Lock-Out/Tag-Out, Personnel Hoisting, & PPE

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!"***

The project shall supply lockout locks and tags. All subcontractors shall use project-supplied locks and tags for this procedure.

All locks shall be individually keyed with a unique number engraved on the face of the lock and keys.

All locks shall have two and only two keys. One key will be issued to the employee with the lock. The second key will be placed in a secured area within the job trailer under the supervision of *S.C. Swiderski, LLC* supervisor. The second key will be issued to the employee's supervisor only after completion of the steps outlined below **("Removing an Abandoned Lock")**. Locks that are damaged and/or found with more than two keys, or only having one key will be removed from service and will be destroyed.

A charge of twenty ($20) dollars will be assessed to any employee who loses the key that have been assigned to him/her.

A master log of all locks issued to employees will be kept in the *S.C. Swiderski, LLC* job trailer. The log will show which locks (by number) are issued to which employee (by name and company, Exhibit "A").

The *S.C. Swiderski, LLC* project superintendent or his/her authorized appointee will issue the locks, keys and tags and will maintain the lock/key/tag log.

SEQUENCE OF LOCKOUT PROCEDURE

1. Notify all affected employees that a lockout/tagout is required and the reason, therefore.
2. If the equipment is operating, shut it down by normal procedures.
3. Operate the switch, valve or other energy-isolating device so that each energy source (electrical, mechanical, hydraulic, etc.), is isolated from the equipment. Stored energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressure) shall be dissipated or restrained by methods such as grounding, repositioning, blocking or bleeding down.
4. Lockout and tagout the isolating devices with an assigned individual lock. Employee shall also sign and date the tag indicating name, company and his/her home telephone number.

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.
5. The procedure shall be on file with the S.C. Swiderski, LLC Safety Department

Exhibit A - Key Log

KEY LOG

Name	Phone Number	Lock Number	Tag Number	Date Out	Date In	Initials

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:

Name	Date	Time	Successful (YES / NO)
_____	___/___/___	_____	_____
_____	___/___/___	_____	_____
_____	___/___/___	_____	_____

Lock Owner Notified When He / She Returned to Site:

Name	Date	Time	Employee Signature
_____	___/___/___	_____	_____

Approvals:

Site Superintendent: _____

Safety Representative: _____

Personnel Hoisting

Purpose

To establish guidelines for the safe use of personnel hoisting platforms, where no other method is feasible.

REFERENCES

OSHA 29 CFR 1926.550

Policy

The use of a crane or other similar hoisting equipment to hoist a personnel lift platform to allow workers to perform work at elevated heights is strictly forbidden unless the use of conventional methods would be more hazardous.

It is the responsibility of management to determine that no other method is capable of getting the task done in a safer manner. It is also management's responsibility to ensure that these procedures are strictly adhered to when using personnel hoisting platforms.

GENERAL REQUIREMENTS

- No lifting, lowering, holding, swing or travel shall be done while anyone is in the hoisting platform, until after all the following conditions have been complied with:
    - The Project Manager or Project Superintendent shall determine that there is not a practical safe alternative method to perform the needed work.
    - Evidence must be developed and documentation provided that other less hazardous methods of access, egress or work activity are not available or practical.
    - There must be documented reasons why other alternative means of access, egress and work activity were eliminated.
    - Ladders, scaffolding, aerial lifts, etc., must be used wherever practical for access, egress and work activity.
    - Cranes will not be used to hoist or suspend personnel on a hoisting platform in situations where other equipment designed for the purpose is feasible.
    - Time and money factors should not be applied to alternative methods of access and egress that are considered.

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 move on the platform.

Each personnel platform must be provided with a standard guardrail system that is enclosed from the toe board to the mid-rail to keep tools, materials, and equipment from falling on employees below. Also, the platform must have a grab rail, overhead protection, adequate headroom for employees and a plate or other permanent marking that clearly indicates the platform's weight and rated load capacity or maximum intended load.

An access gate must not swing outward during hoisting and must have a restraining device to prevent accidental opening.

Employees must not be exposed to any rough edges on the platform.

A qualified welder who is knowledgeable of weld grades must perform all welding and types as well as the materials specified in the platform design.

LOADING

The rated load capacity of the platform must not be exceeded.

Only authorized personnel, their tools, equipment and materials needed for the job are allowed on the platform.

Materials and tools must be secured and evenly distributed to balance the load while the platform is in motion.

RIGGING

When a wire rope bridle is used to connect the platform to the load line, the bridle legs must be connected to a master link or shackle so that the load is evenly positioned between the legs. Bridles used as a connection for the personnel platform must not be used for any other purpose.

Attachment assemblies such as hooks must close and lock to keep the hook throat from opening. An alloy anchor type shackle with a bolt, nut, and retaining pin may be used as an alternative.

“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.

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.
- There must be a complete trial run before employees occupy the platform.
- If the crane has rubber tires, the condition and air pressure of the tires must be checked and the chart capacity for lifts must be applied to remain under the 50-percent limit of the hoist's rated capacity.

SUSPENDED PERSONNEL HOISTING PLATFORM AUTHORIZATION

After all requirements have been properly complied with, and prior to the use of the personnel hoisting platform, the ***Suspended Personnel Hoisting Platform Authorization Form*** must be completed by the Project Manager. The Project Manager will approve the use of the personnel hoisting device only after all other approval signatures have been obtained.

The Suspended Personnel Hoisting Platform Authorization Permit – Exhibit "A" must be signed and dated by the appropriate Foremen, General Superintendent, Project Manager and the Safety & Compliance Manager.

RECORDS

The company must retain at the jobsite and produce when requested, documentation of all meeting notes pertaining to the lift, construction and testing of the hoisting platform and Suspended Personnel Hoisting Platform Authorization (Exhibit "A")

A copy of the Suspended Personnel Hoisting Platform Authorization must be posted by the equipment superintendent in the cab of the hoisting equipment being utilized for personnel hoisting.

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

To ensure the use of appropriate company approved personal protective equipment wherever and whenever there is a potential for exposure, either real or assumed, to hazardous working conditions, or where a hazardous condition exists and a need is indicated for using such equipment to adequately reduce the hazard to its personnel, visitors and/or subcontractors.

References

- OSHA 29; CFR 1926.28; .52; 100 through 104; 106; 353; 551; and 951.
- Applicable Current ANSI Standards.

Policy

S.C. Swiderski, LLC reserves the right to select and/or approve all personal protective equipment to be issued and used by its employees visitors and/or subcontractors, and only such equipment issued or approved will be allowed on its job sites. Failure to comply with this procedure will result in disciplinary action up to and including termination.

HARD HATS

Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects or from electrical shock and burns, shall be protected by protective helmets. This includes visitors, subcontractor, engineers, inspectors, and anyone else who has authorization to be on the project.

Hard hats that have been altered by drilling or cutting will not be permitted. When it is necessary to use additional personal protective equipment, which must be attached to the hard hat, only those hard hats designed for this purpose may be used.

Headband assemblies must be in good condition and should be exchanged whenever they become broken or weakened. The area between the top of the headband and the top of the hard hat should never be used for storage.

Exceptions to donning a hard hat are vehicles, SCS offices, job trailers, and buildings that are fully drywalled.

SHOES AND BOOTS (Mandatory)

Closed toe, hard sole shoes / boots are required, and safety shoes are recommended for use by all construction workers. All safety shoes shall meet nationally recognized standards. When working with 'wet concrete, workers must wear rubber boots, Shoes and boots must be kept in good repair, and those with worn heels or thin or worn soles should not be permitted. In addition, the wearing of sneakers, sandals, or shoes that have been slit or have holes cut in them, will not be permitted. **Safety toe tennis shoes are not allowed on S.C. Swiderski, LLC projects.**

EYE AND FACE PROTECTION (Mandatory)

Approved eye and face protection must be worn while on site, ANSI approved safety glasses with full side shields must be worn in all circumstances. The wearing of contact lenses Is prohibited in a chemical facility or when handling chemicals, Full-face shields must also be used when doing such work as grinding or chipping.

Welders must wear a welder's hood with lenses, which have the correct color density for the type of welding involved. Welders' helpers must wear the same, or at the minimum, must wear burning goggles with the correct color density lenses. See Exhibit A & B, Safety glass must be worn behind the welders' shaded lenses.

GLOVES

Where needed, construction workers should wear work gloves in good condition which are suited to the type of work involved. However, employees who are required to operate or work around drill presses, power saws, and similar rotating machinery should not wear gloves. Use of special type gloves such as neoprene or rubber to handle chemicals shall he issued to those workers who have a need for them, Welders shall wear gloves during welding operations.

RESPIRATORS

Company issued respiratory protective devices, appropriate for the hazard, must be used where airborne contaminates, such as fibers, dust, smoke, vapors, mist, etc., exist. Respiratory protective devices must be used in accordance with the provisions of the Corporate Safety Policy.

SAFETY BELTS/HARNESSES AND LANYARDS

Safety harnesses with lanyards, must be worn by all employees who are working at elevated levels which are not protected by standards handrails, or safety nets or when working from suspended scaffolds.

Employees are required to wear and use safety harnesses to protect them from falling when they are exposed to falls from heights of six (6) feet or more if they are working over machinery), moving equipment or objects posing an implement hazard, or in the case of entering a confined space, with an attended lifeline.

All safety harnesses and lanyards shall be inspected, and each inspection documented with the harness serial number. Inspections shall be performed by the employee who is to wear and use the equipment- Quick release belts shall only be used when working over bodies of water. Lanyards shall have locking snaps that require two actions to open.

FLOTATION VESTS

U.S. Coast Guard approved flotation vests must be worn by all employees who are working on barges or floating pipelines, or on structures extending over water, that are not protected by adequate standard handrails. In addition, any employee who is working over the side of a vessel or in any area where a drowning hazard exists must wear an approved flotation vest.

TRAFFIC VESTS (Hi-Vis)

All personnel are required to wear, as a minimum, a fluorescent orange or lime green traffic safety vest t-shirt or jacket which will be provided by the company. This includes subcontractors and their agents.

PERSONAL WORK CLOTHING

The minimum work clothing that is acceptable for all employees working on a construction site is: long pants, good work shoes or boots, and a shirt that completely covers the worker's shoulders and provides adequate protection against such hazards as concrete splash, abrasions to the skin, oil or grease spills, and slag from welding or cutting. Tank top type shirts are not allowed on S.C. Swiderski, LLC projects**.**

Welders should be cautioned against wearing any type of highly flammable clothing, such as polyesters, double-knits etc. Clothing that has become torn, ragged, or frayed is not acceptable, since it presents a hazard of catching on rough corners or machine parts which could cause the wearer to trip or fall.

For the most part, construction workers should wear clothing that is reasonably snug, particularly about the neck, wrists, and ankles. Workers shall be cautioned against wearing loose clothing, rings, watches, and necklaces or having long hair,

all of which may catch in power driven equipment.

HEARING PROTECTION

When employees are subject to sound levels exceeding those in Exhibit C, hearing protection will be provided and used to reduce the sound levels. Training in the proper use and care of hearing protection equipment will be provided. Monitoring and training shall be by competent persons.

All first aid items needed to replenish the available stock in your kits is available by placing a Safety & PPE Requsition Form, available on the SCS Safety Portal.

EXHIBIT "A"

FILTER LENS SHADE NUMBERS FOR PROTECTION AGAINST RADIANT ENERGY

Welding Operations

Shade Number	
Shielded metal-arc welding 1/16, 31/32, 1/8, 5/32 inch diameter electrodes	10
Gas-shielded art welding (non-ferrous) 1/16, 3/32, 1/8, 5/32 inch diameter electrodes	11
Gas-shielded arc welding (ferrous) 1/16, 3/32 1/8, 5/32 inch diameter electrodes	12
Shielded metal-am welding 3/16, 7/32, 1/4 inch diameter electrodes	12
Shielded metal-arc welding 5/16, 3/8 inch diameter electrodes	14
Atomic hydrogen welding	12 to 14
Carbon arc welding	14
Torch soldering	2
Torch brazing	3 or 4
Light cutting, up to I inch	3 or 4
Medium cutting, I inch to 6 inches	4 or 5
Heavy cutting, over 6 inches	5 or 6
Gas welding (light), up to 1/8 inch	4 or 8
Gas welding (medium), 1/8 inch to 1/2 inch	4 or 5
Gas welding (heavy), over 1/2 inches	6 or 8

EXHIBIT "B"

APPLICATIONS CHART

Operations	Hazards	Protectors *
Acetylene - Burning	Sparks, Harmful rays	5, 6, or 7
Acetylene – Cutting	molten metal	5, 6, or 7
Acetylene-Welding	flying particles	5, 6, or 7
Chemical handling	Splash, acid bums	3 (for severe exposure add 8)
Chipping	Flying particles	1, 2 (for severe exposure add 8)
Electric (arc)	Sparks intense rays	8 with tinted lenses
Welding	Molten metal	(in combination with 1)
Furnace Operations	Glare, heat molten	5, 6, 7 (for severe metal exposure, add 8)
Grinding - Light	Flying particles	1, 2 (for severe exposure add 8)
Grinding-Heavy	Flying particles	2 (for severe exposure add 8)
Laboratory	Chemical splash	3 (for severe glass breakage exposure add 8)
Molten Metals	Heat, glare, sparks, splash	5, 6 (8 in combination with 1 in tinted lenses)
Spot Welding	Flying particles sparks	1, 2 (tinted lenses advisable; for severe exposure, add 8)

EXHIBIT "C"

PERMISSIBLE NOISE EXPOSURE

[OSHA 29 CFR 1910.95 (b)]

Duration Per Day (Hours)	**Sound Level (dba)**
8	90
6	92
4	95
3	97
2	100
1½	102
1	105
½	110
¼ or less	115

EXHIBIT "D"

CONSTRUCTION NOISE

[Average dB Level]

Sound Level

Equipment	**(db)**
All Purpose Saw	107
Breaker	115
Chainsaw	112
Chipping Gun	110
Circular Saw	100
Compressor	100
Drill	95
Generator	88

Grinder	98
Hammer Drill	102

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