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## **WRENCHES**

- Never use a “cheater” to increase leverage.
- Whenever possible, pull on the wrench handle rather than push. Adjust your stance to avoid a fall if the wrench slips.
- Repair or discard any worn or damaged wrenches.
- Never use hand sockets on power or impact tools.
- Never use a hammer on a wrench unless it is the striking face type.

## **PLIERS**

- Do not use pliers for cutting hardened wire unless specifically made to do so.
- Never use pliers as a striking tool.
- Use dielectric pliers and shut off power when working with electricity.

## **SCREWDRIVERS**

- Use a screwdriver with the right type of blade, and one that properly fits the size of screw.
- Never use a bent or damaged screwdriver.
- Do not use a screwdriver as a prybar or a chisel.
- Keep handles free of grease and oil.

## **HAND SAWS**

- Always wear appropriate eye protection.
- Keep saw blades sharp; re-sharpen or replace blades that have lost good cutting teeth.
- Lubricate hacksaw blades with light machine oil to prevent heat build-up, which can cause the blade to break.
- Store saws so that there is no chance for someone to fall onto or bump into the blade.

# **Heat Illness Prevention**

Where water is not plumbed or otherwise continuously supplied, with properly marked dispensable cups or bottles, it shall be provided in sufficient quantity at the beginning of the work shift to provide a minimum of one quart per employee per hour for drinking for the entire shift.

Employees may begin the shift with smaller quantities of water if they have effective access / procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. Frequent drinking of water is encouraged!

## Shade

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Employees shall be provided with shade **when the temperature exceeds 80 degrees** and so that it can accommodate the total number of employees on recovery or rest periods.

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes.

Employees shall be provided enough shade during meal breaks to accommodate the total number of employees that remain outside. In addition, the shaded area is to be located as close as practicable to the areas where employees are working.

Such access to shade shall be permitted at all times. Cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

## Preventative Cool-Down Rest Periods

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The heat illness regulation requires employers to allow and encourage employees to take a minimum of five minutes for a cool-down rest period if they feel they need to protect themselves from overheating. In addition to allowing and encouraging employees to take cool-down rest periods, the Site Superintendent in charge will monitor and ask employees taking rest periods whether he or she is experiencing symptoms of heat illness.

The Site Superintendent in charge will encourage employees to take a rest period to remain in the shade. The Site Superintendent in charge shall not order employees to work until signs or symptoms of heat illness have been abated.

## High-Heat Procedures

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The company will implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.

- (2) effective response with first aid measures; and
- (3) procedures for contacting emergency responders to help stricken workers.

## Training

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### (1) **Employee training**

Training in the following topics shall be provided to all supervisory and non-supervisory employees.

- (A) The environmental and personal risk factors for heat illness;
- (B) The employer's procedures for complying with the requirements of this standard;
- (C) The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties;
- (D) The importance of acclimatization;
- (E) The different types of heat illness and the common signs and symptoms of heat illness;
- (F) The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms, or signs of heat illness in themselves, or in co-workers;
- (G) The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- (H) The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- (I) The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the worksite can and will be provided as needed to emergency responders.

### (2) **Supervisor training**

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Prior to assignment to the supervision of employees working in the heat, training on the following topics shall be provided:

- (A) The information required to be provided by section (e)(1) above.

## HOUSEKEEPING

Responsibility for good housekeeping shall be assigned to each Supervisor. If the size of the job and working force merit, a crew should be specifically detailed to continuously clean up. In any event, regardless of the size of the work force, housekeeping shall not be left un-done and left to someone else's discretion. Duties shall be assigned to one or more responsible persons.

**Storage Areas:** All materials stored in tiers will be secured to prevent sliding, falling or collapse. Aisles and walkways shall be kept clear of loose materials and tools. Combustible material shall not be stored under stairways. Stored materials will not obstruct exits.

**Work Areas:** Clean up loose materials, waste, etc., immediately. This is especially important on scaffolds and in the vicinity of ladders, ramps, stairs and electrical or mechanical equipment. Tools and loose materials shall be removed immediately if a hazard is created.

**Areas Used by Personnel:** Empty bottles, containers, papers, and discarded equipment shall not be allowed to accumulate where lunches are taken on the jobsite. Trash disposal cans shall be provided with covers and their use enforced.

**Oil and Grease:** Spills of oil, grease, or other liquids shall be removed immediately or sprinkled with sand or "Oil-Dry".

**Disposal of Waste:** An effective means of preventing litter is the provision of suitable receptacles for waste, scrap, etc. Combustible waste, such as oily rags, paper, etc., shall be stored in a safe place, such as a covered metal container, and disposed of regularly as a hazardous waste. All containers shall be labeled as to permissible contents.

**Note:** Common trash, which does not contain any hazardous waste, shall not be stored or disposed of in bags or containers marked for hazardous waste.

**Protruding Nails:** Protruding nails shall either be removed or bent over in such a way that they no longer present a risk. This shall be done as the hazard develops and not at a later time. Cleaned lumber shall be stacked in orderly piles. Workers performing this task shall wear heavy gloves and hard-soled work shoes.

**Lighting:** Adequate lighting shall be provided in or around all work areas, passageways, stairs, ladders, and other areas used by personnel.

### Minimum Illumination Intensities in Foot-Candles

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<u>Foot-Candles</u>	<u>Area of Operation</u>
5	General Construction area lighting
3	General construction areas, concrete placement, excavation and waste areas, access ways, active storage areas, loading

Any container used to distribute drinking water must be clearly marked as to the nature of its contents and not used for any other purpose. If for any reason water, which is unfit for human consumption, is provided at the jobsite, it must be identified and labeled to clearly indicate that the water is unsafe for drinking, washing, or cooking purposes. Any worker observed removing the lid of a water container, except for those workers assigned to sanitize and clean such containers, shall be subject to disciplinary action including possible discharge.

Portable water containers must be cleaned daily.

**TEMPORARY FACILITIES:**

1. GFCI's or assured grounding program.
2. Site/storage layout for placement of materials, shanties, equipment, etc..
3. Communication system.
4. Water including drinking water, and sanitary facilities.
5. Job site security equipment, fencing, lights, etc..
6. Temporary access and parking facilities.

**PAPERWORK REQUIREMENTS:**

1. Copy of OSHA 300 and standards.
2. Posting area for employee notices.
3. Emergency phone numbers.
4. OSHA 300A posted during February, March and April
5. Copy of assured grounding program if in use.
6. Maintenance records for equipment; cranes material hoists, etc.
7. Contractor's safety program and rules.
8. Approvals for deep trenches, high scaffolds, demo surveys, shoring, etc..
9. Proof of training and safety instructions for lasers, powder actuated tools, first aid, etc.
10. Written respiratory program, if respirators are used.
11. Required signs (hard hats, no trespassing, danger, caution, etc.
12. Workers comp notice, EEO, minimum wage, U/C posters.
13. Accident and treatment report forms.
14. Written hazard communication program.

**EMERGENCY NEEDS:**

1. Trained first aid providers.
2. First aid kit (check weekly).
3. Emergency evacuation plans.

**PROTECTIVE EQUIPMENT:**

1. Hard hats.
2. Safety glasses.
3. Respirators.

## **LADDER SELECTION**

Great care should be taken in the selection of the proper size and design of the ladder for the use intended.

### **STRAIGHT LADDERS**

Ladders must be selected to be of sufficient length to extend not less than thirty-six inches (36") above any platform or landing which they serve and must be secured on top and/or bottom.

All portable straight ladders must be equipped with approved safety shoes.

All metal ladders are electrical conductors. Their use around electrical circuits of any type, or places where they may come in contact with such circuits, is not recommended. Metal ladders should be marked with signs reading **"CAUTION: DO NOT USE AROUND ELECTRICAL EQUIPMENT."**

### **STEP LADDERS**

Step ladders sometimes referred to as "A" frame ladders, must have positive locking spreaders which will be fully spread and locked when the ladder is in use.

Step ladders will not be used as straight ladders. They should be of sufficient height to preclude the necessity of employees using the top two steps of the ladder. Workers will not be allowed to work from the top two steps of a step ladder.

Step ladders shall be firm and well-constructed. Special care shall be taken when setting any ladder on grating. Often the feet of a step ladder can slip through the grating causing the ladder to fall. Step ladders shall be tied off or a worker shall hold the ladder when the user is 6 feet or more above the floor.

### **LADDER USAGE**

The feet of the ladder shall be placed approximately one-quarter of its supported length away from the vertical plane of its top support. Only light, temporary work should be performed from ladders. Workers should be cautioned frequently about the danger of trying to reach too far from a single setting.

Since, in most ladder applications, the weight of the worker is unevenly distributed over an area of approximately 3 inches long by 3 inches wide, any effort which tends to shift the balance of the worker should be discouraged. This includes using the upper torso for activities as pulling, pushing, prying, etc.

Ladders shall not be placed in front of doors which open toward the ladder unless the door is locked or otherwise guarded.

Ladder feet shall be placed on a firm base and the area in the vicinity of the bottom of the ladder shall be kept clear.

testing. Jumping on a ladder which is supported horizontally subjects the ladder to more severe loads than it is intended to carry and may result in damage that can lead to sudden failure while in use.

Metal ladders require frequent inspection. All parts should be checked for wear, corrosion and structural failure.

No employee will be allowed to use for any reason any ladder that has broken, loose, or cracked rungs, side rails or braces. Any ladder found in this condition will be removed from service immediately. All inspections shall be documented.

### **LADDER MAINTENANCE**

Wood ladders should be periodically treated with a clear preservative such as varnish, shellac, or linseed oil. Ladders must not be painted as painting covers up structural defects. All metal fittings on wood ladders should be carefully checked for rusting or corrosion.

Metal ladders should have the rungs cleaned to prevent accumulation of materials that might destroy their non-slipping properties and all metal fittings should be carefully checked for rust and corrosion.

When not in use, all types of ladders shall be stored under suitable cover protected from the weather. Ladders stored horizontally should be supported at both ends and at intermediate points to prevent sagging of the middle section, which tends to loosen the rungs and warp the rails. A rope should be spliced onto one of the top rungs of a ladder to provide a ready method to secure the ladder or the ladder to the support.

## **Mobile Elevated Work Platforms (MEWPS)**

### **Purpose**

To provide guidelines for the protection of personnel engaged in operating and using aerial lifts, vehicle-mounted work platforms, or powered platforms.

### **References**

OSHA 29 CFR 1926.453; 1926.952; 1926.955

### **Policy**

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All employees who work with aerial lifts, vehicle-mounted work platforms or powered platforms are responsible for following all safe procedures established by this procedure as well as those established by the manufacture of the equipment being used.

## **OPERATOR CERTIFICATION AND TRAINING**

The operator's knowledge of operating and safety procedures and requirements for this equipment must be verified by a manipulative test and written exam.

A manipulative test will be used to determine an applicant's ability on each type and model of equipment to be operated.

Training will be provided for each operator in the compliance with Equipment Operator Training Procedures specified by the company.

Training will be specific to the type of MEWP to be used.

## **RECORDS**

A training and testing record of each employee designated as an operator of equipment specified in this section will be maintained in the employee file via Paylocity.

# **Lock-out / Tag-out Procedures**

## **Purpose**

To establish the minimum required procedures for lockout and tagout of energy sources. This policy shall be used to provide the maximum safe working conditions for employees performing maintenance or service activities where the unexpected energization, start up or release of stored energy could occur and cause injury. All potentially hazardous energy shall be isolated, locked and tagged out.

## **Policy**

All employees shall be instructed in the safety significance of lockout and tagout procedures. Subcontractors shall designate a qualified person to train affected employees on the purpose and proper use of the procedure. Documentation of such training shall be submitted to the *S.C. Swiderski, LLC* Project Superintendent.

## **POLICY FOR LOCKOUT/TAGOUT**

A survey shall be made by *S.C. Swiderski, LLC* supervision and/or subcontractor supervision to locate and identify all energy sources to be certain which switch, valve or

other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical and/or others) may be involved. Questionable energy source problems shall be resolved before job authorization is obtained and lockout/tagout commences . . . ***"If in doubt – Lock it out!"***

5. After ensuring that no personnel are exposed, and as a check, having isolated the energy sources, operate the hand switch or other normal operating controls to make certain the equipment will not operate.
6. **CAUTION: Return operating controls to neutral or "off" position after the test.**
7. The equipment is now locked and tagged out.
8. On completion of work or shift, ensure all tools and equipment are clear. Leave controls in off or neutral position. Remove all locks and tags and return them to the *S.C. Swiderski, LLC* job trailer to be checked in by the authorized person.

## **PROCEDURE INVOLVING MORE THAN ONE PERSON**

In the preceding step, if more than one person is required to lock and tagout equipment, each shall place his/her assigned lock and tag on the energy-isolating device. Multiple lock devices will be issued when checking out the locks and tags.

## **RULES FOR USING LOCKOUT/TAGOUT PROCEDURE**

All equipment shall be locked and tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve or other energy-isolating device bearing a lock and/or tag. To do so shall result in severe disciplinary action, including dismissal from the project.

## **REMOVING AN ABANDONED LOCK**

This procedure will be used for removing locks of employees who are no longer on site.

1. Identify the owner of the lock by checking the master list at the *S.C. Swiderski, LLC* job trailer.
2. Contact the employee assigned to the lock regardless of whether the employee is at work or at home. The employee shall remove the lock.
3. If the employee cannot be found:
  1. The employee's supervisor shall contact the *S.C. Swiderski, LLC* Superintendent.
  2. The *S.C. Swiderski, LLC* Superintendent and the employee's Supervisor will fill out the "Emergency Removal of Employee's Safety Lock" form, Exhibit "B".
  3. The *S.C. Swiderski, LLC* Superintendent and the employee's Supervisor will walk the entire system to ensure that all work is complete, all clean-up is performed, and that the system is safe to remove the lock.

4. The *S.C. Swiderski, LLC* Superintendent will then give the second key (which was in the secured area in the job trailer) to the employee's Supervisor, so that he/she may remove the lock/tag.
4. The employee's supervisor shall ensure that the employee whose lock was removed is notified before returning to work that his lock was removed.

**Exhibit B Emergency Removal of Lock**

**EMERGENCY REMOVAL OF EMPLOYEE'S SAFETY LOCK**

To: \_\_\_\_\_ From: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_AM / PM

Location/Equipment: \_\_\_\_\_

Lock Assigned To: \_\_\_\_\_

Comments: \_\_\_\_\_

**Attempts To Notify Lock Owner:**

<u>Name</u>	<u>Date</u>	<u>Time</u>	<u>Successful (YES / NO)</u>
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____

**Lock Owner Notified When He / She Returned to Site:**

<u>Name</u>	<u>Date</u>	<u>Time</u>	<u>Employee Signature</u>
_____	____/____/____	_____	_____

**Approvals:**

Site Superintendent: \_\_\_\_\_

Safety Representative: \_\_\_\_\_

# Personnel Hoisting

## Purpose

Prior to lifting any personnel, the hoisting device shall be inspected, and documentation will be made and maintained of the inspection in accordance with the requirements for that particular piece of equipment.

**The hoisting machine must be equipped with a shut off anti-two block device.**

A firm footing, uniformly level with 1 percent (1foot in 100 feet), shall be provided for all boom type cranes.

A meeting for planning the lift and work activities will be attended by the operator of the hoisting equipment (signal person(s), person(s) to be lifted, the Safety Manager and Superintendent of the work activity; and the Project Manager). A step-by-step discussion will be made of the work procedure from start through completion. Notes will be made of entire meeting and will be maintained for future use.

Voice communication between the operator, signal person and the person(s) being lifted shall be maintained whenever voice communication is available. If 2-way radios are used, an isolated frequency for the personnel lifting operation will be used.

Hoisting equipment in no instance shall exceed a speed of 100 feet per minute.

When welding is being performed from suspended personnel hoisting platform, welding leads shall be protected from contact with any surface of the platform.

Employees on the platform shall wear safety harnesses and lanyards attached to the platform at all times.

The operator of the lifting equipment will remain at the controls and maintain visual/voice contact with the signal person(s) the entire time the personnel hoisting platform is elevated.

The number of employees to be hoisted shall be kept to a minimum, and in no situation shall the number exceed four (4). Employees using the hoisting platform shall be considered as weighing 250 pounds each.

The hoisting platform shall not be used during high winds, electrical storms, snow, or other adverse weather conditions, which could endanger personnel on the hoisting platform.

All lifts shall be made in accordance with the hoisting equipment manufacturer's lifting recommendations.

## **PERSONNEL PLATFORMS**

The platforms used for lifting personnel must be designed with a minimum safety factor of five, and a qualified engineer who is competent in structural design, must design them. The suspension system must be designed to minimize tipping when personnel

“Mouseing” (using wire to close the hook opening) is not permitted.

A separate wire rope choker will be utilized as a “safety” and will be connected to a shackle on the load line directly above the headache ball to the pad eye or shackle to the hoisting platform (Exhibit “B”).

## INSPECTION AND TESTING

A trial lift must be made before employees are allowed to be hoisted. During the trial lift, the personnel platform must be loaded to twice its anticipated lift weight. The lift must start at ground level or at the location where employees will enter the platform and proceed to each location where the personnel platform is to be hoisted and positioned (Lifting Plan, Exhibit “A”).

The crane or derrick operator must check all systems, controls, and safety devices to ensure that:

- They are functioning properly.
- There are no interferences.
- All configurations necessary to reach work locations will allow the operator to remain within the 50-percent load limit of the hoist’s rated capacity.

If a crane or derrick is moved to a new location or returned to a previously used one, the trial lift must be repeated before hoisting personnel.

After the trial lift, the personnel platform must be hoisted a few inches and inspected to ensure that it remains secured and is properly balanced.

Before employees are hoisted, a designated person must check to ensure the following:

- Hoist ropes are free of kinks.
- Multiple part lines are not twisted.
- The primary attachment is centered over the platform.
- There is no slack in the wire rope. If the rope is slack, the hoisting system must be inspected.

## MOVEMENT OF CRANES

Personnel hoisting is prohibited while the crane is traveling except when the employer demonstrates that this is the least hazardous way to accomplish the task or when portal, tower or locomotive cranes are used.

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When cranes are moving while hoisting personnel, the following rules apply:

- Travel must be restricted to a fixed track or runway.
- Travel also must be limited to the radius of the boom during the lift.
- The boom must be parallel to the direction of travel.

**EXHIBIT "A"**

**SUSPENDED PERSONNEL HOISTING PLATFORM AUTHORIZATION**

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_a.m./p.m. PROJECT NO: \_\_\_\_\_

I \_\_\_\_\_ as Project Manager, approve the use of a  
suspended personnel hoisting platform at \_\_\_\_\_  
\_\_\_\_\_.

The use of the platform is in accordance with OSHA regulations concerning Hoisting Personnel Baskets/Platforms from Cranes and Derricks, 29 CFR 1926.550 Paragraph (g) (Effective October 3, 1988). All established criteria as required by Federal Law for use of the personnel hoisting platform have been complied with and no SAFE alternative means of work area access exists.

**APPROVAL SIGNATURES**

Immediate Foreman

Project Manager

\_\_\_\_\_

\_\_\_\_\_

General Superintendent

Safety & Compliance Manager

\_\_\_\_\_

\_\_\_\_\_

Distribution:      Subcontractor Foreman  
                          General Superintendent  
                          Safety & Compliance Manager  
                          Construction Manager – Field Operations

**Personal Protective Equipment (PPE)**

**Purpose**

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