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Safety Program of

Multiscape Inc.

**1093 S Township Blvd
Pittston, PA 18640**

Policy Changes Disclaimer

Multiscape Inc. reserves the right to make any changes at any time by adding to, deleting, or changing any existing policy.

The rules set out in this manual are as complete as we can reasonably make them. However, they are not necessarily all-inclusive, because circumstances that we have not anticipated may arise. **Multiscape Inc.** may vary from the policies and provisions in this manual if, in its sole discretion, the circumstances require.

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I. Management Commitment and Employee Involvement

Safety Policy Statement

Safety is everyone's responsibility. It is the desire of **Multiscape Inc.** to help provide a safe working environment for all employees.

To accomplish this, management will provide reasonable safeguards to help insure safe working conditions and support the safe and efficient development of all work activities.

The need also exists for recognizing that ***no job is so important and no order is so urgent that we cannot take time to perform our work safely.***

Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed. Safety equipment shall not be destroyed or abused.

The joint cooperation of employees and management in observance of this policy will help provide safe working conditions, help reduce work related accidents and will be to the mutual advantage of all. Therefore, I ask your cooperation and support to help make all our jobs safe.

President

Responsibilities and Duties

Management

Responsibilities:

- Safety begins with management commitment and participation.
- We will set goals, establish accountability and become involved.
- A poor safety record is a management problem.
- Establish, implement and maintain the company safety program.

Duties:

- Communicate safety commitment and policy.
- Attend company safety functions.
- Review accident reports and safety activity.
- Make needed appropriations.
- Set a good example.

Safety Coordinator

Responsibilities:

- Someone must be responsible for the program.
- In some cases a safety committee will be used to schedule a block of time to devote to safety activity.

Duties:

- Develop written safety policies and procedures;
- Coordinate activities with safety committee;
- Inform management of proposed safety and health recommendations;
- Compile and distribute safety and health information to employees;
- Provide safety training for employees, supervisors, and managers;
- Arrange for training of new employees;
- Conduct routine workplace safety inspections;
- Complete and analyze accident investigation reports;
- Monitor and evaluate the effectiveness of safety and health programs;
- Assure compliance with government regulations; and
- Prepare progress reports on programs for management and safety committee.

Supervisors

Responsibilities:

- Supervisors have a direct responsibility for a working group.
- They will help build safety into the work process and be alert for safety and health problems.

Duties:

- Train new employees.
- Re-train present employees.
- Make department inspections.
- Prepare accident reports.
- Enforce safety rules.
- Make daily safety contacts.
- Correct unsafe acts and conditions.

Employees

Responsibilities:

- Workers must learn the hazards of their jobs and abide by safety rules.
- The program requires the wholehearted support of those it was designed to protect.

Duties:

- Abide by safety rules. Report hazardous conditions or concerns.

- Communicate safety to fellow employees.
- Make suggestions to help improve safety.

Accountability

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.

If an accident occurs, and if it has been determined that the accident could have been avoided, the means of holding employees accountable should be made more severe after each consecutive offense.

Examples:

1. First Offense - Verbal warning
2. Second Offense - Verbal and written warning with a copy of the written warning becoming a part of the employee's file.
3. Third Offense - One day off work with no pay
4. Fourth Offense - Possible employment termination.
5. Serious offenses may result in immediate termination.

The purpose of holding employees accountable is to help employees conform to company policy and work safely. It is not designed to end employment and, therefore, employees should be given the opportunity to start over with a clean slate periodically.

Acknowledgement

I, _____ (name) hereby acknowledge receipt of the
Multiscape Inc. Safety Program.

Signed _____ Date _____

(This portion to be retained by employee)

Acknowledgement

I, _____ (name) hereby acknowledge receipt of the
Multiscape Inc. Safety Program.

Signed _____ Date _____

(This portion to be retained by employer in employee personnel file)

II. Workplace Analysis

Hazard Recognition

This section provides guidance in the development of checklists for inspections done to help control identified hazards. The objective is to try eliminating the hazards from the work place or to develop methods to manage the risk.

In practical terms, a hazard is associated with a condition or activity that, if left uncontrolled, can result in an injury, an illness, or other adverse events. A survey of the work place should be done to identify the hazards or potential hazards which are easily recognized without intensive analysis.

The first step is usually a deliberate check around the inside, outside, and around the operations for hazards, or the potential for harm. Focus on the type of occupancy, operations, machines, processes and activities that are necessary to perform all aspects of the business. Make a note of your findings when a recognizable or potential hazard is found. Gather the information and consider the possibility of a critical error or mishap and what impact it could have. Establish priorities and develop plans for what is needed to control situations that might have unacceptable consequences.

Review the following to determine if there is a pattern of mishaps, and injury or illness where other safeguards may be needed.

- First aid log or reports
- Workers Compensation claim reports
- OSHA 300 Injury and Illness Log
- Company loss workday incident rate
- Insurance claims for property, liability, and other insured losses
- Public, customer, or employee complaint log or reports
- Vulnerability assessment results
- Process hazard analysis results
- Job hazard analysis reports

Special knowledge may be needed to evaluate how well your business has prepared for special programs that may be required for your operations. Hazards associated with chemicals could need further investigation to review what could go wrong and what safeguards must be implemented to prevent releases of hazardous chemicals stored or used in a process.

Emergency response operations often have special consideration for the safety of people, property, and sometimes the environment. You should determine the level of emergency response employees are intended to engage in, before the response is needed.

Develop rules and requirements to deal with the hazards. A checklist provided for employees to use helps to standardize the process. Employee training and safety meeting activity can also be developed along with the worksite inspections to help assure the recognized hazards are communicated.

Remember, the sample job site inspection forms provided in this section must be tailored to your specific operations. Your checklist should have clear objectives with specific expectations for each item. Involve the

user in the development of the checklist to make sure it fits with the flow of work.

Job Hazard Analysis

A more formal analysis may be needed for some jobs or tasks. A job hazard analysis, or sometimes called a job safety analysis, focuses on job tasks as a way to identify hazards before they occur. This approach focuses on the relationship between the worker, the task, the tools, and the work environment. The results of this type of analysis can be used to develop standard operating procedures.

First, select the job to analyze in the workplace. A job hazard analysis can be conducted on many jobs. Priority should go to the following types of jobs:

- Jobs with the highest injury or illness rates
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents
- Jobs in which one simple human error could lead to a severe accident or injury
- Jobs that are new operations or have undergone changes in processes and procedures
- Jobs complex enough to require written instructions

A person with the technical knowledge related to the job being evaluated should be involved in looking at the worksite and its current condition. Breakdown the job and develop a description of the tasks and/or operations that will be performed. Then, identify the hazards associated along with the possible consequences for those tasks and operations. Hazards can include physical, chemical, biological, behavioral conditions. It is good to involve an employee in the job hazard analysis to provide realistic feedback and insight.

Ideally, the company will take steps to eliminate or reduce hazards to an acceptable risk level. Determine the type of controls used for protection from the hazards. Controls can include substitution or engineering the hazard out, administrative programs, and behaviors or practices when the hazard is present.

The physical capacity needed to do the job may also be identified and could be helpful in developing a job description used by a medical professional before making a determination for returning an injured employee back to work.

Accident Investigation Policy

For Multiscape Inc.

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 provided for such an investigation. Remember, these forms are just a guideline and should be tailored to your particular business operations.

Claims Reporting Policy

For Multiscape Inc.

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: _____

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 is provided to you as part of this safety program. You may tailor it to your particular needs.

Employee Reporting and Communication System Form

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

For Multiscope Inc.

1. Follow the established safe job procedures. You are to perform only those jobs you have been assigned and properly instructed to perform.
2. Wear the protective equipment required for your job as established by your supervisor through job instruction. It is your responsibility to see that protective equipment should be in good repair. Damaged equipment should be reported to your supervisor immediately.
3. Report unsafe acts or unsafe conditions to your supervisor without delay.
4. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.
5. Keep all mechanical safeguards in position during operation.
6. Put main switch in "off" position whenever making adjustments, when setting up jobs or when machine is to remain idle for any length of time. Don't allow machinery to operate unattended.
7. Use only the machinery, equipment and tools you are qualified and authorized to use by the supervisor.
8. **Horseplay**, such as scuffling, practical jokes, or throwing articles at each other will not be tolerated.
9. No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so. **Electrical equipment is not to be tampered with in any way.**
10. **Machine master switches are to be tagged or locked open when major repair, oiling and greasing or maintenance is being performed.**
11. The covers on **switch boxes and fuse stations are to be kept closed at all times.**
12. All employees are requested to **walk - not run while they are within** the work area.
13. No employee will be permitted to remove any guard installed over the point of operation, power transmission, or moving parts without permission from the supervisor and then only after proper safety procedures have been followed.
14. Compressed air should never be used for cleaning clothes, cooling or practical jokes. **Violation of this rule can result in serious injury or death.**
15. Fire extinguishers, sprinklers or fire exits are not to be blocked by supplies, stock or parts at any time.
16. No worker will be permitted to use flammable solvents in an open container. **Flammables must be stored and handled in approved safety containers.**
17. First aid will be administered only by the First Aid Department or specifically authorized personnel. Under no circumstances shall any employee attempt to remove foreign objects from the eyes or ears of a fellow employee.
18. Riding hand trucks and hitching rides on forklifts is prohibited.
19. The use of any tools, machinery or equipment for the personal use of any employee, whether on company time or shall not be permitted.
20. Only qualified maintenance persons authorized by supervision are permitted to repair machinery and equipment.
21. Safety equipment such as brushes, safety glasses, shields, safety shoes, etc., shall be used whenever the operation or job requires them.

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

Fleet Safety Guidelines

For Multiscape Inc.

1. Anyone who operates a licensed vehicle owned or controlled by their company must maintain a current driver 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.

Employee Education and Training

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

The primary purpose of safety training is to help employees learn how to work safely and to reduce mishaps while performing their specific function.

Safety training is recommended:

1. For all new employees,
2. When new equipment, procedures, or processes have been introduced, and
3. When employee safety performances needs improved.

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 and Transportation Safety
- Unique Operations or Activities
- Specific Employee Work Assignments
- Waste Management

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.

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

The OSHA 10-Hour and 30-Hour General Industry course helps to provide a certain level of safety training, and is widely known as a standard for OSHA orientation training. This training may be used to learn more about the occupational safety and health standards applied to workplace decisions.

The length and complexity of industry standards make it difficult to evaluate where training may be needed. As an aid, the general industry OSHA training-related requirements are listed on the next page. Additional standards may be included for other industries, such as construction. The requirements for posting

information, warning signs, and labels are excluded, as are most references to the qualifications of people assigned to test workplace conditions or equipment.

General Industry

The following list includes the general industry standards that specifically indicate required training.

General Industry 29 CFR Part 1910

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------|------|-----------------|---------|---------------------|---------|---------------------------|---------------------|---|----------------------|------------------------|-------------|--------------------|-----------------------------|-------------|-------------------------------|-----------------|----------------|---------------|--------------|--------------------|---------------------------|-----------------------|----------------------------|---------------------------|----------------------|------------------------|-----------------------|
| <p>Subpart E <input type="checkbox"/> Means of Egress
<input type="checkbox"/> Employee Emergency Plans and Fire Prevention Plans</p> | <p>Subpart N <input type="checkbox"/> Materials Handling and Storage
<input type="checkbox"/> Servicing of Multi-Piece and Single-Piece Rim Wheels
<input type="checkbox"/> Powered Industrial Trucks
<input type="checkbox"/> Moving the Load
<input type="checkbox"/> Crawler Locomotives and Truck Cranes</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart F <input type="checkbox"/> Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
<input type="checkbox"/> Powered Platforms for Building Maintenance - Operations - Training
<input type="checkbox"/> Care and use Appendix C, Section 1</p> | <p>Subpart O <input type="checkbox"/> Machinery and Machine Guarding
<input type="checkbox"/> Mechanical Power Presses
<input type="checkbox"/> Mechanical Power Presses - Instructions to Operators
<input type="checkbox"/> Training of Maintenance Personnel
<input type="checkbox"/> Operator Training
<input type="checkbox"/> Forging Machines</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart G <input type="checkbox"/> Occupational Health and Environmental Control
<input type="checkbox"/> Dip Tanks - Personal Protection
<input type="checkbox"/> Inspection, Maintenance, and Installation
<input type="checkbox"/> Hearing Protection
<input type="checkbox"/> Training Program</p> | <p>Subpart Q <input type="checkbox"/> Welding, Cutting, and Brazing
<input type="checkbox"/> General Requirements
<input type="checkbox"/> Oxygen - Fuel Gas Welding and Cutting
<input type="checkbox"/> Arc Welding and Cutting
<input type="checkbox"/> Resistance Welding</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart H <input type="checkbox"/> Hazardous Materials
<input type="checkbox"/> Flammable and Combustible Liquids
<input type="checkbox"/> Explosives and Blasting Agents
<input type="checkbox"/> Bulk Delivery and Mixing Vehicles
<input type="checkbox"/> Storage and Handling of Liquefied Petroleum Gases
<input type="checkbox"/> Process Safety Management of Highly Hazardous Chemicals
<input type="checkbox"/> Contract Employer Responsibilities
<input type="checkbox"/> Mechanical Integrity
<input type="checkbox"/> Hazardous Waste Operations and Emergency Response
<input type="checkbox"/> Hazardous Waste Cleanup Workers
<input type="checkbox"/> New Technology Programs
<input type="checkbox"/> Hazardous Waste - Emergency Responders</p> | <p>Subpart R <input type="checkbox"/> Special Industries
<input type="checkbox"/> Pulp, Paper, and Paperboard Mills
<input type="checkbox"/> Laundry Machinery and Operating Rules
<input type="checkbox"/> Sawmills
<input type="checkbox"/> Logging
<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Derrick Trucks
<input type="checkbox"/> Cable Fault Locating
<input type="checkbox"/> Guarding Manholes
<input type="checkbox"/> Joint Power and Telecommunication Manholes
<input type="checkbox"/> Tree Trimming - Electrical Hazards
<input type="checkbox"/> Electric Power Generation, Transmission, and Distribution
<input type="checkbox"/> Grain Handling Facilities
<input type="checkbox"/> Entry Into Bins, Silos, and Tanks
<input type="checkbox"/> Contractors</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart I <input type="checkbox"/> Personal Protective Equipment
<input type="checkbox"/> Respiratory Protection
<input type="checkbox"/> Respiratory Protection for M Tuberculosis</p> | <p>Subpart S <input type="checkbox"/> Electrical Safety-Related Work Practices
<input type="checkbox"/> Content of Training</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart J <input type="checkbox"/> General Environmental Controls
<input type="checkbox"/> Temporary Labor Camps
<input type="checkbox"/> Specifications for Accident Prevention Signs and Tags
<input type="checkbox"/> Permit Required Confined Spaces
<input type="checkbox"/> The Control of Hazardous Energy (Lockout/Tagout)
<input type="checkbox"/> Lockout or Tagout Devices Removed
<input type="checkbox"/> Outside Personnel</p> | <p>Subpart T <input type="checkbox"/> Commercial Diving Operations</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart K <input type="checkbox"/> Medical Services and First Aid</p> | <p>Subpart Z <input type="checkbox"/> Toxic and Hazardous Substances</p> <table border="0" style="width: 100%;"> <tbody> <tr> <td>Asbestos</td> <td>Lead</td> </tr> <tr> <td>4-Nitrobiphenyl</td> <td>Cadmium</td> </tr> <tr> <td>Alpha-Naphthylamine</td> <td>Benzene</td> </tr> <tr> <td>Methyl Chloromethyl Ether</td> <td>Coke Oven Emissions</td> </tr> <tr> <td>3, 3'-Dichlorobenzidine (and its salts)</td> <td>Bloodborne Pathogens</td> </tr> <tr> <td>Bis-Chloromethyl Ether</td> <td>Cotton Dust</td> </tr> <tr> <td>Beta-Naphthylamine</td> <td>1,2-Dibromo-3-Chloropropane</td> </tr> <tr> <td>Benzenidine</td> <td>Acrylonitrile (Vinyl Cyanide)</td> </tr> <tr> <td>4-Aminodiphenyl</td> <td>Ethylene Oxide</td> </tr> <tr> <td>Ethyleneimine</td> <td>Formaldehyde</td> </tr> <tr> <td>Beta-Propiolactone</td> <td>4, 4' Methyleneedianiline</td> </tr> <tr> <td>2-Acetylaminofluorene</td> <td>Ionizing Radiation Testing</td> </tr> <tr> <td>4-Dimethylaminoazobenzene</td> <td>Hazard Communication</td> </tr> <tr> <td>N-Nitrosodimethylamine</td> <td>Occupational Exposure</td> </tr> </tbody> </table> | Asbestos | Lead | 4-Nitrobiphenyl | Cadmium | Alpha-Naphthylamine | Benzene | Methyl Chloromethyl Ether | Coke Oven Emissions | 3, 3'-Dichlorobenzidine (and its salts) | Bloodborne Pathogens | Bis-Chloromethyl Ether | Cotton Dust | Beta-Naphthylamine | 1,2-Dibromo-3-Chloropropane | Benzenidine | Acrylonitrile (Vinyl Cyanide) | 4-Aminodiphenyl | Ethylene Oxide | Ethyleneimine | Formaldehyde | Beta-Propiolactone | 4, 4' Methyleneedianiline | 2-Acetylaminofluorene | Ionizing Radiation Testing | 4-Dimethylaminoazobenzene | Hazard Communication | N-Nitrosodimethylamine | Occupational Exposure |
| Asbestos | Lead | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4-Nitrobiphenyl | Cadmium | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alpha-Naphthylamine | Benzene | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Methyl Chloromethyl Ether | Coke Oven Emissions | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3, 3'-Dichlorobenzidine (and its salts) | Bloodborne Pathogens | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bis-Chloromethyl Ether | Cotton Dust | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Beta-Naphthylamine | 1,2-Dibromo-3-Chloropropane | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Benzenidine | Acrylonitrile (Vinyl Cyanide) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4-Aminodiphenyl | Ethylene Oxide | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ethyleneimine | Formaldehyde | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Beta-Propiolactone | 4, 4' Methyleneedianiline | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2-Acetylaminofluorene | Ionizing Radiation Testing | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4-Dimethylaminoazobenzene | Hazard Communication | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N-Nitrosodimethylamine | Occupational Exposure | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart L <input type="checkbox"/> Fire Protection
<input type="checkbox"/> Fire Brigades
<input type="checkbox"/> Training and Education
<input type="checkbox"/> Portable Fire Extinguishers
<input type="checkbox"/> Fixed Extinguishing Systems
<input type="checkbox"/> Fire Detection Systems
<input type="checkbox"/> Employee Alarm Systems</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Vinyl Chloride
Inorganic Arsenic

to Hazardous Chemicals
in Laboratories

Construction Industry Employee Training

Construction Safety Training and Education

Construction industry companies should instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury. Employees that need to handle or use poisons, caustics, and other potentially harmful or dangerous substances should be provided instructions in the safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required. Where harmful plants or animals are present, employees who may be exposed should be instructed about the potential hazards and how to avoid injury, and the first-aid procedures.

All employees that are required to enter into a hazardous confined or enclosed space should be informed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment that may be required. A "confined or enclosed space" means any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 4 feet in depth such as pits, tubs, vaults, and vessels.

Competent Person

The general safety and health provisions for a construction safety program provides for inspections of the job sites, materials, and equipment to be made by competent persons. A competent person is one designated by the employer and capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who have authorization to take prompt corrective measures to eliminate them.

OSHA 10-Hour and 30-Hour Construction Course

By training and/or experience, a competent person is knowledgeable of the applicable standards. The OSHA 10-Hour and 30-Hour Construction course helps to provide a certain level of safety training, and is widely known as a standard for OSHA orientation training, as well as is required for certain construction projects.

Construction Toolbox- Tailgate Talks

Supervisors at construction sites should conduct a brief “toolbox” or “tailgate” safety meeting with their crews at the beginning of the job to emphasize safety - especially with particular machinery, tools and materials.

Planning and Organizing

Unless planning a general training session, the subject of the toolbox talk should be relevant to the work done at the location. Size up the worksite. Take into consideration any extreme weather conditions that can affect the worksite, special work instructions involved, special precautions, energy source controls, and personal protective equipment requirements. Identify tools or equipment (ladders, scaffolds, material handling, etc.) for which a safety instruction or reminder would apply. Review findings from safety inspections including corrective actions.

Prepare an outline or notes to aid the presentation. Using a scenario or story to describe conditions, which can or has happened, is often helpful for the participants in relating to the subject.

Have a safety meeting sign-up sheet for each meeting that includes each attendee’s name, the date, subject, and the supervisor’s name.

Presentation

Focus on the tasks to be done during the day, or during the extent of the project, along with the types of problems or hazards that may be present and how these might be handled at the jobsite. Encourage employee participation, but keep the meeting short, and to the point.

In terms of safety:

1. Describe what the worker should do.
2. Explain the expected outcome.
3. Provide credible examples of adverse consequences and how to avoid them.
4. Be specific about any methods or controls that should be used.
5. Include a reminder about any personal protection, if needed.
6. Point out any coordination with other contractors.
7. Verify understanding and ask if there are any questions.

References

- For machinery or tools, consult the manufacturer’s operations manual or instructions.
- For handling toxic substances, get a copy of the Safety Data Sheet.

Other useful references:

- Electronic Library of Construction Occupational Safety and Health (Look for "Toolbox Talks")
<http://www.elcosh.org/index.php>
- National Institute for Occupational Safety and Health (Look for “Construction Topics”)
<http://www.cdc.gov/niosh/construction/>
- OSHA's Alliance Program Participants (Look for "Toolbox Talk")
https://www.osha.gov/dcsp/alliances/alliance_products.html
- Fatality Assessment and Control Evaluation Program (Search Reports by North American Industry Classification System) <http://www.cdc.gov/niosh/face/default.html>

- Construction Digest of frequently used OSHA standards in the construction industry.
<https://www.osha.gov/Publications/osh2202.pdf>

Construction Industry

The following list is the OSHA construction industry standards that specifically indicate required training.

Construction Industry 29 CFR Part 1926

- | | | | |
|-----------|---|------------|---|
| Subpart C | <input type="checkbox"/> General Safety and Health Provisions
<input type="checkbox"/> Safety Training and Education
<input type="checkbox"/> Employee Emergency Action Plans | Subpart P | <input type="checkbox"/> Excavations
<input type="checkbox"/> General Protection Requirements |
| Subpart D | <input type="checkbox"/> Occupational Health and Environmental Controls
<input type="checkbox"/> Medical Services and First-Aid
<input type="checkbox"/> Ionizing Radiation
<input type="checkbox"/> Nonionizing Radiation
<input type="checkbox"/> Gases, Vapors, Fumes, Dusts, and Mists
<input type="checkbox"/> Hazard Communication
<input type="checkbox"/> Methylenedianiline
<input type="checkbox"/> Lead in Construction
<input type="checkbox"/> Process Safety Management of Highly Hazardous Chemicals
<input type="checkbox"/> Hazardous Waste Operations and Emergency Response | Subpart Q | <input type="checkbox"/> Concrete and Masonry Construction |
| Subpart E | <input type="checkbox"/> Personal Protective and Life Saving Equipment
<input type="checkbox"/> Hearing Protection
<input type="checkbox"/> Respiratory Protection | Subpart R | <input type="checkbox"/> Steel Erection
<input type="checkbox"/> Bolting, Riveting, Fitting-up, and Plumbing-up |
| Subpart F | <input type="checkbox"/> Fire Protection and Prevention | Subpart S | <input type="checkbox"/> Underground Construction, Caissons, Cofferdams, and Compressed Air
<input type="checkbox"/> Underground Construction
<input type="checkbox"/> Compressed Air |
| Subpart G | <input type="checkbox"/> Signs, Signals, and Barricades Signaling | Subpart T | <input type="checkbox"/> Demolition
<input type="checkbox"/> Preparatory Operations
<input type="checkbox"/> Chutes
<input type="checkbox"/> Mechanical Demolition |
| Subpart I | <input type="checkbox"/> Tools - Hand and Power
<input type="checkbox"/> Power-Operated Hand Tools
<input type="checkbox"/> Woodworking Tools | Subpart U | <input type="checkbox"/> Blasting and Use of Explosives
<input type="checkbox"/> General Provisions
<input type="checkbox"/> Blaster Qualifications
<input type="checkbox"/> Surface Transportation of Explosives
<input type="checkbox"/> Firing the Blast |
| Subpart J | <input type="checkbox"/> Welding and Cutting
<input type="checkbox"/> Gas Welding and Cutting
<input type="checkbox"/> Arc Welding and Cutting
<input type="checkbox"/> Fire Prevention
<input type="checkbox"/> Welding, Cutting, and Heating In Way of Preservative Coatings | Subpart V | <input type="checkbox"/> Power Transmission and Distribution
<input type="checkbox"/> General Requirements
<input type="checkbox"/> Overhead Lines
<input type="checkbox"/> Underground Lines
<input type="checkbox"/> Construction in Energized Substations |
| Subpart K | <input type="checkbox"/> Electrical
<input type="checkbox"/> Ground Fault Protection | Subpart X | <input type="checkbox"/> Stairways and Ladders
<input type="checkbox"/> Ladders
<input type="checkbox"/> Training Requirements |
| Subpart L | <input type="checkbox"/> Scaffolding - Training Requirements | Subpart Y | <input type="checkbox"/> Diving
<input type="checkbox"/> Commercial Diving Operations |
| Subpart M | <input type="checkbox"/> Fall Protection - Training Requirements | Subpart Z | <input type="checkbox"/> Toxic and Hazardous Substances
<input type="checkbox"/> Asbestos
<input type="checkbox"/> 13 Carcinogens
<input type="checkbox"/> Vinyl Chloride
<input type="checkbox"/> Inorganic Arsenic
<input type="checkbox"/> Cadmium
<input type="checkbox"/> Benzene
<input type="checkbox"/> Coke Oven Emissions
<input type="checkbox"/> 1,2-Dibromo-3-Chloropropane
<input type="checkbox"/> Acrylonitrile
<input type="checkbox"/> Ethylene Oxide
<input type="checkbox"/> Formaldehyde
<input type="checkbox"/> Methylene Chloride |
| Subpart N | <input type="checkbox"/> Hoists, Elevators, and Conveyors
<input type="checkbox"/> Material Hoists, Personnel Hoists, and Elevators | Subpart CC | <input type="checkbox"/> Cranes, Derricks |
| Subpart O | <input type="checkbox"/> Motor Vehicles, Mechanized Equipment, and Marine Operations
<input type="checkbox"/> Material Handling Equipment
<input type="checkbox"/> Site Clearing | | |

Employee Safety Orientation Checklist

Employee Name _____

Job Title _____

	Supervisor	Initials 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 and 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. _____	_____	_____	_____

Supervisor Signature

Employee Signature

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 _____ Date _____

Conducted by _____

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

V. Special Topics

Compressed Air 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 possible.
- 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 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, hot slag or 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 20 feet or by a noncombustible barrier at least 5 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 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.

Electrical 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 and fittings 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 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- *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.

Follow appropriate first aid for eye injuries.

Fire Extinguishers 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.

Each letter in "PASS" stands for one of the four sequential steps to properly use the extinguisher:

"P" stands for "PULL" the pin. The pin in the handle keeps you from accidentally discharging the extinguisher during normal handling, and must be removed for it to function. There's usually a thin plastic tamper seal holding this pin in place, and it easily breaks when you pull out the pin.

"A" stands for "AIM" at the base of the fire. This step is crucial because you must direct the extinguishing media towards the material that is actually burning so it can extinguish the flame.

"S" stands for "SQUEEZE" the handle of the portable extinguisher from a safe distance. This causes the extinguishing media to discharge from the extinguisher. An extra word of caution; if you are using a CO2 extinguisher, avoid touching the horn-shaped discharge nozzle, as it can cause frostbite.

"S" stands for "SWEEP" from side to side across the base of the fire as you approach, to make sure the extinguishing media completely covers the burning material and puts out the fire. Then, keep an eye on the area for a while in case a hot spot flares up and the fire starts to burn again.

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

Class K - Fires associated with cooking oils, fats, and grease

Flammable and Combustible Liquids 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, evaporate quickly and reach a concentration in the air that could lead to an explosion. Some highly volatile flammable liquids are gasoline, acetone and alcohol. Containers with these flammable liquids must be marked with a red label indicating the hazard. 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, 4 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 20 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.
- Drums containing Class I flammable liquids 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 10 feet of any inside storage area for such materials.
- Listed Safety containers shall be used for the dispensing of flammable or combustible liquids.
- All spills of flammable or combustible liquids shall be cleaned up promptly.
- All flammable or combustible liquid storage tanks shall be adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying or atmosphere temperature changes.
- All flammable or combustible liquid storage tanks shall be equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure.
- Flammable liquids shall be stored separately from other chemicals, especially reactive such as oxidizers.
- All containers containing a flammable or combustible liquid shall be labeled correctly and clearly.

Foot Protection 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) have 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 in your feet are wet for long periods of time

Many facility 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 purchases of safety footwear that shoes and boots meet the requirements recommended by the American National Standards Institute (ANSI) or ASTM International (ASTM), according to the OSHA regulations. ANSI approved footwear will show ANSI Z41 on the label inside shoes or boots made until 2005. The most current "Standard Specification for Performance Requirements for Protective Footwear" is ASTM F-2413.

Grinders Guidelines

- Adjust the work rest and keep it within 1/8 inch of the wheel. Keep the adjustable tongue on the top side of the grinder adjusted to within 1/4 inch of the wheel.
- Side guards should cover the spindle, nut, flange and 75% of the wheel diameter.
- Bench and pedestal grinders should be permanently mounted.
- Goggles and face shields should always be worn when grinding.
- The maximum RPM rating of each abrasive wheel should be compatible with the RPM rating of the grinder. Before abrasive wheels are mounted they should be visually inspected and ring tested.
- Fixed or permanently mounted grinders should be connected to their electrical supply system with metallic conduit or other permanent wiring method and each should have an individual on and off switch.
- Dust collectors and powered exhausts should be provided on grinders used in operations that produce large amounts of dust.
- Splash guards should be mounted on grinders that use coolant to prevent the coolant from reaching the employees.
- Maintain good housekeeping around grinders.

Grinder Checklist

Type _____ RPM _____

Size _____ Peripheral Speed _____

Wheel Guard: Securely fastened _____
 Properly aligned _____

Face Shield: Clean _____

Work Rest: Within 1/8 inch of wheel _____
 Securely clamped _____

Frame: Securely mounted _____
 No vibration _____

Wheel Face: Well lighted _____
 Dressed evenly _____

Flanges: Equal size _____
 Correct diameter _____

Speed: Correct for wheel mounted _____

Guard for Power Belt or Drive: In place _____

Date _____ Inspected By: _____ Dept.: _____

Hand Safety 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.

Hearing Safety Guidelines

- Hearing protection should be considered in areas where sound levels exceed 85 dBA, and must be used where levels are 90 dBA or greater.
- 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.

Ladders 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 foot 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 3 feet beyond upper support point.
- Check that top and bottom of ladder are properly supported. Make sure rung locks 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 6 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.

Material Handling Guidelines

- Aisles and doorways should provide adequate clearances.
- Aisles and doorways should be designated, permanently marked and kept clear to allow unhindered passage.
- Hand operated and motorized vehicles should be adequate for the load and operation.
- All dock plates and loading ramps should be constructed and maintained with sufficient strength to support the required load.
- Maintain hand operated and motorized vehicles in a safe operating condition.
- Pallets should be of the proper size and strength to the imposed load.
- Shelving should be maintained and of proper strength to support the required load.
- Hooks with safety latches should be used when hoisting materials.
- Securing chains, ropes and slings should be adequate to support the required load.
- Keep floors clean, dry and free of oil.
- Practice proper lifting techniques.
- Use hand operated or motorized vehicles to move heavy loads.
- Employees should be trained in the proper operation of material handling equipment.

Portable Hand Tools 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.

Power Tools 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.

Safe Backing 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 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 aisle ways. 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 splinters, jagged or sharp edges, burrs, and 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.

Scaffolding 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 6 to 12 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 10 feet or more above the ground, it must be equipped with guardrails including a toe board. Wear a safety belt and life line if a railing is impractical. When working near overhead electrical power lines, a minimum of 10 feet of clearance must be maintained. (Clearance will increase depending on voltage)
- Always wear hard hats and other appropriate personal protective equipment.

Slip and Fall Prevention 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.
- Follow the flooring manufacturer instructions for cleaning and treatment.
- 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

- Slippery areas
- Blocked walkways and stairs
- Ladders
- Electrical cords
- Poor lighting
- Housekeeping conditions

Preventative Measures

- Proper footwear
- Warning signs
- Non-skid surface
- Correct use of tools and ladders
- Floor mats
- Proper lighting

Welding and Cutting 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.

Hot Work Guidelines

It is important to support the Hot Work Policy of any facility where work is done. These facilities may require the use of a Hot Work Permit system where a permit is issued for a specific hot operation to be conducted during a set period of time. This is a method of work authorization that includes fire safety checks.

Hot work is any operation producing open flames, heat, or sparks. Some examples of hot work are cutting, grinding, brazing, welding, soldering, thawing pipe, and torch-applied roofing. Hot work introduces a potential ignition source to combustible materials. Failure to follow a hot work policy can contribute to an extreme fire loss.

Hot Work Permits are approved by the local facility manager. Permits are given to the person performing the work and usually only approved for 24 hours. General permits are not issued. Each specific job will be issued a separate permit. Once issued, the permit should be posted in a conspicuous location near the work site so it may be observed during welding and cutting operations.

The authorization should not be given for hot work operations until all safety precautions and requirements listed on the permit are met. Under no circumstances is a permit to be issued sight unseen. The local facility manager must inspect the area where hot work operations will be performed before a hot work permit tag is issued. Precautions to be followed before, during, and after hot work operations are listed in the following guidelines.

Fire Prevention and Protection

- Get a "Hot Work Permit" filled out by the facility manager before doing any hot work.
- If the object to be welded, cut, or soldered cannot be moved, all movable fire hazards in the vicinity should be taken to a safe place away.
- If the object to be welded or cut cannot be moved, and all the fire hazards cannot be removed, then guards must be used to confine the heat, sparks, and slag for protecting the immovable fire hazards. Only approved welding blankets should be used to cover combustible materials.
- If hot work operations are conducted in a building protected by automatic sprinklers, verify the sprinkler system is in-service before conducting any hot work operations.
- A fire watch must be continuously present during the entire hot work activity and 30 minutes after completion. In addition, a follow up check of the work area should be done every 30 minutes for 4 hours after the welding and cutting are completed where moderate combustion may occur.
- If the requirements listed above cannot be followed, welding and cutting should not be performed.

The use of permits may be discretionary in certain situations. Permits are required when a recognized fire hazard exists or there is a need for special precautions. When "hot work" is routine such as a minor soldering required in day to day maintenance, or plumbing, and there is no unusual fire hazard, then a permit may not be required. Even when a permit may not be required, persons undertaking any "hot work" are responsible for fire safety precautions appropriate to the situation.

Hot Work Permit
(Post in area of work)

Date ____/____/____ Time _____

Building _____

Work to be done _____

Special Precautions _____

Fire Watch Required? _____ Yes _____ No

Fire Safety Supervisor _____

The location where this work is to be done has been examined, necessary precautions taken, and permission granted for this work (see below).

Permit Expires ____/____/____ Time _____

Work Authorized By: (Signed) _____

Time Started _____ Completed _____

Final Check

Work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on opposite side of wall(s)) were inspected 30 minutes after the work was completed and were found fire-safe.

Signed _____ Time _____ Date ____/____/____

Before approving any hot work permit the Fire Safety Supervisor will inspect the work area and confirm that precautions have been taken to prevent fire in accordance with NFPA 51B.

Precautions

- Sprinkler system in service
- Hot work equipment in good repair

Within 35 Feet of Work

- Floors swept clean of combustibles
- Combustible floors wet down, covered with damp sand, metal, or other shields
- All wall and floor openings covered
- Covers suspended beneath work to collect sparks

Work on Walls or Ceilings

- Construction is non-combustible and with out combustible covering(s)
- Combustibles moved away from opposite side of wall

Work on Enclosed Equipment

(Tanks, containers, ducts, dust collectors, etc.)

- Equipment cleaned of all combustibles
- Containers purged of flammable vapors

Fire Watch

- To be provided during and 30 minutes after operation
- Supplied with a fully charged and operable fire extinguisher
- Trained in use of equipment and in sounding fire alarm

Final Check

- To be made 30 minutes after completion of any operation unless Fire Watch is provided

Workplace Violence Guidelines

On average, 20 employees are murdered, and 18,000 assaulted, while working each week in the United States. Experience shows 75 percent of workplace homicides occur during robberies. Almost 50 percent occur in retail trade and service industries.

Some Risk Factors for Workplace Violence

The potential for workplace-related violence is usually greater if employee's jobs involve:

- Face to face contact with the public
- Exchange of money with the public
- Delivery of passengers, goods, or services
- Working alone or in small numbers
- Working late at night or during early morning hours
- Working in high-crime areas
- Working with unstable or volatile persons
- Guarding valuable property or possessions

Reducing the Potential for Workplace Violence

The following may help reduce the potential for robberies or other acts of workplace violence:

- Establish a violence prevention program for your company. It should include:
 - ✓ Written statement expressing corporate policy of zero tolerance for threats, harassment or acts of violence (all employees should receive a copy)
 - ✓ Screening applicants for jobs (check references, work record of prospective employees)
 - ✓ Fair and prompt procedures for reporting and dealing with grievances
 - ✓ Procedures for employees to report threats, harassment, acts of violence or "unusual" behavior. It is desirable to also provide a means for confidential (anonymous) reporting of such incidents.
 - ✓ Mechanism for assessing and responding to threats or acts of violence (examples: verbal confrontation between employees, workplace entered by unauthorized person, employee brandishing weapon in workplace)
 - ✓ Procedures for documenting threats, acts of violence
 - ✓ Written procedures for disciplinary action, termination of employees who threaten or harass other employees, or commit acts of workplace violence
 - ✓ Training for new employees, refresher training as needed (corporate workplace violence policy, procedure for reporting threats, what to do, or not do, if a robbery occurs, conflict avoidance/resolution, other pertinent topics)

- Implement cash control procedures (keep minimal amount of cash in registers during evenings and late night hours, use drop safes or other devices to limit readily available cash, post signs informing public amount only limited amount of cash is available and that employees do not have keys to safes)
- Adopt work practices that limit opportunities for robbery or other acts of violence (admit no one to building after closing time, no removal of trash from building after dark, do make bank deposits at same time daily, etc.)
- Physically separate workers from customers (counters, bullet-resistant barriers or enclosures)
- Control non-employee access to workplace (visitor sign-in policies, use of employee identification badges, car-key access systems)
- Monitor workplace and parking lots for presence of unauthorized persons, "unusual" activity (closed circuit cameras, two-way mirrors, other security devices)
- Provide good lighting inside and outside building
- Provide a clear, direct line of view through windows into stores (not obstructed by signs, displays, merchandise)
- Escort employees to/from parking lots
- Provide security guards

VI. Special Programs

Assured Equipment Grounding Conductor Program

Assured Equipment Grounding Conductor Program

1. It is the policy of **Multiscape Inc.** to establish and implement an **Assured Equipment Grounding Conductor Program** on all construction projects covering:
 - A. All cord sets (temporary wiring) and receptacles which are not a part of the permanent wiring of the buildings.
 - B. All equipment and tools connected by extension cords and plugs and used by **Multiscape Inc.** employees.

This policy shall apply to all projects except where local or state jurisdiction makes it mandatory to use **Ground Fault Circuit Interrupters (GFCI)**.

2. It is assumed that all temporary wiring for use on the project will be installed in accordance with the National Electric Code (NEC) requirement and be inspected as follows:
 - A. Before using any part of the temporary wiring system, it shall be tested for grounding and continuity of all receptacles that will be used by our employees. A record must be kept of this inspection.
 - B. Periodic testing shall be made to assure that each receptacle is properly grounded and that it is electrically continuous.
 - C. Every **three** months the cords (temporary wiring) and receptacles must be tested and at this time the color code will be changed. The **three** months test must be recorded on records in **Multiscape Inc.** office.
 - D. On any outlets of 220 Volts or higher the outlet will be marked in **RED 220V** and the entire panel will be marked with a decal "**DANGER-HIGH VOLTAGE**".
 - E. If any time a defective outlet, cable or cord is noted, it must be tagged and **not** used until repaired and re-tested and re-marked, as noted above.
3. The following competent person (s) will be responsible for all items under 2 above:

4. **Multiscape Inc.** Electrical equipment-Tools and Extension Cords.
 - A. Electrical equipment and Tools:
 1. All electrical equipment and electrical tools will be identified by the **Multiscape Inc.** identification number and then recorded by item and serial number on the log record in the **Multiscape Inc.** office or other designated office.
 2. Each item and subsequent purchases will be tested for electrical continuity, grounding, leakage, and proper male plug. The cord must show no visual breaks in insulation or repairs to unless equal to a new cord.

3. After testing, a color coded "inspected" adhesive sticker must be put on corresponding to the inspection period and recorded on the record log.

B. Extension Cords

1. Use only (minimum requirements) **Heavy Duty**, type ST-14/3 U.L. Listed, outdoor type, with molded rubber and/or nylon attachment caps and plugs.
2. Use same procedures for making, testing, and recording as in items A-1, 2, and 3 above at male end of cord.

C. Continuing of Testing Program

1. Visual daily inspection before issuance and/or use must be done by user, to be certain that no ground prongs are broken off or damaged, and that all cords to equipment or extension cords are free of visual breaks, crushing, or other damage. If item is found defective, it must be tagged and **not** used until repairs are made by a competent person, and then re-tested as noted in item A-2.
2. Every **three** months a full test must be done, including leakage, by a competent person and the new correspondence numeral attached. Also enter in appropriate column on log. Defective items must be tagged as noted in C-1.
3. The following competent person (s) will be responsible for the electrical equipment, tools and extension cords:

- D. Every **Multiscape Inc.** foreman must acquaint every employee of this program and see that it is implemented as intended.

5. Shop Inspection of Electrical Cords and Tools

- A. The tool clerk, who is qualified to inspect equipment, will inspect each cord set, attachment cap, plug and receptacle of cord sets and any equipment connected by cord and plug before it is shipped from the shop to jobsite.
- B. Each sub-contractor will be responsible for and must implement a program of their own to meet Federal and **Multiscape Inc.** requirements and so notify the project manager.
- C. A copy of this program shall be available at the project site for inspection and a copy by OSHA officials.

President

Date

Bloodborne Pathogen Program

Bloodborne Pathogens Exposure Control Plan for Multiscope Inc.

Section 1

A. Purpose

The purpose of this program 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, including:

- 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 unless 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 (i.e. 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 **Multiscape Inc.**. 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 **Multiscape 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. Information on the types, 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 the following 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 personal 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 declination 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 _____.

Hepatitis B Vaccination

The hepatitis B vaccination is made available after the employee has received the required training and within 10 working days of initial assignment where an employee may have occupational exposure, unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

The company will not make participation in a pre-screening program a prerequisite for receiving hepatitis B vaccination.

If the employee initially declines hepatitis B vaccination but at a later date decides to accept the vaccination, the company will make this vaccination available at that time if the occupational exposure exists.

An employee who declines to accept the hepatitis B vaccination must sign the following statement.

Hepatitis B Vaccine Declination Statement

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Name _____

Employee Signature _____ Date _____

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 declination statement indicating they choose 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 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 re-supply 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 **Multiscape 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 **Multiscope 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.

Drug and Alcohol Program - Transportation

Drug and Alcohol Program - Transportation

Multiscape Inc. has a policy on the misuse of alcohol and use of controlled substances. All drivers and employees required to have a commercial driver license (CDL), and operate a commercial motor vehicle are affected by this policy and program. Participation is a requirement of employment.

This policy extends to employees in safety-sensitive functions that include driving and making decisions or actions that affect the safe operation of a commercial motor vehicle such as preparing a commercial motor vehicle for safe use.

Each affected employee is subject to the provisions of this program during all periods of the work day. This means all time from the time a driver begins to work or is required to be ready to work until the time he/she is relieved from work and all responsibilities for performing work.

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

Prohibited Conduct - Alcohol

An employee/driver is not permitted to continue working under any of the prohibited conduct which is listed below.

- Alcohol concentration: A driver is not allowed to report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. A driver having an alcohol concentration of 0.02 or greater, but less than 0.04, is not permitted to continue to perform safety-sensitive functions until 24 hours following the administration of an alcohol test. At the discretion of the company, disciplinary actions to include termination may result when the alcohol concentration of 0.02 or greater is found.
- On-duty use: A driver is not allowed to use alcohol while performing safety-sensitive functions.
- Pre-duty use: A driver is not allowed to perform safety-sensitive functions within four hours after using alcohol.
- Following an accident: No driver required to take a post-accident alcohol test is permitted to use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Prohibited Conduct - Controlled Substances

An employee/driver is not permitted to report for work or remain at work that requires performing safety-sensitive functions when using any controlled substance, except when the use is at the instruction of a physician who has advised that the substance does not adversely affect the ability to safely operate a commercial motor vehicle.

An employee/driver is not permitted to report for work, remain at work or perform a safety-sensitive function, if they test positive or have adulterated or substituted a test specimen for controlled substances.

Required Testing

The company has arranged with _____ to assure that all testing is conducted according to Part 40 of the Department of Transportation rules. While we are not required to do so, the company will generally pay for the required tests.

The circumstances under which a driver will be tested for alcohol and/or controlled substances include:

- **Pre-Employment:** This test is required and negative results must be received before the company allows a person to drive a commercial vehicle or perform a safety sensitive function. The pre-employment test is only required for controlled substances although alcohol testing might be included.
- **Post-Accident:** This applies to all CDL drivers involved in a fatal motor vehicle crash. The test must also be conducted on all CDL drivers who are cited for moving violations arising in a crash that requires a vehicle being towed, or an injury requiring medical attention away from the scene. The alcohol test must be done within 8 hours and the controlled substances test must be done within 32 hours of the crash. If a test is not completed within the required time after an accident, the company will prepare and maintain file with a record stating the reasons the test was not done.
- **Random Testing:** A random unannounced test can be done just before, during, or just after performance of safety-sensitive functions. A driver is randomly selected for testing from a "pool" of drivers. The number of random tests conducted is 10% for alcohol testing and 25% for drug testing. Once notified of selection for testing, a driver must proceed immediately to accomplish the test.
- **Reasonable Suspicion Testing:** Required when a trained supervisor/employer has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances.
- **Return-to-Duty and Follow-Up:** These unannounced tests must be conducted if an individual who has violated the prohibited alcohol conduct standards returns to performing safety-sensitive duties. At least 6 tests are done in the first 12 months if a driver is permitted to return to work.

Alcohol Testing Procedure

Screening tests will be conducted using saliva devices or breath testing using testing devices approved by the National Highway Traffic Safety Administration.

The alcohol test may be administered by a qualified employee of the company or by contract services, or by a service through a consortium of member companies.

Two tests are required to determine if a person has a prohibited alcohol concentration. First, a screening test is conducted by a qualified screening test technician. Any result less than 0.02 alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02 or greater, a second confirmation test will be done by a qualified breath alcohol technician.

Drug Testing Procedure

Drug testing is conducted by analyzing a driver's urine specimen. The analysis is performed at laboratories certified and monitored by the Department of Health and Human Services. The employee provides a urine specimen in a location that affords privacy. Direct observation by the collection administrator is required if the purpose is for a follow-up or return to duty test. The "collector" seals and labels the specimen, completes a Federal Drug Testing and Control Form, and prepares the specimen and accompanying paperwork for shipment to a drug-testing laboratory.

The drug testing rules require that drug testing procedures for commercial motor vehicle drivers include split specimen procedures. Each urine specimen is subdivided into two bottles labeled as a "primary" and a "split" specimen. Both bottles are sent to a laboratory. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the driver has 72 hours to request the split specimen be sent to another approved laboratory for analysis. This split specimen procedure essentially provides an opportunity for a "second opinion".

All urine specimens are analyzed for the following drugs:

- Marijuana (THC metabolite)
- Cocaine
- Amphetamines (Amphetamine, Methamphetamine, MDMA (Ecstasy), MDA & MDEA)
- Opiates (including Codeine, Morphine, 6-AM (Heroin metabolite))
- Phencyclidine (PCP)

The testing process ensures that over-the-counter medications or preparations are not reported as positive results.

Medical Review

All drug test results are reviewed and interpreted by a physician (Medical Review Officer-MRO) before they are reported to the employer. If the laboratory reports a positive result to the MRO, the MRO contacts the driver (in person or by telephone) and conducts an interview to determine if there is an alternative medical explanation for the drugs found in the driver's urine specimen. If the driver provides appropriate documentation and the MRO determines that it is a legitimate medical use of the prohibited drug, the drug test result is reported as negative to the employer.

Confidentiality

Test results and other confidential information may be released only to the company and a substance abuse professional. Testing results and records are maintained under strict confidentiality by the company, the drug-testing laboratory, and the medical review officer. Any other release is only done with the affected employee's written consent. There are limited exceptions to this confidentiality provision such as for litigation or administrative proceedings arising from a positive drug test.

Refusal to Test

As a condition of employment, employee/drivers must submit to alcohol or controlled substances testing when required by this policy. Anyone refusing to submit to a required test is not permitted to perform safety-sensitive functions, and subject to disciplinary action including termination.

The kinds of behavior that constitute a refusal to submit to a test include:

- Refusal to take the test;
- Inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation;
- Tampering with or attempting to adulterate the specimen;
- Interfering with the collection procedure;
- Not immediately reporting to the collection site;
- Failing to remain at the collection site until the collection process is complete;
- Having a test result reported as adulterated or substituted; or
- Leaving the scene of an accident without a valid reason before the tests have been conducted.

Treatment

When you have violated DOT drug and alcohol regulations, you have violated a condition of employment. You cannot again perform any DOT safety-sensitive duties for any employer until you complete a Substance Abuse Professional's evaluation, referral, and education/treatment process. The company will provide a listing of Substance Abuse Professional's available to you, however, the company is generally under no obligation to pay for any of their services to include an evaluation or any subsequent recommended education or treatment for a person who has violated a DOT drug and alcohol regulation.

Education

Alcohol and controlled substances can affect a person's physical response, impairs mental functions, and can result in serious health consequences. Fact sheets are available concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life, along with signs and symptoms of an alcohol or a controlled substances problem.

The company encourages appropriate interventions when an alcohol or a controlled substances problem is suspected. All employees and co-workers have the ability to communicate their concerns to a supervisor or manager. Supervisors of commercial drivers and transportation safety sensitive employees are provided special training to recognize when a person should be referred for testing based on a reasonable suspicion according to the signs and symptoms of alcohol misuse and or controlled substance use.

_____ is designated by the company to answer your questions about the drug and alcohol program.

This document is provided to all employee/drivers affected by this policy. A signed acknowledgement for receiving a copy of this policy will be retained by the company.

Certificate of Receipt
(Mandatory for Commercial Drivers)

I have received a copy of Multiscape Inc.'s controlled substances and alcohol policies and procedures.
Please sign and return this certificate. This original signed certificate will be maintained by the company.

Date

Driver's Signature

Driver's Name (printed)

Emergency Action Plan Program

Emergency Action Plan

I. Purpose

The purpose of this Emergency Action Plan is to protect the employees of **Multiscape 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, facility automatic sprinkler system, facility alarm, messenger, or police.

A. Notification of Early Warning

A person receiving notification of a possible disaster, or a facility 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 facility emergency alarm system.

B. Emergency Control Committee

The following personnel of **Multiscape 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 facility. 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. Facility-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 facility-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 facility 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 facility. 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 with 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. Due to the suddenness, all personnel should attempt to get into a doorway passage or under a table or desk. Any place where an employee feels safety is warranted. **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 by a member of the ECC for damage. 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 facility 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
 - a. 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 **Multiscape Inc.** 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 extinguishers and blanket locations.
 - 3.** An outside safety firm will run annual checks on all fire extinguisher equipment.

Emergency Telephone Numbers
of
Multiscape Inc.

Emergency Number _____
(Fire, Police, Ambulance)

Police Department _____

County Sheriff _____

State Police _____

FBI _____

Poison Information _____

U.S. Marshal _____

Civil Defense _____

Electrical Utility _____

Gas Utility _____

Water Department _____

Weather Information _____

Bomb Threat Checklist

Instructions: Be Calm and Courteous.
Listen, Do Not Interrupt the Caller.

Name of Operator: _____

Time: _____ **Date:** _____

Caller's 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 the bomb go off?
 - What is the location of the 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 the caller appear familiar with the facility or building by his description of the bomb location?
- D. After the 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
- Unsecured materials, tools, and equipment
- Open sides, floor coverings, and stairs
- Excavations
- Use of Ladders
- Scaffolds
- Elevating equipment
- Uneven/cluttered surfaces
- Roofs and 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 assessment, 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 fully minimized is recognized. Fall protection minimizes the consequences of an accident and is 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% of 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 is 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 a 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 personal 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 maximum efficiency at any height.

Fall Protection Plan

A Fall Protection Plan should be developed and evaluated on a site by site 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.

Multiscape 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 employers 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)	Guardrail Systems	Safety Net Systems	Personal Fall Arrest Systems	Covers	Positioning Devices	Fences	Barricades	Equipment Guards	Controlled Access Zone	Warning Line System/Guardrail	Warning Line/Safety Net System	Warning Line/Safety Personal Fall Arrest	Warning Line System/Safety Monitor	Safety Monitor	Fall Protection Plan
Unprotected Sides & Edges	x	x	x												
Leading Edges	x	x	x												x*
Hoisting Areas	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	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 unfeasibility or greater hazard

**Roof width less than 50 feet

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 work 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 materials 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 or to minimize falling hazards that employee must be retrained. Circumstances where retraining 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

Multiscape 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.

Multiscape Inc. has adopted a company safety program, which includes training responsibilities contained in 29CFR1926.503, *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 to minimize the hazard of falling.

It is the policy of **Multiscape 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:

- Changes in 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 fall hazards to expect on jobsite		
When and how to use the following systems <ul style="list-style-type: none"> • guardrails • personal fall arrest systems • 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-slope 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

Multiscape Inc. has adopted a company safety program, which includes training responsibilities contained in 29CFR1926.503, *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 to 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. **Multiscape 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 systems to be used;
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used;
- The role 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 role of employees in fall protection plans; and
- The standards contained in 29 CFR 1926 Subpart M.

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

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, **Multiscape Inc.** reserves the right to periodically evaluate employees on elements of the fall protection training program. If it is determined that retraining is necessary, that retraining will be provided before the employee continues to work.

Multiscape Inc. will routinely evaluate its Fall Protection 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

Job Location: _____ Date: _____

Fall Hazard Identification Checklist

	<u>Yes</u>	<u>No</u>
Hoist Areas	<input type="checkbox"/>	<input type="checkbox"/>
Holes	<input type="checkbox"/>	<input type="checkbox"/>
Formwork	<input type="checkbox"/>	<input type="checkbox"/>
Ramps	<input type="checkbox"/>	<input type="checkbox"/>
Runways	<input type="checkbox"/>	<input type="checkbox"/>
Excavations	<input type="checkbox"/>	<input type="checkbox"/>
Dangerous Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Overhand Bricklaying	<input type="checkbox"/>	<input type="checkbox"/>
Roof Sheathing	<input type="checkbox"/>	<input type="checkbox"/>
Roofing	<input type="checkbox"/>	<input type="checkbox"/>
Wall Openings	<input type="checkbox"/>	<input type="checkbox"/>
Falling Objects	<input type="checkbox"/>	<input type="checkbox"/>

Conventional Fall Protection Systems Checklist

	<u>Installation</u>	<u>Maintenance</u>	<u>Inspection</u>	<u>Disassembly</u>	<u>N/A</u>
Guardrails	<input type="checkbox"/>				
Personal Fall Arrest Systems	<input type="checkbox"/>				
Safety Nets	<input type="checkbox"/>				
Covers	<input type="checkbox"/>				

Alternative Fall Protection Systems Checklist

	<u>Yes</u>	<u>No</u>
Alternative Fall Protection		
• When it is used	<input type="checkbox"/>	<input type="checkbox"/>
Controlled Access Zones		
• Who can enter	<input type="checkbox"/>	<input type="checkbox"/>
• Demarcation procedures	<input type="checkbox"/>	<input type="checkbox"/>
• Warning line systems	<input type="checkbox"/>	<input type="checkbox"/>
Safety Monitoring System		
• When it is used	<input type="checkbox"/>	<input type="checkbox"/>
Fall Protection Plan		
• Procedures	<input type="checkbox"/>	<input type="checkbox"/>
• Role of each employee	<input type="checkbox"/>	<input type="checkbox"/>

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 secured 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 Zone (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 be 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 lanyard, or automatic self-retracting lifeline/lanyard which dissipates 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 full stop.

Free 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 erected 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 or 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 generally has a connector at each end for connecting a body harness to a deceleration device, lifeline, or anchorage.

Leading edge: the edge of a floor, roof, 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 horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Low-slope roof: a roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

Opening: a gap or void 30 inches (76 cm) or more high and 18 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, requiring the mason to lean over the wall to complete the work. Related work includes mason tending and electrical installation incorporated into the brick wall during the overhand bricklaying process.

Personal fall arrest system: a system used to arrest an 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 to 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 employs the principle of inertial locking, cam/level locking, or both.

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

Safety-monitoring system: a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Self-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 normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

Steep roof: a roof having a slope 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 (1.0 m) 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.

First Aid

First Aid

Medical services are available for matters of occupational health and injury related to Company operations. The designated medical provider for **Multiscope Inc.** is posted along with other employee notices.

Emergency Medical Treatment

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

Non-Emergency Medical Treatment

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

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

First Aid Services

First aid is the care provided immediately after an injury occurs and at the location where it occurred. It often consists of a one-time, short-term treatment and requires little technology or training to administer. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
 - Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

All first-line supervisors have been certified by the American Red Cross to provide first aid where an infirmary, clinic, or hospital is not in near proximity to the workplace. They will be available to administer first aid in the facility, or in the event of a complete evacuation at a safe assembly area outside the facility.

Trained personnel have the ability to read medical information such as the Safety Data Sheets first aid measures for chemical exposure, labels on medication and antidotes, and Med-Alert bands which could be referenced to render proper first aid to injured employees in the workplace.

Although OSHA's recordkeeping rule does not require first aid cases to be documented, a supervisor or risk manager investigates first aid cases to determine how the mishap occurred for the possibility of taking steps to prevent future related incidents. The Supervisor's Report of Injury or Illness Form will identify if first aid was provided or if it was refused by the injured person.

Appropriate personal protective equipment (PPE) is provided for the different types of accidents possible at the site. All emergency and first aid responders have received training on the requirements of universal precautions for self-protection in OSHA's Bloodborne Pathogen Standard, and are offered the Hepatitis B vaccine.

One of the safety and health responsibilities of supervisors is to ensure that first aid kits are stocked and readily accessible in the marked locations.

First Aid Guidelines for Injuries

All employees should know:

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

These basic first aid procedures are not a substitute for medical advice, and do not replace comprehensive first aid training. Injuries common to an occupational setting are considered. Your first aid procedures and policies may differ from those listed.

Amputations

- Control bleeding by applying direct pressure. Elevate extremity.
- Contact emergency medical service immediately.
- Recover and clean amputated body part by rinsing with water.
- Wrap amputated body part with sterile gauze or a dry, clean cloth, put in a waterproof container, such as a plastic bag, and place on a bed of ice. Transport to hospital with victim.

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.
- Do not remove any impaled objects. Immobilize the object instead.
- Seek medical attention immediately.

Burns (Minor)

- Eliminate cause of the burn and cool the area.
- Avoid use of neutralizers, ointments, butter or other substances unless directed by a medical professional.
- Thermal burn- rinse area without scrubbing, apply cool water then dry and cover.
- Chemical burn- use directions from specific Safety Data Sheet.
- Electrical burn- avoid any contact with live current. Make sure breathing and heartbeat are regular. Check where electricity entered and exited the body, and then treat as a thermal burn.

Fractures

- Symptoms: swelling, deformity, pain and tenderness, loss of use.
- Avoid moving the injured body part if at all possible. Check for symptoms of shock.
- If the victim must be moved, "splint" the injured area.
- Control bleeding, but do not attempt to push protruding bones back beneath the skin.
- 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 the victim 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.*

Shock (Electrical)

- Where the victim is unable to break away from an energized circuit, be careful not to touch the victim with your body or with any conducting material.
- If possible de-energize the circuit.
- If de-energize the circuit is not possible, use a dry stick, rope, piece of cloth, leather belt, or other nonconductor to free the victim.
- After freeing the victim, check for pulse and initiate chest compression CPR or AED if appropriate.
- Seek immediate emergency medical help.

Shock (Injury Trauma)

Symptoms: cold, clammy, pale skin; quick, weak pulse; rapid, shallow breathing; nausea or vomiting.

- Contact emergency medical service immediately.
- Speak calmly to the injured employee.
- Check possible allergy and if victim has an epinephrine pen.
- Ask the employee to lie down.
- Check for head, neck, spine and abdominal injuries.
 - If there is none, raise the employee's feet a few inches off the ground by placing a blanket or pillow under their feet.
 - If there is none, and the employee has vomited, turn the employee on their side and clear their mouth.
- Keep the employee warm, but not hot.
- To make breathing easier, loosen tight clothing.
- Keep the employee calm. Reassure them that they will be OK and that help is on the way.
- Seek medical attention immediately.

First Aid Guidelines for Eye Injuries

All employees should know:

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

These basic first aid procedures are not a substitute for medical advice, and do not replace comprehensive first aid training. Your first aid procedures and policies 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 15 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 15 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.

First Aid Guidelines for Insect, Rodent, and Snake Bites

All employees should know:

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

These basic first aid procedures are not a substitute for medical advice, and do not replace comprehensive first aid training. Your first aid procedures and policies may differ from those listed.

Insects

- Check for anaphylactic shock risk and allergic response. If allergic signs or symptoms appear, be prepared to perform basic life support measures. Seek immediate medical assistance.
- If the stinger is present, remove by scraping with a knife or fingernail. Do not squeeze venom sac on stinger; more venom may be injected.
- Remove all jewelry from affected part, if applicable, to avoid complications with swelling.
- Wash the area.
- Apply ice or freeze pack, if available.
- Treat bites and stings with over-the-counter products that relieve pain and prevent infection.

Spiders

- Clean the bite area with soap and water.
- Apply ice to the bite area to slow absorption of the venom.
- Elevate and immobilize the bitten extremity.
- Capture the spider, if at all possible, for identification purposes.
- Seek medical attention. Hospitalization may be needed with underlying heart conditions.

Ticks

- Remove unattached ticks promptly.
- Attached ticks are promptly removed using fine pointed tweezers:
 - The mouth parts of the tick are grasped with the tweezers as close to the skin as possible;
 - Apply firm steady pressure upward until the tick releases - do not jerk, twist, squash or squeeze the tick;
 - Clean the wound and the tweezers with an antiseptic.
 - Do not use petroleum jelly or nail polish remover, or prick or burn the tick, these actions can cause infected secretions to enter the wound.

Rodents and Wild or Stray Animals

- Cleanse the wound thoroughly with soap.
- Flush it well with water.
- Cover it with a sterile dressing.
- If unable to capture or kill the animal, note any information that will help identify it.
- Get medical attention immediately.

Snakes

- Treat all snake bites as if they are poisonous.
- If bitten, note the color and shape of the snake's head to help with treatment.
- Lay the person down so that the bite is below the level of the heart, and cover the bite with a clean, dry dressing. DO NOT elevate a bitten limb above the level of the heart.
- Keep bite victims still and calm to slow the spread of venom in case the snake is poisonous.
- Apply a constricting band or bands (not a tourniquet).
- DO NOT cut the wound or attempt to suck out the venom.

- Seek medical attention as soon as possible.

Supervisor's Report of Injury or Illness Form

Type of injury: Disabling Medical First Aid Only 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 _____

Signature of Supervisor _____ Date _____

Cause:

Mark Basic Cause X

- 1. Operating without authority
- 2. Operating at unsafe speed
- 3. Making safety devices inoperative
- 4. Using unsafe equipment or equipment unsafely
- 5. Unsafe loading, placing, mixing
- 6. Taking unsafe position
- 7. Working on moving or dangerous equipment
- 8. Distraction, teasing, horseplay
- 9. Failure to use personal protective device

Mark Contributing Cause If Any X

- 1. Inadequately guarding
- 2. Unguarded
- 3. Defective tools or equipment
- 4. Unsafe design/construction
- 5. Hazardous conditions
- 6. Unsafe illumination
- 7. Unsafe ventilation
- 8. Unsafe clothing
- 9. Weather conditions

Why was the unsafe act committed? _____

Why did the unsafe condition exist? _____

Follow Up Action _____

Safety Director/Committee Member _____ Date _____

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.

Driver Selection:

Decision making strategies to avoid accidents depend on hiring drivers who have the skills and behaviors critical to safe driving. Awareness is possibly the most important single factor separating good drivers from others. There are several aspects to awareness, including situational awareness and awareness of one's own capabilities and limitations. Situational awareness refers to the immediate driving environment, which includes weather and road conditions, and other factors that can cause sudden changes in the situation. Those drivers who have good situational awareness are usually able to anticipate probable actions of others and choose potential escape paths. A good driver might be defined as one who avoids dangerous situations, a distinction that may be based on strategic decision making done outside the driving environment. Try to determine, during an interview, if the prospective driver has behaviors such as impulsiveness or anger.

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 counseled 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.

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 of pre-employment investigation into an employee's background and exhibited behaviors 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 **Multiscape 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 a previous review as needed closer supervision. 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.

Multiscape Inc.

Date

Motor Vehicle Record Review

Name: _____

Social Security #: _____

I have reviewed the driving record of the above named driver and have carefully considered the accident record: any evidence 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. The Motor Vehicle Record (MVR) results were also applied to the standards of this company as found in **Multiscape Inc.** Driving Policy. 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: _____

Driving Policy

Multiscape Inc. has made a commitment of safety, service, and quality to both our employees and customers. **Multiscape Inc.** mandates that both our employees and non-employees operate all vehicles owned by or used by **Multiscape Inc.** 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.

Accidents

All accidents are to be reported to management of **Multiscape 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 be checked periodically 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 age 18 through 24, or one (1) traffic violation and/or at fault accident for drivers 17 and under; or
2. One or more of the following type of serious traffic convictions within the past 3 years:
 - Driving while under the influence or while disabled by use of drugs;
 - Refusal to submit to test for alcohol (e.g., Failure to take a Chemical Test, Blood Test, or 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 **Multiscape Inc.**

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

All current drivers of **Multiscape Inc.** must have a signed copy of the following on file with management:

- Mobile Device Policy
- Distracted Driving Policy
- Vehicle Usage Policy

Signed: _____ **Date:** _____

Distracted Driving Policy

Your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely. For the good of all our employees and the community in which we operate, it is our company policy that you not engage in activities that cause you to become distracted from this responsibility, including, but not limited to:

- Using a cell phone or other mobile device
- Adjusting the controls of a CD player or radio
- Searching for items in the vehicle such as CDs and coins
- Eating or drinking beverages
- Reading maps or other printed material
- Programming GPS navigation systems

It is our company policy that, in all circumstances, you pull the vehicle over to a safe area prior to engaging in these activities.

Company consequences for failing to follow company policy:

- Employees may be transferred to a non-driving position.
- Employees may be given warnings prior to being terminated for violation of the policy.
- Employees who violate this policy may be subject to disciplinary action.
- Employees who violate this policy may be subject to disciplinary action including termination.

Your signature below certifies your agreement to comply with **Multiscape Inc.** driving and distracted driving policies and MVR Standards, and that you are willing to accept the consequences of failing to follow the policy.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Vehicle Usage Policy

Your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely. **Multiscape Inc.** has developed the following expectations for you as a driver to help ensure company-owned vehicles and/or those used by company employees will be operated in a safe and economical manner.

- Vehicles must be operated in a manner consistent with the Driving Policy of **Multiscape Inc.**
- Seat belts must be worn at all times when the company vehicle is in motion.
- Defects and needed repairs of any company vehicle will be reported to management so necessary repairs can be made.
- Cargo will be secured and all doors locked while en route and while company vehicles are parked.
- All accidents must be reported to the manager consistent with **Multiscape Inc.** Accident Reporting Policy. You, the employee, are responsible for reimbursing **Multiscape Inc.** for all damages to the vehicle(s) not covered by insurance, provided that **Multiscape Inc.'s** accident review shows a preventable type accident.
- All traffic violations received while operating the assigned vehicle will be paid by you, the employee;
- No permission may be given for any other person, including family members, to drive company vehicles. Specific permission must be obtained from company management for any personal use of a company vehicle.
- The use of radar detectors is forbidden in all vehicles owned or used by the company. Use of a radar detector will result in revoked driving privileges.
- Hitchhikers and passengers, other than company employees, are not permitted in company vehicles.

Company consequences for failing to follow company policy:

- Employees may be transferred to a non-driving position.
- Employees may be given warnings prior to being terminated for violation of the policy.
- Employees who violate this policy may be subject to disciplinary action.
- Employees who violate this policy may be subject to disciplinary action including termination.

Your signature below certifies your agreement to comply with **Multiscape Inc.** driving and vehicle usage policies and MVR Standards, and that you are willing to accept the consequences of failing to follow the policy.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Mobile Device Policy for Driving

Please read our Mobile Device Policy and return it to your supervisor.

We deeply value the safety and well-being of all employees. Due to the increasing number of accidents resulting from the use of mobile devices while driving we have created the following rules that apply in the scope of your employment.

- Employees are not permitted to use a hand held mobile device for either outgoing or incoming calls.
- Employees are not permitted to use a hands free device for either outgoing or incoming calls.
- Employees are not permitted to access the internet, read or respond to emails or text messages.
- The above restrictions apply anytime the vehicle is in motion.
- Employees are expected at a minimum to abide by all state laws including those related to mobile device usage.

Company Consequences for failing to follow company policy:

Employees may be given warnings prior to being terminated for violation of this policy.

Employees who violate this policy may be subject to disciplinary action.

Employees who violate this policy may be subject to disciplinary action including termination.

Your signature below certifies that you agree to comply with this policy, and you are willing to accept the consequences of failing to do so.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Notification of Counseled Driver

Name of Driver

Company Name

Job Duties

Address

City, State

Reason:

Action Taken:

Fleet Safety Supervisor

Date

Driver

Date

Driver Information Form

Date: _____ Policy #: _____
Fax #: _____

1. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____

2. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____

3. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____

4. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____

5. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____

6. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____

7. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____

8. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____

9. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____

Driver's Check-up Report

Vehicle _____ Mileage _____ Date _____

	OK	Repair	Repairs Made		OK	Repair	Repairs Made
Glass	_____	_____	_____	Tire-wheels	_____	_____	_____
Horn	_____	_____	_____	Brakes	_____	_____	_____
Mirrors	_____	_____	_____	Fuel system	_____	_____	_____
Oil pressure	_____	_____	_____	Exhaust system	_____	_____	_____
Parking brakes	_____	_____	_____	Air lines-hoses	_____	_____	_____
Wipers	_____	_____	_____	Cooling system	_____	_____	_____
Low air pressure	_____	_____	_____	Trailer light	_____	_____	_____
Vac. warning device	_____	_____	_____	& connector	_____	_____	_____
Vacuum gauge	_____	_____	_____	Suspension	_____	_____	_____
Air gauge	_____	_____	_____	Springs	_____	_____	_____
Extinguishers	_____	_____	_____	Steering	_____	_____	_____
First aid kit	_____	_____	_____	Chocks	_____	_____	_____
Fuses-electrical	_____	_____	_____	Coupling	_____	_____	_____
Emergency reflectors	_____	_____	_____	Head lights	_____	_____	_____
Tire chains	_____	_____	_____	Stop lights	_____	_____	_____
Placards	_____	_____	_____	Tail lights	_____	_____	_____
_____	_____	_____	_____	Clearance	_____	_____	_____
_____	_____	_____	_____	Reflectors	_____	_____	_____
_____	_____	_____	_____	Hazard lights	_____	_____	_____
_____	_____	_____	_____	Signals	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Driver's Signature _____

Mechanic's Signature _____ Date _____

Remarks: _____

Commercial Motor Vehicle Authorized Passenger

Multiscape Inc. has policy which prohibits the practice of transporting unauthorized persons in a commercial motor vehicle.

Unless specifically authorized in writing, a driver is not permitted to have any other person ride along in a commercial vehicle unless the other person is an employee of **Multiscape Inc.** or is assigned to that vehicle by the company. Such authorization is also required if a driver wants to have a non-employee family member ride along in the commercial motor vehicle.

Multiscape Inc. will maintain the following authorization at our principal place of business. At our discretion, a driver may also carry a copy of this authorization.

The following individual is authorized to be transported in our commercial vehicle.

Name: _____

From location: _____

To destination: _____

This authorization expires after the date: ____/____/____.

Authorization approved by: _____

Seat Belt Use Policy

Multiscape Inc. values the lives and safety of our employees. Wearing a seat belt helps reduce the risk of serious injury or death in motor vehicle accidents. Accordingly, the policy of **Multiscape Inc.** is employees and passengers are required to wear a seat belt when driving or riding in any motor vehicle on company business.

Employee Acknowledgement

I understand failure to abide by the above policy will result in disciplinary action, which may include suspension without pay or termination of employment.

Signature of Employee

Date

Hazard Communication Program

Hazard Communication Program

A Guide to Compliance

The contents of this document have been updated to reflect the globally harmonized system for hazard communication. 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, which is called the Employee Right-to-Know law in some states.

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 your HAZCOM Coordinator is.

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 Safety Data Sheets (SDSs previously known as MSDSs, Material Safety Data Sheets) forms you have received from your suppliers. If there are hazardous chemicals in your work place for which you do not have a SDS, you must write to the manufacturer, importer, or supplier to obtain the missing SDS.

Consumer products- Are exempt from some aspects of the Standard, such as labeling and SDS 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 also apply.

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. A label is not required if the smaller container is intended only for the immediate use during the work shift by the employee who transfers the hazardous chemicals. Hazardous substance container labels must have the following information located together:

- *Product identifier*
- *Signal word "Danger" or "Warning"*
- *Hazard statement(s)*
- *Pictogram(s)*
- *Precautionary statement(s) for prevention, response, storage*
- *Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party*

Safety Data Sheets

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

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

The SDS must include at least the following section numbers and headings, and associated information under each heading, in the order listed:

- *Section 1, Identification*
- *Section 2, Hazard(s) identification*
- *Section 3, Composition/information on ingredients*
- *Section 4, First-aid measures*
- *Section 5, Fire-fighting measures*
- *Section 6, Accidental release measures*
- *Section 7, Handling and storage*
- *Section 8, Exposure controls/personal protection*
- *Section 9, Physical and chemical properties*
- *Section 10, Stability and reactivity*
- *Section 11, Toxicological information*
- *Section 12, Ecological information*
- *Section 13, Disposal considerations*
- *Section 14, Transport information*
- *Section 15, Regulatory information*
- *Section 16, Other information*

Written Communication Plan

Your written plan should include the following:

- *Designation of responsibility*
- *A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet*
- *Labeling system and other forms of warning*
- *SDS forms*
- *Training*
- *Non-routine tasks*
- *Multiple on-site employers*

Compliance Checklist

	Yes	No
Obtained a copy of the rule	_____	_____
Read and understood the requirements	_____	_____
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 SDSs for every hazardous chemical?	_____	_____
Have you contacted appropriate supplier for missing or incomplete SDSs?	_____	_____
Have you assembled a Written HAZCOM Plan?	_____	_____
Have you established a training program?	_____	_____
Have you identified and trained all employees?	_____	_____
Have you established a procedure to monitor who has received training?	_____	_____
Are your SDSs accessible to all employees?	_____	_____
Do other on site employers know your HAZCOM program?	_____	_____
Established procedures to maintain current program	_____	_____

Employee Training Steps

1.	<i>The standard</i>	Inform employees about the existence and the requirements of the Hazard Communication Standard.
2.	<i>Hazardous substances</i>	Inform them about which hazardous chemicals they might be exposed to while working. Show them your list of hazardous substances.
3.	<i>Hazards</i>	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.
4.	<i>Detection</i>	Explain the methods that can be used to detect the presence or release of hazardous chemicals such as odor color and appearance.
5.	<i>Safety precautions</i>	Explain the proper safety precautions for handling and storage of each chemical, including protective clothing and equipment.
6.	<i>Protective procedures</i>	Point out the things you are doing to provide protection such as proper ventilation, engineering changes or using substances that less hazardous. Those using a respirator should also be included in your respiratory protection program.
7.	<i>Emergency procedures</i>	Explain emergency procedures, cleanup and disposal.
8.	<i>Labels</i>	Make sure the employees know and understand the labeling system, and to replace damaged labels.
9.	<i>SDS forms</i>	Explain the SDS forms and where they are located. Employees must know how to read and interpret them and obtain copies.
10.	<i>Review hazard communication program</i>	Review the details. Where will the program be located? Explain the employee responsibilities and their part in taking training seriously.
11.	<i>Documentation of training</i>	Have each employee sign a statement listing the date, who performed the training and what the training consisted of.
12.	<i>Who must receive training</i>	Those employees who will be exposed to the hazardous substances. All new employees. When new chemicals are introduced into the work place. Annual refresher training is required in some states.
13.	<i>Employee involvement</i>	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.

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 SDS forms?	_____	_____
How to read and understand SDS forms?	_____	_____
The safety precautions for handling chemicals?	_____	_____
How to detect presence or release of chemicals?	_____	_____
What are the physical hazards that may be present, if any?	_____	_____
Signs of overexposure?	_____	_____
The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area (if any)?	_____	_____
Measures to take for protecting themselves from hazards?	_____	_____
Personal protective equipment to be used?	_____	_____
Procedures the employer has to protect employees from exposure?	_____	_____
Emergency and first aid procedures?	_____	_____
Their responsibilities and involvement with compliance?	_____	_____

Hazard Communication / Worker-Right-to-Know Regulations

Member / Employee Training Acknowledgement

This document signifies that you have received training about relevant physical hazards and the types of chemicals present in the workplace and that you have been informed of the chemical labels and safety data sheets available, and that you have the right to continue to obtain information on these chemicals should you so desire.

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

Employee

Date

Hazard Communication Coordinator
Multiscape Inc.

Date

Written Hazard Communication Program

Employee Right to Know

Multiscape 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 is maintained within your workplace and applies to all company employees.

The written Hazard Communication Program will include:

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

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

1. Container Labeling

It is the policy of **Multiscape 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 can be identified.

The responsibility has been assigned to the Hazard Communication 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. There are limited exceptions when the contents will be used immediately by the employee who transfers the hazardous chemicals from a labeled container.

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. Safety Data Sheets (SDSs)

Copies of SDSs for hazardous substances to which employees may be exposed are kept (*insert a location specified by management*). The Hazard Coordinator will be responsible for obtaining and maintaining the data sheet system for **Multiscape Inc.**.

The 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.

SDSs will be reviewed for completeness by the Hazard Coordinator. If a SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer or supplier. SDSs are available to employees in their work area for review during each work shift. If a SDS is not available or a new hazardous substance is in use and does not have a SDS, 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 SDSs.
- How to lessen or prevent exposure to these hazardous substances through usage of control, work practices and personal protective equipment
- Steps **Multiscape Inc.** has taken to lessen or prevent exposure to these substances.
- How to read labels and review SDSs 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

Multiscape Inc. maintains a list of hazardous chemicals present. Information about the hazardous chemicals and substances can be found in the SDS books.

5. Hazardous Non-Routine Tasks

Employees might be required to perform non-routine tasks involving hazardous substances. 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 this activity.

This information will include:

- Specific hazards.
- Protective/safety measures which must be utilized.
- Measures **Multiscape Inc.** 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 our place of business, it is the responsibility of the Coordinator to provide contractors the following information:

- Hazardous substances to which they may be exposed while on the job site.
- 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 Coordinator. The plan will be monitored by the Coordinator or the Personnel Manager to help ensure that the policies are carried out and that the plan is effective. This written program available, upon request, to employees.

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

Multiscape Inc.

Date

Hazard Communication Coordinator

Date

Sample SDS Request Letter

Date:

To: Chemical Manufacturer, Importer, or Distributor

SAFETY DATA SHEET REQUEST

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 Safety Data Sheet (SDS) for one of your products.

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

Sincerely,

Hearing Conservation Program

Hearing Conservation

Workplace noise can create physical stress and can contribute to accidents by making it difficult to hear warning signals. As many as 14 million workers in the U. S. are exposed to hazardous noise levels in the workplace. Noise levels can be controlled by:

- Using quieter work processes;
- Altering or enclosing equipment to reduce noise at the source; or
- Using sound absorbing materials to prevent the spread of noise by isolating the source.

The Occupational Safety and Health Administration has specific standards on noise levels in the workplace. Sound level meters and/or noise dosimeters are used and then calculations must be made to determine the noise level average over an 8 hour period. This must be done for all employees who may be exposed to noise levels above 85 dBA. Once this is done there are 3 categories into which the employees would fall:

- 1) The time weighted average for the eight hour day is **below 85 dBA**.

Nothing more needs to be done other than periodic monitoring to insure that the level is not exceeded in the future.

- 2) The time weighted average for the eight hour day in general industry is **between 85 & 90 dBA**.

Every employee must receive a baseline audiometric exam and one annually thereafter at no charge to themselves. The results must be reviewed by a "competent" person to determine if a partial loss of hearing has occurred.

Hearing protection equipment must be made available to the affected employees such as ear plugs or muffs. Proper training must be provided to them about the selection, use, care, and maintenance of the equipment.

The use of equipment must be strictly enforced if the employee has suffered a significant threshold shift as determined by the review of 2 successive hearing tests.

- 3) The time weighted average for the eight hour day is **above 90 dBA**.

Every employee must receive a baseline audiometric exam and one annually thereafter at no charge to themselves. The results must be reviewed by a "competent" person to determine if a partial loss of hearing has occurred.

Hearing protection equipment must be made available to the affected employees such as ear plugs or muffs. Proper training must be provided to them about the selection, use, care, and maintenance of the equipment.

The use of hearing protection equipment must be strictly enforced without exception for all employees exposed to noise levels above 90 dBA.

Engineering evaluations must be performed to determine what, if any, things need to be done to reduce the noise at its source. This includes but is not limited to: redesign of the workplace, machinery and task; enclosure barriers around the machine; changes in the tool design, material being use etc. As these studies are done, the use of hearing protection must be enforced until such time as the engineering controls prove effective.

Hearing Conservation Program

Multiscape Inc. has established a hearing conservation program for the protection employees. Areas that have been screened with noise levels above 80 dBA will be summarized with affected employees and job positions identified. All employees found to be exposed to a time weighted average for the eight hour day of 85 dBA or greater will be notified within 21 days of this determination. Whenever noise monitoring is being performed employees will have the opportunity to observe the monitoring in a manor which does not disrupt work flow. The safety coordinator will be the hearing conservation coordinator and shall be the contact person for information or questions.

Annual audiometric (hearing) tests will be performed on employees exposed to a time weighted average above 85 dBA for the eight hour day. This will be performed at no cost to the employee. New employees in affected job positions will be have a baseline test administered within the first 30 days of employment. Exposure to noise will be minimized for 14 hours prior to the exam.

Testing will be performed by a licensed or certified technician, audiologist, otolaryngologist, or physician using equipment meeting ANSI S3.6. Tests will be pure tone, air conduction, hearing threshold examinations at test frequencies of 500, 1000, 2000, 3000, 4000, and 6000 Hz. Each ear will be tested separately.

If a standard threshold shift (an average shift in either ear of 10 dBA or more than 2000, 3000, and 4000 Hz.) is identified:

- A) the employee will be notified of the threshold shift within 21 days of this determination.
- B) the employee will be informed of the need for further evaluation if a medical problem is suspected.
- C) the use of hearing protection will be mandatory.
- D) the employee will be refitted or retrained in the use of hearing protection.
- E) any employee believed to have some pathology of the ear that is unrelated to workplace exposure may be referred for further examination.

When directed by the safety coordinator hearing protection will be worn at all times at the work station. Failure to do will result in disciplinary action.

An annual training program for employees will include information on the effects of noise on hearing, the purpose and use of hearing protection including the advantages and disadvantages of various types, instructions in the selection, fitting, use and care of the hearing protection and the purpose of audiometric testing and an explanation of the test procedures.

Multiscape Inc. will maintain audiometric test records for the duration of the affected workers employment. All records will be available to employees for their review at their request. All noise exposure measurement records will be maintained for at least 2 years.

Notification Letter Above Action Level
(General Industry)

DATE

EMPLOYEE NAME
EMPLOYEE POSITION

Workplace Noise Exposure

On DAY, the noise you are exposed to at work was sampled while you operated the MACHINE. Your full shift noise exposure did not exceed Occupational Safety and Health Administration's Permissible Exposure Level; however your noise dose of _____% exceeds OSHA's Action Level for noise exposure. The Action Level for noise exposure is one-half of the Permissible Exposure Limit.

You have been enrolled in the company's Hearing Conservation Program to lessen chances of a serious hearing loss as a result of on-the-job noise exposure. Within the next 30 days, you will be provided with training about hearing conservation, and you will be offered audiometric testing (hearing test) and your choice of either ear muffs or ear plugs. Until then, you will be required to wear hearing protection while you are operating the machine or exposed to any other noise sources in the work area unless other controls are implemented to reduce the noise exposure.

Please feel free to contact me or your supervisor if you have any questions.

Sincerely,

MANAGER NAME
Multiscape Inc.

Note: The employer must notify each employee exposed at or above an 8-hour time weighted average of 85 decibels of the results of the monitoring.

Notification Letter Above Permissible Exposure Level

DATE

EMPLOYEE NAME
EMPLOYEE POSITION

Workplace Noise Exposure

On DAY the noise you are exposed to at work was sampled while you operated the MACHINE. Your full shift noise dose was is determined to be _____% of the Occupational Safety and Health Administration's Permissible Exposure Level for noise exposure.

You have been enrolled in the company's Hearing Conservation Program to lessen chances of a serious hearing loss as a result of on-the-job noise exposure. Within the next 30 days, you will be provided with training about hearing conservation, and you will be offered audiometric testing (hearing test) and your choice of either ear muffs or ear plugs. Until then, you will be required to wear hearing protection while you are operating the machine or exposed to any other noise sources in the work area unless other controls are implemented to reduce the noise exposure.

Please feel free to contact me or your supervisor if you have any questions.

Sincerely,

MANAGER NAME
Multiscape Inc.

Note: The employer must notify each employee exposed at or above an 8-hour time weighted average of 85 decibels of the results of the monitoring.

Personal Protective Equipment Training Acknowledgement

When the job warrants, personal protective equipment must be worn and appropriately utilized. This equipment will be provided by **Multiscape Inc.** and should be maintained and cared for by the employee. Training shall be provided on use, inspection, wear and cleaning, and storage of the personal protective equipment. Management will be responsible for monitoring and enforcing use of the equipment.

Name: _____

Department: _____

Job: _____

Type of Equipment Issued	Date Trained	Employee Initials
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This certifies that _____ (employee) has been provided with and trained on the use of the above noted equipment.

(Supervisor)

Date

I have been given the above noted equipment and have been trained in its use. I understand why it is necessary to use such equipment and I agree to use it.

(Employee)

Date

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

Multiscape 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 **Multiscape 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 **Multiscape Inc.** will determine the suitability of the PPE currently available. New or additional PPE will be selected by management, supervisors, and employees that ensure 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 the applicable ASTM International, 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 standards which have been incorporated into the OSHA PPE regulations, as found in 29 CFR 1910.132 through 1910.138 for general industry, and in 29 CFR 1926 Subpart E for the construction industry.

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 radiation. 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 Safety Data Sheets (SDS) 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

Multiscape 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 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 face shields 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 face shields?

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?

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: _____

Head Protection

Yes No

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
- Smoke & fumes
- Lasers/optical radiation
- Projectiles
- Dust
- Welding operations
- Bioaerosols

Hazards Identified: _____

Eye Protection

Yes No

Safety Glasses

Face Shields

III. Hand Hazards

Hazards to consider include:

- Chemicals
- Temperature extremes
- Exposed electrical
- Material handling
- Sharp edges, splinters
- Biological agents
- Sharp tools, machine parts

Hazards Identified: _____

Hand Protection	<u>Yes</u>	<u>No</u>
Gloves	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Chemical resistant	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Temperature resistant		
<input type="checkbox"/> Abrasion resistant		
<input type="checkbox"/> Other (Explain) _____		

IV. Foot Hazards

Hazards to consider include:

• Heavy materials handled by employees	• Sharp edges or points (puncture risk)
• Exposed electrical wires	• Unusually slippery conditions
• Wet conditions	• Construction/demolition

Hazards Identified: _____

Foot Protection	<u>Yes</u>	<u>No</u>
Safety Shoes	<input type="checkbox"/>	<input type="checkbox"/>
Types:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Toe protection		
<input type="checkbox"/> Metatarsal protection		
<input type="checkbox"/> Puncture resistant		
<input type="checkbox"/> Electrical insulation		
<input type="checkbox"/> 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.

Multiscape Inc.

 Date

Respiratory Protection Program

Multiscape Inc.

Respiratory Protection Program

The detailed requirements of the Occupational Safety and Health Administration (OSHA) Respiratory Protection Standard are found in 29 CFR 1910.134 and the included Appendix A, B, C, and D. The application of these requirements in the affected workplaces will promote more effective use of respirators and help provide for the safety and health of employees.

Generally businesses are required to establish a respiratory protection program whenever employees:

- work in situations where the level of oxygen is insufficient, or potentially insufficient,
- are potentially exposed to harmful levels of hazardous gases or vapors, or
- are exposed to other potential respiratory hazards, such as dust, mists, fumes, sprays and other airborne particles.

Engineering and work practice controls should be the primary means used to reduce employee exposure to toxic chemicals, and that respirators should only be used if engineering or work practice controls are infeasible or while they are being implemented. This preference for engineering and work practice controls is stated in a number of OSHA's standards and in the standards establishing permissible exposure limits for a number of harmful air contaminants. Feasible engineering, administrative, or work practice controls should be used in conjunction with respirators even though such controls may not be sufficient to reduce exposure to or below the permissible exposure limit (PEL).

It is imperative for the employer to provide the right type of respirator for the substance and level of exposure involved. The employer is responsible for identifying and evaluating the respiratory hazards in the workplace. This evaluation should be a reasonable estimate of employee exposures to respiratory hazards and an identification of the contaminant's chemical state and physical form. The evaluation can be completed by:

- Identifying the chemicals to which employees are exposed and evaluating the chemical hazards. Where exposure cannot be identified or reasonably estimated, the atmosphere should be considered immediately dangerous to life or health (IDLH). All oxygen-deficient atmospheres (less than 19.5% O₂ by volume) are considered IDLH.
- Determining the state and physical form of the chemicals. Are they solids, liquids or gases? Do the liquids and solids give off vapors or do they form dusts or mists?
- Estimating or measuring employee exposures to the hazards.

The employer is then required to select and provide an appropriate respirator based on the respiratory hazards to which the worker is exposed. Note that some chemical substances have very specific criteria that must be used in estimating the exposure.

A written respiratory protection program is required when necessary to protect the health of the employee from workplace contaminants or when the employer requires the use of respirators. A limited written program is also required when respirators (other than filtering facepieces) are being voluntarily worn by employees.

The OSHA published a Small Entity Compliance Guide to help businesses understand the Respiratory Protection Standard. It provides guidance only and does not replace the official Respiratory Protection Standard (29 CFR 1910.134), which must be referred to for compliance. A sample respiratory protection program is provided as a part of the Small Entity Compliance Guide. It is suggested that this program be read, analyzed, and adapted to meet the needs of your program. Keep in mind, however, that there is often more than one way to implement certain requirements of the standard in a particular workplace setting.

Eight Steps for an Effective Respiratory Protection Program

The program must include workplace specific procedures and contain all applicable program elements. Where respirators are required, respirators (and their associated requirements such as fit-testing and maintenance), training, and medical evaluations must be provided at no cost to the employee. If employers allow the voluntary use of respirators other than filtering facepieces, the costs associated with ensuring the respirator itself does not create a hazard, such as medical evaluations and maintenance must be provided at no cost to the employee.

1. Administration

Put one person in charge of the entire program. This person should have knowledge about the respiratory protection standards and methods of hazard control.

2. Defining Respiratory Hazards

Consider the possibility of oxygen deficient atmospheres. Study all the contaminants that could cause trouble for your employees. Determine the permissible exposure limit of the contaminants.

3. Hazard Assessment

Review your entire operation and locate any potential hazards. Sample and test with the proper equipment during operations. Take samples in the work area frequently enough to cover the range of average exposures.

4. Hazard Controls

Engineering controls should be used whenever possible to reduce or eliminate an employee's exposure to contaminants. When this cannot eliminate all exposure, appropriate protection equipment should be provided to all employees.

5. Selection of Respiratory Protection

On the basis of your hazard assessment, select a protective device which gives the desired protection. Respirators are selected according to the type and concentration of airborne contaminant that is present. The selection must use the regulated assigned protection factors. Respirators should have a maximum use concentration indicated to assure it is capable of providing the needed protection.

6. Training

All employees who are required to wear respiratory protection devices should be thoroughly trained on the use of the device, the nature of the hazard, its potential harm, and the limitations of the device. All training should be followed by close field supervision. Annual training is required. Since a person's facial characteristics may change through time, fit testing should be done annually, as well, and could be done at the same time as the training.

7. Inspection, Maintenance, and Repair

A written, mandatory procedure for the inspection, maintenance, and repair of the protective devices should be developed. This program should include adequate documentation of all work performed. The expected service life for the selected respirators must be determined or a change schedule is needed.

8. Medical Surveillance

Employees who are either required to wear respirators, or who choose to wear an air purifying respirator voluntarily, must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use. The voluntary use of a filtering facepiece respirator does not generally require medical evaluation. In addition to a regular program of pre-employment medical evaluation, a process of medical monitoring can help determine the success of the respiratory protection program.

Employee Training

Employee training is a critical part of a successful respiratory protection program and is essential for correct respirator use. Training must be provided to all employees who are required to wear respirators. Training must address the identification of hazards, the extent of employee exposure to those hazards, and the potential health effects of exposure. The training that is required under the Hazard Communication standard (29 CFR 1910.1200) can help satisfy this requirement for chemical hazards.

Comprehensive training must be repeated at least annually. Employees must understand that proper fit, usage, and maintenance of respirators is critical to ensure that they can perform their protective function. Basic information on the proper use of respirators should be presented to the employee either verbally or in written form, if the employee chooses to wear a respirator but is not required to do so.

For those that are not required to wear a respirator, the company will generally provide employees who voluntarily choose to wear a respirator with a copy of Appendix D of the standard. (Appendix D details the requirements for voluntary use of respirators by employees.)

Appendix D (Mandatory) of the standard covers Information for Employees Using Respirators When Not Required Under the Standard, and states:

“Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substances does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning, and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute of Safety and Health of the U. S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Respirator Inspection and Maintenance

General Guidelines:

Anyone wearing a respirator must inspect it daily whenever it is in use.

Supervisors will periodically spot check respirators for fit, usage and condition.

An end of service life or change schedule must be determined for all cartridge respirators. Reliance on odor thresholds and other warning properties will not be permitted as the primary basis for determining the service life of gas and vapor cartridges and canisters.

A general "rule of thumb" that should only be used with a more precise method of predicting service life for specific contaminants suggests that:

- If the chemical's boiling point is > 70 °C and the concentration is less than 200 ppm you can expect a service life of 8 hours at a normal work rate.
- Service life is inversely proportional to work rate. A faster work pace increases ones breathing rate which decreases the life of a respirator.
- Reducing the contaminant concentration by a factor of 10 will increase service life by a factor of 5.
- Humidity above 85% will reduce service life by 50%.

Respirators not discarded after one shift must be cleaned on a daily basis, in accordance to the manufacturer's recommendations. All cleaning of respirators is to be done by individuals trained in the procedure.

Respirators not discarded after one shift must be stored in a suitable container and located in an area away from contamination.

If a respirator is used by more than one individual it must be properly cleaned between uses. Each area requiring the regular use of respirators will maintain a log book. Employees not discarding respirators after one shift should sign this log to document the inspection and maintenance of their respirator.

The OSHA Standard 1910.134 for respiratory protection Appendix A, describes mandatory fit testing procedures; Appendix B-1 describes mandatory user seal check procedures; and Appendix B-2 describes mandatory respiratory cleaning procedures.

Inspection Procedures:

The following procedure is the responsibility of each person using a cartridge respirator; they must be trained before being allowed to use the respirator. The respirator must be inspected before each use to ensure it is in proper operating condition, and any damaged or defective part must be repaired or replaced.

Check the faceplates for cracks, tears, and dirt. Be certain the faceplate, especially the face seal area, is not distorted. The material must be pliable, not stiff.

Examine the inhalation valves for signs of distortion, cracking, or tearing. Lift valves and inspect the valve seats for dirt or cracking.

Determine that the head straps are intact and have good elasticity.

Examine all plastic parts for signs of cracking or fatigue. Make sure the gaskets are properly sealed.

Remove the exhalation valve cover and examine the valve and valve seat for signs of dirt, distortion, cracking, or tearing. Replace the exhalation cover.

Assembling and Fitting a Respirator:

To attach the cartridge to the respirator faceplate, remove the retainer cap from the cartridge holder. Make sure the rubber gasket is properly seated in the slot around the base of the holder. If the gasket is twisted or out of its slot, the respirator may leak. Replace or reseal the gasket if necessary.

Place the filter cartridge into the holder. The high efficiency cartridge must be placed with the large solid center dot facing out away from the respirator.

If used, place the pre-filer on top of the cartridge. The printed side of the filter should face the cartridge.

Place the retainer over the filter and rotate it clockwise until tight. Twisting the retainer too tightly can result in distortion and may cause leakage.

Place the respirator over the mouth and nose. Then pull the head harness over the crown of the head.

Take the bottom straps, in both hands, place them in back of the neck and hook them together.

Pull the ends of the head harness and bottom straps to adjust the tightness.

Maintenance and Disassembly:

Cleaning is recommended after each use. Disassemble by removing the cartridge, headbands and other parts.

Clean and sanitize the masks by immersing them in a warm water solution and scrubbing with a soft brush until clean. Use cleaning solutions recommended by the manufacturer.

Rinse in fresh, warm water and air dry in an uncontaminated area.

Respirators components, especially the exhalation valve and seat valve should be inspected with any worn or deteriorated parts being replaced.

Assembly:

Place the exhalation valve on its post, making certain that it seats to the flared top of the post. Fit the valve cover to the hinged end of the seat, then firmly snap the cover closed.

Place the valve assembly into the bottom opening of the face piece with the arrow pointing directly at the arrow on the face piece.

Replace the face piece yoke, making certain that the hole in the yoke engages the rubber button on the face piece. Moisten the rubber button for easier assembly.

Attach the straps to the yoke by placing the tee-bar into the slot while sliding the tab over the outside of the yoke. Rotate $\frac{1}{4}$ turn to lock in place.

Place the cartridge into the side ports of the face piece. Make certain that the arrow on the holder is pointed toward the upper arrow on the inside of the face piece.

Storage:

The respirator must be placed in a clean container and stored at room temperature in a dry and uncontaminated atmosphere.

OSHA Respirator Medical Evaluation Questionnaire (Mandatory)

(Appendix C to Sec. 1910.134)

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee:

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____
2. Your name: _____
3. Your age (to nearest year): _____
4. Sex (circle one): Male/Female
5. Your height: _____ ft. _____ in.
6. Your weight: _____ lbs.
7. Your job title: _____
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____
9. The best time to phone you at this number: _____
10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No
11. Check the type of respirator you will use (you can check more than one category):
 - a. _____ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
 - b. _____ Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).
12. Have you worn a respirator (circle one): Yes/No
If "yes," what type(s):

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you **currently** smoke tobacco, or have you smoked tobacco in the last month: Yes/No
2. Have you **ever had** any of the following conditions?
 - a. Seizures: Yes/No
 - b. Diabetes (sugar disease): Yes/No
 - c. Allergic reactions that interfere with your breathing: Yes/No
 - d. Claustrophobia (fear of closed-in places): Yes/No
 - e. Trouble smelling odors: Yes/No
3. Have you **ever had** any of the following pulmonary or lung problems?
 - a. Asbestosis: Yes/No
 - b. Asthma: Yes/No
 - c. Chronic bronchitis: Yes/No
 - d. Emphysema: Yes/No
 - e. Pneumonia: Yes/No
 - f. Tuberculosis: Yes/No
 - g. Silicosis: Yes/No
 - h. Pneumothorax (collapsed lung): Yes/No
 - i. Lung cancer: Yes/No
 - j. Broken ribs: Yes/No
 - k. Any chest injuries or surgeries: Yes/No
 - l. Any other lung problem that you've been told about: Yes/No
4. Do you **currently** have any of the following symptoms of pulmonary or lung illness?
 - a. Shortness of breath: Yes/No
 - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
 - c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
 - d. Have to stop for breath when walking at your own pace on level ground: Yes/No
 - e. Shortness of breath when washing or dressing yourself: Yes/No
 - f. Shortness of breath that interferes with your job: Yes/No
 - g. Coughing that produces phlegm (thick sputum): Yes/No
 - h. Coughing that wakes you early in the morning: Yes/No
 - i. Coughing that occurs mostly when you are lying down: Yes/No
 - j. Coughing up blood in the last month: Yes/No
 - k. Wheezing: Yes/No
 - l. Wheezing that interferes with your job: Yes/No
 - m. Chest pain when you breathe deeply: Yes/No
 - n. Any other symptoms that you think may be related to lung problems: Yes/No
5. Have you **ever had** any of the following cardiovascular or heart problems?
 - a. Heart attack: Yes/No
 - b. Stroke: Yes/No
 - c. Angina: Yes/No
 - d. Heart failure: Yes/No
 - e. Swelling in your legs or feet (not caused by walking): Yes/No
 - f. Heart arrhythmia (heart beating irregularly): Yes/No
 - g. High blood pressure: Yes/No
 - h. Any other heart problem that you've been told about: Yes/No

6. Have you **ever had** any of the following cardiovascular or heart symptoms?
 - a. Frequent pain or tightness in your chest: Yes/No
 - b. Pain or tightness in your chest during physical activity: Yes/No
 - c. Pain or tightness in your chest that interferes with your job: Yes/No
 - d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
 - e. Heartburn or indigestion that is not related to eating: Yes/No
 - f. Any other symptoms that you think may be related to heart or circulation problems: Yes/No
7. Do you **currently** take medication for any of the following problems?
 - a. Breathing or lung problems: Yes/No
 - b. Heart trouble: Yes/No
 - c. Blood pressure: Yes/No
 - d. Seizures: Yes/No
8. If you've used a respirator, have you **ever had** any of the following problems? (If you've never used a respirator, check the following space and go to question 9:)
 - a. Eye irritation: Yes/No
 - b. Skin allergies or rashes: Yes/No
 - c. Anxiety: Yes/No
 - d. General weakness or fatigue: Yes/No
 - e. Any other problem that interferes with your use of a respirator: Yes/No
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you **ever lost** vision in either eye (temporarily or permanently): Yes/No
11. Do you **currently** have any of the following vision problems?
 - a. Wear contact lenses: Yes/No
 - b. Wear glasses: Yes/No
 - c. Color blind: Yes/No
 - d. Any other eye or vision problem: Yes/No
12. Have you **ever had** an injury to your ears, including a broken ear drum: Yes/No
13. Do you **currently** have any of the following hearing problems?
 - a. Difficulty hearing: Yes/No
 - b. Wear a hearing aid: Yes/No
 - c. Any other hearing or ear problem: Yes/No
14. Have you **ever had** a back injury: Yes/No
15. Do you **currently** have any of the following musculoskeletal problems?
 - a. Weakness in any of your arms, hands, legs, or feet: Yes/No
 - b. Back pain: Yes/No
 - c. Difficulty fully moving your arms and legs: Yes/No
 - d. Pain or stiffness when you lean forward or backward at the waist: Yes/No
 - e. Difficulty fully moving your head up or down: Yes/No
 - f. Difficulty fully moving your head side to side: Yes/No
 - g. Difficulty bending at your knees: Yes/No
 - h. Difficulty squatting to the ground: Yes/No
 - i. Climbing a flight of stairs or a ladder carrying more than 25 lbs.: Yes/No
 - j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B. Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

If "yes," name the chemicals if you know them: _____

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:

- a. Asbestos: Yes/No
- b. Silica (e.g., in sandblasting): Yes/No
- c. Tungsten/cobalt (e.g., grinding or welding this material): Yes/No
- d. Beryllium: Yes/No
- e. Aluminum: Yes/No
- f. Coal (for example, mining): Yes/No
- g. Iron: Yes/No
- h. Tin: Yes/No
- i. Dusty environments: Yes/No
- j. Any other hazardous exposures: Yes/No

If "yes," describe these exposures: _____

4. List any second jobs or side businesses you have: _____

5. List your previous occupations: _____

6. List your current and previous hobbies: _____

7. Have you been in the military services? Yes/No

If "yes," were you exposed to biological or chemical agents (either in training or combat): Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If "yes," name the medications if you know them: _____

10. Will you be using any of the following items with your respirator(s)?

- a. HEPA Filters: Yes/No
- b. Canisters (for example, gas masks): Yes/No
- c. Cartridges: Yes/No

11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?:

- a. Escape only (no rescue): Yes/No
- b. Emergency rescue only: Yes/No
- c. Less than 5 hours **per week**: Yes/No
- d. Less than 2 hours **per day**: Yes/No
- e. 2 to 4 hours per day: Yes/No
- f. Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

- a. **Light** (less than 200 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work; or **standing** while operating a drill press (1-3 lbs.) or controlling machines.

- b. **Moderate** (200 to 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of moderate work effort are **sitting** while nailing or filing; **driving** a truck or bus in urban traffic; **standing** while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; **walking** on a level surface about 2 mph or down a 5-degree grade about 3 mph; or **pushing** a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

- c. **Heavy** (above 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of heavy work are **lifting** a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; **shoveling; standing** while bricklaying or chipping castings; **walking** up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No

If "yes," describe this protective clothing and/or equipment: _____

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you'll be doing while you're using your respirator(s): _____

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases): _____

Qualitative and Quantitative Fit Test Record

Employees using a tight-fitting facepiece respirator must pass an appropriate fit test annually.

A fit test record is retained for each respirator user until the next fit test is administered.

Date of test: _____

The name or identification of the employee tested: _____

Specific respirator tested:

Make: _____

Model: _____

Style: _____

Size: _____

Check the type of fit test performed and provide results. See 1910.134 Appendix A (Mandatory)

Qualitative Fit Tests

- Isoamyl Acetate Protocol
- Saccharin Solution Aerosol Protocol
- Denatonium Benzoate Protocol
- Stannic Chloride Protocol

For Qualitative Fit Tests, Check one:

Pass: _____

Fail: _____

Quantitative Fit Tests

- Generated Aerosol Protocol
- Ambient Aerosol (CNC) Protocol
- Controlled Negative Pressure Protocol
- Controlled Negative Pressure REDON Protocol

For Quantitative Fit Tests, attach fit factor and strip chart recording or other recording of the test results.

Return-to-Work & Modified Duty Job Program

Return-to-Work & Modified Duty Job Program A Guide to Implementation

Wage loss benefits to injured workers make up almost 50 percent of a typical workers compensation claim. These costs result in higher experience modifications which, in turn, result in higher premiums. A systematic method of getting an injured employee back to work as quickly as possible can impact these costs, thus reducing **your** premiums.

How to Institute Return-to-Work & Modified Duty Job Program:

Develop a Return-to-Work & Modified Duty Job Policy Statement:

- Put it in writing;
- Communicate the policy to all employees;
- Emphasize your commitment to get injured employees back to productive work as quickly as possible;
- List some of the modified duty jobs that will be made available; and
- Indicate your willingness to provide work that meets the employee's physical limitations.

Designate person(s) responsible for the administration of the program. This person should be responsible for:

- Reporting claims to the insurance company promptly;
- Keeping a supply of forms used:
 - Claims forms
 - Return-to-Work Agreement
 - Return-to-Work Authorization Form
- Keeping a list of key contact people and telephone numbers:
 - Claims person
 - Designated physician

Designate a company physician.

- Communicate this to all employees;
- In most cases, have a/the supervisor take the injured employee to the physician;
- Have the injured employee bring a Return-to-Work Authorization Form to the physician to be completed and returned to the employer as soon as possible.

Contact your injured employee if he/she does not return to work immediately.

- Explain to the employees that you value them and would like to have them back to work as soon as possible.
- Contact your employee on a regular basis to check on his/her status.
- Stress your commitment to returning the employee to work as soon as possible.
- Explain that you have modified duty and transitional work available that may meet his/her physical limitations.

When the employee returns to work:

- Complete the Return-to-Work Agreement with the injured employee;
- Have the employee perform appropriate modified duty or transitional work; and

- Regularly evaluate the employee's physical capabilities.

Key Contact People

Insurance Company

Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____

Designated Physician

Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____

State Workers Compensation Division

Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____

Return-to-Work Agreement

Employer: **Multiscape Inc.** ("We" herein).

Employee: _____ ("You" herein).

We agree that the following represents the restrictions under which you are able and have agreed to return to work as of _____.

Those restrictions are:

- _____
- _____
- _____

We will not require you to perform any tasks beyond those restrictions. If you are asked to perform such a task by any of our employees or agents, please decline. They may not be aware of your restrictions.

By signing below, you agree and verify that you will not do anything beyond the noted restrictions either here at work, beyond the work site, at home or at recreation until such time as the doctor has released the restrictions and we have been notified to that effect.

Signature - Employer

Signature - Employee

Date

Important: This specimen form may not comply with the laws of your state.

Return-to Work & Modified Duty Job Policy

If you become ill or injured as a result of a job related accident, you will be missed by other employees working in your department. Employees have a responsibility to return to work at the earliest possible time, commensurate with your health and safety.

We will actively seek to return disabled employees covered by workers compensation to productive work as quickly as possible, in cooperation with the employee's physician or health care provider.

If necessary, a temporary job may be provided for you that is within your physical capabilities, consistent with company needs. Even working at partial capacity will assist your fellow employees in completing the work. Efforts will be made to return you to your previous job, when possible.

Listed below are some examples of modified duty jobs which we have available for you to do, depending upon your injury, capabilities and company need.

(This form to be posted at each premise)

Owner/Officer Signature

Title

Date

Important: This specimen form may not comply with the laws of your state.

Covid-19 Safety Plan and Procedures

In conjunction with the State of Pennsylvania COVID-19 Phased-In Process for Restarting Construction Projects and the Health and Safety Standards of the OSHA Act including the OSHA General Duty Clause Section 5 (a) (1), Multiscape Construction has undertaken the following measures to protect its Employees.

Designated Representative: _____

The following good hygiene and infection control practices are hereby implemented

- Mandated frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Mandating workers to stay home if they are sick.
- Mandated respiratory etiquette, including covering coughs and sneezes. Avoid touching your face.
 - Maintain spacing of at least six (6) feet where feasible and possible with the job at hand.
- Mandating workers not use other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Mandating regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

The following Procedures for Prompt Identification and Isolation of a person or persons who have signs and/or symptoms of COVID-19 are hereby implemented.

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.
- Employees are strongly advised to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure or symptoms regarding themselves or others.
- Move potentially infectious people to a location away from workers, customers, and other visitors immediately. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- Take steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) used for a sick

person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).

- Isolation of persons suspected of having COVID-19 virus to prevent further transmission at worksites using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting).
- Restrict the number of personnel entering isolation areas until and beyond the time that qualified medical personnel have controlled and administered the situation. Proper and immediate disinfection must be completed following the incident by competent personnel utilizing proper PPE and disinfectant.

Administrative Controls

- Sick workers must stay at home and contact your Primary Care Physician or other Medical Provider.
- Minimize contact among workers, general contractors, sub-contractors, inspectors, vendors and other qualified interested persons by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- We are discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers.

Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. We will implement safe work practices for COVID-19 to include:

- **Providing resources and a work environment that promotes personal hygiene.** For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- **Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.**
- **Post handwashing signs in restrooms and in other conspicuous places.**

Safety Guidelines of Minimum Requirements

As the Commonwealth responds to the COVID-19 outbreak, the following information represents the minimum requirements for active construction projects.

The “**Stakeholders**” (i.e. Department/PA Turnpike, Consultants, and Contractors) shall each designate a representative on the project to administer each employer’s COVID-19 safety guidelines. The Contractor is responsible for conveying the guidelines to all material suppliers and subcontractors.

Personal Responsibilities

- It is critical that employees NOT report to work while they are experiencing illness symptoms such as fever, cough, or shortness of breath. o Employees should seek medical attention if they have or develop symptoms.

Employees that develop emergency warning signs for COVID-19 should get medical attention immediately.

(Emergency warning signs include*)

Trouble breathing/ persistent pain or pressure in the chest/ new confusion or inability to arouse/ bluish lips or face.

***This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.**

Refer to Department document *COVID-19 Hygiene and Cleaning Best Practices* for personal hygiene, cleaning (project office and job site), for COVID-19 best practices.

Social Distancing

- Social Distancing: **Staying Away** from **Close Contact** in public places.
- Do not host large group meetings. CDC recommends avoiding gatherings of 10+ people; and when meeting, keep a minimum 6-foot distance between people. Perform meetings online, via conference call, or outdoors (while maintaining 6-foot distance between people), whenever possible.
- Avoid using other workers' phones, desks, offices, or other work tools and equipment when possible.
- Limit the number of people on a jobsite and allow personnel to work from home when possible.
- Avoid physical contact such as hand-shaking and other contact greetings.
- Inspection staff only go into the project field office for essential functions. Do as much work from your vehicle as possible.
- Ensure electronic devices are charged every night and have a car charger available for each device.

ALL EMPLOYEES ARE RESPONSIBLE TO IDENTIFY AND REPORT NONCOMPLIANCE TO THEIR RESPECTIVE DESIGNATED REPRESENTATIVE

Jobsite / Office Practices (Specific Requirements)

*Install "**COVID-19 Safety Plan in effect**" sign at project entrance and reasonable locations on the project site.

- Designated representatives should ask the following questions to their designated employees prior to entering the workplace.
- If they answer "yes" to any, they should be asked to leave the workplace immediately. Anyone asked to leave should not return to work until 72-hours after they are free from a fever or signs of a fever without the use of fever-reducing medication.
- **Have you, or anyone in your family or any one you have been in close contact with, been in contact with a person that has tested positive for COVID-19?**
- **Have you been medically directed to self-quarantine due to possible exposure to COVID-19?**
- **Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, or shortness of breath?**
-

If a thermometer is available at the workplace, the employee shall take their own temperature and advise the observer of the reading. The thermometer must be cleaned between each use (an oral or an ear thermometer is not recommended). If the reading is 100.4 degrees or higher, the employee will be directed to go home and contact their medical provider for further guidance. In an acute case where the employee requires transportation, isolate the employee and call 911 for assistance.

- Stakeholders shall remind / update all employees on the job site during all safety meetings / talks on current COVID-19 guidelines and ask if anyone is feeling ill. If "yes", follow the directions listed under **Managing Sick Employees**.
- Communicate key CDC recommendations (and post signage where appropriate) to your staff as potential safety talks:
 - **How to protect yourself**
 - **If you are sick**
- **COVID-19 Frequently Asked Questions**
 - **Place posters that encourage *staying home when sick, cough and sneeze etiquette*, and *hand hygiene* at the entrance to your workplace and in other workplace areas where they are likely to be seen.**

ALL EMPLOYEES ARE RESPONSIBLE TO IDENTIFY AND REPORT NONCOMPLIANCE TO THEIR RESPECTIVE DESIGNATED REPRESENTATIVE **Managing Sick Employees (Specific Requirements)**

- Isolate sick employees. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be isolated from other employees and to seek medical attention and / or be sent home immediately. Reference PennDOT document *Coronavirus Screening - Symptom Summary* contained in current version of the *Entering PennDOT Facilities During COVID-19 Mitigation*.

- If employee is diagnosed with COVID-19 or shows symptoms of COVID-19, the employee should consult the employee's primary care provider and the employer before returning to work.
- The stakeholder will communicate Human Resources practices for managing sick time related to COVID-19 to their employees.
- For any employees who are higher risk for serious illness from COVID-19 because of age or because of a serious long-term health problem, it is important for them to take actions to reduce the risk of getting sick with the disease as per CDC guidance - <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>
- **After notification from an employee that tests positive for COVID-19, the stakeholder will take the following steps and follow current CDC guidelines:**
 - **Project will initiate a safety stand-down for a minimum of 24 hrs. or until compliance with CDC guidelines for return to work.**
 - **Communication of positive test to all employees who were present at the job site and all project stakeholders while maintaining patient confidentiality (HIPAA).**
 - **Supervisor shall investigate additional potential exposure while maintaining patient confidentiality (HIPAA).**
 - **Deep clean of project as described in the stakeholder's safety plan.**
- Should you need additional support services during this self-monitoring and social distancing period, visit the Pennsylvania Department of Health website, www.health.pa.gov or call 1-877-PA-HEALTH (1-877-724-3258).

ALL EMPLOYEES ARE RESPONSIBLE TO IDENTIFY AND REPORT NONCOMPLIANCE TO THEIR RESPECTIVE DESIGNATED REPRESENTATIVE

Personal Protective Equipment - PPE (Specific Requirements)

- Employees shall wear appropriate PPE on the job site as required.
- Employees shall not share personal PPE with another employee.
- While working in a potential COVID-19 environment, it is important to reduce the risk of potential exposures by keeping all work vehicles, equipment, and tools clean.
- While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators), consistently and properly worn when required
- Regularly inspected, maintained, and replaced, as necessary.

- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- National Institute for Occupational Safety and Health (NIOSH)-approved, **N95 filtering facepiece respirators or better must be used on all worksites** in conjunction with a comprehensive, written respiratory protection program that includes fit-testing, training, and medical exams. See OSHA's Respiratory Protection standard, 29 CFR 1910.134 at www.osha.gov/laws-regs/regulations/standard_number/1910/1910.134.
- When disposable N95 filtering facepiece respirators are not available, attempt to obtain other respirators that provide greater protection and improve worker comfort. Other types of acceptable respirators include: a R/P95, N/R/P99, or N/R/P100 filtering facepiece respirator; an air-purifying elastomeric (e.g., half-face or full-face) respirator with appropriate filters or cartridges; powered air purifying respirator (PAPR) with high-efficiency particulate arrestance (HEPA) filter; or supplied air respirator (SAR). See CDC/NIOSH guidance for optimizing respirator supplies at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

ALL EMPLOYEES ARE RESPONSIBLE TO IDENTIFY AND REPORT NONCOMPLIANCE TO THEIR RESPECTIVE DESIGNATED REPRESENTATIVE

Material Deliveries & Anyone Entering the Jobsite

- Anyone entering the project site including all outside vendors and truck drivers are to practice social distancing.
- Subcontractors are to submit their own COVID-19 Safety Plan or follow the prime contractors COVID-19 Safety Plan.
- Contractor will collect daily delivery tickets in a sealable container or baggie and quarantine for a minimum 24 hours before providing to Department/PA Turnpike Commission representative. PPCC submission, eTicketing, email, or photographing paper documents/tickets is applicable.

ALL EMPLOYEES ARE RESPONSIBLE TO IDENTIFY AND REPORT NONCOMPLIANCE TO THEIR RESPECTIVE DESIGNATED REPRESENTATIVE

Training, Education, and Communication

The following process will be implemented prior to Restart and continuing to inform and educate all Managers, Estimators & assistants, Supervisors, employees, collective bargaining representatives, inspection personnel and other qualified persons associated with any specific project contracted to Multiscape Construction.

- **Initial Meeting:** The **COVID-19 Health and Safety Policies and Procedures** will be distributed and reviewed by Ownership, Project Managers, Estimators and Supervisors including all components and details of the Plan. All attendees will be asked to prepare questions, comments and concerns in writing to be reviewed at a **follow-up meeting to be held within 72 hours**.
- **Follow-up meeting:** This meeting will be conducted as noted: to review, consider and address all **comments, questions and concerns** from **attendees of Initial Meeting** to a degree that is reasonable and possible for the mission at hand. In addition, **Action Item Responsibilities** will be assigned and **Management** will designate appropriate groupings for training and education of job site personnel, office and other support staff. **These meetings should take place within 48 hours**.

- **Group Meetings:** These meetings will disseminate all information which will be vital to training all component members regarding what they must do to keep themselves, those around them and their family members safe from the **COVID-19 Virus**.

- **Training and Education Methodology:** Oral presentation, hand-outs, Q & A, Quizzes

COVID-19 Screening Checklist

Name (Print): _____ Date: _____

All individuals entering the job-site or workplace shall be asked the following questions:

Have you WASHED YOUR HANDS or used alcohol-based HAND SANITIZER upon workplace entry?

_____ YES

_____ NO-Please do so.

Do you have any of the following respiratory symptoms?

YES NO Fever (100 deg. F. or higher)

YES NO Sore throat

YES NO Cough

YES NO New shortness of breath

Have You:

YES NO Traveled internationally within the last 14 days to areas where COVID-19 cases have been confirmed?

YES NO Traveled to an area with known local spread of COVID-19? (New York, Philadelphia)

YES NO Been in contact with anyone that traveled internationally within the last 14 days to areas where COVID-19 cases have been confirmed?

YES NO Taken a cruise within the last 14 days?

YES NO Stayed in a Hotel/Motel in the last 14 days?

YES NO Come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?

If YES to any of the above questions, stay away from others and maintain a 6 ft distance from others; tell your supervisor and do not enter the Job-Site or Work Area.

I have reviewed the company's COVID-19 Information and procedures prior to starting work.

Signature: _____

IMPORTANT!

WASH YOUR HANDS or use alcohol-based HAND SANITIZER frequently and between jobs.

Maintain a distance of 6 feet from other people