vehicle.

10. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for your company.

11. All drivers should use good DEFENSIVE DRIVING TECHNIQUES while operating company vehicles.

12. Any employee that is in charge of a truck is also responsible for all tools and equipment assigned to that truck.

13. All vehicles should be equipped with an appropriate fire extinguisher and a first aid kit.

Employees who violate these safety guidelines may be subject to disciplinary action.

SAFETY INCENTIVES AND AWARDS

Maintaining interest in safety may often be accomplished with an effective incentive program. Incentives help by improving employee morale, promoting safety awareness, and improving employee receptivity of the Safety Program. If not developed and run properly, it is conceivable that these programs will have little or no effect, or even a negative effect on your overall Safety Program. Well run safety incentive programs can be a helpful addition to your Safety Program. An incentive program should start small with allowance for growth. Remember, once an incentive program has been implemented it should be continued.

A well run safety incentive program may involve several components

1. Program must be in addition to, not a substitute for, an otherwise solid company Safety Program.

2. Program should have a specific focus addressing definite safety issues, not safety in general.

3. Program should be based on employees involvement in as many ways as possible.

4. Rewards should have meaning to employees. Awards need not be monetary, sometimes emblems, insignias, or similar items can become status symbols if awarded properly.

5. Program demands good publicity. Promotional publicity should be planned and launched before the program gets under way. Publicity can be internal or external. Internal publicity includes newsletters, banners, special signs, posters or other internal recognition, while external includes releases to local newspaper, radio and television stations.

Examples of incentives can be provided to you as part of this safety program.

SUGGESTED TYPES OF INCENTIVES AND/OR AWARDS

1. A company could provide a gift/award to each employee after completing 30 - 60 - 90 days with no lost time accidents or safety violations. The reward can be chosen by management such as: flashlights, caps, jackets, etc.

2. Monetary type awards such as savings bonds, gift certificates, cash or steak dinners could be given following a pre-designated test period of time.

3. Awards can be given randomly, on-the-spot, to individuals as a planned drawing with limited prizes to a chosen few or to a group such as a department with everyone receiving an award.

Safety & Health Planning

PAGE

EMPLOYEE EDUCATION AND TRAINING

Education and training are the foundations of a Loss Control Program. If the hazards are not known, prevention can not be practiced. New employees must be trained. Continuing education is a fact of today's business world. Safety is no exception.

The primary purpose of safety training is to help employees learn how to work safely and to reduce injuries. Training is one of the main cornerstones of any Safety Program.

OSHA's seven step voluntary training guidelines are a good place to start when setting up a training program. This allows for an organized approach by following proven techniques.

Step 1 - Determining if training is needed
Step 2 - Identifying training needs
Step 3 - Identifying goals and objectives
Step 4 - Developing learning activities
Step 5 - Conducting program effectiveness
Step 6 - Evaluating program effectiveness
Step 7 - Improving the program

Safety training is recommended:

1. For all new employees,
2. When new equipment, procedures, or processes have been introduced, and
3. When an employee's safety performance needs improvement.

Instructions should be given to all employees. An overall safety and accident prevention program, including group and individual training, should also be included for specific employee work assignments. When appropriate and possible, allow employees to engage in hands on training. While lecture and discussion formats are fine, employees may not understand the procedures until they actually perform the tasks with someone there to assist them.

Subjects to consider for training:

- Company Safety Rules/Policy
- Job Orientation
- Hazard Communication
- Emergency Response
- Fleet Safety
- Unique Operations or Activities
- Specific Employee Work Assignments

An "employee safety orientation checklist" can be provided to you as part of this safety program. Use it as a guideline to develop your own training checklist.

EMPLOYEE SAFETY ORIENTATION CHECKLIST

Employee Name _____

Job Title _____

	Initials Supervisor	Employee	Date
1. Company Safety Policy Statement	____	____	____
2. Company Safety Rules	____	____	____
3. Job Orientation	____	____	____
4. Accident Reporting	____	____	____
5. Employee Reporting & Communication System	____	____	____
6. _____	____	____	____
7. _____	____	____	____
8. _____	____	____	____

TOOLS, MACHINERY & EQUIPMENT

Managers are required to conduct "hands on" demonstration on the safe use of tools, machinery and equipment to be used by the employee. Special instruction and emphasis will be placed on safety devices. Identify equipment on which the employee was trained below.

1. _____	____	____	____
2. _____	____	____	____
3. _____	____	____	____
4. _____	____	____	____
5. _____	____	____	____
6. _____	____	____	____
7. _____	____	____	____
8. _____	____	____	____

Signed _____ Signed _____

Supervisor Employee

SAFETY MEETINGS

Safety meetings are an effective way to implement your safety program. During a safety meeting company policies, procedures, rules, and regulations can be communicated to employees. The use of posters, pamphlets, signs and safety films will help to promote employee involvement. These safety meetings should be documented and signed by all employees attending the session. A file should be kept on all safety activity that is communicated to the employees by the methods mentioned above.

A **Safety Meeting Sign-Up Sheet** and **Safety Activity Log** are provided as part of this safety program.

SAFETY MEETING SIGN-UP SHEET

Topic _____

Conducted by _____

Date _____

Please sign in below:

Name

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____

_____

Supervisor's Signature

SAFETY ACTIVITY LOG

Safety Meeting Topic	Date	Comments

Special Topics

GREENLEE®
A Textron Company

15 11**********MIXED AADC 601
ELECTRICRAFT INC
JON P TREDER
205 SOUTH ST
SAN LUIS OBISPO, CA 93401-5006

September 2005

Dear Jon,

The pulling of electrical cable during electrical construction can be a hazardous situation if proper practices are not followed in every aspect of the cable pull. As a supplier of tools and equipment used for pulling electrical cable, Greenlee wants to make electrical contractors and electricians aware of practices that should be followed to avoid these hazards.

We will periodically send you bulletins that highlight safe cable pulling practices. The first of these bulletins is enclosed. Our recommendation is that, as a leader in your company, you copy this bulletin for every employee involved in cable pulling, and that you require all employees to follow the safe practices outlined in the bulletins.

Should you have questions concerning safe cable pulling practices, please contact Greenlee's Technical Service group at 800-435-0786.

Sincerely,

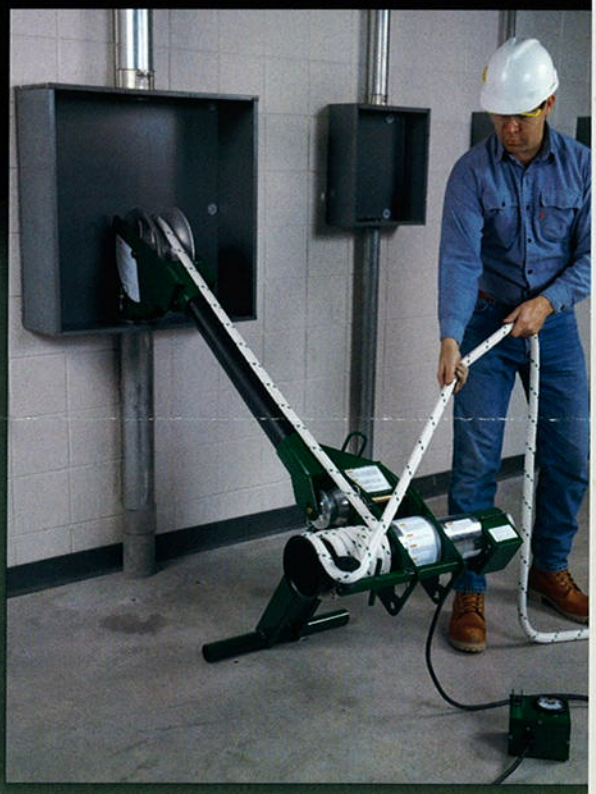
Scott Hall
President

6127

GREENLEE®

A Textron Company

VOLUME 1, AUGUST 2005



CABLE PULLING ROPE SAFETY

Rope is a very critical link in the cable pulling system. Using the wrong type of rope, using rope with the wrong breaking strength, or using damaged rope can result in the rope breaking during a cable pull. When this happens, a great deal of energy is released. This release of energy can cause injuries and damage.

Greenlee recommends that the following steps should be observed in the selection and use of cable pulling rope.

1. Select a rope with an average breaking strength at least four times the rated capacity of your puller (rope safety factor). A safety factor of 4:1 or greater is REQUIRED for pulling inside of raceways and conduit when a minimum of rope length will be exposed. Higher safety factors are recommended if the pulling rope is exposed! These safety factors are for new rope in good condition without kinks or splices.

2. Use only **low stretch double-braided polyester** for high force cable pulling. High stretch ropes store energy much like a stretched rubber band. If, for any reason, there is a failure of the rope, pulling grip, conductors, or any other component in the pulling system, this "stored-up" energy will suddenly be unleashed. The whipping action of a rope can cause considerable damage, serious injury or death.

3. When pulling, avoid sharp corners, edges, wedging or dragging over rough ground. Dirt and grit picked up by the rope can work into the strands, reducing its pulling capacity. If there is any question, discard a used rope.

4. Inspect rope thoroughly before using it to make a cable pull. Make sure there are no cuts or frays in the rope. Remember, the rope is only as strong as its weakest point. **INSPECT THOROUGHLY BEFORE USING!**

5. When designing the pull, keep rope confined in conduit wherever possible. Should the rope break, or any other part of the pulling system fail, releasing the stored energy in the rope, the confinement in the conduit will work against the whipping action of the rope by playing out much of this energy within the conduit.

6. Do not permit anyone to stand in a direct line with the pulling rope. If any part of the pulling system should break during a pull, the most dangerous area is directly in line with the pulling rope.

ALWAYS FOLLOW SAFE PRACTICES

5/31/07

NECA SAFETY TALK

CORRECTING ELECTRICAL HAZARDS IV

Mechanical Devices

Mechanical devices are designed to automatically limit or shut off the flow of electricity in the event of a ground-fault, overload, or short circuit in the wiring system. Fuses, circuit breakers, and ground-fault circuit interrupters are three well-known examples of such devices.

Fuses and circuit-breakers are overcurrent devices which are placed in circuits to monitor the amount of current that the circuit will carry. They automatically open or break the circuit when the amount of current flow becomes excessive and therefore unsafe. Fuses are designed to melt when too much current flows through them. Circuit-breakers, or the other hand, are designed to trip open the circuit.

Fuses and circuit-breakers are intended primarily for the protection of conductors and equipment. They prevent overheating of wires and components which might otherwise create hazards for operators. They also open the circuit under certain hazardous ground-fault conditions.

The ground-fault circuit interrupter of GFCI is designed to shut off electrical power within as little as 1/40 of a second. It works by comparing the amount of current going to an electrical device against the amount of current returning from the device along the circuit conductors. The GFCI is used in high-risk areas such as wet locations and construction sites.

5/16/07

GENERAL SAFETY - OFFICE SAFETY PRACTICES

It is amazing how many people who work in offices take safety for granted. Most people think of a construction site or factory when they think of safety. Well, that's not the way it should be. Granted, construction sites and factories are potentially extremely dangerous; but offices can be too, especially when no one considers safety.

Let's review some of the situations that increase exposure to injury and what we can do about them.

- Avoid walking and reading at the same time. If it is important enough to read, then stop and read it.
- Never leave file cabinets open and unattended; never, not even for a minute. How long does it really take to open a file cabinet?
- Never run in the office. Nothing is so important that you must risk running into a co-worker.
- Leave your shoes on. If your shoes are too uncomfortable to wear all day, then wear different shoes. Running around the office barefoot is a sure way to stub a toe or pick up a staple.
- When you must carry files, don't carry more than you are capable of. If you're grunting or your muscles get tired, you're carrying too much. Use a cart or make more trips.
- Avoid placing extension cords on the floor. These are tripping hazards and can also become fire hazards.
- Never, ever put your fingers in an automatic stapler or stamper. Always unplug it before you try to unjam it.
- Always keep aisle ways clear. Never stack boxes or supplies in aisle ways or in front of egress paths. Never arrange offices with desks in front of exits.
- Avoid bending at the waist when accessing low files. If you must access low files, either stoop down or get on your knees.
- Avoid twisting and reaching for files or other materials in your work station. Move your whole body to prevent back strain.

COMPRESSED AIR

SUGGESTED GUIDELINES

- Check the condition of the hose. Air hoses are designed to withstand pressure, but become weakened at bends, kinks, and connections to shut-off valves and nozzles. Such weak points may swell and burst, throwing pieces of hose in every direction, also causing the hose to thrash about dangerously.

- Keep the air hose off the floor. It is a tripping hazard and is subject to damage by trucks, doors, and dropped tools.

- Always coil the hose, without kinks, and hang it over a broad support when not in use.

- Where you have choice of pressure, use the lowest pressure that will do the job.

- Air pressure against the skin may penetrate deeply to cause internal hemorrhage and intense pain. Air that enters body openings may burst internal organs.

- It is dangerous to use compressed air to remove dust from clothing. Use safer, better ways of cleaning dust from your clothes. Dust blown from anything merely rises and settles again to become a nuisance.

- Air compressors shall be equipped with pressure relief valves and pressure gauge.

- Use low pressure (under 30psi) and the correct nozzle to remove dust or particles from jigs, fixtures or deep holes in parts. Wear cup type goggles and set up shields to protect others in the area.

- For transferring liquids from properly rated pressure vessels, check air pressure, attach hose connection tightly, remain at control valve to shut off in emergency, and make sure bleed-off valve and pressure relief valve work. Never use compressed air to transfer flammable liquids.

- Air filters shall be installed on the compressor intake to ensure only clean, uncontaminated air enters the compressor.

- Safety devices on compressed air systems shall be checked frequently.

- Before any repair work is done on the pressure system of a compressor, the pressure shall be bled off and the system locked-out.

- Signs shall be posted to warn of the automatic starting feature of the compressors.

- The belt drive system shall be totally enclosed to provide protection for the front, back, top and sides.

- When compressed air is used with abrasive blast cleaning equipment, the operating valve shall be of the type that must be held open manually.

- A clip-on chuck and an in-line regulator (preset to 40psi) shall be required when compressed air is used to inflate auto tires.

COMPRESSED GASES

SUGGESTED GUIDELINES

Any material that is under pressure can be dangerous if it is not handled properly. If the material is a compressed gas it may be flammable, explosive, reactive, toxic or a combination of these. Because of the hazards of compressed gases, it is important to know what you are working with, what the hazardous properties are, and how to safely handle the compressed gas cylinder.

The following compressed gases require special treatment:

OXYGEN: Oxygen is not flammable, but increases the tendency of things around it to burn or explode. Keep oxygen cylinders away from combustible or flammable materials and fire hazards, including oil or grease on your hands, clothes and work area. Oxygen should not be used for compressed air.

CHLORINE AND FLUORINE: These gases are highly corrosive and irritating and will attack many materials. When combined with acetylene, and exposed to light, they may explode. In water chlorine will form corrosive hydrochloric acid, attacking iron or steel equipment. A gas mask and other protective equipment should be available.

AMMONIA: Ammonia is a highly corrosive gas that requires quick access to a gas mask and other protective equipment.

ACETYLENE AND HYDROGEN: Both are highly explosive gases requiring extreme caution when handling. Hydrogen escapes easily around threaded fittings. Friction of escaping gas can ignite spontaneously. Hydrogen has no odor to warn of a leak.

- Cylinders should always be chained in upright position to a wall, cylinder truck, cylinder rack or post. This becomes more important when gas is in use, as a regulator is attached to the cylinder valve and the safety cap is not in place.
- Always replace the cylinder cap when the cylinder is not in use or when it is being moved.
- Never place cylinders in hallways or work areas where they could be hit by fork lift trucks or struck by falling objects.
- Never hammer, pry or wedge a stuck or frozen cylinder valve to loosen it, and never use a wrench. If a valve will not open by hand, call the gas distributor.
- Do not rely on the color of the cylinder to identify the gas inside, as suppliers use different color codes. Return any unidentifiable cylinders to the supplier.

- Keep cylinders away from electrical circuits and excessive heat. Cylinders are made of steel and will conduct electricity.

- Keep cylinders away from the sparks and hot slag of molten metal resulting from welding, cutting, machining or foundry operations. Using or storing cylinders at temperatures in excess of 130 degrees F is in violation of DOT regulations. Keep cylinders out of direct sunlight as gases expand when heated. A cylinder at 2200 psig and 70 degrees F will increase in pressure to 2451 psig at 130 degrees F.

- Always "crack" the cylinder valve (open it slightly and close it immediately) before attaching a gas regulator to any cylinder, **except hydrogen or fuel gas cylinders**. Cracking removes any dirt that may be lodged in the valve outlet, and prevents dirt from entering the regulator. Wipe out the outlet connections on hydrogen or fuel gas cylinders with a clean, dry, lint free cloth. Do not stand in front of the valve outlet while cracking it, and do not point the outlet at anyone.

- Always use a cylinder wrench or other tightly fitting wrench to tighten the regulator nut and hose connections.

- Store fuel gas cylinders away from oxygen and compressed gas cylinders. OSHA regulations require stored oxygen cylinders be separated from fuel gas cylinders and combustible materials by at least twenty feet or by a noncombustible barrier at least five feet high having a fire resistive rating of a least one-half hour.

- Keep unauthorized persons away from the cylinder storage areas. Use a lock or fence if necessary.

- "NO SMOKING" signs should be posted around all fuel gas and oxygen storage areas.

- Under certain conditions, otherwise harmless gases can kill. Inert gases such as argon, helium, carbon dioxide and nitrogen can cause asphyxiation. Always use these gases in well ventilated areas.

CONSTRUCTION SITE SAFETY

SUGGESTED GUIDELINES

- PERIMETER BARRICADES: Entire construction site should be fenced, or otherwise secured, to prevent unauthorized persons from intentionally or unintentionally entering the work site.

- INTERNAL BARRICADES: Barricades will help warn workers of hazardous areas where dangerous conditions might exist.

- TOOLS: Tools should be well maintained. They should be properly stored when not in use. The correct tool should always be used for the job.

- WALKWAYS: Walkways should be clearly marked and roped off, allowing employees to safely enter and leave the work site.

- HOUSEKEEPING: All debris, tools and equipment, should be picked up and either stored or disposed of in the proper location.

- EXCAVATIONS: Excavations should get special attention and a detailed company procedure should be followed.

- ABOVE GROUND WORK: Ladders and scaffolds should be regularly inspected for damage and weakness. Specific safety rules should be adopted for these devices.

- ELECTRICITY: Electrical power sources not necessary for construction should be shut off. Insulate all wiring and post warnings around live wires. Fuses, circuit breakers, and ground fault interrupters should be used to help prevent shock injury. Be aware of the dangers of overhead wires.

- FIRES: Fire protection equipment should be made available and employees trained in proper use.

- PERSONAL PROTECTIVE EQUIPMENT: Safety equipment such as shoes, gloves, hard hats, and eye protection should be provided to all employees at the site. All employees should use and maintain these items.

12/1/03
6/30/04

ELECTRICAL

SUGGESTED GUIDELINES

- When electrical equipment or lines are to be serviced, maintained or adjusted, necessary switches should be opened, locked-out and tagged-out whenever possible.
- All portable electrical tools and equipment should be grounded or double insulated type.
- Extension cords should have grounded conductors and insulation in good condition.
- Use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors.
- Exposed wiring and cords with frayed or deteriorated insulation should be repaired or replaced.
- All cord, cable and raceway connections should be intact and secured. All unused openings in electrical enclosures should be closed with appropriate covers, plugs, or plates. Electrical enclosures such as switches, receptacles, or junction boxes should be provided with tight fitting covers or plates.
- Ground fault circuit interrupters should be installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed.
- Electrical installations in hazardous dust or vapor areas should meet the National Electrical Code (NEC) for hazardous locations Class I, Division 1.
- Inspect all electrical equipment before using. Use only equipment in good condition.
- Start and end electrical equipment with switch in "OFF" position. Do not leave the switch in the "ON" position and use the plug to turn the equipment ON and OFF.
- Installation work should be in compliance with the National Electric Code Standards, OSHA, local building codes and ordinances. This work should be performed by a qualified and fully licensed electrician.
- Fixtures, appliances and equipment used should be listed or labeled by Underwriters Laboratories or another nationally accepted testing organization.

EYE PROTECTION

SUGGESTED GUIDELINES

In all operations where striking and struck tools are used, or where the cutting action of a tool causes particles to fly, eye protection (American National Standards Institute Z87.1 - 1989 *Practice for Occupational and Educational Eye and Face Protection*) is needed by the user of the tool and by others who may be exposed to flying particles.

- Protective equipment, including personal protective equipment for eyes and face, shall be provided, used, and maintained in a sanitary and reliable condition. This protection should be provided whenever it is necessary by reason of hazards of processes or entrainment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

- Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.

- Protective eye and face equipment shall be required where there is a reasonable probability of injury that can be prevented by such equipment. In such cases, employers shall make conveniently available a type of protector suitable for the work to be performed, and employees shall use such protectors.

- Persons whose vision requires the use of corrective lenses in spectacles, and who are required by this standard to wear eye protection, shall wear goggles or spectacles of the following types: spectacles whose protective lenses provide optical protection or goggles that can be worn over corrective lenses mounted behind the protective lenses.

- Safety goggles or face shields should be worn when woodworking or cutting tools, such as chisels, brace bits, planes, scrapers, and saws, are used and there is a chance of particles falling or flying into the eyes.

- Eye protection should be worn when working with grinders, buffing wheels and scratch brushes.

- Jobs such as cutting wire and cable, hand drilling, removing nails, chipping concrete, shoveling material or working under objects where particles of materials may fall require eye protection.

- Wear eye protection, keep it clean and fit for use, wear the right protection for the job.

FIRST AID FOR EYE INJURIES

SUGGESTED GUIDELINES

ALL EMPLOYEES SHOULD KNOW:

- Location of the eyewash stations, sinks, and lens cleaning stations and how to use them.
- What to do in an eye emergency until help arrives.
- Name of the person who is trained in first aid.

The following is a list of basic first aid procedures for various types of eye injuries. Be aware of your organization's first aid procedures and policies which may differ from those listed.

Small particles, specks or dust

- Don't rub the eye. Hold eye open and flush with water at nearest eyewash station. Can also try pulling upper lid out and down over lower lid, causing the eye to tear and particle to wash out.

Blow to the eye

- Apply an ice cold compress for fifteen minutes in order to reduce pain and swelling. Have a doctor examine the eye as soon as possible to make sure there is no internal injury.

Chemical splash

- Flush immediately with water at nearest eyewash station or shower for at least fifteen minutes. Do not rub or squeeze eye shut. Seek medical attention immediately.

Object embedded in eye

- Do not try to remove the object. Cover both eyes to help prevent movement of injured eye. If object is large and protruding, cover it with a paper cup or something similar. Seek medical attention.

Light burns

- Symptoms include redness, swelling, light sensitivity and a gritty feeling in the eyes. Symptoms may not be apparent until 3-12 hours after injury. Keep eyes closed and seek medical attention immediately.

5/4/05
8/8/07

FIRE EXTINGUISHERS

SUGGESTED GUIDELINES

- A fire extinguisher, rated not less than 2A, 10B:C, should be provided for each 3,000 square feet of the protected building area or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.

- One or more fire extinguishers should be provided for each floor. In multi-story buildings, at least one fire extinguisher should be posted adjacent to the stairway.

- Fire extinguishers should be conspicuously located and readily accessible at all times. They should be periodically inspected and maintained in operating condition.

- Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited.

- Each fire extinguisher is considered professional equipment and its effectiveness in protecting property depends on knowing: What it can and cannot do, how to use it, where to install it, how to maintain it, knowledge of classes or types of fires, what class or classes of fire the extinguisher is capable of extinguishing.

- Training should be provided for the use of fire extinguishers.

CLASSES OF FIRES

Class A - Fires in ordinary combustible materials (wood, paper, cloth)

Class B - Fires involving flammable liquids, gases and greases.

Class C - Fires which involve energized electrical equipment.

Class D - Fires in combustible metals.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

SUGGESTED GUIDELINES

A flammable liquid is defined as any liquid whose flash point, the temperature at which vapors can ignite when there is a spark, flame or static electricity, is below 100 degrees F. At higher concentrations and higher temperatures the vapors of the liquid can ignite or explode without a spark. Most flammable liquids are volatile, evaporating quickly and reaching a concentration in the air that could lead to an explosion. Some highly volatile flammable liquids are gasoline, acetone and alcohol. These flammable liquids must be marked with a red label. To work safely with flammable liquids the three potential hazards: temperature, concentration of vapor and ignition sources must be controlled. A combustible liquid is defined as any liquid whose flash point is at or above 100 degrees F.

- Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids.

- No more than 60 gallons of flammable or combustible liquids shall be stored in any one storage cabinet. No more than three storage cabinets may be located in a single storage area.

- Inside storage rooms for flammable and combustible liquids shall be of fire resistive construction, have self closing fire doors at all openings, four inch sills or depressed floors, a ventilation system that provides at least six air changes within the room per hour, and electrical wiring and equipment approved for Class I, Division 1 locations.

- Storage in containers outside buildings shall not exceed 1,100 gallons in any one pile or area. The storage shall be graded to divert possible spills away from building or other exposures, or shall be surrounded by a curb or dike. Storage areas shall be located at least twenty feet from any building and shall be free from weeds, debris and other combustible materials not necessary to the storage.

- **No Smoking** signs shall be posted in service and refueling areas.

- Flammable liquids in bulk drums shall be grounded and bonded before and during dispensing into containers.

- All flammable and combustible liquid wastes shall be kept in fire-resistant, covered containers.

- Appropriate fire extinguishers shall be mounted within 50 feet of outside areas containing flammable liquids and within ten feet of any inside storage area for such materials.

- Safety containers shall be used for the dispensing of flammable or combustible liquids.

61 3105
10/1/07

12/14/05

FOOT PROTECTION

SUGGESTED GUIDELINES

Foot protection is guarding your toes, ankles, and feet from injury. Manufacturers now offer a wide variety of protective devices for hazards in many industries. Manufacturers also continually update materials and engineering of their products to insure protection from new hazards.

The Occupational Safety and Health Administration (OSHA) has outlined regulations that specify foot protection for the workplace. These regulations can be found in the Code of Federal Regulations, 29 CFR 1910.136.

Types of foot injuries:
Your feet are vulnerable to many types of skin diseases, cuts, punctures, burns, sprains, and fractures, but sharp or heavy objects falling on the foot are the primary source of injury. Other hazards include:

- Compression - the foot or toe is squeezed between two objects or rolled over
- Puncture - a sharp object, like a nail, breaks through the sole
- Electricity - a hazard where workers use power tools or electric equipment
- Slipping - surface hazards such as oil, water, or chemicals causing falls
- Chemicals - chemicals corrode ordinary safety soles and can harm your feet
- Extreme heat or cold - insulation or ventilation is required; depends on climate
- Wetness - hazard may be slipping, but also discomfort and even fungal infections if your feet are wet for long periods of time

Many plant operations or manufacturing processes involve a combination of hazards listed above.

Specific types of safety shoes:

Safety boots - rubber or plastic safety boots offer protection against oil, water, acids, corrosives, and other industrial chemicals. They are also available with features like steel-toe caps, puncture resistant insoles, and metatarsal guards. Some rubber boots are made to be pulled over regular safety shoes.

Electric hazard shoes - these are used in areas where employees work on live or potentially live electrical circuits. The toe box is insulated from the shoe so there is no exposed metal. These shoes are most effective when dry and in good repair.

Foundry shoes - foundry shoes are used by welders and molders where there is a hazard from hot splashes of molten metal or flying sparks. Instead of laces they have elastic gores to hold the top of the shoe close to the ankle. This way they can be removed quickly if hot metal or sparks get inside the shoe.

Conductive shoes - this type of protective footwear is used where there is a danger of shock from high voltage. They permit the static electricity that builds up in the body of the wearer to drain off harmlessly into a conductive grounded floor. These shoes must have rubber or cork heels, no exposed metal parts, and a connector (from calf to heel) to pass electricity to the ground.

Non-conductive shoes - unlike conductive shoes, they do not require that the floor be conductive and grounded. They offer protection from the hazards of electric current in live circuits and equipment. Non-conductive shoes have rubber soles and no metal parts so they insulate feet from the ground.

Add-on foot protection - Metatarsal guards and shoe covers can be attached to shoes for greater protection from falling objects. Strap-on wooden-soled sandals can be used for protection against the underfoot hazards of oils, acids, hot water, caustic or sharp objects. Rubber spats protect feet and ankles against chemicals. Puncture-proof inserts made of steel can be slipped into shoes to protect against underfoot hazards. Strap-on cleats fastened to shoes provide greater protection.

Footwear should always be matched to the job and to the hazards that are encountered there. It is important during the selection and purchase of safety footwear that shoes and boots meet the requirements recommended by the American National Standards Institute (ANSI). OSHA regulations state that safety shoes should meet ANSI standards. ANSI approved footwear will have the ANSI label inside the shoe or boot. The ANSI standard relevant to protective footwear is ANSI Z41-1991.

10/15/06

HAND SAFETY

SUGGESTED GUIDELINES

Sources of injuries:

- Burns
- Cuts
- Electrical shock
- Absorption of chemicals
- Pinching
- Crushing
- Cold
- Vibration
- Repetitive motion

- Analyze the work place for hazards to the hands. Look at each job and consider the possible hazards to the hands.

- Make sure all tools and machines are well maintained. Make sure all guards are in place.

- Employees must be properly trained in the use of the tools and machines in their area.

- Determine the proper protective equipment and make sure it is available to all employees who need it. Reinforce it by developing a company-wide hand protection policy.

Preventing hand injuries:

- Use protective gloves or other protection whenever necessary. There are gloves to protect against heat, cold, sharp objects, chemicals, electricity and a wide variety of other hazards.
- Gloves should not be worn around tools and machinery with rotating or moving parts, such as grinders, drills, lathes or milling machines.
- Watches, rings, bracelets, or other jewelry should be removed and loose fitting clothing avoided.
- Use tools and equipment only for the job they were designed for.
- The work place should be clean and well organized, and the tools and equipment well maintained.
- Tools and equipment should have their guards in place.

Follow OSHA CFR 1910 Guidelines relating to hand safety for specific rules application.

05/31/96

HEARING SAFETY

SUGGESTED GUIDELINES

- Hearing protection must be worn in areas where sound levels exceed 85 decibels.
- Wear proper ear plugs for low level noise abatement.
- Ear muff hearing protection, along with ear plugs, may be needed in high level noise areas.
- Keep hearing protection clean and fit for use.
- Check ANSI Standard S 3.19 Method for the Measurement of Real-Ear Protectors and Physical Attenuation of Earmuffs to determine the efficiency of a specific device for a given noise exposure.
- Sound absorbing materials can be used to isolate the noise source helping to prevent the spread of noise.
- Altering or enclosing equipment or using quieter work processes can reduce overall noise levels.

HOISTS, CRANES & SCISSORLIFTS

SUGGESTED GUIDELINES

These are the suggested general guidelines for hoists and cranes. Your business may require additional safety guidelines to meet your specific safety needs.

The proper installation, operation, testing and maintenance of cranes and hoisting devices are a continuing responsibility of the owner/user. All hoists and cranes should be inspected per OSHA guidelines. This includes annual, as well as daily pre-use inspections. These should be documented, signed, and dated. Special attention should be paid to load hooks, ropes, brakes and limit switches.

- The safe load capacity of each hoist should be clearly posted on the hoist body.
- All employees working with hoisting apparatus should be trained on safe lifting/rigging practices and operating rules. The operator is responsible for compliance to safe procedures and to maintaining safe operating conditions of the lifting equipment.
- A load should be picked up only when it is directly under the hoist.
- All hoists should be attached to their supports and have adequate design factor for the maximum loads to be hoisted.
- All lifting hooks will have operating safety latches.
- All slings will be inspected prior to use.
- Each control cord should be nonconductive, unless they are grounded.
- Each control cord should be clearly marked "hoist" or "lower."
- Equipment should be kept away from energized power lines.
- When a crane is being used, standard hand signals should be posted at the site. Employees operating the crane should be trained in the hand signals, as per the construction industry guidelines.
- Only trained and certified employees should be allowed to operate any hoisting or crane device.

A/20/05
7/25/07

7/26/05

LADDERS

SUGGESTED GUIDELINES

A ladder is an appliance usually consisting of two side rails joined at regular intervals by crosspieces called steps, rungs or cleats, on which a person may step in ascending or descending. There are variations called step ladder, single ladder, extension ladder, fixed ladder, job-made ladder, platform ladder, and sectional ladder. Ladders are constructed of wood, metal, aluminum or fiberglass.

PROPER SELECTION

- Select a ladder of proper duty rating to support combined weight of user and materials.
- Ladders are available with duty ratings of 200, 225, 250, and 300 lbs.
- Select a ladder of proper length to safely reach the desired height.

INSPECTION BEFORE EACH USE

- Inspect thoroughly for missing or damaged components. Never use a damaged ladder and never make temporary repairs.
- Inspect thoroughly for loose fasteners. Make sure all working parts are in good working order. Lubricate if necessary.
- Clean ladder of all foreign material (wet paint, mud, snow, grease, oil).
- Destroy ladder if damaged, worn, or exposed to fire or chemicals. Bring back the ladder to the shop, tag for inspection, put a note on your daily report and management will make the decision of destruction.

CONSIDER BEFORE EACH USE

- Metal ladders conduct electricity. Keep away from electrical circuits or wires.
- Consult manufacturer for use in chemical or other corrosive environments.
- Use ladder only as outlined in instructions. Ladders are designed for one person only.
- Do not use in high winds or during a storm.
- Keep shoes clean. Leather shoes should not be used.
- Never leave ladder set-up and unattended.

PROPER SETUP AND USE

- Use help in setting up ladder if possible.
- Do not place on unstable, loose or slippery surfaces. Do not place in front of unlocked doors. Ladders are not intended to be used on scaffolds.
- Secure base section before raising ladder to upright position. Do not raise or lower with fly section extended.
- Extend and retract fly section only from the ground when no one is on the ladder.
- Do not overextend. A minimum overlap of section is required as follows:
  Ladder size up to and including 32 feet - 3 foot overlap
  Over 32 feet up to and including 36 feet - 4 foot overlap
  Over 36 feet up to and including 48 feet - 5 foot overlap
  Sizes over 48 feet - 6 feet overlap
- Position ladder against upper support surface. Make sure ladder does not lean to the side. Ladder must make a 75 degree angle with the ground.
- Erect ladder approximately three feet beyond upper support point.
- Check that top and bottom of ladder are properly supported. Make sure runlocks are engaged before climbing.
- Face ladder when climbing up or down. Maintain a firm grip. Use both hands in climbing.
- Keep body centered between side rails. **Do not over reach.** Get down and move ladder as needed.
- Fly section must have safety shoes if used as a single ladder.

PROPER CARE AND STORAGE

- Hang ladder on racks at intervals of six feet for support.
- Never paint a wooden ladder. Treat with wood preservative.
- Protect wooden ladder from exposure to the elements, but allow good ventilation. Keep away from heat and moisture.

8/10/05

PORTABLE HAND TOOLS

SUGGESTED GUIDELINES

- The correct tool should be utilized for the job and used in a correct manner.
- If a job requires excessive force or bending of the wrist creating stress, a powered tool or a differently shaped tool should be used.
- Tools should be kept in good working condition. Damaged, worn or defective tools can cause injuries and should not be used.
- Keep tools in a safe place. Do not leave tools on the floor or above work areas.
- Sharpened tools should not be carried in pockets or left in tool boxes with cutting edges exposed.
- Appropriate personal protective equipment, such as safety goggles and gloves, should be worn to protect against hazards that may be encountered while using hand tools.
- Keep impact tools, such as chisels and punches, free of mushroomed heads.
- Keep wooden handles free of splinters or cracks, and assure a tight connection between the tool head and the handle.

11/16/05

OFFICE SAFETY

SUGGESTED GUIDELINES

- Each office should have fire extinguishing equipment available and a training program on how to use extinguishers.
- An evacuation plan should be in place with periodic fire drills and training.
- Inspect the work place using an inspection form.
- Exit signs should be lighted and clearly visible, and emergency lighting should be installed.
- Aisles should be kept clear to allow for easy travel and exit in the event of an emergency.
- Doors to stairwells and to exits should not be blocked. These areas should be clearly marked.
- Store inks, solvents and any other flammable or combustible liquid properly and use in small amounts only.
- Trash and rubbish should be properly stored and discarded daily.
- Machines should be grounded and the use of extension cords should be avoided.
- Non-carpeted walking surfaces should be swept and mopped frequently to prevent grease and dirt buildup. Carpeted floors should be vacuumed regularly.
- Spills should be cleaned immediately.
- Use signs or barriers to warn of wet floors.
- Loads of 40 pounds or more should not be lifted manually. Proper lifting techniques should be utilized.
- Chairs should never be used in place of a ladder.
- Chairs should be stable and have at least a five point base.
- Adjustable seating should be used for different builds of people and for different tasks.
- Armrests for chairs should be low and short enough to fit the chair under the work surface and allow the user to get close enough to the work surface to use the chair backrest.

- Thin keyboards should be used to minimize wrist deviation or keyboard palm rests should be used.
- A short rest break should be encouraged after each hour of video display work is performed.
- A physician approved first aid kit should be available for emergency use.
- Work areas should be well illuminated, however, glare should be reduced by lowering the lighting.
- Window glare can be reduced by providing drapes or blinds.
- Items stored on racks and shelves should not be overhanging or protruding so as to cause personal injury.
- Available heating, air conditioning and ventilation systems should be kept in proper working order.
- Do not leave file drawers open and unattended.

POWER TOOLS

SUGGESTED GUIDELINES

- Electric power operated tools should either be approved double insulated, be properly grounded, or used with ground fault circuit interrupters.
- Power tools should not be used until proper instruction has been given and authorization given by a supervisor.
- Guards on machinery and equipment should not be removed without authorization.
- The power tool should be off and motion stopped before the tool is set down.
- Disconnect the tool from power source before changing bits or blades, or attempting any repair or adjustment. Never leave a running tool unattended.
- Inspect electrical extension cords and other wiring to be certain they are properly insulated and grounded. Do not use frayed or damaged cords.
- A power tool must never be used with a safety guard removed.
- All fixed power driven woodworking tools should be provided with a disconnect switch that can either be locked or tagged in the off position.
- Only trained employees will be allowed to operate power actuated tools. All power actuated tools will be tested daily before use and defects discovered before and during use will be corrected. Tools will not be loaded until immediately before use.
- Never operate power actuated tools in, near or around water.

4/5/06

SAFE BACKING

SUGGESTED GUIDELINES

- Whenever possible, avoid backing situations. Find a parking spot that will allow you to leave without backing.

- Avoid blocking the rearward, inside view with equipment and stock. Does the cargo safety cage block the view? How high is the load stacked?

- Increase the size of the side mirrors to gain a larger, clearer picture of hazards behind the vehicle.

- Install a wide-view, convex mirror on the upper rear driver's side of the vehicle.

- Drivers should walk completely around the vehicle, looking for dangers. Watch for overhangs too.

- When preparing to back, roll down the window and turn off the radio. The driver should check all mirrors and look over both shoulders before starting to back. Sound the horn twice to provide further warning for pedestrians. Back up s-l-o-w-l-y !

- If a second person is available, use this person to guide the backing vehicle. The guide should stand at the left rear driver's side of the vehicle (if room) and use full motion arm signals . . . not hand signals . . . to assist the driver. If the driver loses visual contact of the ground guide, backing should stop at once.

- Add dashboard stickers highlighting, **"LOOK BEFORE YOU BACK"**.

- Provide paycheck stuffers and posters covering safe driving tips.

- Add backup alarms to vehicles.

- Hold safety meetings covering safe/unsafe driving techniques and driving rules.

- Provide orange traffic cones to be set out behind the vehicle, if backing will be required upon leaving.

- Add a reward/recognition program for safe drivers.

- Set up an obstacle driving course in a parking lot and hold a "driving rodeo" with score sheets and trophies for the best drivers.

- If a driver has trouble backing, have his/her eyes tested for depth perception.

SAFE LIFTING

SUGGESTED GUIDELINES

Most back injuries are the result of improper lifting techniques. The worst lifting situations occur when the body is extended over the load. Keep the back straight to shift the weight of the load being lifted onto powerful leg muscles, thus reducing the lever effect caused when the body is extended over the load.

- Keep in good physical condition. Difficult lifting tasks should not be attempted if not accustomed to vigorous exercise.
- Think before lifting. Make certain there is adequate space and clear aisleways. Also, plan for a place to set the load down.
- Maintain a good grip on the load by using the palms of the hands.
- Lift with the load close to the body. The closer the load is to the spine, the less force it exerts on the back. This is one of the most important rules in lifting.
- Test the load before handling it. If it appears to be too heavy or bulky, get help or some type of mechanical aid.
- Place the feet close to the load. The feet should be far enough apart for stability, have one foot slightly ahead of the other and pointed in the direction of movement.
- Tighten stomach muscles. Abdominal muscles support the spine when lifting, offsetting the force it exerts on the back.
- Lift with your legs. The stronger leg muscles are better suited for lifting than the weaker back muscles.
- Keep the back straight, head up whether lifting or putting down the load. Avoid twisting, it can cause injury.

THINK BEFORE YOU LIFT

MENTAL LIFTING-Lift the load **twice**, by first lifting the load mentally.

FIND A BETTER WAY-Mechanical help can be used to avoid heavy loads, twisting motions, repetitive motions, bulky loads, vertical lifting and uneven surfaces. Pushcarts, conveyors, two wheeled carts, hoists, or forklifts are good examples of material handling devices that can be used.

PUSH, DON'T PULL-Twice as much can be pushed than pulled, while running less risk of back injury.

WATCH YOUR FOOTING-Wear proper footwear, take small steps, go slowly and clear a proper pathway free from tripping hazards.

HAND SAFETY WHEN LIFTING

- Inspect materials for slivers, jagged or sharp edges, burrs, rough or slippery surfaces.
- Grasp the object with a firm grip.
- Keep fingers away from pinch and shear points, especially when setting down materials.
- When handling pipe, lumber or other long objects, keep hands away from the ends to help prevent them from being pinched.
- Wipe off greasy, wet or dirty objects before trying to handle them.
- Keep hands free from oil and grease.

5/3/06

SCAFFOLDING

SUGGESTED GUIDELINES

- Scaffolds, by their very nature, present a danger of falling or being struck by something falling. Because this possibility exists, certain safety precautions must be kept in mind when working on or around scaffolds.

- When erecting a scaffold be sure it is capable of supporting at least four times the maximum load, including the weight of materials, workers and the scaffold itself. The height must not exceed four times the minimum base dimensions as well. Footings should be sound and rigid.

- Check the scaffolding for damage prior to use. Damaged scaffolding should not be used.

- Planking should be at least 2x10's, of scaffold grade, placed together to help keep materials and tools from falling. Choose planks that are straight grained and free of shakes, large or loose knots and other defects. Extend the planks beyond the center line of supports from six to twelve inches, and cleat or otherwise fasten so the planking stays in place.

- Always use a safe means of access when climbing a scaffold, such as a fixed or portable ladder, ramp, runway or stairway. Climbing on cross braces is never acceptable.

- While using a mobile scaffold, be certain to lock the wheels before beginning use. Do not ride or allow anyone to ride on scaffolding while it is being moved, unless the scaffolding is constructed of a specific alloy designed for occupied horizontal travel. All material and equipment should be removed or secured before moving the scaffold. Do not try to move a rolling scaffold without sufficient help. Be aware of holes in floors and overhead obstructions.

- While working on a scaffold, do not allow tools and materials to accumulate in a manner that creates a hazard.

- While working on a scaffold ten feet or more above the ground, it must be equipped with guardrails including a toeboard. Wear a safety belt and life line if a railing is impractical. When working near overhead electrical power lines, a minimum of ten feet of clearance must be maintained. (Clearance will increase depending on voltage.)

- Always wear hard hats and other appropriate personal protective equipment.

6/29/05

SECURITY

SUGGESTED GUIDELINES

- Protect building openings, docks, yards, and alleys with quality lighting.
- Provide interior lighting over valuable merchandise and over the safe.
- Control all security lighting by a timer or photo-electric cell.
- All outside doors should have double cylinder dead bolt locks.
- Utilize the bar extension lock on overhead doors, along with a case hardened padlock.
- Door hinges should not be located on outside of entrance doors, or be secured in such a manner that pins can not be removed.
- Windows should be equipped with locks, bars or wire mesh. Protect window bars and wire mesh from outside tampering.
- Security fencing should be provided for the entire open lot. Try to make it a "man proof" type of fencing. Maintain the fence and check it regularly. Fence gates should have padlocks.
- Develop a written procedure for securing the building and yard at the end of the business day.
- Metal locking cross bars can also be added on outside doors to provide extra security.
- For life safety purposes, provide single cylinder locks, panic bars or alarmed releasing bars on outside doors.

SLIPS AND FALLS

SUGGESTED GUIDELINES

Slips, trips and falls can happen to anyone, anytime, anywhere. No single method can be used to prevent all slips and falls.

The most common causes of slips and falls include: unsafe use of ladders, jumping on or off lift gates, slippery surfaces, inappropriate footwear, poor lighting, obstacles on walkways, inattention and haste.

- Mop floor in area of spills immediately and post a sign stating **"WET FLOOR"**. Never leave spills unattended.
- An oil absorbing material should be used to control small oil spills in the work place.
- During inclement weather keep rugs, mats, and floors dry. Snow and ice should be removed from all sidewalks, drives and access points used by the general public or employees. **Post wet floor signs.**
- Keep all floors, stairs, ladders, walkways, sidewalks and driveways in good repair.
- Be aware that electrical cords cause many tripping injuries.
- Good housekeeping is a must in accident prevention.
- Stairs, aisles and walkways should be clearly marked and kept free of any material.
- Look at each job and work area to consider the possible hazards.

COMMON HAZARDS	PREVENTATIVE MEASURES
- These include:	- These include:
- Slippery areas.	- Proper footwear.
- Blocked walkways and stairs.	- Warning signs.
- Ladders.	- Non-skid surface.
- Electrical cords.	- Correct use of tools and ladders.
- Poor lighting.	- Floor mats.
- Housekeeping conditions.	- Proper lighting.

FIRST AID PROCEDURES FOR VICTIMS

OF SLIPS AND FALLS

SUGGESTED GUIDELINES

Employees should know:

- What to do in the event of an injury until help arrives.
- Name of person in organization who is trained in first aid.

The following is a list of basic first aid procedures for various types of slip and fall injuries. Be aware of your organization's first aid procedures and policies which may differ from those listed.

Fractures

- Symptoms: Swelling, deformity, pain and tenderness, loss of use.
- Gently remove clothing from area around injury. Avoid moving the injured area if at all possible. Check for symptoms.
- Control bleeding, but do not attempt to push any protruding bones back beneath the skin.
- Seek medical attention immediately.

Bleeding

- Control bleeding by gently applying direct pressure with a dry sterile dressing. If it becomes saturated, do not remove it, add another dressing
- If possible, wear latex gloves or use other methods to protect against transmission of infection from the person's blood.
- Do not remove any impaled objects. Immobilize the object instead.
- Seek medical attention immediately.

Neck and spinal injuries

- Symptoms: Painful movement of the arms and/or legs, numbness, tingling, or weakness in arms or legs, loss of bowel or bladder control, paralysis to arms or legs, deformity of head and neck.
- Check heart rate and breathing; administer CPR if necessary, but do not use head tilt.
- *Do not move victim* unless he is in immediate danger.
- Stabilize victim to prevent any movement. Immobilize head and neck by placing objects on either side.
- Protect victim against shock or hypothermia.
- *Do not attempt to splint a victim.* Await professional EMS help.

TRENCHING AND EXCAVATING

SUGGESTED GUIDELINES

These guidelines are suggested for trenching and excavating. Additional safety guidelines may be required to meet individual specific safety needs.

Utility installations, such as sewer, telephone, fuel, electric, water, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation. This can be accomplished by contacting local or state "one-call" system before digging.

- When the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees

- Each employee in an excavation shall be protected from cave-ins by an adequate protective system:
    1) Any excavation more than five (5) feet deep, slope the sides no more steeply than the proper *angle of repose* for soil conditions.
    2) Proper shoring.
    3) Trench box; as recommended by OSHA. (*angle of repose* - The greatest angle above the horizontal at which a material will lie without sliding. This varies for different soil conditions.)

- Keep excavated materials a minimum of two feet from the edge of the trench.

- In trenches more than four feet deep, locate adequate means of exit, such as ladders, or steps, so they can be reached in no more than 25 feet of travel from anywhere in the trench.

- Keep heavy loads of all kinds as far from the trench as possible.

- Do not allow water, rain, ground water, or surface water to accumulate in a trench. Water reduces soil stability.

- Daily inspections of excavations, the adjacent areas and protective systems shall be made by a competent person prior to the start of work and as needed throughout the shift. If evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres or other hazardous conditions are found, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

- Never touch a piece of excavation machinery while it is in operation.

- Always stand in view of the machine operator, and out of the way. Never stand at the edge of the excavation.

- In locations where oxygen deficiency or gaseous conditions are possible, the air in excavations shall be tested.
- Unattended excavations must be lighted and barricaded. Keep non-workers away from the trench, particularly at night.
- When excavating near traffic areas safety vests shall be worn by all employees involved.
- Full bodied safety harness will be utilized for extreme conditions.
- Head protection shall be required of everyone at the job site.

1/11/06

TRENCHING AND EXCAVATING

SUGGESTED GUIDELINES

These guidelines are suggested for trenching and excavating. Additional safety guidelines may be required to meet individual specific safety needs.

Utility installations, such as sewer, telephone, fuel, electric, water, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation. This can be accomplished by contacting local or state "one-call" system before digging.

- When the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees

- Each employee in an excavation shall be protected from cave-ins by an adequate protective system:
    1) Any excavation more than five (5) feet deep, slope the sides no more steeply than the proper *angle of repose* for soil conditions.
    2) Proper shoring.
    3) Trench box; as recommended by OSHA. (*angle of repose* - The greatest angle above the horizontal at which a material will lie without sliding. This varies for different soil conditions.)

- Keep excavated materials a minimum of two feet from the edge of the trench.

- In trenches more than four feet deep, locate adequate means of exit, such as ladders, or steps, so they can be reached in no more than 25 feet of travel from anywhere in the trench.

- Keep heavy loads of all kinds as far from the trench as possible.

- Do not allow water, rain, ground water, or surface water to accumulate in a trench. Water reduces soil stability.

- Daily inspections of excavations, the adjacent areas and protective systems shall be made by a competent person prior to the start of work and as needed throughout the shift. If evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres or other hazardous conditions are found, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

- Never touch a piece of excavation machinery while it is in operation.

- Always stand in view of the machine operator, and out of the way. Never stand at the edge of the excavation.

- In locations where oxygen deficiency or gaseous conditions are possible, the air in excavations shall be tested.
- Unattended excavations must be lighted and barricaded. Keep non-workers away from the trench, particularly at night.
- When excavating near traffic areas safety vests shall be worn by all employees involved.
- Full bodied safety harness will be utilized for extreme conditions.
- Head protection shall be required of everyone at the job site.

WELDING AND CUTTING

SUGGESTED GUIDELINES

- Wear proper eye safety protection during welding and cutting operations.
- Ventilation should be provided whenever welding, cutting or heating is being performed.
- Arc welding and cutting operations will be shielded by noncombustible or flame-proof shields to protect employees from direct rays.
- A suitable fire extinguisher should be readily available when welding, cutting or heating operations are being conducted.
- Always clear the area below cutting or welding operations so hot slag will not drop on hoses, cables, or employees.
- When electrode holders are left unattended, electrodes should be removed and the holder should be placed or protected so it can not make electrical contact. All arc welding and cutting cables should be completely insulated.
- Always wear required eye protection to guard against slag while chipping, grinding and dressing of welds. Always wear a welding hood to protect eyes from flash burn.
- Fuel gas and oxygen hoses must be easily distinguishable and not interchangeable. Inspect hoses daily and repair or replace if defective.
- Always store cylinders properly on a welding cart or secured to a wall with a chain.
- All tank valves should be closed when equipment is not in use.
- Do not cut or weld around gasoline tanks or attempt to weld or cut a container that has stored a flammable or combustible liquid.
- Welding or cutting equipment should not be operated unless proper training has been provided.

6/1/05

Safety and Saving Time

Time, on any construction project, is money: Wasted Time = Wasted Money. So it goes without saying that the key to a profitable project is getting it done "on-time" or within budget. But getting the project done quicker does NOT mean getting it done in a manner which is not safe. To ensure that time is utilized to its best and that the job site remains safe, use the following, time saving tips.

1. Keep an orderly work site. Assign one or two people the responsibility of keeping the job site clean so the workers don't have to climb or walk around construction materials and waste. Make it an ongoing process and don't leave the mess to clean up at the end of the day, because it won't get done! A clean site is a safe site.
2. Send any unused material back to the shop as soon as possible. This keeps the site clean and orderly and gives management the opportunity the ship the materials to another site where they can be used.
3. Don't overcrowd materials and workers. Give the crew room to work; they will be quicker and safer.
4. Although you have now assigned a person or team the responsibility for a clean and safe work site, make sure that the rest of the crew understands that it is EVERYONE'S responsibility to maintain good housekeeping standards.
5. Always keep an eye out for the little thing that may cause an accident; an accident is Lost Time, Big Time.
6. Keep the tool boxes and cabinets neat and orderly. It doesn't take much imagination to realize that digging around for a misplaced tool is lost time. And using the Wrong tool because you could not find the Right tool is, in most all cases, unsafe and a no no.
7. Put the garbage in the garbage. This may seem simple but how many of you just walk away from that fast food bag after lunch? Now the wind comes up and the stuff is blowing all over the place. PUT IT IN THE TRASH before someone twists their back getting it out of a trench that is ready to backfill, or worse yet, falls into the trench head first.

All this boils down to one simple statement which we have all heard over and over again: "Put Things Where They Belong". By doing so you will be using time to its best, and you will make the job easier, smoother, quicker.....and Safer.

The Right Way to Use a Portable Fire Extinguisher-Part 1

Do you know how to extinguish a fire? According to OSHA regulations, no one at a workplace is supposed to use a fire extinguisher unless they have been trained to do so. Though this may seem awfully restrictive, there are several good reasons for this rule. If an untrained person tries to extinguish a blaze, some serious mistakes can happen. Any of these mistakes can cause the fire to become worse, or injure or kill the individual. This week's Tail Gate Safety Topic features instructions on proper use of portable fire extinguishers.

There are four things to remember when it comes to using a fire extinguisher: **Use Your Judgment, Communicate, Ready the Extinguisher,** and **Use It**. You must also know what to do if your efforts fail.

Use Your Judgment --When you see smoke or fire you should use your own good judgment before you decide to extinguish the blaze. Ask yourself these questions:

- Is the fire limited in size and spread?
- Will you have an escape route if something goes wrong?
- Do you know the location of the nearest fire extinguisher?

If you are confident the fire is controllable and your safety is ensured, attempt to put it out. If the answer to any of these questions is *no*, evacuate the area immediately.

Communicate -- Once you have decided to extinguish the blaze, make every reasonable attempt to tell at least one other person what you are doing. This person should report your activity to someone else as soon as possible.

Ready the Extinguisher --You must select the proper extinguisher. Fire extinguishers are classified according to the type of fires they extinguish. It is very important to use the proper extinguisher. Some extinguishers are rated for more than one class. Some are for only one type of fire. Just be sure the extinguisher you're using is rated for the fire you're extinguishing.

Class A: Use on ordinary combustibles such as wood, cloth, paper, rubber, and many plastics.

Class B: Use on flammable liquids such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable paint.

Class C: Use on energized electrical equipment including wiring, fuse boxes, circuit breakers, machinery, and appliances.

Class D: Use on flammable solids such as magnesium.

In part two we will discuss the remaining steps to **Ready the Extinguisher**, as well as how to actually use the extinguisher and what to do if your attempts to extinguish the blaze aren't successful.

The Right Way to Use a Portable Fire Extinguisher-Part 2

In part one we discussed the first steps in using a portable fire extinguisher. We reviewed **Use Your Judgment, Communicate,** and part of **Ready the Extinguisher**. The next steps to **Ready the Extinguisher** are these:

Ready the Extinguisher --

- Quickly but carefully remove the extinguisher from its mounting bracket. It may be heavy, so use caution when lifting it.
- Stand about six feet from the fire.
- Extend the nozzle toward the fire.

Use It --Once the extinguisher is ready, you are ready to release the extinguishing agent. This must be done properly. For example, if you squeeze the handle before you have aimed the nozzle properly, valuable time and extinguishing agent will be wasted.

A technique to remember for using an extinguisher is published by the National Fire Protection Association (NFPA). It is known as the **P.A.S.S.** *Technique.*

The **P.A.S.S.** Technique:

Pull out the pin that secures the handle.

Aim the extinguisher nozzle at the base of the fire.

Squeeze the handle. (Do not be startled by the noise or velocity of the agent as it is released.)

Sweep the agent stream from side to side across the base of the fire until it is completely out. Be alert for re-ignition. If this happens, douse the fire until the extinguisher is empty.

Once the fire is out, back carefully away from the scene. This will enable you to know immediately if the fire re-ignites.

Knowing how to use a fire extinguisher the right way is an important skill. Sometimes, though, in spite of your best efforts, your attempt may fail. The last point to remember about using a fire extinguisher is what to do if your efforts fail. It is really quite simple. If you cannot extinguish the blaze or it recurs repeatedly, **evacuate the area immediately**.

The best time to familiarize yourself with potential fire hazards in your work area is before a fire happens. Knowing the hazards that exist, and what types of fires could occur are critical skills to working safely. You can also use this knowledge to make sure the proper type of fire extinguisher is available should the need arise.

CONSTRUCTION EQUIPMENT DANGERS

Construction equipment used on construction jobs often creates dangerous conditions. This weeks Tail Gate Safety Topic examines a few situations which should be watched for at all times.

Any moving equipment, such as skip loaders, back hoes, trenchers, cranes, hi-lifts, trucks, you name it should be respected and avoided. Don't just assume that the operator sees you. You could wind up injured or worse. And don't depend on hearing a horn or an alarm to warn you that moving equipment is near. You may not be able to hear equipment's alarm over other construction noise.

When you see that equipment is traveling backwards, keep out of the way and stand clear until the operator has completed his maneuver. Never cut across the path behind any unit while it is backing. You could easily trip and fall under the equipment. For the same reason, you should never ride on the running boards, steps or drawbar or any equipment, even for a short distance.

During backing, the operator should have the project foreman clear the area behind the unit and provide direction. No operator should back a piece of equipment into an area without someone clearing the area and giving signals.

Watch out for swinging counterweights on equipment such as cranes. There is often a pinch point between the counterweights and some obstruction when the unit swings. Make sure there is enough room for workers to pass, and if there is not-shut off the area to any access.

Never ride on or near material that is being transported by equipment. The load could shift and you could be thrown to the ground. Also, clearance may not allow for your position and you could be crushed between overhead and side obstructions.

If you must ride on equipment, make sure that all parts of your body are inside the unit, including your arms and legs. In addition, if at all possible, get off any portable scaffold or work platform before the unit is moved. The time it takes to get off the unit will be much less than the time lost if you fall or the unit tips over.

Never walk alongside moving equipment. Keep in the clear in case the equipment slides or turns, or the load shifts.

When you are working near equipment operating in the vicinity of power lines, don't touch or come in contact with the frame of the unit or the load cables. There is always the chance that the boom of the unit may hit the power lines. Warn the operator and the foreman anytime you see this possibility, and follow their instructions.

Don't walk under loads on cranes and hoists. Always take the path that avoids danger.

Never clean, adjust, lubricate, repair or work on a machine that is in operation. Stop the machine before working on it and replace the guards as soon as it is done and prior to operation is resumed.

The safest thing to do around the equipment is keep away while the equipment is in operation. If you must be near the equipment, make sure the operator knows you are working nearby and stay alert. Keeping your mind on where you are in relation to the equipment will not only prevent injuries, but could save your life.

Safety and Ladders - Part I

There is absolutely no reason for anybody to get hurt, disabled or killed while using a ladder. Yet it happens every single day. Somebody steps on the safety sticker that says "This is not a step!" and ends up with a broken leg. Another worker puts a rock under one of the legs because the ladder is "just not quite stable enough". On the way to the hospital, it occurs to her, through the pain of her broken arm, that maybe that was not such a good idea after all. On another job, a fellow reaches out just a little bit to far and...well...he's no longer with us. Virtually every single ladder accident could and should have been prevented. It only takes a little bit of common sense, SAFETY SENSE, to prevent a accident from occurring while using ladders. Stick to the following simple rules to ensure that you or your fellow workers are never injured while using a ladder.

1. CHOOSE THE RIGHT LADDER: Always select a ladder which is the correct length to safely reach the working height. Also ensure that the ladder is of the correct duty, or weight rating. The combined weight of the user, their tools and materials should NEVER exceed the rating of the ladder. Most ladders are available with weight ratings of 200, 225, 250 and 300 lbs. Select the right one or GET the right one.

2. CHECK THE CONDITION OF THE LADDER: Read all the labels on the ladder then check for split or cracked side rails, missing or broken rungs, loose rungs or other weaknesses. Also check for splinters and sharp edges.

3. PLACE THE LADDER WITH YOUR SAFETY IN MIND: Use your head and think safety before you setup the ladder. Make sure the ladder has firm footing and that it's feet are one-quarter the length of the ladder away from the upright surface to be climbed. Don't use a step ladder as a single ladder. If you are using a step ladder, make sure it is fully open with the spreaders properly locked.

4. CLIMB THE LADDER CAREFULLY. Keep your mind on where you are and what you're doing. Wear the proper shoes with good soles and that are free of grease or mud. Always face the ladder and use both hands when climbing up or down. Don't carry your tools or materials: raise and lower them with a hand line: *don't have someone toss them up to you or just drop them when you are finished.* If you don't feel well, DON'T climb the ladder. Always climb and work from the center of the ladder. Don't climb up the "back" side of a step ladder and never stand on the top of it.

5. *NEVER* OVERREACH! MOVE THE LADDER INSTEAD: Breaking this one simple rule causes more accidents than you can possibly imagine.

6. TIE OFF THE LADDER: Once you have climbed to your working height, tie-off the ladder and use a safety belt.

7. TAKE CARE OF YOUR LADDERS: When you are finished with your ladder, put it back where it belongs. Always keep them clean and free of excess material. Store them in a safe and dry place, out of direct exposure to the sun and the elements. Make sure your ladders are tied down during transit. Never paint a wooden ladder. You can however use clear wood preservatives.

Your ladder is one of your most important tools. It is also is one or your most unforgiving if misused or mistreated; so use it safely and wisely.

Safety and Ladders - Part II

Ladders are one of the biggest hazards of overhead work and result in many accidents. This week's **Tail Gate Safety Topic** expands on *Safety and Ladders - Part I* by again covering certain rules which must be followed in the selection, use and care of ladders.

As mentioned in *Safety and Ladders - Part I*, always inspect a ladder before using it. Look for:

1. Loose rungs or cleats
2. Loose nails, bolts or screws
3. Cracked, broken, split, badly gouged or worn rungs, cleats or railings
4. Slivers or splinters

You should always select a ladder that is long enough for the work to be done. As a rule of thumb, and to allow for reasonable safety, the ladder should be long enough so that you can work standing no higher than the fourth rung from the top. This allows you to grasp the side rails of the ladder.

The top of the ladder should never extend more than three or four feet above its upper support. Never step on a rung above the upper support since it's liable to make the base of the ladder "kick out."

When climbing or coming down a ladder, always face the ladder and keep both hands free for griping the side rails.

Wall grips on the tops of risers are useful to prevent side slipping when the ladder's leaning against a smooth surface. The top and bottom of the ladder should be secured to prevent shifting. Safety feet, cleats, lashing, etc., can be used to make portable ladders secure.

When placing the ladder make sure you don't rest it against a sash or window pane. A board securely fastened (not nailed) across the top of the ladder will provide a solid bearing at each side of the window.

If you must rest a ladder against a pole, or round column, be sure the upper end of the ladder is firm so it won't slip or cause the ladder to fall. When ladders are used this way, they are less likely to sway or fall if the upper end is equipped with a rung of webbing or similar material.

When carrying a ladder, balance it on your shoulder near the center. Keep the front end of the ladder high enough to clear the top of anyones head and the back end close to the ground. Be extra careful and keep your mind on where the ladder is in relation to the people and objects around you as you carry it. Pay particular attention when you approach passageways and doorways or any place where your view is obstructed.

NEVER stand a ladder on a box or barrel or any other makeshift objects so as to increase its reach. Another words, ALWAYS use a ladder that is the correct height for the work at hand. If you don't have a ladder that is long enough then get one. If you must borrow a ladder be sure to thoroughly inspect it and make sure it is safe.

Before climbing a ladder make sure it is at the proper angle. The recommended angel is about 75 degrees from horizontal. If the base is out too far, the stress on the side rails is more severe and the wider angle can cause slippage. If the horizontal distance is much less that one-fourth of the incline length of the ladder, it is pitched to steep for safe work.

Store your ladders in dry, well-ventilated locations where they are not exposed to the weather or excessive heat or dampness. When stored horizontally, support both ends and at in-between points to keep the middle from sagging, and maybe loosening the rungs or cleats and warping the rails.

Treat wood ladders periodically with a clear preservative such as clear varnish, white shellac or linseed oil. Never paint a ladder because it hides defects and deterioration.

Ladders are necessary and useful tools. Be sure to use yours safely and take care of them when not in use so that they remain useful and SAFE tools.

Preventing Slips, Trips, and Falls

Did you know that slips, trips, and falls are second only to automobile accidents in causing personal injury? On stairways alone, falls result in almost two million disabling injuries yearly. There are thousands more minor injuries caused by slips, trips, and falls each year. Most alarming of all is the fact that industrial falls cause over 1000 deaths each year. This week's **Tail Gate Safety Topic** discusses what can be done to prevent slips, trips and falls. Most of the suggestions in this article can be used on the job and at home.

Slips occur when there is too little friction between a person's feet and the walking surface. Many factors can cause a slip. Ice, oil, water, cleaning fluids, and other slippery substances are probably the most obvious causes. However, the flooring may be inappropriate-perhaps it is a slick material-or the person who slips may not be wearing proper shoes. To prevent slips, avoid walking in areas which pose slipping hazards if at all possible. Always promptly clean up spills of slippery substances. Better yet, prevent the spills in the first place. If an area is a chronic problem, re-route foot traffic in order to avoid it. If flooring is a problem, replace it or coat it with a non-slip surfacing material. Always follow your company's safe shoe policy. Most safe shoe policies require a slip-resistant sole.

Trips occur when a person's foot contacts an object and they are thrown off balance. The main cause of tripping is obvious--anytime something is in a walkway it could cause someone to trip. Another culprit is an object which projects into the walkway--perhaps material stored low on a shelf. Poor lighting and uneven walking surfaces also cause tripping. Prevention of trips is simple but does require diligence. Keep objects that could cause someone to trip out of the way. Repair uneven flooring and install proper lighting if required.

Falls can be caused by a number of things. Slips and trips frequently result in a fall. Falls also occur for other reasons. Improper use of ladders and scaffolding can result in a fall-usually a very serious one. Falls also happen when people climb objects without using fall protection equipment. Don't risk serious injury by taking shortcuts. If you are working on a ladder, scaffold, or other elevated platform, make sure you know the requirements for using them safely. Always use fall protection equipment when it is required.

Slips, trips, and falls cause numerous injuries every day. But they are among the easiest hazards to correct. Take the time to look around your worksite for these hazards and work to prevent them. Take care not to cause any slip, trip, or fall hazards as you go about your daily activities. Don't let a slip, trip, or fall keep you from enjoying all that life has to offer.

12/28/05

Back Safety

Back disorders are listed in the "top ten" leading workplace injuries published by the National Institute of Occupational Safety and Health. They account for 27 percent of all nonfatal injuries and illnesses involving days away from work. It's no wonder. Your back is a sophisticated piece of machinery made up of numerous muscles, bones, nerves, and supporting tissues. It's a machine you use every day, probably in ways you don't even notice.

Just like the finest machinery, your back requires proper care to keep it working. If it's not working right, you'll suffer. An injured back affects your ability to move your limbs, your hips, your neck, and your head. Injuries to the back can be very debilitating, causing a lot of pain, time away from work, and often requiring physical therapy or even surgery. Everyone whose job involves stressful lifting or awkward postures is at risk for a back injury. Here are some tips to keep your back in optimum condition:

While lifting:

- Don't bend over an object you are lifting. Bend your knees, squatting in front of the object to reach it.
- Lift the object slowly and carefully, using your leg and arm muscles to lift, not pulling with your back.
- Keep your head up and look straight ahead while making the lift.
- While lifting, keep the object as close to your body as possible.
- Keep abdominal muscles tight while making the lift.
- Use the same techniques when you put the object down.
- If the object is too big or too heavy to lift using these techniques, use mechanical assistance or get someone else to help.

When reaching for objects:

- Do not reach for an object unless you're sure you're strong enough to lift it.
- Use a step ladder to reach objects above shoulder height.
- Avoid awkward stretches while reaching. These stress your back and could cause you to lose your balance.
- Don't depend on structures to support you (e.g., a shelf support, a storage rack, etc.). These could easily give way if you pull or tug on them.

Exercise also plays an important role in keeping your back strong, healthy, and flexible. A properly exercised back is less likely to be injured. Your physician, company medical personnel, or other heath-care provider can recommend the best exercises for you, taking into account your physical condition and the type of work you do.

Finally, a word about back belts. There's a lot of controversy about using back belts to control low back injuries in workers who don't have an existing injury. According to a report published by the National Safety Council, available scientific data does not

completely support nor condemn the use of back belts to control low back injuries. One thing that is agreed upon is that back belts should never be a substitute for a comprehensive back injury prevention program. Taking this into consideration, many companies have developed a back belt policy. If you do use a back belt, be aware that you may experience a false sense of security by wearing the belt. You may be tempted to lift loads you wouldn't otherwise lift. Remember, it's your back doing the work--not the belt!

Always be alert for situations that could cause a back injury. Be kind to your back. Don't take unnecessary chances. By following proper lifting and reaching techniques and exercising properly, you'll help keep back problems behind you!

11/7/07

TRAILER SAFETY

SUGGESTED GUIDELINES

Any piece of equipment can be dangerous if not operated properly. You are responsible for the safe operation of all equipment. The operator must carefully read and follow any warnings, safety signs and instructions provided with or located on the equipment. Do not remove, defeat, deface or render inoperable any of the safety devices or warnings on any equipment.

1. Load 60% of weight forward of center line.
2. DO NOT OVERLOAD. Check weight capacity of trailer before loading.
3. Maximum speed limit for vehicles with trailer is 45 mph.
4. Secure all parts or load so that nothing will fall causing a road hazard.
5. Inspect tires and pressures regularly. Inflate to recommended pressure.
6. Always have safety chain connected to passenger side of towing vehicle.
7. Use side mirrors when required.
8. Check hitch, safety chains, lug nuts, and lights every 100 miles.
9. It is unlawful to have passengers ride in trailer.
10. Only tow trailer with proper vehicle.
11. Make sure ball is in good condition and ensure that it is the proper size.
12. Always check behind you before backing.

8/8/06

Why Take a Chance?

Safety First

Have you ever made a decision to break a safety rule? How long did it take for you to reach that decision? What did you gain by taking a chance? It only takes a moment to decide to break a safety rule, yet that one moment could change your life forever. This week's **Tail Gate Safety Topic** offers you an opportunity to think about your personal safety behavior, both on and off the job. We'll talk specifically about taking safety risks, your personal commitment to safety, and what you can do to keep that commitment strong.

Do you always work safely? Are you 100% committed to the safety of yourself, your coworkers, friends, and family? Are there times when your commitment to safety is not as strong as it should be? Have you been taking risks and getting away with it? Don't expect your luck to hold. No one ever plans an accident. An accident, by definition, is an unplanned event. No one wakes up in the morning and drives to work thinking, "I will have an accident today so I'd better buckle up." No one ever climbs to the very top of a ladder and knows for sure they won't fall. That's why it's so important to have a personal commitment to safety; a commitment to do the right things to prevent an accident--or minimize the damage done in case an accident does occur.

What is gained by taking a chance? Think about a time when you've risked your personal safety. Have you ever bypassed lockout-tagout procedures? Have you ever driven a car after you had too much to drink? Have you failed to use fall-protection equipment because it was just too much trouble? What did you gain in that situation? A minute of time, an ounce of convenience? Now honestly ask yourself if those gains were worth it. Is a little bit of time or convenience really worth chancing electrocution, a car accident, or a bad fall? Don't sacrifice your healthy future by taking a chance. Every time you're tempted to take a chance with your safety ask yourself if it's really worth the risk. Your family and friends will thank you for making the right decision.

Keeping a strong commitment to safety is not easy. What interferes with your commitment to safety? Is peer pressure a problem? Do your peers think it's silly to take time for safety? You can set a safe example for your peers. Consider taking a stand for safety. By committing to safety 100% of the time, you can help reverse the peer pressure that sometimes causes unsafe behavior. Keep up this exemplary behavior. Someday you may find that the old peer pressure has given way to something new-the respect of your peers earned by setting a safe example.

It's normal for your commitment to safety to fluctuate. Sometimes it's strong, at other times it's weak. Unfortunately, it tends to be strong just after a close call, or perhaps for a few days after you hear of an accident. Then the commitment wanes, only to be strengthened again by another tragedy. Simply recognizing this pattern can help you avoid it. Think about your work habits. Have there been times when you're more likely to take a risk? How about those times when you've been extra careful? Did the strength of your safety commitment depend on an outside event-like another person being involved in an accident?

You can keep your commitment to safety strong by remembering the commitment is for you. If you allow things that happen to other people determine the strength of your commitment, it is likely to fluctuate a lot. You can always learn from things that happen to other people, but to keep your commitment strong all the time, stay focused on your personal safety and those things you do that affect it.

Having a personal commitment to safety and keeping it strong are more important than any safety program, procedure, or rule. In fact, programs, procedures, and rules depend on a strong personal commitment to safety. Ask yourself where you are with your own safety attitude and behavior. Are you 100% committed to safety, 100% of the time? You are? Great! Need some improvement? Promise yourself to work on it-and keep that promise. You'll be glad you did.

RESOURCE PHONE NUMBERS

ALABAMA	Department of Transportation	(205) 223-7244
	Safety Admin. of Industrial. Relations	(205) 254-1275
	OSHA Consultation	(205) 348-3033
	Area -Birmingham	(205) 731-1534
	-Mobile	(205) 441-6131
ARIZONA	Department of Transportation	(602) 255-7011
	OSHA State -Phoenix	(602) 542-5795
	Consultation	(602) 542-5795
	Area -Phoenix	(602) 640-2007
ARKANSAS	Department of Transportation	(501) 569-2235
	Department of Labor	(501) 682-4523
	OSHA Consultation	(501) 682-4522
	Area -Little Rock	(501) 324-6291
CALIFORNIA	OSHA State -San Francisco	(415) 703-4590
	Consultation	(415) 703-4441
	Area -San Francisco	(415) 744-7120
COLORADO	Department of Transportation	(303) 969-6748
	Department of Labor	(303) 391-6951
	OSHA Consultation	(303) 491-6151
	Area -Denver	(303) 844-5285
	-Englewood	(303) 843-4500
DELAWARE	Department of Transportation	(302) 739-5618
	Department of Labor	(302) 739-5473
	OSHA Consultation	(302) 571-3908
FLORIDA	Motor Carrier Safety Division	(813) 272-3261
	Dept. of Labor-Safety Division	(800) 367-4378
	OSHA Consultation	(904) 488-3044
	Area -Ft. Lauderdale	(305) 424-0242
	-Jacksonville	(904) 232-2895
	-Tampa	(813) 626-1177
GEORGIA	Department of Transportation	(404) 347-4966
	Dept. of Labor-Safety Inspections	(404) 656-2966
	OSHA Consultation	(404) 894-8274
	Area -Savannah	(912) 652-4393
	-Smyrna	(404) 984-8700
	-Tucker	(404) 493-6644

IDAHO	Department of Transportation	(208) 334-8000
	Department of Labor	(208) 334-2129
	OSHA Consultation	(208) 385-3283
	Area -Boise	(208) 334-1867
ILLINOIS	Department of Labor	(800) 654-4620
	OSHA Consultation	(312) 814-2337
	Area -Calumet City	(708) 891-3800
	-Des Plaines	(708) 803-4800
	-North Aurora	(708) 896-8700
	-Peoria	(309) 671-7033
INDIANA	Department of Transportation	(317) 232-5115
	Bureau of Safety, Education &Training	(317) 232-2688
	OSHA State -Indianapolis	(317) 232-2378
	Consultation	(317) 232-2688
	Area -Indianapolis	(317) 226-7290
IOWA	Department of Transportation	(515) 239-1101
	OSHA State -Des Moines	(515) 281-3447
	Consultation	(515) 281-5352
	Area -Des Moines	(515) 284-4794
KANSAS	Department of Transportation	(913) 296-3461
	Department of Labor	(913) 296-4386
	OSHA Consultation	(913) 296-4386
	Area -Wichita	(316) 269-6644
KENTUCKY	Department of Transportation	(502) 564-6800
	Department of Labor-Safety&Education	(502) 564-6895
	OSHA State -Frankfort	(502) 564-3070
	Consultation	(502) 564-6895
	Area -Frankfort	(502) 227-7024
LOUISIANA	Department of Transportation	(504) 389-0390
	OSHA Consultation	(504) 342-9601
	Area -Baton Rouge	(504) 389-0474
MARYLAND	Department of Transportation	(410) 859-7300
	Department of Labor	(410) 333-4180
	OSHA State -Baltimore	(410) 333-4179
	Consultation	(410) 333-4218
	Area -Baltimore	(410) 962-2840

MICHIGAN	Department of Transportation	(517) 373-2090
	Dept. of Labor-Safety&Education	(517) 322-1809
	OSHA State -Lansing	(517) 335-8022
	-Lansing	(517) 373-9600
	Consultation (Health)	(517) 332-8250
	Consultation (Safety)	(517) 322-1809
	Area -Lansing	(517) 377-1892
MINNESOTA	Department of Transportation	(612) 296-7109
	Department of Labor	(612) 296-2282
	OSHA State -St. Paul	(612) 296-2342
	Consultation	(612) 297-2393
	Area -Minneapolis	(612) 348-1994
MISSISSIPPI	Department of Transportation	(601) 965-4219
	OSHA Consultation	(601) 987-3981
	Area -Jackson	(601) 965-4606
MISSOURI	Department of Transportation	(314) 751-2846
	Dept. of Labor-Safety&Education	(314) 751-3403
	OSHA Consultation	(314) 751-3403
	Area -Kansas City	(816) 426-2756
	-St. Louis	(314) 425-4249
MONTANA	Department of Transportation	(406) 444-6200
	Department of Labor&Industry	(406) 444-3555
	OSHA Consultation	(406) 444-6418
	Area -Billings	(406) 657-6649
NEBRASKA	Public Services Commission	(402) 471-3101
	Department of Labor	(402) 471-9000
	OSHA Consultation	(402) 471-4717
	Area -Omaha	(402) 221-3182
NEVADA	Department of Transportation	(702) 687-5440
	Department of Labor	(702) 687-4850
	OSHA State -Carson City	(702) 687-3032
	Consultation	(702) 486-5016
	Area -Carson City	(702) 885-6963
NEW JERSEY	OSHA Consultation	(609) 292-3923
	Area -Avenel	(908) 750-3270
	-Hasbrouck Heights	(201) 288-1700
	-Marlton	(609) 757-5181
	-Parsippany	(201) 263-1003

NEW MEXICO	Department of Transportation	(505) 764-6788
	OSHA State -Santa Fe	(505) 827-2850
	Consultation	(505) 827-2877
	Area -Albuquerque	(505) 766-3411
NEW YORK	OSHA Consultation	(518) 457-2481
	Area -Albany	(518) 464-6742
	-Bayside	(718) 279-9060
	-Bowmansville	(716) 684-3891
	-New York	(212) 264-9840
	-Syracuse	(315) 451-0808
	-Tarrytown	(914) 682-6151
	-Westbury	(516) 334-3344
N. CAROLINA	Department of Transportation	(919) 733-4077
	Industrial Commission on Safety	(919) 733-5290
	OSHA State -Raleigh	(919) 662-4585
	Consultation	(919) 733-2360
	Area -Raleigh	(919) 856-4770
N. DAKOTA	Department of Transportation	(701) 224-2500
	Department of Labor	(701) 224-2660
	OSHA Consultation	(701) 221-5188
	Area -Bismark	(701) 250-4521
OHIO	Department of Transportation	(614) 466-7170
	Department of Labor	(614) 469-7376
	OSHA Consultation	(614) 644-2631
	Area -Cincinnati	(513) 841-4132
	-Cleveland	(216) 522-3818
	-Columbus	(614) 469-5582
	-Toledo	(419) 259-7542
OKLAHOMA	Department of Transportation	(405) 521-2579
	Department of Labor	(405) 528-1500
	OSHA Consultation	(405) 528-1500
	Area -Oklahoma City	(405) 231-5351
OREGON	Department of Transportation	(503) 378-6388
	Department of Labor	(503) 229-5737
	OSHA State -Salem	(503) 378-3272
	Consultation	(503) 378-3272
	Area -Portland	(503) 326-2251

PENNSYLVANIA	Department of Transportation	(412) 644-2935
	OSHA Consultation	(412) 357-2396
	Area -Allentown	(215) 776-0592
	-Erie	(814) 833-5758
	-Harrisburg	(717) 782-3902
	-Philadelphia	(215) 597-4955
	-Pittsburgh	(412) 644-2903
	-Wilkes-Barre	(717) 826-6538
S. CAROLINA	Department of Transportation	(803) 765-5414
	Dept. of Labor-Education&Training	(803) 734-9599
	OSHA State -Columbia	(803) 734-9594
	Compliance	(803) 734-9599
	Area -Columbia	(803) 765-5904
S. DAKOTA	Department of Transportation	(605) 339-6650
	Dept. of Labor-Safety&Education	(605) 773-3681
	OSHA Compliance	(605) 688-4101
TENNESSEE	Department of Transportation	(615) 741-2848
	Dept. of Labor-Safety&Education	(615) 741-1031
	OSHA State -Nashville	(615) 741-2582
	Compliance	(615) 741-7036
	Area -Nashville	(615) 781-5423
TEXAS	Department of Transportation	(512) 370-6500
	OSHA Compliance	(512) 440-3834
	Area -Austin	(512) 482-5783
	-Corpus Christi	(512) 884-2694
	-Dallas	(214) 320-2400
	-Ft. Worth	(817) 885-7025
	-Houston	(713) 286-0583
	-Houston	(713) 591-2438
	-Lubbock	(806) 743-7681
UTAH	Department of Transportation	(801) 963-0096
	OSHA State -Salt Lake City	(801) 530-6880
	Consultation	(801) 530-6868
	Area -Salt Lake City	(801) 524-5080

VIRGINIA	Department of Transportation	(804) 674-2018
	Department of Labor	(804) 786-5886
	OSHA State -Richmond	(804) 786-2377
	Consultation	(804) 786-8707
	Area -Norfolk	(804) 441-3820
WASHINGTON	Department of Labor	(206) 753-3679
	OSHA State -Olympia	(206) 956-4200
	Consultation	(206) 956-4249
	Area -Bellevue	(206) 553-7520
W. VIRGINIA	Department of Transportation	(304) 558-0440
	Department of Labor	(304) 558-7890
	OSHA Consultation	(304) 558-7890
	Area -Charleston	(304) 347-5937
WISCONSIN	Department of Transportation	(608) 264-5215
	OSHA Consultation (Health)	(608) 266-8579
	Consultation (Safety)	(414) 521-5188
	Area -Appleton	(414) 734-4521
	-Madison	(608) 264-5388
	-Milwaukee	(414) 297-3315
WYOMING	Department of Transportation	(307) 777-7471
	Department of Labor	(307) 777-7261
	OSHA State -Cheyenne	(307) 777-7786
	Consultation	(307) 777-7786

REGIONAL OSHA OFFICES

Region I (CT*, MA, ME, NH, RI, VT*) (617) 565-7164
133 Portland Street, 1st Floor
Boston, MA. 02114

Region II (NJ, NY*) (212) 337-2378
201 Varick Street, Room 670
New York, NY 10014

Region III (DE, MD*, PA, VA*, WV) (215) 596-1201
Gateway Building, Suite 2100
3535 Market Street
Philadelphia, PA. 19104

Region IV (AL, FL, GA, KY*, MS, NC, SC*, TN*) (404) 347-3573
1375 Peachtree Street, N.E., Suite 587
Atlanta, GA. 30367

Region V (IL, IN*, MI*, MN*, OH, WI) (312) 353-2220
230 South Dearborn Street, Room 3244
Chicago, IL. 60604

Region VI (AR, LA, NM*, OK, TX) (214) 767-4731
525 Griffin Street, Room 602
Dallas, TX. 75202

Region VII (IA*, KS, MO, NE) (816) 426-5861
1100 Main Street, Suite 800
Kansas City, MO. 64105

Region VIII (CO, MT, ND, SD, UT*, WY*) (303) 391-5858
1999 Broadway, Suite 1690
Denver, CO. 80202

Region IX (AZ*, CA*, NV*) (415) 744-6670
71 Stevenson Street, Room 420
San Francisco, CA. 94105

Region X (ID, OR*, WA*) (206) 553-5930
1111 Third Avenue, Suite 715
Seattle, WA. 98101

*States with OSHA approved state programs.

Special Programs

PAGE

BLOODBORNE PATHOGEN PROGRAM

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN
FOR

ELECTRICRAFT INC

SECTION 1

A. PURPOSE

The purpose of the exposure control plans is to limit occupational exposure to blood and other potentially infectious materials. Since any exposure could result in transmission of bloodborne pathogens, which could lead to disease or death. This plan includes exposure determination, methods of compliance, engineering work practice control, personal protective equipment, housekeeping, Hepatitis B Virus (HBV) vaccination post-exposure evaluation and follow-up information training and record keeping that, coupled with employee education, will help reduce on-the-job risks for all employees exposed to blood or other body fluids.

B. EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. The following job classifications, in which some employees have occupational exposure because they have received training in First Aid and/or CPR or are responsible for housekeeping, include:

- Any volunteer employee who is designated as First Aid and/or CPR responder. All names are posted in the main office.
- _____
- _____

The task and procedures are as follows:

- Cardiopulmonary resuscitation
- First Aid for choking victim
- Treatment of injury
- Wound care
- First Aid for strokes or seizures
- Cleaning and decontaminating an area after exposure to blood or other potentially infectious material

SECTION 2

GENERAL PROGRAM MANAGEMENT

A. RESPONSIBLE PERSONS

1. Safety Manager

This person will be responsible for the overall management and support of the Bloodborne Pathogens Exposure Control Plan (BPECP). Activities will include, but not be limited to:

* Overall responsibility for implementing the BPECP.
* Development of additional related policies as needed.
* Revisions and updating of plans as necessary.
* Keeping abreast of legal requirements concerning bloodborne pathogens.

2. Local Coordinator

* Locate and provide training on BPECP as needed on an annual basis.
* Responsible for reporting incident to Safety Manager.
* Will work with the Safety Manager to develop specific exposure control procedures in their separate localities.

3. CPR/First Aid Responders and Housekeeping Staff

* Knowing which tasks they perform are potentially hazardous for bloodborne pathogen exposure.
* Attending the bloodborne pathogen training session.
* Using all work practice controls.

B. AVAILABILITY OF THE EXPOSURE CONTROL PLAN

The BPECP is available to all employees at any time. Employees will be advised of this availability during their training session. Employees will also be informed of the BPECP through the employee handbook.

SECTION 3

A. METHOD OF COMPLIANCE

In the office location, the requirements for compliance will be carried out by the Safety Manager and/or designated coordinator.

Universal precautions will be observed at this facility in order to prevent contact with blood and other potentially infectious material. All blood or other potentially infectious material will be considered infectious, regardless of the perceived status of the source individual.

B. ENGINEERING, WORK PRACTICE CONTROLS AND PPE

Hand washing facilities are readily accessible to employees who incur exposure to blood or other potentially infectious material. Hand washing facilities are located outside of all bathrooms.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to company employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

The following engineering controls will be utilized:

- Disposable latex/vinyl gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, non-intact skin, mucous membranes or other potentially infectious material.

- Microshields with one way valves will be required to be used if blood or other infectious materials can reasonably be anticipated.

- The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Personal protective equipment (PPE) is readily accessible to each employee listed in the job classification. The PPE will be kept in first aid kits located in marked sites around the facility and other designated locations. The housekeeping staff will keep the appropriate PPE in a visible location in their storage rooms.

- The coordinator will be responsible to oversee that after the removal of personal protective gloves, the employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible, with soap and water.

- PPE Accessibility - All personal protective equipment used at this facility will be provided without cost to employees and the appropriate size is readily accessible at the work site.

- PPE Use - The coordinator shall oversee that the employee uses the appropriate PPE. If the supervisor shows that the employee temporarily and briefly declined the use of PPE, when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

C. HOUSEKEEPING

The coordinator will follow approved disposal methods for handling regulated waste which has been used in an exposure incident. The coordinator will follow local procedures for disposal.

Regulated waste refers to the following categories of waste which require special handling, at a minimum:

- Liquid or semi-liquid blood or other potentially infectious materials;
- Items contaminated with blood or other potentially infectious materials and which would release substances in a liquid or semi-liquid state if compressed;
- Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling.
- Any contamination of equipment surfaces shall be cleaned and disinfected using a 1:10 bleach solution.

Hard surfaces	1:10 bleach solution
Carpeted surfaces	Absorbent bleach material (ie. Zep Chlor-retain)

All other non-regulated waste shall be disposed of in a lined waste container.

D. LAUNDRY

Any laundry that is contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use. The laundry service will take the appropriate measures to handle these items.

SECTION 4

A. POST EXPOSURE EVALUATION & FOLLOW-UP

All exposure incidents shall be reported, investigated and documented. When an employee incurs an exposure incident, it shall be reported to the coordinator, who will forward the information to the Safety Manager before the end of the workday.

All employees who experience an exposure will be offered a confidential post-exposure evaluation and follow-up in accordance with OSHA standards at no charge to the employee.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up. Cost of testing and counseling will be borne by the company. The follow up will include at least the following elements:

1. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless it can be established that identification is not feasible or prohibited by state or local law.
3. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and Human Immunodeficiency Virus (HIV) infectivity. If consent is not obtained, the coordinator shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
4. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
5. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

The coordinator evaluating an employee after an exposure incident shall ensure that the health care professional responsible for the employee's Hepatitis B vaccination is provided the following information:

- Written documentation of the route of exposure and circumstances under which the exposure occurred. (see attached Exposure Incident Report)
- Results of the source individual's blood testing, if available.
- All medical records relevant to the appropriate treatment of the employee, including vaccination status.

The coordinator shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within fifteen (15) days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination. The healthcare professional's written opinion for post exposure follow-up shall be limited to the following information:

- A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- A statement that the employee has been informed of the results of the evaluation.
- All other findings and diagnosis shall remain confidential.

B. INFORMATION AND TRAINING

The coordinator shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve (12) months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

1. A copy of the standard and an explanation of its contents;
2. A discussion of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of bloodborne pathogens;
4. An explanation of the ELECTRICRAFT INC Bloodborne Pathogen Exposure Control Plan and a method for obtaining a copy;
5. The recognition of tasks that may involve exposure;
6. An explanation of the use and limitations of methods to reduce exposure, for example: engineering controls, work practices, and personal protective equipment;
7. Informationonthetypes,use,location,removal,handling,decontamination, and disposal of PPE's;
8. An explanation of the basis and selection of PPE's;
9. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge;
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
11. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up;
12. Information on the evaluation and follow-up required after an employee exposure incident.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

C. RECORDKEEPING

Training Records - The coordinator is responsible for maintaining training records. These records will be kept in the above named individual's office.

Training records shall be maintained for three years from the date of training. The following information shall be documented:

1. The dates of the training sessions;
2. An outline describing the material presented;
3. The names and qualifications of persons conducting the training;
4. The names and job titles of all personnel attending the training sessions.

Availability - All employee records shall be made available to the employee in accordance with 29 CFR 1910.20.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

Medical Records - The Safety Manager/Coordinator is responsible for maintaining medical records as indicated below. These records shall be kept in the Safety Manager/Coordinator's office.

Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of employment plus thirty (30) years. These records shall include the following:

1. The name and social security number of the employee;
2. A copy of the employee's HBV vaccination status, including the dates of vaccination or a declaration statement indicating they choose not to be vaccinated;
3. A copy of **all legally accessible results** of examinations, medical testing, and follow-up procedures;
4. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

D. EVALUATION AND REVIEW

The Safety Manager and/or designated coordinator is responsible for annually reviewing this program and its effectiveness, and for updating this program as needed.

E. DATES

All provisions required by this standard will be implemented by _____.

EXPOSURE INCIDENT REPORT

(To be completed by the coordinator)

Date _____

Name of exposed employee(s) _____

_____

_____

Explain in detail how exposure occurred. (What body fluids were involved, which body part was exposed, what was size of exposure, etc.)

_____

_____

_____

Explain the source of exposure.

_____

Did the exposed employee(s) use PPE? _____ Yes _____ No If no, please explain.

_____

_____

_____

Individuals who witnessed the exposure.

_____ _____

_____ _____

Did the exposed employee wash the exposed area as soon as feasible after the exposure?

_____ Yes _____ No If no, please explain.

_____

_____

Was the employee(s) sent to the clinic to receive their confidential medical evaluation including the post exposure vaccination within 24 hours?

_____ Yes _____ No If no, please explain.

_____

_____

What clinic did the employee(s) attend?_____

Who was the attending health care provider? _____

Did anyone accompany the employee(s) to the clinic? _____ Yes _____ No

Was there any regulated waste that needed to be disposed of? _____ Yes _____ No

If yes, please explain how this was accomplished.

_____

_____

Signed_____

Date _____

MEDICAL RECORDS
BLOODBORNE PATHOGEN EXPOSURE

Employee's Name _____

Social Security Number _____

Attached are the following:

- Copy of the employee's HBV vaccination status, including **dates of vaccinations** or a declaration statement indicating they chose not to be vaccinated.
- **Copy of information provided to the health care professional including description of employee's duties as they are related to the exposure incident** and circumstances of the exposure.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

COORDINATORS RESPONSIBILITIES

1. Read and understand the Bloodborne Pathogen Exposure Control Plan.

2. Inform CPR responders in your business that you are the coordinator and that you must be contacted immediately if an exposure occurs.

3. Inform CPR responders that you have a copy of the Exposure Control Plan and they may review it or receive a copy at any time.

4. Locate a qualified trainer to conduct your annual Bloodborne Pathogen Review Training and maintain training records in your office for three (3) years from the date of training. Training records will include:

    - Dates of training;
    - Outline describing material presented;
    - Names and qualifications of persons conducting training;
    - Names and job titles of all persons attending the training session.

5. You, as the responsible person, will oversee that the Bloodborne Pathogen Exposure Control Plan is implemented and followed as described. This includes the following responsibilities:

    - Distribute microshields and latex gloves to all trained CPR responders. This personal protective equipment is to be stored by the responder. Make sure all gloves are the proper size.
    - Monitor first aid supplies and resupply as necessary.
    - If an exposure incident occurs, you must follow all post evaluation and follow-up procedures.
    - Ensure that all regulated and non-regulated waste at the exposure scene is handled safely and disposed of properly.

POST EVALUATION AND FOLLOW-UP

If a first responder or housekeeping staff person responds to any situation involving the presence of blood or other potential infectious material (OPIM) the following steps must be taken:

1. If responder has exposure (direct contact with skin, eyes, mucous membrane) to blood or OPIM, wash all affected areas with disinfecting soap immediately, or rinse with running water. When in doubt if an exposure occurred, call the nearest clinic.

2. Contact the coordinator as soon as possible, but no later than the end of the exposed person's work shift.

3. Offer to send the employee to the nearest health care clinic to have a confidential medical evaluation. Specifically request that all charges be billed directly to ELECTRICRAFT INC. The employee can decline this service.

   Bring a copy of the medical evaluation form with you to the clinic and give it to the attending licensed health care professional and ensure that all information has been covered with the exposed employee.

4. Complete the Exposure Incident Report as soon as possible and forward it to the Safety Manager.

5. Obtain and provide the employee with a copy of the evaluating health care professional's written opinion for HBV vaccination and whether the employee has received such HBV vaccination within fifteen (15) days of the completion of the evaluation.

   The health care professional must also provide a statement indicating that the exposed employee has been told of any medical conditions resulting from the exposure and that the employee has been informed of the results of the evaluation.

CONFIDENTIAL MEDICAL EVALUATION FORM

All charges are to be billed directly to ELECTRICRAFT INC.

1. Provide written documentation of route of exposure.

2. Test source individual for HBV and HIV infectivity if consent is given.

3. Test exposed individual for HBV and HIV infectivity if consent is given. Document if consent is not given to test.

4. Provide information identifying whether the HEP B vaccination was recommended for the exposed employee and whether or not the employee received the vaccination. Any added findings must be kept confidential.

5. Provide a written statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

6. Provide a statement that the employee has been informed of the results of the evaluation.

7. Offer the employee counseling with the appropriate health care professional.

CONFINED SPACE ENTRY PROGRAM

CONFINED SPACE ENTRY PROCEDURE

DEFINITION

Confined space - any area that is difficult to enter, leave, or work in, and is not intended for full-time employee occupancy. Confined spaces include, but are not limited to such areas as: storage vessels, furnaces, railroad tank cars, manholes, bulk material hoppers, water towers, autoclaves, and boilers.

POLICY

The main purpose of all confined space entry standards is to protect the people working in confined spaces where toxic, explosive, and asphyxiating atmospheres may exist and from possible engulfment by loose materials.

If at least one (1) of the four (4) following conditions exist in the designated work area, it is considered a confined space:

1. Contains or has the potential to contain a **hazardous atmosphere**;
2. Contains a material that has the potential for **engulfing** an entrant;
3. Has an internal configuration such that the entrant could be trapped or **asphyxiated;**
4. Contains any other recognized **serious safety or health hazard**.

All employees of ELECTRICRAFT INC are prohibited from entering a confined space until a confined space entry permit is issued and signed by the client's entry supervisor in charge of that confined space work area.

Anyone working within a confined space should take necessary precautions to guard against this hazard. This would include independent subcontractors as well.

Company procedure at ELECTRICRAFT INC requires that at least these minimum criteria be met prior to commencing any work:

1. Testing and continuously monitoring conditions in the permit space;
2. Stationing an attendant outside the permit space during entry and while work is being performed in the confined space. The responsibilities of the attendant are as follows, but not limited to:
   A. Monitoring authorized entrants in the confined space;
   B. Being familiar with the hazard(s) in the confined space and the behavioral effects of the hazard(s);
   C. Staying in contact with entrants making sure they are not experiencing any negative effects;

D. Ordering entrants out of the confined space if deemed necessary;
E. Summoning rescuers, preventing unauthorized entry, and performing non-entry rescues;
F. Staying in position and not attempting any entry of the confined space, should any rescue situation occur;
G. Not performing any other duties that might divert attention away from monitoring and protecting the safety of the authorized entrants of the confined space.

3. Establishing procedures to summon rescuers and prevent unauthorized personnel from attempting any rescue;

4. Requiring a permit including the following information:
   A. Identification of the space;
   B. Purpose of the entry;
   C. Date and duration of the permit;
   D. List of authorized entrants;
   E. Names of current attendants and entry supervisor;
   F. List of hazards in the permit space;
   G. List of measures to isolate permit space and eliminate or control hazards;
   H. Explanation of acceptable entry conditions;
   I. Results to test, including initials;
   J. Rescue and emergency services and means to summon such services;
   K Communication plan for entrants and attendants;
   L. List of required equipment (such as: respirators, communication systems,lighting, alarms, etc.);
   M. Any additional permits required (such as hot work, lockout/tagout, etc.);
   N. Any other necessary information, as required.

Note: If work is stopped or interrupted by a change in conditions, the original permit must be cancelled, and a new permit issued following the standard procedure.

5. Training employees to ensure initial understanding, with annual refresher training, as mandated by the standard;

6. Requiring the people involved in confined space entry know and do the following:
   A. Know the hazards they face;
   B. Recognize signs or symptoms of exposure;
   C. Understand the consequences of exposure;
   D. Know the use of any needed equipment;
   E. Have passed medical tests required to wear needed equipment;
   F. Communicate with attendants, as necessary;
   G. Exit as quickly as possible whenever ordered or altered by alarm, warning sign, prohibited condition, or other;
   H. The entry supervisor must verify that all conditions and procedures have been met before he/she signs the permit for work to begin.

I. Ventilating the confined space and monitoring the atmosphere at all times. Employees must wear all necessary personal protective equipment and follow permit procedures every time they enter the confined space;
J. Providing explosion proof lighting inside the confined space (12 volt or battery powered/or with ground fault interrupters);
K. Testing the atmosphere inside the confined space, before each shift change and after each work interruption, to ensure the following ranges: oxygen 19.5% to 22.0%, hydrogen sulfide 0%, and explosive vapors 0%;
L. Requiring personnel entering confined spaces to wear a safety body harness with life line attached, to permit rapid exit or rescue;
M. Ensuring all electrical power has been locked out and tagged out, and all process lines, including sewer and drain connections have been discontinued or otherwise plugged;
N. Locking out and tagging out all power driven and agitating equipment serving the confined space;
O. Requiring that personal protective safety equipment be worn in areas other than the confined space and that equipment may include respirators, fire retardant clothing, or rubber steel-toed boots.

CONFINED SPACE ENTRY PERMIT

NAME OF CONFINED SPACE BEING ENTERED

_____

DEPARTMENT _____ DATE_____

TIME _____

PURPOSE FOR ENTERING

_____

_____

ENTRY CERTIFIED FOR: _____ SHIFT

CHECKLIST: ATMOSPHERE TESTS
(Record results)

1. Oxygen deficiency test (Minimum 19.5%) _____ (Maximum 22.0%)
2. Toxic gas tests:

   H2S _____ppm CO2 _____ppm CO _____ppm CI _____ppm

   Other _____ _____ppm_____ _____ppm

3. Explosion meter test (Below 20% L.F.L.) _____ % L.E.L. _____ % U.E.L.
4. Low voltage lamps, and air tools required? _____ Yes _____ No
5. Lockouts and/or blind flange on all connecting pipes? _____ Yes _____ No
6. Monitoring employee designated _____
7. Harness and lifelines present? _____ Yes _____ No
8. Hoisting equipment in place, if required to perform rescue? _____ Yes _____ No

DRUG AND ALCOHOL PROGRAM

DRUG AND ALCOHOL PROGRAM

POLICY STATEMENT

ELECTRICRAFT INC wants to provide each and every employee with a safe workplace. The use of drugs and alcohol in the workplace can lead to accidents and otherwise endanger our employees. In fact, drug and alcohol abuse is the leading cause for workplace deaths and accidents. Therefore, **ELECTRICRAFT INC** is starting a drug and alcohol program directed towards eliminating the use of drugs and alcohol in the workplace and establishing testing for drug and alcohol use.

_____ has been appointed as the drug and alcohol program contact point for employees who have questions about the program.

GENERAL DEFINITION OF SAFETY-SENSITIVE FUNCTION:

On-duty function, including time at carrier, terminal, public property, or other areas, waiting to be dispatched; time spent inspecting or servicing a vehicle; all driving time; loading and unloading, or supervising loading and unloading; remaining in readiness to operate the vehicle; time spent attending to or associated with an accident; repairing or assisting to a disabled vehicle.

Note: **ELECTRICRAFT INC** may add additional safety-sensitive functions as needed based on job description.

DRUG AND ALCOHOL USE:

No driver shall use alcohol while performing safety-sensitive functions.

NOTE: Alcohol is defined as ethyl alcohol or any other low molecular weight alcohol such as isopropyl alcohol or methanol. "Alcohol Use" means consumption of any material containing alcohol, **including medication(s)**.

No driver will perform safety-sensitive functions within four hours after using alcohol.

No driver who has an accident while performing safety-sensitive functions shall use alcohol for eight hours following the accident, unless the driver has been given a post-accident test.

No employee may report to work under the influence of drugs or alcohol.

No Employee may consume drugs or alcohol during assigned work hours, including any and all break periods.

Prescription drug (non-alcohol) use will be allowed if this use does not interfere with the employee's safety-sensitive job duties, and if the use is medically necessary.

Commercial Drivers License drivers are required to submit to a post-accident alcohol test, random alcohol or controlled substance test, reasonable suspicion alcohol or controlled substance test, or follow-up alcohol or controlled substance test.

Any employee found to be in violation of this policy will be restricted from performing a safety-sensitive function and subject to disciplinary action, which may include termination.

EFFECTIVE DATE:

The effective date of this policy will be _____ .

(Employers must give employees thirty (30) days notice prior to the implementation of a drug and alcohol testing policy or program.)

_____

ELECTRICRAFT INC

_____

Date

EMPLOYEE ACKNOWLEDGEMENT

I, _____ acknowledge receipt of the Drug and Alcohol Program and aggree to the conditions and rules as stated in the **ELECTRICRAFT INC** program. I further state that I am aware of the consequences for violating the rules, including revocation of driving privileges, referral to a substance abuse professional (SAP), and possible termination of employment.

I further acknowledge that _____ is the point-of-contact within **ELECTRICRAFT INC** for questions about this policy and program.

_____
Signature

_____
Date

DRUG AND ALCOHOL TESTING PROGRAM

DRUG AND ALCOHOL TESTING:

The following substances and/or their metabolites may be tested for under this policy:

a) marijuana,
b) cocaine,
c) opiates,
d) amphetamines,
e) phencyclidine, and
f) alcohol.

TYPES OF TESTING:

PRE-EMPLOYMENT/PRE-DUTY TESTING
POST ACCIDENT TESTING
RANDOM TESTING
RETURN TO DUTY TESTING
FOLLOW-UP TESTING

PRE-EMPLOYMENT/PRE-DUTY TESTING:

CAUTION: Certain states have specific requirements concerning testing of prospective employees/applicants. Please review applicable state requirements prior to implementing this optional testing approach.

All drivers should be tested for use of prohibited substances prior to performing any safety-sensitive function for the first time.

OPTIONAL: Prospective employees for safety-sensitive positions will be required to submit to a drug (optional: and alcohol) test as a condition of employment. Testing will be conducted on all safety-sensitive positions and in an indiscriminate manner.

Initial pre-duty test will be conducted in accordance with the following:

- Breath Alcohol Concentration (BAC) should test less than 0.04 (grams/210 liters of breath);
- If BAC is between 0.02 and 0.04 driver cannot perform a safety-sensitive function for 24 hours; and
- Controlled substances test must be reported negative before safety-sensitive function can be performed.

EXCEPTIONS: If driver has been tested within the past six months with negative results (alcohol testing only), or has successfully participated in a substantially similar program where testing occurred for more than 30 days (controlled substance only), a test may be avoided if all the required records of the previous program and tests are obtained.

POST-ACCIDENT TESTING:

- Testing will be done if accident was reportable under USDOT criteria and if a citation has been issued for a moving violation as a result of the accident. Any accident involving loss of life shall require testing if the driver was performing safety-sensitive functions with respect to the vehicle (regardless of a citation being issued).

- Alcohol tests must be administered within two hours of the accident. If more time has elapsed ELECTRICRAFT INC must prepare a report explaining the delay.

NOTE: After eight hours (alcohol) and thirty-two hours (controlled substances) has elapsed, no test shall be given and **ELECTRICRAFT INC** must prepare a report explaining why the test was not given.

- If the driver leaves the scene of an accident without a valid reason prior to submission to the test, they will be regarded as refusing to be tested.

RANDOM TESTING:

- At least 25 percent of the drivers will be tested for alcohol each year. At least 50 percent of the drivers will be tested for controlled substances each year. Once notified, drivers must proceed immediately to the collection/testing site for testing. For alcohol testing, random notification will occur directly before, after, or during performance of a safety-sensitive duty.

REASONABLE SUSPICION TESTING:

Employees may be tested for the presence of drugs or alcohol only if **ELECTRICRAFT INC** has a reasonable suspicion that drug or alcohol use exists. The following factors may be used to determine a reasonable suspicion:

a) during work hours, direct observation of drug or alcohol use or the physical symptoms of drug or alcohol use;
b) abnormal conduct or erratic behavior while at work;
c) absenteeism, tardiness, or severe deterioration in work performance;
d) a report of drug or alcohol use on the job from a reliable source that has been independently corroborated;

e) information that an employee has caused or contributed to an accident at work; or

f) evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs or alcohol while working, or while on the **ELECTRICRAFT INC** premises, or while operating **ELECTRICRAFT INC** vehicles, machinery, or equipment.

NOTE: A signed, written record of the observations should be completed by the supervisor or company official within 24 hours of the observation.

ADMINISTRATIVE PROCEDURES:

After **ELECTRICRAFT INC** determines that a reasonable suspicion exists to test for drug and alcohol use the following administrative procedures will be implemented:

a) the employee will be informed in writing that a drug and alcohol test is being required and the reasons why the drug and alcohol test is being conducted;

b) the employee will be asked to sign a drug and alcohol testing consent form;

c) the employee will be informed of the consequences of failing to submit to drug and alcohol testing;

(i) in the company's sole discretion, employees may be disciplined for failing to submit to drug and alcohol testing;

(ii) disciplinary action may include written warnings, referral to drug assessment and treatment center, suspension, or termination;

d) the employee shall be allowed to provide notice to **ELECTRICRAFT INC** of currently or recently used prescription or non-prescription drugs at the time of the taking of the specimen to be tested, and such information shall be placed in writing upon the employer's drug and alcohol testing custody and control form prior to initial testing;

e) the employee has the absolute right to contest the accuracy of a positive confirmed drug and alcohol test;

(i) upon request the employee will be provided with the names of approved testing facilities in order to obtain a retest at the employee's expense;

(ii) the employee must protest the results within ten working days and provide **ELECTRICRAFT INC** with a written explanation of the reasons for their protest.

f) Before **ELECTRICRAFT INC** bases any disciplinary action upon an initial positive test result, a confirmation test will be conducted.

RETURN TO DUTY TESTING:

Alcohol test must be below 0.02 and drug test results indicate a verified negative before return to duty is allowed.

FOLLOW-UP TESTING:

Verified positive test requires follow-up testing, not an option, as directed by a substance abuse professional - at least six times in the first year. May test up to 60 months.

TESTING PROCEDURES:

a) Testing will be conducted during the employee's regular work hours, whenever possible. If not possible, testing will occur immediately after the employee's regular work hours.
b) Employees will be paid for the time involved in participating in a drug and alcohol test conducted under this policy.
c) Employees will be asked to submit urine specimens for the drug and alcohol testing procedures.
d) **ELECTRICRAFT INC** will be responsible for any and all expenses incurred for conducting drug and alcohol testing.
e) Actual testing procedures will be outlined with the company by the testing facility they contract with for drug and alcohol testing.

CONFIDENTIALITY:

Any and all information, interviews, reports, statements, memoranda, and test results written or otherwise, received by **ELECTRICRAFT INC** through its drug and alcohol testing program are confidential communications, except under certain circumstances as allowed by law.

RECORDS RETENTION:

Records will be kept (Five years unless otherwise noted) relating to:

- Positive driver alcohol and drug test results
- Negative and cancelled driver alcohol and drug test results (1 year minimum)
- Driver refuses test
- Compliance with alcohol testing, calibration and training if alcohol testing done on-site
- Random selection process
- The collection process (2 years)
- Violations under 49CFR382
- Post-positive test alcohol/drug evaluations
- Education and training (2 years)
- Annual reports

ANNUAL REPORT OF ACTIVITY (Management Information System)

An annual report of activity will be maintained and, if requested, sent to FHWA in a form and manner as is prescribed. Separated reports for drug and alcohol testing are required.

RELEASE OF ALCOHOL AND CONTROLLED SUBSTANCE TEST INFORMATION BY PREVIOUS EMPLOYER

Within 14 days of beginning the performance of safety-sensitive functions, the following information must be obtained from all driver's previous employers:

- Positive alcohol or drug tests.
- Refusals to test.
- Information related to any chemical dependency evaulations and completion of treatment.

NOTE: **ELECTRICRAFT INC** must maintain a written, confidential record with respect to each past employer contacted.

SUPERVISOR TRAINING:

Persons designated to determine whether reasonable suspicion exists to require a driver to undergo alcohol or controlled substances testing will receive at least 60 minutes of training on alcohol and an additional 60 minutes on substance abuse. The training will cover the following indicators:

- Physical
- Behavioral
- Speech
- Performance

EMPLOYEE TRAINING:

Employee awareness education will be given and information on drug and alcohol misuse will be disseminated to all employees.

REFERRAL, EVALUATION AND TREATMENT:

- Each driver who tests positive will be given a list of treatment and substance abuse professionals (SAP's) in the area including names, addresses, and phone numbers.

- SAP will evaluate the driver and determine what treatment (if any) is needed. Conflict of interest provisions apply to SAP's referral to a treatment agency they have financial interest in.

- Before returning to safety-sensitive duty, a return to duty alcohol/drug test, compliance review by SAP and initiation of follow-up random testing (minimum six in 12 months, up to 60 months) will be required.

MEDICAL REVIEW OF DRUG AND ALCOHOL TESTS:

Dr. _____, a licensed physician, has been appointed by **ELECTRICRAFT INC** as the Medical Review Officer, to receive and review drug and alcohol laboratory results. This physician has knowledge of substance abuse disorders and has the appropriate medical training to interpret and evaluate drug and alcohol laboratory results.

DISCIPLINARY ACTIONS BASED ON DRUG AND ALCOHOL TESTING:

In **ELECTRICRAFT INC's** sole discretion, based upon the individual circumstances surrounding each drug and alcohol test, the following disciplinary actions may be taken:

a) Termination
   (i) If the employee's drug and alcohol use resulted in injury to the employee or others;
   (ii) If the employee's drug and alcohol use seriously endangered others in the workplace;
   (iii)Refusing to submit to drug and alcohol testing after causing or being involved with a workplace accident; or
   (iv)Sale of alcohol or drugs on company premises.

b) Referral to rehabilitation
   (i) Serious deterioration in work performance based upon drug or alcohol use;
   (ii) Absentee or tardiness problems based upon drug or alcohol use;
   (iii)Erratic or abnormal behavior at work based upon drug or alcohol use.

c) Suspension
   (i) Dependent on individual circumstances.

CONSENT TO DRUG AND ALCOHOL TESTING

I have had the opportunity to read and ask questions about **ELECTRICRAFT INC** drug and alcohol testing policy.

The reasons for this drug and alcohol test have been fully explained to me by **ELECTRICRAFT INC**.

The consequences of not submitting to drug and alcohol testing have been explained to me by **ELECTRICRAFT INC**.

I, _____ , voluntarily consent to drug

and alcohol testing conducted by _____.
(Clinic)

_____
Signature

_____
Date

NOTICE OF DRUG AND ALCOHOL TESTING

Date: _____

To: _____

ELECTRICRAFT INC has determined that there is a reasonable basis to ask you to submit to a drug and alcohol test. The reason (s) for this request are:

_____

_____

_____

Please contact _____ (designated tester) at _____AM/PM for this drug and alcohol test. You will be paid for the time required to participate in the drug and alcohol test.

A copy of **ELECTRICRAFT INC's** drug and alcohol testing policy is attached for your review. Please note, you will have the opportunity to state if you have taken any prescription or non-prescription medication prior to the drug and alcohol test. You will also be asked to sign a consent form at the time of the test.

Please contact **ELECTRICRAFT INC** if you have <u>any</u> questions regarding the policy or testing procedures.

Thank you for your cooperation.

EMERGENCY ACTION PLAN

EMERGENCY ACTION PLAN

I. PURPOSE

The purpose of this Emergency Action Plan is to protect the employees of ELECTRICRAFT INC from serious injury, property loss, or loss of life in the event of a major disaster. A major disaster constitutes any one (1) of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill.

In the event of any disaster listed, this Emergency Action Plan describes the responsibilities and actions to be taken to protect all employees.

II. GENERAL PROCEDURES

In the event of a disaster, the warning may come from any one (1) of the following sources: commercial radio or television, civil defense radio, in-plant automatic sprinkler system, in-plant alarm, messenger, or police.

A. Notification of Early Warning
A person receiving notification of a possible disaster, or an in-plant emergency should immediately notify their immediate supervisor. The type of disaster or emergency situation should then be conveyed to all employees with the use of the plant emergency alarm system.

B. Emergency Control Committee
The following personnel of ELECTRICRAFT INC will constitute the Emergency Control Committee (ECC). In the event of a disaster or immediate emergency, they are to report to a designated Emergency Control Center unless the prevailing situation dictates otherwise. Committee members are:

1. _____Manager
2. _____Personnel Director
3. _____Safety Director

Responsibilities - Emergency Control Committee

1. Assess nature and extent of all emergencies;
2. Assume control of all emergency actions;
3. Assign tasks to personnel to carry out specific actions;
4. Order evacuation if deemed necessary;
5. Take any other action necessary to protect life;
6. Annually review plan and revise as necessary;
7. Plan training exercises to test evacuation plan; and
8. Instruct personnel of their duties under this plan.

In any emergency situation, the ranking member of management present shall have final

authority to coordinate procedures, and amend, modify, or supersede any provisions of this plan in order to ensure employee safety.

C. Emergency Control Center
Emergency actions should be coordinated at the Emergency Control Center which will be designated as the manager's office. If this office is not available, report to the most convenient office of the other two (2) committee members.

If the emergency situation warrants the committee members to meet on the plant floor, it will be the plant manager's responsibility to notify, and give the location where members are needed.

D. First Aid Services
All first-line supervisors have been certified by the American Red Cross to provide first aid. They will be available to administer first aid in the plant or, in the event of a complete evacuation, at a safe assembly area outside the plant.

E. Utility Controls
All maintenance personnel will know the location and operation of main controls for shutting off the gas, electricity, and water leading into the building.

F. News Information
Information to any source of news media will only be released at the discretion of the plant manager.

III. EMERGENCY ALARMS

A. Automatic Sprinkler Alarm
In the event of a fire, the Automatic Sprinkler Alarms System will be activated automatically. Upon activation, the flow of water will begin in the area of the fire, and an alarm will sound throughout the building. Upon hearing the alarm employees should, if time permits, shut off the power to the equipment they are operating and proceed to the evacuation sites indicated outside the building and conduct a roll call.

B. Action
When the alarm is activated, at least one (1) member of the ECC should report to the evacuation site outside the plant. The other members should take the necessary action to ensure the safety of the employees and notify proper agencies for any services that are needed.

C. Plant-wide Evacuation Alarm (Continuous High Pitched Alarm)
With the exception of a fire, employees should not evacuate the building unless authorized by the ECC. The signal/alarm for a plant-wide evacuation will be a continuous high-pitched alarm. Once at the assembly site, the first-line supervisor should conduct a roll call and report to an ECC member for assistance.

D. The signal/alarm for a segmented area evacuation will be an intermittent high-pitched alarm. A first-line supervisor will have the authority to activate this alarm and give appropriate instructions to employees to insure safety. Before leaving, the first-line supervisor should inspect the area to ensure all employees are evacuated. Evacuated employees should report to the assembly site posted inside the building. Once at the assembly site, the first-line supervisor should conduct a roll call and report to an ECC member for assistance.

E. Phone Listings
A listing of all emergency telephone numbers is located at plant and office telephones. If the emergency occurs on the day shift, the switchboard operator will be responsible for contacting the appropriate agency. A member of the ECC should then be contacted for assistance.

IV. EVACUATION SITES

A map of all evacuation sites will be displayed in the lunch room and all departments. Each map shows the route and exit to take, depending where employees are located in the plant. It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes.

V. PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown will only be ordered from the highest ranking member of the ECC. No employee should risk any type of injury to accomplish this task. However, if time permits, the following personnel should perform the following duties:

A. All warehouse personnel and material handling personnel should drive forklift trucks out of aisles and exit ways.

B. Maintenance department should shut off gas lines and electrical supply as instructed by the maintenance manager.

VI. TORNADO

In the event of a tornado or a severe weather warning, the following procedure should be put into effect by the supervisor or ECC:

A. Listen for latest advisories on radio.
B. Post outlooks for outside observation.
C. If necessary, initiate emergency shutdown procedures.
D. Move personnel into designated safe assembly areas within the building.
E. Open any door or window where possible to equalize pressure.
F. After tornado passes, restore calm and check for injuries.

VII. EARTHQUAKE (Intermittent Alarm)

An earthquake will usually occur without any type of warning. All personnel should attempt to get into a doorway passage or under a table or desk. NO ONE SHOULD GO OUTSIDE THE BUILDING. After an earthquake has stopped, the following procedure should be initiated.

A. All employees should help restore calm to fellow employees.
B. Emergency Control Committee and first-line supervisors should check for injuries and provide first aid as needed.
C. The maintenance department should check for fires and shut off all gas, electricity, and water at main controls.
D. The building should be inspected for damage by a member of the ECC. If major structural damage has occurred, the ECC should order a complete evacuation.
E. The ECC should then notify proper utility companies or other services as needed.

VIII. BOMB THREAT (Continuous High-Pitched Siren)

In the event of a bomb threat, which will normally be received over the telephone, the following procedure should be followed:

A. The person receiving the bomb threat should complete the attached BOMB THREAT CHECKLIST as soon as possible and answer questions once the report has been turned over to the ECC.

B. The ECC shall determine the appropriate procedures to be taken among the following:
   1. Commence immediate plant wide evacuation to outside evacuation sites.
   2. Contact proper law enforcement agencies.
   3. Contact the fire department.
   4. Do not permit re-entry until the building has been searched and declared safe by bomb disposal unit.

C. If a bomb threat is received by any other means than the telephone, the person receiving the threat should report immediately to their first-line supervisor or a member of the ECC.

IX. FIRE PREVENTION AND WORKPLACE HAZARDS

A. It is the responsibility of all employees to prevent any type of fire in the building. Listed below is a list of general items to take into consideration to accomplish this objective:

   1. Extinguish all cigarettes in their proper place.
   2. Do not have open flame around any type of chemicals, paints, solvents, or flammables.
   3. Make sure all hand held torches are extinguished when not in use.
   4. Do not put any type of hot object, such as cigarette butts, in trash cans.

B. Listing of Some Workplace Hazards

1. Flammable substances:
    a. Paint and paint solvents
    b. Mineral spirits
    c. Alcohol
    d. Propane tanks for forklift trucks
    e. Oxygen and acetylene tanks
    f. Hydraulic oil
    g. Grease

2. Welding Operations
   All welding operations will be done in a confined area unless otherwise instructed by the maintenance manager. A fire extinguisher will be immediately available in case of an emergency.

X. CONTROL OF WORKPLACE HAZARDS

A. All flammable and combustible materials will be stored in a designated area or flammable storage area.

B. Good housekeeping will be the responsibility of ALL employees.

1. Waste materials are to be discarded in their proper places.
2. Operators are to pick up and sweep any debris on or around their machine on a shift to shift basis.
3. All aisles and exits will be kept clear.
4. All painted areas to fire extinguishers will be kept clear for access.
5. All employees will know evacuation routes and exits to proceed to when instructed, if an emergency situation develops.
6. All employees will be instructed on the company Emergency Action Plan.
7. Emergency telephone numbers will be posted at the main receptionist desk, offices of ECC members, and first-line supervisors.
8. Each first-line supervisor will be responsible for their shift employees to handle, store, and maintain hazardous materials properly.

XI. MAINTENANCE OF FIRE EQUIPMENT AND SYSTEMS

A. Maintenance Manager Responsibilities

1. To have monitoring company run monthly checks of the water sprinkler system.
2. Maintenance department will conduct monthly inspection of fire extinguisher and blanket locations.
3. An outside safety firm will run annual checks on all fire extinguisher equipment.

EMERGENCY TELEPHONE LISTING

OF

ELECTRICRAFT INC

EMERGENCY NUMBER _____
(FIRE, POLICE, AMBULANCE)

POLICE DEPARTMENT _____

COUNTY SHERIFF _____

STATE POLICE _____

FBI _____

POISON INFORMATION _____

U.S. MARSHALL _____

CIVIL DEFENSE _____

ELECTRICAL UTILITY _____

GAS UTILITY _____

WATER DEPARTMENT _____

WEATHER INFORMATION _____

BOMB THREAT CHECKLIST

INSTRUCTIONS: **BE CALM AND COURTEOUS.**
LISTEN, DO NOT INTERRUPT CALLER.

NAME OF OPERATOR: _____

TIME: _____ **DATE:** _____

CALLERS IDENTITY: **MALE** **FEMALE** **ADULT** **JUVENILE**

ORIGIN OF CALL: **LOCAL** **LONG DISTANCE**
BOOTH **INTERNAL**

A. KEEP CALLER TALKING IF THE CALLER IS AGREEABLE TO FURTHER CONVERSATION.

B. ASK QUESTIONS LIKE:
- WHEN WILL BOMB GO OFF?
- WHAT IS LOCATION OF BOMB?
- WHAT KIND OF BOMB?
- WHAT IS YOUR PRESENT LOCATION?
- WHAT IS YOUR NAME AND ADDRESS?
- HOW DO YOU KNOW SO MUCH ABOUT THE BOMB?

C. DID CALLER APPEAR FAMILIAR WITH PLANT OR BUILDING BY HIS DESCRIPTION OF THE BOMB LOCATION?

D. AFTER CALL IS TAKEN, NOTIFY AT ONCE A MEMBER OF THE EMERGENCY CONTROL COMMITTEE.

FALL PROTECTION PROGRAM

FALL PROTECTION

Construction is a hazardous industry where workers are exposed to varied hazards. Each operation or jobsite presents its own peculiar problems, thus no two jobs are alike. Therefore, it is not possible to formulate one set of rules to cover all the hazards that may be encountered in construction work. Ideally, the best way to protect against potential falls is to eliminate the hazards which are present. When the hazard cannot be eliminated, a comprehensive fall management program can protect against most, if not all fall related incidents.

Regular surveys of project operations and conditions should be conducted to identify principal sources and causes of possible injury and losses due to unsafe methods and conditions. A focus on fall hazards should be increased in the following general areas and conditions

- Steel erection
- Bridges
- Pre-fab erection
- Heavy equipment access/egress
- Hoistway enclosures
- Uneven/cluttered surfaces
- Unsecured materials, tools, and equipment
- Excavations
- Use of Ladders
- Scaffolds
- Open sides, floor coverings, and stairs
- Elevating equipment
- Roofs & Skylights

This information supports compliance with Occupational Safety and Health Administration (OSHA) Fall Protection Standard as found in 29 CFR 1926.500, 501, 502, and 503, general requirements for scaffolds in 29 CFR 1926.451, use of safety nets where other forms of fall protection are impractical in 29 CFR 1926.105, and fall protection for steel erectors working two stories or more above the ground or floor in 29 CFR 1926.750. This information applies to all company employees who work in areas where fall hazards of 6 feet or greater are possible.

Duty To Have Fall Protection

The Fall Protection Standard prescribes the duty for employers to provide fall protection, sets the criteria and practices for fall protection systems, and requires training. It covers hazard assessments, fall protection, and safety monitoring systems.

Fall Hazard Control

Each job and each jobsite should be thoroughly analyzed for potential hazards. A written program should be developed which specifies the means of dealing with identified hazards. If a hazard can be eliminated by a new work procedure, this new procedure should be specified and implemented.

The written program should indicate what types of personal protective equipment are required for the job, wherever elimination of potential hazards is impossible. The program should also indicate how the equipment is to be used and maintained. Work procedures, clearly written and communicated, should be developed detailing how each type of work is to be performed. The written program does not need to be elaborate, but should cover the basics, with essential elements clearly communicated and understood by all jobsite personnel. Fall hazard control can be broken down into fall prevention and fall protection, both being considered independently.

Fall Prevention

Fall prevention lessens the worker's exposure to a fall by minimizing potentially hazardous situations. Fall prevention planning requires forethought and supervision to assure the plan to minimize fall hazards will be executed. It is important the written policy be continuously monitored and updated during the construction project. Listing known fall hazards helps in predicting how they can be controlled. Eliminating potential fall hazards and correcting existing hazards helps to protect against accidents. Fall prevention measures include proper work area access, good housekeeping, required protection, and specially required procedures.

Fall Protection

Fall protection is a means of minimizing or protecting workers from experiencing accidental falls from elevations. Fall protection is required when, during the jobsite evaluation, a potentially hazardous condition can not be adequately or full minimized is recognized. Fall protection minimizes the consequences of an accident and are either passive or active.

Passive - Passive fall protection consists of systems and components that are installed before work is started on the jobsite. An example of passive protection is a safety net. Protection is achieved whether or not workers are wearing any fall arrest equipment. No action is required on the part of the worker to stop a fall. If passive fall protection is properly installed and maintained workers are protected 100% on the time

Active - Active fall protection consists of components and systems which require specific action by the worker to achieve specific protection. Active equipment should be recognized as a means to minimize, control, or limit injuries from a fall. Active fall protection a substitute measure which does not actually prevent a fall.

Active fall protection products fit into four functional categories:

1. Fall Arrest - the purpose of al fall arresting system is not only to arrest the fall, but also to assure the energy gained by the body during the fall is distributed to minimize injury to the wearer.

2. Positioning - a personal positioning system holds workers in place, using positioning belts, while keeping hands free to work. A fall arrest system should be used in conjunction with the positioning system.
3. Suspension - the personal suspension system lowers and supports workers while allowing a hands-free work environment. A fall arrest system should be used in conjunction with the personal suspension system.
4. Retrieval/Rescue - Retrieval/rescue efforts are more effective when time is minimized between the time of the fall and the arrival of medical attention. Rescue procedures should be reviewed on a regular basis.

The latest types of fall protection equipment should be made available to employees. The complete system should be the most suitable for each particular project. The uniqueness of each jobsite requires knowledgeable supervising personnel who will make the appropriate decisions. If workers are properly trained and properly supervised, and if they use the correct equipment properly, they should be able to work at a maximum efficiency at any height.

Fall Protection Plan

A Fall Protection Plan should be developed and evaluated on a site by basis with the stated purpose of prevention of injuries associated with falls. A Fall Protection Plan should contain:

1. Location of the job, Company Name, date of preparation or modification of the plan, name of plan preparer, name of plan approver, and Name of plan supervisor;
2. Statement of Company Policy;
3. Fall protection systems to be used on this project;
4. How the Fall Protection Plan is to be implemented;
5. Other Fall Protection measures considered for this job
6. Enforcement:
7. Accident investigation;
8. Changes to the plan.

ELECTRICRAFT INC will assess the workplace to determine if the walking/working surfaces have the strength and structural integrity to safely support workers. Employees are not permitted to work on those surfaces until determining the surfaces have the strength and structural integrity for support. Once employees have determined that the surface is safe for employees to work on, the employer must select one of the options listed in "Construction Fall Protection Requirements" for the work operation if a fall hazard is present.

CONSTRUCTION FALL PROTECTION REQUIREMENTS

	Type of Protection Required(29CFR 1926 Subpart M)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unprotected Sides & Edges	X	X	X												
Leading Edges	X	X	X												X*
Hoisting	X		X												
Holes	X		X	X											
Formwork/Reinforcing Steel		X	X		X										
Ramps, Runways, other Walkways	X														
Excavations	X					X	X								
Excavations *(wells, pits, shafts)*	X			X		X	X								
Dangerous Equipment *(less than 6 feet)*	X							X							
Dangerous Equipment *(more than 6 feet)*	X	X	X												
Overhand Bricklaying	X	X	X						X						
Overhand Bricklaying *(reaching 10" below)*	X	X	X												
Roofing Work *(low slope)*	X	X	X							X	X	X	X**		
Steep Roofs	X	X	X												
Precast Concrete Erection	X	X	X												X*
Residential Construction	X	X	X												X*
Wall Openings	X	X	X												
Other Walking/ Working Surfaces	X	X	X												

*Must show infeasibility or greater hazard
**Roof width less than 50 feet

TYPE OF PROTECTION REQUIRED

1. Guardrail System
2. Safety Net Systems
3. Personal Fall Arrest Systems
4. Covers
5. Positioning Devices
6. Fences
7. Barricades
8. Equipment guards
9. Control Access Zone
10. Warning Line System/Guardrail
11. Warning Line/Safety Net System
12. Warning Line/Safety Personal Fall Arrest
13. Warning Line System/Safety Monitor
14. Safety Monitor
15. Fall Protection Plan

Training

Training provisions found in 29 CFR 1926.503 supplement and clarify the training requirements of 29 CFR 1926.21 regarding the hazards in Subpart M. The training program must enable each employee to recognize the hazards of falling and also train each employee in the procedures to be followed in order to minimize these hazards.

The employer must assure that each employee has been trained by a competent person qualified in the following areas:

1. the nature of fall hazards in the working area;
2. the correct procedures for erecting, maintaining, disassembling and inspecting the fall protection systems to be used
3. the use and operation of guardrail systems, personal fall arrest systems, safety net systems, controlled access zones, and other protection to be used
4. the role of each employee in the safety monitoring system when this system is used;
5. the limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs
6. the correct procedures for the handling and storage of equipment and material and the erection of overhead protection; and
7. the role of employees in fall protection plans.

Each employer is required to verify training by preparing a written certification record. The written certification record must contain the name or other identity of the employee trained, the date(s) of training, and the signature of the person who conducted the training or the signature of the employer. If the employer relies on training conducted by another employer or completed prior to the effective date of this section, the certification record should indicate the date the employer determined the prior training was adequate rather than the date of actual training. The latest training certification should be maintained.

If, or when, the employer has reason to believe that any affected employee, who has already been trained, does not have the understanding and skill required to recognize the hazards of falling to minimize falling hazards that employee must be retained. Circumstances where retaining is required include, but are not limited to:

1. changes in the workplace rendering previous training obsolete;
2. changes in the types of fall protection systems or equipment to be used rendering previous training obsolete; or
3. inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicating the employee has not retained the requisite understanding or skill.

TRAINING VERIFICATION FORM

Fall Protection

ELECTRICRAFT INC has included an outline of company responsibilities under 29 CFR 1926.503 relating to fall protection. The regulation states that employees must be trained before any work is assigned.

ELECTRICRAFT INC has adopted a company safety program which includes training responsibilities contained in 29 CFR 1926.503, *Training Requirements for Fall Protection.* The training program is designed to help each employee to recognize the hazards of fall and to train employees in the proper procedures to be followed to minimize the hazard of falling.

It is policy of ELECTRICRAFT INC that employees who have received prior training on these topics need not be retrained, but will be certified by company management.

Retraining is required, but is not limited to, situations where;

- Change is the workplace render previous training obsolete; or
- Changes in the types of fall protection systems or equipment to be used render previous training obsolete; or
- Inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicated that the employee has not retained the requisite understanding or skill.

Name of Employee: _____

Type of Training	Date[1]	Signature of Trainer[2]
Types of hazards to expect on jobsite		
When and how to use the following systems • guardrails • personal fall arrest system • safety nets • covers • safety monitoring (low-sloped roofs) • controlled access zones • fall protection plan • alternative safe work practices • other _____		
Cautions for the use of mechanical equipment during low-sloped roofing work		
How to handle and store equipment and materials on roofs, and erect overhead protection		
Details of the Fall Protection Regulation		

[1] Date of training, or date current employer determined prior training is adequate

[2] Trainer, or employer if for prior training

ELECTRICRAFT INC has adopted a company safety program which includes training responsibilities contained in 29CFR192.503, Training Requirements for Fall Protection. The training program is designed to help each employee to recognize the hazards of falling and to train employees in the proper procedures to be followed in minimize the hazard of falling. The regulation states that employees must be trained before any work is assigned.

Each employee, who has the possibility of being exposed to fall hazards, will be trained to help recognize the hazards of falling and in the proper procedures to be followed to minimize falling hazards. **ELECTRICRAFT INC** will train, using a competent person qualified in the following areas:

- The nature of fall hazards in the work area;
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection to be used;
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, protection to be used;
- The roll of each employee in the safety monitoring system when this system is used;
- The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs;
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection;
- The roll of employees in fall protection plans; and
- The standards contained in 29 CFR 1926 Subpart M.

This form is to certify that _____
(Employee Name)
_____ has successfully completed training on the above named topics.
(Social Security Number)

Employees must meet every criteria of the Fall Protection Training Program prior to receiving certification to work. As part of our Safety and Health Program, **ELECTRICRAFT INC** reserves the right to periodically evaluate employees on elements of the fall protection training program. If it is determined that retaining is necessary, that retaining will be provided before the employee continues to work.

ELECTRICRAFT INC will routinely evaluate its Fall Program. If there are significant changes in work procedures or fall protection equipment being used, all employees will be trained on the changes.

_____ _____
Employee's Signature Date

_____ _____
Trainer's Signature Date

JOBSITE CHECKLIST

ELECTRICRAFT INC

Job Location: _____ Date:_____

FALL HAZARD IDENTIFICATION CHECKLIST

	YES	NO
Hoist Areas	❒	❒
Holes	❒	❒
Formwork	❒	❒
Ramps	❒	❒
Runways	❒	❒
Excavations	❒	❒
Dangerous Equipment	❒	❒
Overhand Bricklaying	❒	❒
Roof Sheathing	❒	❒
Roofing	❒	❒
Wall Openings	❒	❒
Falling Objects	❒	❒

ALTERNATIVE FALL PROTECTION SYSTEMS CHECKLIST

	YES	NO
Alternative Fall Protection		
• When it is used	❒	❒
Controlled Access Zones		
• Who can enter	❒	❒
• Demarcation procedures	❒	❒
• Warning line systems	❒	❒
Safety Monitoring System		
• When it is used	❒	❒
Fall Protection Plan		
• Procedures	❒	❒
• Role of each employee	❒	❒

CONVENTIONAL FALL PROTECTION SYSTEMS CHECKLIST

	Installation	Maintenance	Inspection	Disassembly	N/A
Guardrails	❒	❒	❒	❒	❒
Personal Fall Arrest System	❒	❒	❒	❒	❒
Safety Nets	❒	❒	❒	❒	❒
Covers	❒	❒	❒	❒	❒

FALL PROTECTION TRAINING RECORD

Facility _____ Department _____ Date _____

Employee Name & Social Security Number (please print)	Job Title **(please print)**	Employee Signature

Signature of Trainer _____

Definitions

Anchorage: a secure point of attachment for lifelines, lanyards, or deceleration devices.

Authorized person: a person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the jobsite.

Body Harness: straps which may be secures about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Competent person: one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Controlled Access Zones(CAZ): an area in which certain work may take place without the use of fall arrest systems, or safety net systems, and access to the zone is controlled.

Dangerous Equipment: equipment which, as a result of form or function, may e a hazardous to employees who fall onto or into such equipment.

Deceleration device: any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, or automatic self-retracting lifelines\lanyards which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

Deceleration distance: the additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body belt or body harness attachment point at the moment of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a fill stop.

Fee fall: the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

Free fall distance: the vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance, and lifeline\lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline\lanyard extension before they operate and fall arrest forces occur.

Guardrail system: a barrier to prevent employees from falling to lower levels.

Hole: a gap or void 2 inches (5.1 cm) or more in its least dimension, in a floor, roof or other walking\working surface.

Infeasible: impossible to perform the construction work using a conventional fall protection system ar that it is technologically impossible to use any one of these systems to provide fall protection.

Lanyard: a flexible line of rope, wire rope, or strap which general has a connector at each end for connecting body harness to a deceleration device, lifeline, or anchorage.

Leading edge: the edge or a floor, or formwork for a floor or other working surface which changes location as additional floor, roof, decking, or formwork sections are placed, formed or construction. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.

Lifeline: a component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horzontally(horizontal lifeline), and which serves as a means for connecting other components or a personal fall arrest system to the anchorage.

Low-slope roof: a roof having a slope less than or equal to 4 inches (48 cm) or more wide, in a wall or partition, through which employees can fall to a lower level.

Overhand bricklaying and related work: the process of laying bricks and masonry units such that the surface of the wall to be jointed is on the opposite side of the wall from the mason tending and electrical installation incorporated into the prick wall during the overhand bricklaying process.

Personal fall arrest system: a system used to arrest and employee in a fall from a working level. It consists of an anchorage, connectors, a body harness, and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

Positioning device system: a body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

Qualified: one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully, demonstrated his ability to solve or resolve problems relating t the subject matter, the work, or the project.

Rope grab: a deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employes the principle of inertial locking, cam\level locking, or both.

Roofing work: the hoisting, storage, application, and removal materials and equipment, including related insulation, sheet metal, and vapor barrier work, but not including construction of the roof deck.

Safety-retracting lifeline\lanyard: a deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during and arrest employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

Steep roof: a roof having a sloop greater than 4 in 12 (vertical to horizontal).

Toeboard: a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

Unprotected sides and edges: any side or edge (except at entrances to points of access) of a walking\working surface where there is no wall or guardrail system at least 39 inches (1.0m) high

Walking\working surface: any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel, but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

Warning line system: a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of guardrail, body harness, or safety net systems to protect employees in the area.

FLEET MANAGEMENT PROGRAM

FLEET MANAGEMENT PROGRAM

PURPOSE: To help
- Reduce vehicle accidents
- Reduce employee injuries
- Protect the public
- Increase profit by decreasing losses

FLEET SAFETY SUPERVISOR:

Appoint a fleet safety supervisor. This may be the owner, office manager or one of the senior drivers. This specific individual should be designated to be in charge of fleet safety. The fleet safety supervisor should possess knowledge and understanding of safe driving so that he or she can educate and train new and experienced drivers. The fleet safety supervisor should also be able to communicate well with drivers and management on matters related to fleet safety.

UNDERAGE DRIVERS:

Commercial trucks should not be driven by any person under age 21. Truck tractor units must not be driven by any person under age 25. Experience shows that youthful operators of these types of units are more prone to be involved in motor vehicle accidents than older, more experienced operators.

HIRING:

A Motor Vehicle Report should be obtained on all prospective drivers and the employer should personally interview these applicants. In this interview, the employer should ask questions regarding previous work experience, educational background, knowledge of basic working rules, and past driving records. A schedule to reorder Motor Vehicle Reports should be maintained. Unless each driver is continuously monitored with some form of reporting to management, annual reorders should be considered.

TRAINING:

Institute a program to properly train all new employee drivers. Statistics show that properly trained drivers are less likely to become involved in accidents than those with little or no training.

A. All new drivers of commercial vehicles with gross vehicle weights of over 10,000 lbs. should be accompanied by either the fleet safety supervisor or by an experienced driver for a minimum of three days of driving.

B. When an employee driver changes from driving a single rear axle unit to a dual rear axle unit or to a truck tractor unit, the driver should be accompanied by the fleet safety supervisor or an experienced driver for at least one day.

COUNSELING EMPLOYEES:

Employee evaluation should be conducted by the fleet safety supervisor. The supervisor should recognize those drivers who establish good driving records. An employee whose record reveals violations and/or at fault accidents approaching the maximum allowed by the company driving policy should be counseled by the fleet safety supervisor.

Any driver with an impaired driving charge should immediately be counselled by the fleet safety supervisor. That employee should not be allowed to drive a company vehicle for at least three years and until proper and adequate counseling (defensive driving, alcohol or drug rehabilitation) has been completed.

LEASING OR LOANING VEHICLES:

Leasing or loaning business vehicles to anyone under the age 25 is not allowed, including:

- Under age 25 child of an employee
- Under age 25 customer unless accompanied by an employee (such as a demonstration drive)

SAFETY MEETINGS:

The fleet safety supervisor should periodically hold meetings with all drivers to discuss new issues or problems that are being encountered.

SAFE VEHICLE BACKING

SUGGESTED GUIDELINES

- Whenever possible, avoid backing situations. Find a parking spot that will allow you to leave without backing.
- Avoid blocking the rearward, inside view with equipment and stock. Does the cargo safety cage block the view? How high is the load stacked?
- Increase the size of the side mirrors to gain a larger, clearer picture of hazards behind the vehicle.
- Install a wide-view, convex mirror on the upper rear driver's side of the van.
- Drivers should walk completely around the vehicle, looking for dangers. Watch for overhangs too.
- When preparing to back, roll down the window and turn off the radio. The driver should check all mirrors and look over both shoulders before starting to back. Sound the horn twice to provide further warning for pedestrians. Back up s-l-o-w-l-y !
- If a second person is available, use this person to guide the backing vehicle. The guide should stand at the left rear driver's side of the vehicle (if room) and use full motion arm signals . . . not hand signals . . . to assist the driver. If the driver loses visual contact of the ground guide, backing should stop at once.
- Add dashboard stickers highlighting, "LOOK BEFORE YOU BACK".
- Provide paycheck stuffers and posters covering safe driving tips.
- Add backup alarms.
- Hold safety meetings covering safe/unsafe driving techniques and driving rules.
- Provide orange traffic cones to be set out behind the vehicle, if backing will be required upon leaving.
- Add a reward/recognition program for safe drivers.
- Set up an obstacle driving course in a parking lot and hold a "driving rodeo" with score sheets and trophies for the best drivers.
- If a driver has trouble backing, have his/her eyes tested for depth perception.

NEGLIGENT ENTRUSTMENT

- Involves negligent hiring, supervision, and retention of employees.
- Is directly related to the severity of risk to a third party by an incompetent employee.
- Focuses on pre-employment investigation into an employee's background and exhibited behavior while employed.
- Business owners have a responsibility to ensure that employee drivers are competent to operate vehicles.
- Expensive judgments and punitive damages have been awarded that far exceed insurance coverages.
- A logical method to limit liability is to review motor vehicle records regularly.
- Checking records gives the employer a defense: "We ran the MVR. The driver has a good record. How could we have known? What else could we have done?"

MOTOR VEHICLE RECORD (MVR) POLICY

It is the policy of **ELECTRICRAFT INC** to obtain and review the Motor Vehicle Record (MVR) on each prospective driver* before an offer for employment is extended to the individual. Management will review the Motor Vehicle Record to ascertain the applicant or employee holds a valid license and their driving record is within the parameters set by company driving policy.

* A "driver" is someone who could not perform the duties assigned to them without driving a vehicle.

Management will conduct an annual review of each employee's driving performance, where driving is a part of his or her job. Based upon the outcome of the annual review, the driving exposure, and the losses experienced during the past year, MVRs may then be ordered and reviewed. As a company policy MVRs are checked each three years on all employees where driving is part of their job description, annually on drivers under the age of 25, and annually on drivers identified during the annual driving review. If the employee's driving record does not meet the criteria set by management, driving privileges may be revoked, or other disciplinary action may be taken.

_____ _____

ELECTRICRAFT INC Date

MOTOR VEHICLE RECORD REVIEW

NAME: _____

SOCIAL SECURITY #: _____

I have reviewed the driving record of the above named driver and have carefully thought about the accident record; any evidence that he/she has violated laws governing the operation of motor vehicles, especially such violations as: speeding, reckless driving, and operation while under the influence of alcohol or drugs, indicating the driver has exhibited a disregard for the safety of the public. Having done the above, I find that:

[ ] the driver meets the minimum requirements for safe driving, or

[ ] the attached sheet outlines the disciplinary action taken, or

[ ] the driver is disqualified from driving a motor vehicle.

.....

Reviewed by: _____ Date: _____

Title: _____

.....

Reviewed by: _____ Date: _____

Title: _____

.....

Reviewed by: _____ Date: _____

Title: _____

.....

Reviewed by: _____ Date: _____

Title: _____

.....

DRIVING POLICY

ELECTRICRAFT INC has made a commitment of safety, service, and quality to both our employees and customers. **ELECTRICRAFT INC** mandates that both our employees and non-employees operate all vehicles owned by or used by the company in a safe and economical manner. The following summarizes policy guidelines.

1. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely.
3. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
4. Respect the rights of other drivers and pedestrians. Courtesy is contagious.
5. Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle owned by or used by the company.

ACCIDENTS

All accidents are to be reported to management of **ELECTRICRAFT INC** within twenty-four (24) hours after the accident occurs. All accidents will be reviewed and determination made as either preventable or non-preventable. *A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.*

MVR STANDARDS

Motor Vehicle Records (MVRs) will periodically be checked on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal:

1. Three (3) or more traffic violations and/or at fault accidents over a three (3) year period for drivers age 25 and older, two (2) traffic violations and/or at fault accidents for drivers between ages of 18 and 25, or one (1) traffic violation and/or at fault accident for drivers 17 and under; or
2. One of the following types of traffic convictions:
   - driving while under the influence or while disabled by use of drugs;
   - refusal to take a breath analyzer test;
   - leaving the scene of an accident without reporting it;
   - homicide, assault, or criminal negligence resulting from the operation of a vehicle;
   - driving while license is suspended or revoked;
   - reckless or dangerous driving which results in injury to a person;
   - racing; and/or
   - passing a stopped school bus;

will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of the company.

Violations include seat belt violations, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

RADAR DETECTORS

The use of radar detectors is forbidden in all vehicles owned or used by the company. Drivers using radar detectors will have their driving privileges revoked.

PASSENGERS

Hitchhikers and passengers, other than company employees, are not permitted.

SEAT BELTS

All occupants must wear seat belts whenever the vehicle is in motion.

SECURING CARGO

Cargo will be secured and all doors locked while en route and while the vehicles are parked.

_____ _____

ELECTRICRAFT INC **Date**

VEHICLE USAGE POLICY

ELECTRICRAFT INC has developed a vehicle usage policy. Company owned vehicles and/or those used by company employees will be operated in a safe and economical manner. The guidelines are:

1. Operate vehicles in a manner consistant with the Driving Policy of **ELECTRICRAFT INC**. Operating any vehicle outside outlined rules in the Driving Policy may result in forfeiture of all driving privileges;

2. All traffic violations received while operating the assigned vehicle will be paid by the employee;

3. Report vehicle defects and needed repairs to company management so necessary repairs can be made;

4. The employee is not to give permission for the vehicle to be driven by any other person, including family members. Specific permission must be obtained from company management for any personal use of the vehicle; and

5. Report all accidents to the manager consistent with ELECTRICRAFT INC "Accident Reporting Policy." Employees are responsible for reimbursing ELECTRICRAFT INC for all damages to the vehicle that are not covered by insurance, provided that ELECTRICRAFT INC accident review shows a preventable type accident.

I have read, understand, and agree to the terms set forth in this Vehicle Usage Policy.

_____

Signed

_____

Date

NOTIFICATION OF COUNSELLED DRIVER

Name of individual counselled

Name _____ Company name _____

Job duties _____ Address _____

City _____ State _____

REASON:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

ACTION TAKEN:

_____

_____

_____

_____

_____

_____

_____

_____ **Fleet safety supervisor**

Signature

DRIVER INFORMATION FORM

ELECTRICRAFT INC
Date: _____

Policy #: _____
Fax #: _____

1. DRIVER _____ DATE OF BIRTH_____
   D.L.# _____ TYPE OF VEHICLE _____
   JOB TITLE _____

2. DRIVER _____ DATE OF BIRTH_____
   D.L.# _____ TYPE OF VEHICLE _____
   JOB TITLE _____

3. DRIVER _____ DATE OF BIRTH_____
   D.L.# _____ TYPE OF VEHICLE _____
   JOB TITLE _____

4. DRIVER _____ DATE OF BIRTH_____
   D.L.# _____ TYPE OF VEHICLE _____
   JOB TITLE _____

5. DRIVER _____ DATE OF BIRTH_____
   D.L.# _____ TYPE OF VEHICLE _____
   JOB TITLE _____

6. DRIVER _____ DATE OF BIRTH_____
   D.L.# _____ TYPE OF VEHICLE _____
   JOB TITLE _____

7. DRIVER _____ DATE OF BIRTH_____
   D.L.# _____ TYPE OF VEHICLE _____
   JOB TITLE _____

8. DRIVER _____ DATE OF BIRTH_____
   D.L.# _____ TYPE OF VEHICLE _____
   JOB TITLE _____

9. DRIVER _____ DATE OF BIRTH_____
   D.L.# _____ TYPE OF VEHICLE _____
   JOB TITLE _____

10. DRIVER _____ DATE OF BIRTH_____
    D.L.# _____ TYPE OF VEHICLE _____
    JOB TITLE _____

DRIVER'S CHECK-UP REPORT

Vehicle _____ Mileage _____ Date_____

	OK	Repair	Repairs made
Glass	___	____	____
Horn	___	____	____
Mirrors	___	____	____
Oil pressure	___	____	____
Parking brakes	___	____	____
Wipers	___	____	____
Low air pressure or vac. warning device	___	____	____
Vacuum gauge	___	____	____
Air gauge	___	____	____
Extinguishers	___	____	____
First aid kit	___	____	____
Fuses-electrical	___	____	____
Emergency reflectors	___	____	____
Tire chains	___	____	____
Placards	___	____	____
_____	___	____	____
_____	___	____	____
_____	___	____	____
_____	___	____	____
_____	___	____	____
_____	___	____	____
_____	___	____	____

	OK	Repair	Repairs made
Tires-wheels	___	____	____
Brakes	___	____	____
Fuel System	___	____	____
Exhaust system	___	____	____
Air lines-hoses	___	____	____
Cooling system	___	____	____
Trailer light & connector	___	____	____
Suspension	___	____	____
Springs	___	____	____
Steering	___	____	____
Chocks	___	____	____
Coupling	___	____	____
Head lights	___	____	____
Stop lights	___	____	____
Tail lights	___	____	____
Clearance	___	____	____
Reflectors	___	____	____
Hazard lights	___	____	____
Signals	___	____	____
_____	___	____	____
_____	___	____	____
_____	___	____	____

Driver's signature _____

Mechanic's signature _____ Date_____

Remarks: _____

_____

_____

HAZCOM PROGRAM

HAZARD COMMUNICATIONS PROGRAM

A GUIDE TO COMPLIANCE.

The following material is to be used as a guideline only. For strict compliance check with your local Occupational Safety and Health Administration (OSHA) office and ask for the Hazard Communication Standard 29 CFR 1910-1200.

Hazard Communication Coordinator

Appoint one person to take charge of your Hazard Communication (HAZCOM) Program. This is not required by law, but it is recommended. Make sure the employees know who is the HAZCOM Coordinator.

Chemical Inventory

Under OSHA regulations employers must develop a list of the hazardous chemicals workers may be exposed to during normal work procedures or in the case of emergencies such as leaks and spills. This hazard information is then required to appear on the label of each container. Then check your list against the Material Safety Data Sheets (MSDS) forms you have received from your suppliers. If there are hazardous chemicals in your work place for which you do not have an MSDS, you must write to the manufacturer, importer or supplier to obtain the missing MSDS.

Consumer products - Are exempt from some aspects of the Standard, such as labeling and MSDS requirements, if they are used in a similar manner to normal consumer use and if exposure does not exceed normal consumer exposure. For example, if an employee occasionally uses a glass cleaner on a window or computer screen, the cleaner would be exempt. If the employee routinely uses the glass cleaner, such as maintenance or custodial work, then the cleaner would not be exempt.

Sealed containers - For work situations where employees handle chemicals in sealed containers which are not opened under normal work conditions (such as marine cargo handling, warehousing and retail sales) certain exemptions to the Standard apply. See section B-4 of the Standard for details.

Warning Label Requirements

Manufacturers, importers and distributors must provide hazard information on each container label. Employers are required to make sure each label remains clearly readable while it's in your work place. If a hazardous substance is transferred to a smaller container, that container should have a label with the same information as the original container. Hazardous substance container labels must have the following information:

- *The identity of the hazardous chemical*
- *The appropriate hazard warnings and safety precautions*
- *The name, address and phone number of the supplier*
- *First aid instructions*
- *Container disposal methods if the contents are corrosive, toxic or caustic*

Material Safety Data Sheets

Material Safety Data Sheets (MSDS) are forms which contain detailed information about a specific chemical. You are required to have an MSDS for every hazardous chemical in the work place. If you are missing MSDS or if you receive any new hazardous chemical without an MSDS, you must write to the supplier requesting current MSDS.

All employees must have ready access to MSDS for those chemicals. The MSDS must be located close to where the employee may be exposed to the chemical. All employees must know the location of the MSDS and how to read them. Since MSDS are a valuable source of information in the event of an emergency, keep an extra copy of all MSDS in a separate and secure location.

Here's the information an MSDS must provide:

- *Identity of the hazardous substance*
- *Name, address and phone number of the supplier*
- *Hazardous ingredients*
- *Physical and chemical characteristics*
- *Fire and explosion information*
- *Reactivity data*
- *Health hazards*
- *Precautions for handling and use*
- *Emergency and first aid procedures*
- *Disposal methods*

Employee Training

- *The standard*
  Inform them about the existence and the requirements of the Hazard Communication Standard.
- *Hazardous substances*
  Inform them about which hazardous chemicals they might be exposed to while working. Show them your list of hazardous substances.
- *Hazards*
  Explain the physical and health hazards associated with these chemicals.
  Identify which hazards they are most likely to encounter in their specific work sites.
  Also explain the hazards of non-routine jobs such as cleaning storage tanks, containers and pipes.
- *Detection*
  Explain the methods that can be used to detect the presence or release of hazardous chemicals such as odor, color and appearance.
- *Safety precautions*
  Explain the proper safety precautions for handling and storage of each chemical, including protective clothing and equipment.
- *Protective procedures*
  Point out the things you are doing to provide protection such as proper ventilation,

engineering changes or using substances that are less hazardous.

- *Emergency procedures*
  Explain emergency procedures, cleanup and disposal.
- *Labels*
  Make sure the employees know and understand the labeling system and to replace damaged labels.
- *MSDS forms*
  Explain the MSDS forms and where they are located. Employees must know how to read and interpret them and obtain copies.
- *Review hazard communication program*
  Review the details. Where will the program be located? Explain the employee responsibilities and their part in taking training seriously.
- *Documentation of training*
  Have each employee sign a statement listing the date, who performed the training and what the training consisted of.
- *Who must receive training*
  Those employees who will be exposed to the hazardous substances. All new employees. When new chemicals are introduced into the work place. Refresher training annually.
- *Employee involvement*
  Encourage a positive atmosphere. The program is designed to protect their health and safety. The "Right to Know" Law provides them with life-saving knowledge.

Written Communication Plan

This final step involves all five previous steps. Your written plan must include the following information:

- *Designation of responsibility*
- *Chemical inventory*
- *Labeling system*
- *MSDS forms*
- *Training*
- *Non-routine tasks*
- *Multiple on-site employers*

SAMPLE MSDS REQUEST LETTER

To: Chemical Manufacturer, Importer, or Distributor

As you are aware, the Occupational Safety and Health Administration (OSHA) requires employers to provide training to their employees concerning the hazards of chemicals and other hazardous materials.

To properly train our employees, we need a Material Safety Data Sheet (MSDS) for one of your products, _____.

Your prompt attention is necessary to maintain a proper level of safety for our employees. Please send the MSDS for _____ no later than _____.

_____

Sincerely,

COMPLIANCE CHECKLIST

	YES	NO
Have you designated a HAZCOM coordinator?	_____	_____
Have you made a list of all hazardous chemicals?	_____	_____
Is there clear communication between purchasing and receiving departments and HAZCOM coordinator?	_____	_____
Are all containers of hazardous substances labeled?	_____	_____
Do you have up-to-date MSDS for every hazardous chemical?	_____	_____
Have you contacted appropriate supplier for missing or incomplete MSDS?	_____	_____
Have you established a training program?	_____	_____
Have you identified and trained all employees?	_____	_____
Have you established a procedure monitor who has received training?	_____	_____
Are your MSDS accessible to all employees?	_____	_____
Have you assembled a written HAZCOM plan?	_____	_____
Do other on site employers know your HAZCOM program?	_____	_____

EMPLOYEE TRAINING CHECKLIST

Do all employees know:	YES	NO
About the HAZCOM Standard?	_____	_____
Who the HAZCOM coordinator is?	_____	_____
Where the written communication program is?	_____	_____
About the chemical hazards they are exposed to?	_____	_____
How to read and understand warning labels?	_____	_____
The location of the MSDS forms?	_____	_____
How to read and understand MSDS forms?	_____	_____
The safety precautions for handling chemicals?	_____	_____
How to detect presence or release of chemicals?	_____	_____
Signs of overexposure?	_____	_____
Emergency and first aid procedures?	_____	_____
Their responsibilities and involvement with compliance?	_____	_____

HAZARD COMMUNICATION / WORKER RIGHT-TO-KNOW REGULATIONS

MEMBER / EMPLOYEE TRAINING ACKNOWLEDGMENT

This document signifies that you have received training regarding the types of chemicals present in the plant and that you understand that you have the right to continue to obtain information on these chemicals should you so desire.

I, _____ , have received training regarding the chemicals used in the plant, including their properties, use of safety equipment, proper handling techniques, emergency response procedures, and potential health effects.

Date _____

Hazard Coordinator _____

WRITTEN HAZARD COMMUNICATION PROGRAM

ELECTRICRAFT INC has developed a program to establish procedures for working with and handling hazardous chemical substances. This program supports compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard as found in 29 CFR 1910.1200. This program applies to all company employees.

The Hazard Communication Program will include:

1. Container labeling.
2. Material Safety Data Sheets (MSDS).
3. Employee training.

The following program outlines the steps that will help accomplish this objective.

1. CONTAINER LABELING

It is the policy of ELECTRICRAFT INC that no container of hazardous substances will be released for use until the following information is verified:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted.
- The name and address of the manufacturer are listed.

The responsibility has been assigned to the Coordinator. To help ensure that employees are aware of the hazards of material used in their work areas, it is our policy to label all secondary containers.

The supervisor in each department will help ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning

2. MATERIAL SAFETY DATA SHEETS (MSDS)

Copies of MSDS for hazardous substances to which employees may be exposed are kept at a location specified by management. The Hazard Coordinator will be responsible for obtaining and maintaining the data sheet system for the company.

The Hazard Coordinator will review incoming data sheets for new and significant health/ safety information. The Hazard Coordinator will see that any new information is passed on to the affected employees.

MSDS will be reviewed for completeness by the Hazard Coordinator. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. MSDS are available to employees in their work area for review during each work shift. If MSDS are not available or new hazardous substance(s) in use do not have MSDS, please contact your supervisor immediately.

3. EMPLOYEE INFORMATION AND TRAINING

Employees will be expected to attend a health and safety orientation set up by the Personnel Manager, for information and training on the following:

- An overview of the requirements contained in the Hazard Communication Regulation, including their rights under the Regulation.
- Location and availability of the written Hazard Communication Program and MSDS.
- How to lessen or prevent exposure to these hazardous substances through usage of control, work practices and personal protective equipment
- Steps the company has taken to lessen or prevent exposure to these substances.
- How to read labels and review MSDS to obtain appropriate hazard information.

Safety meetings will be held when new hazardous substances are introduced. Your supervisor will review the above items as they relate to the new material in your work area.

4. HAZARDOUS SUBSTANCES

Information on all hazardous substances for ELECTRICRAFT INC can be found in the MSDS books.

5. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazards to which they may be exposed during such an activity.

This information will include:

- Specific hazards.
- Protective/safety measures which must be utilized.
- Measures the company has taken to help lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

6. INFORMING CONTRACTORS

To help ensure that outside contractors work safely in your place of business, it is the responsibility of the Hazard Coordinator to provide contractors the following information:

- Hazardous substances to which they may be exposed while on the jobsite.
- Precautions the contractors may take to help lessen the possibility of exposure by usage of appropriate protective measures.

If anyone has questions or suggestions about this plan contact the Hazard Coordinator. The plan will be monitored by the Hazard Coordinator or the Personnel Manager to help ensure that the policies are carried out and that the plan is effective.

ELECTRICRAFT INC recognizes the need for a written Hazard Communication Program to meet its specific business needs. After thorough consideration, ELECTRICRAFT INC elects to adopt and implement the above Hazard Communication Program. This program will become effective _____

ELECTRICRAFT INC

Hazard Coordinator _____

The FLSA child labor provisions are designed to protect minors by restricting the types of jobs and the number of hours they may work.

Seventeen hazardous non-farm jobs have been identified by the Secretary of Labor. Teen workers under the age of 18 are prohibited from the identified tasks. They may not work at jobs that involve:

4. Coal mining;
5. Logging or sawmilling;
6. Power-driven woodworking machines;
7. Exposure to radioactive substances and to ionizing radiation;
8. Power-driven hoisting apparatus;
9. Power-driven metal-forming, punching, or shearing machines;
10. Mining, other than coal mining;
11. Meat packing or processing (including power-driven meat slicing machines);
12. Power-driven bakery machines;
13. Power-driven paper-product machines;
14. Manufacturing brick, tile, or related products;
15. Power-driven circular saws, band saws, or guillotine shears;
16. Wrecking, demolition, and shipbreaking operations;

17. Roofing operations;
18. Excavation operations.

Limited exemptions are provided for apprentices and student learners under specified standards.

A youth **18 years or older** may perform any job, whether hazardous or not.

A youth **16 or 17 years old** may perform any **non-hazardous** job.

A youth **14 or 15 years old** may **not** work in the manufacturing or mining industries, or in any hazardous job. In addition, a 14 or 15 year old may **not** work in the following occupations:

- Communications or public utilities jobs;
- Construction or repair jobs;
- Driving a motor vehicle or helping a driver;
- Manufacturing or mining occupations;
- Power-driven machinery or hoisting apparatus other than typical office machines;
- Processing occupations;
- Public messenger jobs;
- Transporting or persons or property;
- Workrooms where products are manufactured, mined, or processed;
- Warehousing and storage.

A 14 or 15 year old may work in retail stores, food service establishments, and gasoline service stations. However, a 14 or 15 year old may not perform the following jobs in retail and service industries:

- Baking;
- Boiler or engine room work, whether in or about;
- Cooking, except at soda fountains, lunch counters, snack bars, and cafeteria serving counters;
- Freezers or meat coolers work;
- Loading or unloading goods on or off trucks, railcars, or conveyors;
- Meat processing area work;
- Maintenance or repair of a building or its equipment;
- Operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers, grinders, choppers, or cutters and bakery mixers;
- Outside window washing, or work standing on a window sill, ladder, scaffold, or similar equipment;
- Warehouse work, except office or clerical work.

The jobs a 14 or 15 year old may do in the retail and service industries include:

- Bagging and carrying out customer's orders;
- Cashiering, selling, modeling, art work, advertising, window trimming, or comparative shopping;
- Cleaning fruits or vegetables;
- Clean-up work and grounds maintenance (the young worker may use vacuums and floor waxers, but cannot use power-driven mowers, cutters, or trimmers);
- Delivery work by foot, bicycle, or public transportation;
- Kitchen and other work in preparing and service food and drinks, but not cooking or baking;
- Office and clerical work;
- Pricing and tagging goods, assembling orders, packing or shelving;
- Pumping gas, cleaning and polishing cars and trucks (the young worker cannot repair cars, use the garage lifting rack, or work in pits);
- Wrapping, weighing, pricing, stocking any goods as long as the young worker does not work where meat is being prepared and does not work in freezers or meat coolers.

Currently, 16 year olds may not drive on public roads as part of their job. Seventeen year olds may drive as much as one-third of their work day or twenty percent of their workweek. Seventeen year olds may, as part of their job, driver cars and light trucks, but only during daylight hours. The teen worker must hold a state license valid for the type of driving being performed, have successfully completed state approved driver education, and **have no record of any moving violation at the time of hire**. In addition, the driving performed by a 17 year old employee may **not** involve:

- Towing vehicles;
- Route deliveries or route sales;
- The transportation for hire of property, goods, or passengers;
- Urgent, time sensitive deliveries;
- Transporting more than three passengers, including employees of the employer;
- Driving beyond a 30 mile radius from the youth's place of employment;
- More than two trips away from the primary place of employment in any single day for the purpose of delivering the employer's goods to a customer;
- More than two trips away from the primary place of employment in any single day for the purpose of transporting passengers, other than the employees of the employer.

Hours Limitations

1. Youths 18 and older may perform any job, whether hazardous or not, for unlimited hours, in accordance with minimum wage and overtime requirements.
2. Youths 16 and 17 years old may perform any non-hazardous job, for unlimited hours.
3. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs up to:
    - 3 hours on a school day
    - 18 hours in a school week
    - 8 hours on a non-school day
    - 40 hours on a non-school week

Also, work must be performed between the hours of 7:00 AM and 7:00 PM, except from June 1 through Labor Day, when evening hours are extended to 9:00 PM.

States may have more stringent requirements, check with the Department of Labor in your state.

(including Motor Vehicle Reports and Credit Reports)

AUTHORIZATION TO OBTAIN CONSUMER REPORTS

(Follows verbal job offer)

<Name (of prospective employee)>
<Street Address>
<City, State Zip>

Dear <*Name*>:

We, at , are pleased you have accepted the position of <*Job Title*>. Your beginning <*Salary Rate/Rate of Pay*> is $_____ per <*Year/Hour*>. Our employee benefit package is also an important part of your total compensation and will be discussed with you in more detail on your first day.

Assuming the conditions listed below are met, the starting date we have agreed upon is <*Date*>.

- The first condition is your eligibility for employment in the United States. The Immigration Reform and Control Act of 1986 requires us to verify your identity and eligibility for employment in the United States. So that we may satisfy those requirements, please remember to bring two forms of proper identification (most common are a driver's license plus a Social Security card or birth certificate) with you on the first day.

- The second condition is your ability to physically and mentally perform all of the Essential Job Functions of the <*Job Title*> position. will attempt to reasonably accommodate any physical or mental disability you may have.

<*Name*>, we are very pleased that you have accepted our conditional job offer and are looking forward to you becoming a member of .

If you should have any further questions, <*Name*>, please do not hesitate to give me a call.

Sincerely,

- ❑ Post/Advertise Position
- ❑ Written Application for Employment
- ❑ Resume with References (If Possible)
- ❑ Review Applications
- ❑ Personal Interview with Top Candidates
- ❑ Reference Checks
- ❑ Second Interview
- ❑ Conditional Job Offer Letter
- ❑ Check Motor Vehicle Record (MVR) or Driver Insurability

(If driving is part of the position description)

- ❑ Physical Examination/Drug Test (DOT)
- ❑ Letter Confirming Offer of Employment

Investigations are complicated. Conducting a good investigation is both an "art" and a "science," and these suggestions do not, and cannot, cover everything that may be necessary. However, the following suggestions should be helpful in guiding the process:

PREPARING FOR THE INVESTIGATION

- ◆ Decide ***who*** should conduct the investigation (the more training/experience the better).
- ◆ ***Review*** applicable documents (policies, evidence already received, personnel files, etc.).
- ◆ ***Create*** a confidential investigation file.
- ◆ Decide ***who*** must be interviewed (complainant, alleged harasser, witnesses).
- ◆ Decide ***where*** the interviews will be held (a private room works best).

CONDUCTING THE INVESTIGATION

- ◆ Remain impartial, be a good listener, be thorough, and ***take all complaints seriously.***
- ◆ INTERVIEW THE COMPLAINANT:
  - ▪ Explain the investigation ***process***.
  - ▪ Be careful ***not*** to promise ***total confidentiality*** (impossible to conduct a thorough investigation with total confidentiality).
  - ▪ Get the ***details*** (dates, times, locations, specific conduct/comments, etc.).
  - ▪ Get the ***names of witnesses*** and ask what information the complainant thinks they can provide.
  - ▪ ***Assess the credibility*** of the complainant (specific vs. vague, contradictions, etc.).
  - ▪ Encourage complainant to provide a ***written statement***.
  - ▪ Explain that ***retaliation is not permitted*** and who to contact if it occurs.
  - ▪ Emphasize the ***expectation of confidentiality***.
- ◆ INTERVIEW THE ALLEGED HARASSER:
  - ▪ Explain the ***purpose*** of the interview, and ***your role***.
  - ▪ Explain that ***no decisions*** will be made until the investigation is completed (anticipate shock, anger, and hostility).
  - ▪ Ask the alleged harasser to ***specifically respond*** to each of the allegations (get details and ask follow-up questions).
  - ▪ Ask for the ***names of witnesses*** and ask what information the alleged harasser thinks they can provide.
  - ▪ ***Assess the credibility*** of the alleged harasser (note eye contact, body language, contradictions, etc.).
  - ▪ Encourage the alleged harasser to provide a ***written statement***.
  - ▪ Explain that ***retaliation is strictly prohibited***.
  - ▪ Emphasize the ***expectation of confidentiality***.

- INTERVIEW THE WITNESSES:
  - Explain the ***purpose*** of the interview (e.g., a complaint has been made and that he/she has been identified as a witness) and explain ***your role***.
  - Ask if the witness has ever ***experienced*** or ***observed*** any of the alleged behavior (get specific details).
  - ***Assess the credibility*** of the witness (specific vs. vague, personal knowledge, second-hand, etc.).
  - Emphasize the ***expectation of confidentiality***.

REACHING A CONCLUSION

- Objectively evaluate the evidence (do follow-up interviews, if necessary).
- Prepare a written report of findings/conclusions:
  - Provide complete details of the complaint and investigation process.
  - Make ***specific conclusions*** as to whether or not the evidence indicates that harassment occurred and provide ***specific justification*** for each conclusion.

- Follow up with the complainant and alleged harasser (separately) after the decision has been made, and document the discussions/actions taken:
  - Explain what ***conclusions*** were reached, what ***actions*** were taken, and ***why***.
  - Take ***corrective action*** (if you reasonably conclude harassment occurred). The action must be reasonably calculated to prevent further harassment, tailored to the specific situation, and consistent with similar past situations. Be careful not to discipline the alleged harasser if the evidence does not support a finding that the harassment actually occurred.
  - ***Reaffirm the company's policy*** against harassment.
  - Reaffirm the ***consequences for retaliation***.
  - ***Encourage future reporting*** of any incidents of harassment or retaliation.

LOCKOUT / TAGOUT PROGRAM

LOCKOUT / TAGOUT PROGRAM

PURPOSE

The purpose of the lockout/tagout program at ELECTRICRAFT INC is for employee safety. It is designed to protect individuals who might be involved in, or affected by, the servicing or maintenance of machines and equipment, from injuries resulting from unintended machine motion or unintended release of energy.

SCOPE

This program covers all such equipment servicing and/or maintenance activities on ELECTRICRAFT INC property and shall include the work of outside contractors to the degree described here after. Also, certain routine adjusting, cleaning or setup activities performed by employees may be subject to these procedures.

PROGRAM

MANAGEMENT

The **Safety Director** shall have the responsibility for the overall management of the lockout/ tagout Program, including providing for the training of ELECTRICRAFT INC personnel, periodic program revisions as they may become necessary, and annual inspections to determine the effectiveness of the procedure. The safety director shall maintain a list of trained, authorized individuals. Supervisors shall ascertain that only authorized persons who have received proper training are initiating lockout/tagout procedures. They shall make sure that adequate communication between affected persons takes place when Lockout/Tagout is being used.

DEFINITIONS

Lockout is the procedure of blocking the source of energy to a machine or piece of equipment, and keeping it out, in order to perform maintenance or repairs. Lockout is accomplished by placement of a lockout device at the power source of equipment so that the equipment powered by that source can not be operated until lockout device is removed.

Tagout is the procedure of placing a tag on the power source. It is a special tag which acts as a warning to others the dangers of starting up the equipment. It is not a physical restraint. Tags must be applied by hand and clearly state that the equipment being controlled can not be operated until tag is removed.

ENERGY SOURCES on which lockout/tagout must be used to protect individuals from the release of hazardous energy include, but are not limited to, the following:

- ELECTRICAL
- MECHANICAL
- PNEUMATIC
- FLUID AND GASES
- HYDRAULIC
- THERMAL
- WATER UNDER PRESSURE
- GRAVITY

AUTHORIZED person means any employee who has undergone the training prescribed herein for users of lockout/tagout.

TRAINING

All employees shall be trained in the recognition of, and compliance with, the warning system.

Authorized employees training shall consist of the following:

- Explanation of the rules.
- How to use the Procedure and who to notify.
- Identification of machinery energy sources at ELECTRICRAFT INC.

All necessary lockout devices and warnings tags will be issued after training is completed.

LOCKOUT / TAGOUT RULES

1. If an outside contractor is called in to perform work at ELECTRICRAFT INC, it shall be the responsibility of the company supervisor involved to advise the contractor of any locks or tags which might affect the contractor or his employees. Whenever a company supervisor actively directs the work of any such workers, it shall be the responsibility of that supervisor to apply lockout/tagout procedures if they are necessary. If an outside contractor creates a hazardous condition for ELECTRICRAFT INC employees by failure to observe or execute proper lockout/tagout procedures, it shall be immediately reported to the safety director or company supervisor.

2. Lockout/tagout shall be applied when maintaining or servicing any powered equipment or machinery, whether mechanical, electrical, pneumatic, natural gas, water pressure, hydraulic, thermal, or gravity.

3. The supervisor and/or the mechanic working on the equipment shall direct the lockout/ tagout procedure. In the event there is more than one person working on the equipment, each shall put his/her lock and/or tag on the equipment, as directed by the procedure.

4. If work on equipment which has been locked out tagged is to continue to another shift, the supervisor shall notify any persons on subsequent shifts who might be affected.

5. Each authorized employee using this program shall be issued a lock and key for their use only. Only that person who applied his lock or lockout device may remove it.

6. Certain personnel will be issued locks and/or lockout devices when it becomes evident that routine maintenance, setup or adjustments to their equipment subjects them to hazard from unexpected start up or energy.

7. It shall be the responsibility of the person initiating the lockout/tagout procedure to inform the area supervisor when the machine or equipment is taken out of commission and when it is put back into commission.

8. Each person's lockout equipment (lock, lockout device, or tag) shall have their name affixed to it for easy identification.

9. If it becomes necessary to disable machinery/equipment for tagout by means of blocking hydraulic, electrical, pneumatic or other such systems, only persons qualified to work on those systems shall initiate the tagout procedure.

10. Supervisors shall enforce these lockout/tagout procedures and rules. Violations of these rules are considered serious and must be followed with disciplinary action.

ELECTRICRAFT INC

LOCKOUT/TAGOUT PROCEDURE FOR AUTHORIZED EMPLOYEES

PREPARATION FOR LOCKOUT OR TAGOUT

Make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked out or tagged out. More than one energy source (electrical, mechanical, others) may be involved.

SEQUENCE OF LOCKOUT OR TAGOUT SYSTEM PROCEDURE

1. Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

2. If the machine or equipment is operating, shut it down by normal stopping procedures (depress stop button, open toggle switch).

3. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure) must be dissipated or restrained by methods such as repositioning, blocking, or bleeding down.

4. Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s). Note: When tagout alone is used (without lockout) energy sources must be disabled (remove fuses or circuit breakers, close valves and remove handles, disconnect wires) so that the same level of safety is achieved as would be achieved with lockout.

5. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

   NOTE: Return operating control(s) to "Neutral" or "Off" position after the test.

6. The equipment is now locked out or tagged out.

RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS

1. After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.

2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

PROCEDURES INVOLVING MORE THAN ONE PERSON

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place their own personal lockout device or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. Each employee will then use their own lock to secure the multiple lockout device. As each person no longer needs to maintain their lockout protection, that person will remove their lock from the device.

BASIC RULES FOR USING LOCKOUT OR TAGOUT SYSTEM PROCEDURE

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other isolating device where it is locked out or tagged out.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

I. Purpose

The objective of the Personal Protective Equipment (PPE) Program is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering or administrative controls, or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required, and that such use will lessen the likelihood of occupational injury and/or illness.

II. Scope

This program addresses only minimum requirements of eye, face, head, foot, hand and/or dermal protection. Separate programs exist for respiratory and hearing protection, since the need for participation in these programs is established through industrial hygiene monitoring.

III. Hazard Assessment and Equipment Selection

ELECTRICRAFT INC will, in compliance with Occupational Safety and Health Administration (OSHA) Personal Protective Equipment standards, as found in 29 CFR 1910.132 through 1910.138, conduct inspections of all workplaces to determine the need for PPE and to help in selecting the proper PPE for each task performed.

Management of **ELECTRICRAFT INC**, in conjunction with supervisors, will evaluate each work area to identify sources of hazards, including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, and light radiation. A certificate will be completed for each work location listing the findings of the inspection and the specific PPE needed for that location. Each survey will be documented, using the Certification of Hazard Assessment Form, identifying the workplace surveyed, the person conducting the survey, findings of potential hazards, and the date of the survey.

Once the hazards of a workplace have been identified, management of **ELECTRICRAFT INC** will determine the suitability of the PPE currently available. New or additional PPE will be selected by management, supervisors, and employees that ensures the level of protection greater than the minimum required to protect the employees from identified hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided or recommended for purchase.

IV. Responsibilities

Management is responsible for the development, implementation, and administration of the Personal Protective Equipment Program. This includes:

- Conducting workplace hazard assessments to determine the presence of hazards that necessitate the use of PPE.
- Conducting periodic workplace reassessments, as requested by supervisors and/or as determined by management.
- Maintaining records of hazard assessments.
- Providing training and technical assistance to supervisors on the proper use, care, and cleaning of approved PPE.
- Providing guidance to the supervisor for the selection and purchase of approved PPE.
- Periodically reevaluating the suitability of previously selected PPE.
- Reviewing, updating, and evaluating the overall effectiveness of the PPE Program.

Supervisors have the primary responsibility for implementation of the PPE Program in their work area. This involves:

- Providing appropriate PPE and making it available to employees.
- Ensuring employees are trained on the proper use, care, and cleaning of PPE.
- Maintaining records on PPE assignments and training.
- Supervising staff to ensure the PPE Program elements are followed and the employees properly use and care for PPE.
- Seeking assistance from management to evaluate hazards.
- Notifying management when new hazards are introduced or when processes are added or changed.
- Ensuring defective or damaged equipment is immediately replaced.

Employees, as users, are responsible for following the requirements of the PPE Program. This involves:

- Wearing the PPE as required.
- Attending required training sessions.
- Informing the supervisor of the need to repair or replace PPE.

V. Protective Devices

All PPE will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet ANSI (American National Standards Institute) or NIOSH (National Institute of Safety & Health) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the OSHA PPE regulations, as found in 29 CFR 1910.132 through 1910.138.

Careful consideration will be given to comfort and fit in order to ensure the PPE will be used. Protective devices are generally available in a variety of sizes. Care will be taken to ensure the right size is selected.

Eye and Face Protection

Prevention of eye injuries requires all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area. The supervisor of each identified eye hazard area will have a sufficient quantity of goggles and/or plastic eye protectors which afford the maximum amount of protection possible. If the personnel wear personal glasses they will be provided with a suitable eye protector to wear over them. OSHA regulations require each affected employee who wears prescription lenses while engaged in operations involving eye hazards will wear eye protection that either incorporates the prescription into its design or wear eye protection worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses. Personnel requiring prescription safety glasses should contact the main office to have their request for prescription safety glasses processed.

Suitable protectors will be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases or vapors, bioaerosols, or potentially injurious light radiation.

- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.
- Side protectors will also be used when there is a hazard from flying objects.
- Goggles and face shields will be used when there is a hazard from chemical splash.
- Face shields will only be worn over primary eye protection (safety glasses or goggles).
- For those employees who wear prescription lenses, eye protectors will either incorporate the prescription in the design or fit properly over the prescription lenses.
- Protectors will be marked to identify the manufacturer.
- Equipment fitted with appropriate filter lenses will be used to protect against light radiaion. Tinted or shaded lenses are not filter lenses unless they are marked or identified as such.

Emergency eyewash facilities, meeting the requirements of ANSI Z358.1, will be provided in all areas where the eyes of an employee will be exposed to corrosive materials. All emergency eyewash facilities will be located where they are easily accessible in an emergency.

Head Protection

Head protection will be furnished to, and used by all employees and contractors engaged in construction work, and in all work areas identified as required during the hazard assessment of that particular work area. Head protection will be worn when hazards from falling or fixed objects, or electrical shock are present.

Foot Protection

Safety shoes will be worn where identified as required during the hazard assessment of each particular work area.

- Safety shoes or boots, with impact protection, are required to be worn in work areas where carrying or handling materials such as packages, objects, parts or heavy loads, which could be dropped; and for other activities where objects might fall onto the feet.

- Safety shoes or boots, with compression protection, are required for work activities involving skid trucks (manual materials handling cars) or other activities in which materials or equipment could potentially roll over the feet of an employee.
- Safety shoes or boots, with puncture protection, are required where sharp objects such as nails, wire, tacks, screws, large staples, or scrap metal can be stepped on by employees.

Hand Protection

Suitable gloves will be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biologicals, or harmful temperature extremes are present. Glove selection will be based on performance characteristics of the gloves, conditions, duration of use, and hazards present.

In selecting gloves for use during chemical exposure the first consideration will be the exact nature of substances encountered. Read the instructions and warnings found on chemical containers and/or Material Safety Data Sheets (MSDS) prior to working with any chemical. Recommended glove types are usually listed in the section for personal protective equipment.

Cleaning and Maintenance

All PPE will be kept clean and properly maintained. Cleaning is particularly important for eye and face protection, where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so the PPE provides the requisite protection. Personal protective equipment should not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

Training

Any employee who is required to wear PPE will receive training in the proper use and care of the PPE. Initial training will be from instructional materials provided with the PPE by the manufacturer of the product. Periodic retraining will be offered to employees and supervisors as needed. Training will include, but not necessarily be limited to, the following subjects:

- When it is necessary for PPE to be worn.
- What PPE is necessary.
- How to properly don, doff, adjust, and wear PPE.
- The limitations of PPE.
- The proper care, maintenance, useful life, and disposal of the PPE.

After completion of the training employees will be required to demonstrate they understand the components of the Personal Protective Equipment Program, and how to use PPE properly, or they will be retrained.

Recordkeeping

Written records will be kept with the names of the persons trained, the type of training provided, and the dates when training occurred. Training records will be maintained on each employee a minimum of 3 years. An evaluation for each work site, as recorded on the Hazard Assessment Certification Form, will be completed at minimum of each 3 years.

PPE ASSESSMENT CHECKLIST

ELECTRICRAFT INC **Date:**_____

Complete if employees are subjected to eye, head, hand, foot, and/or dermal exposure.

General Policies

❒ Yes ❒ No Has a workplace survey been conducted to determine which PPE items are necessary?

❒ Yes ❒ No Is this survey documented?

❒ Yes ❒ No Is all protective equipment maintained in a sanitary condition and ready to use?

❒ Yes ❒ No Have employees been trained and tested on how and when to use PPE items?

❒ Yes ❒ No Are temporary or rotated shift employees, vendors, and visitors advised on the use of PPE items?

❒ Yes ❒ No Are these same groups required to wear PPE while in the work area?

❒ Yes ❒ No Has Material Safety Data Sheet information been surveyed for required PPE usage?

❒ Yes ❒ No Are employee training records maintained accurately and kept up to date?

Use and Disposal

❒ Yes ❒ No Are procedures in place for decontamination/disposal of PPE items?

❒ Yes ❒ No Are PPE items for reorder verified for the same level of protection when there is a change in manufacturer?

❒ Yes ❒ No Is the compatibility of replacement parts (such as respirator cartridges) also verified?

❒ Yes ❒ No Are procedures in place for cleaning up hazardous materials?

Vision Protection

❒ Yes ❒ No Are protective goggles, glasses, and faceshields provided and worn when there is any danger of flying particles or corrosive materials?

❒ Yes ❒ No Are approved safety glasses required to be worn when there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns?

❒ Yes ❒ No Are employees who use corrective lenses required to wear approved prescription safety glasses with goggles and faceshields?

Apparel

❒ Yes ❒ No Are protective gloves, aprons, shields, or other precautions (protective cream) provided wherever there is a danger employees could be cut or exposed to corrosive, hazardous, or infectious materials?

❒ Yes ❒ No Are eyewash facilities and a quick drench shower within any work area where employees are exposed to injurious corrosives?

❒ Yes ❒ No Are hard hats inspected periodically for damage to the suspension system and the shell?

❒ Yes ❒ No Are employees who work in identified areas required to wear protective footwear?

Respirators, Hearing Protection

❒ Yes ❒ No Are approved respirators provided for regular or emergency use where needed?

❒ Yes ❒ No Is protection provided against occupational noise exposure when required?

❒ Yes ❒ No Is hearing testing also provided?

Signed: _____

ELECTRICRAFT INC
PERSONAL PROTECTIVE EQUIPMENT
CERTIFICATION OF HAZARD ASSESSMENT FORM

Location: _____ Date: _____

Specific Tasks Performed at this Location: _____

_____

Analysis Conducted By: _____

I. Overhead Hazards

Hazards to consider include:

- Suspended loads that could fall
- Overhead beams or loads that could be hit against
- Energized wires or equipment that could be hit against
- Employees work at elevated site who could drop object on others below
- Sharp objects or corners at head level

Hazards Identified: _____

_____

	Yes	No
Head Protection	❒	❒

If yes, type:

Type G (General) Impact & penetration resistance, low voltage exposure, proof-tested at 2,200 volts
Type E (Electrical) Impact & penetration resistance, high voltage exposure, proof-tested at 20,000 volts
Type C (Conductive) Impact & penetration resistance, no electrical exposure

II. Eye and Face Hazards

Hazards to consider include:

- Chemical splashes Dust
- Smoke & fumes Welding operations
- Lasers/optical radiation Bioaerosols
- Projectiles

Hazards Identified: _____

_____

	Yes	No
Eye Protection	❒	❒
Safety Glasses	❒	❒
Face Shields	❒	❒

III. Hand Hazards

Hazards to consider include:

- Chemicals Sharp edges, splinters
- Temperature extremes Biological agents
- Exposed electrical Sharp tools, machine parts
- Material handling

Hazards Identified: _____

_____

	Yes	No
Hand Protection	❒	❒
Gloves	❒	❒

Chemical resistant
Temperature resistant
Abrasion resistant
Other (Explain) _____

IV. Foot Hazards

Hazards to consider include:

- Heavy materials handled by employees
- Exposed electrical wires
- Wet conditions
- Sharp edges or points (puncture risk)
- Unusually slippery conditions
- Construction/demolition

Hazards Identified: _____

_____

	Yes	No
Foot Protection	❒	❒
Safety Shoes	❒	❒

Types:
Toe protection
Metatarsal protection
Puncture resistant
Electrical insulation
Other (Explain)

V. Other Identified Safety and/or Health Hazards:

Hazards Identified	Recommended Protection
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the above inspection was performed to the best of my knowledge and ability, based on the hazards present on this day.

_____
ELECTRICRAFT INC

_____
Date

ELECTRICRAFT INC
PERSONAL PROTECTIVE EQUIPMENT
CERTIFICATION OF TRAINING

Name of Employee: _____ **SS#:** _____

Type of PPE Training	Dates of Training	Initials of Trainer