Tools, Slips, Trips & Falls, Safety Inspections, Safety Equipment, Security & Accidents

Powder Actuated Tools

The employees using powder-actuated tools must be properly trained and will be issued a card as proof of that training. Some of the powder-actuated tools being used have written approval of the Division of Occupational Safety and Health. Check to see which tools require certification and which certificates have been issued. Each powder-actuated tool should be stored in its own locked container when not being used.

Signs measuring at least 7" x 10" and in boldface typed reading "POWDER-ACTUATED TOOL IN USE" must be placed conspicuously when the tool is being used. All powder-actuated tools must be left unloaded until they are actually ready to be used. Each day before using, each powder-actuated tool must be inspected for obstructions or defects. The powder-actuated tool operators must have and must use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes, and ear protectors whenever they are using these machines.

Purpose

To establish procedures for the safe use of powder-actuated tools.

Reference

OSHA 29 CFR 1926.302
ANSI A10.3 – 1977

Policy

General Requirements

All manufacturers' recommendations and applicable local laws governing the proper use, inspections and maintenance of power-actuated tools shall be followed.

Only authorized, certified employees will be allowed to use powder-actuated tools.

General precautions applicable to all types of powder-actuated stud guns:

- The explosive powder-actuated tool and ammunition must be kept in a locked box at all times (other than when being used) to prevent unauthorized use.
- Storage of the tool, ammunition and studs shall be controlled so that only ***AUTHORIZED TRAINED PERSONNEL*** can withdraw them for use.
- The manufacturer's representative of the tool to be used shall train, qualify, and

certify site employees in the proper use and maintenance of the stud gun.
- A current certification card for the powder-actuated tool being used must be in the operator's possession while tool is being used.

The powder actuated tool shall not be used where the stud is to be driven into surface hardened steel, cast iron, glazed brick or tile, marble, granite, live rock or similar brittle materials.

Tools must not be used in any location where explosives, flammable gasses, vapors or dusts are present.

The tool operator and nearby workers must wear safety glasses or goggles when the tool is being used. Ear protection shall be used 100% of the time when this tool is used. Other workers in the near vicinity shall wear ear protection.

The utmost care must be exercised to insure that ammunition, studs, nails, etc., are of the proper specification.

The tool must at all times be equipped with the proper ricochet or spall guard.

Signs shall be posted warning of the use of powdered-actuated tools in use.

HIGH VELOCITY GUNS

Only the "captive stud" type gun should be used. Guns capable of firing a stud into free flight at high velocity are prohibited.

No stud is to be driven closer than three inches to the edge of brick, concrete or masonry surfaces because of their tendency to split or crack. Exception to this rule may be made where steel safety shields are placed on the sides of the surfaces as in the case of concrete curbs to prevent flying spalls.

In case of misfire, the tool shall be kept in operating position for one full minute and then placed in vertical position, muzzle down while the charge is removed.

The tool shall never be pointed at anyone. The line of fire, whether up, down, or across, must be clear of personnel. Do not assume the stud will not shoot all the way through something.

Studs shall never be driven through pre-drilled or pre-punched holes in fixtures or material without a special guard designed for this type of operation.

LOW VELOCITY, HIGH INERTIA GUNS

Where stud or fastener velocity does not exceed 300 FPS at 6.5 feet from muzzle – "Powder-Actuated Tool Manufacturer's Institute, Inc." code:

> This type of gun employs the principle of a powder-actuated captive piston (high mass) driving a free stud at low velocity. Stud-driving energy is derived from piston inertia. Once free of the piston, the stud alone has insufficient inertia to produce free flight, ricochets, penetration, etc. This type gun is recommended from both safety and productivity standpoints.
>
> Adherence to the general precautions as noted in this section will afford adequate protection.

Slip Trip and Fall Prevention

Slips, trips, and falls can result in injuries with lasting effects and even death. It is important to understand how slips, trips and falls happen, how to identify hazards and how to eliminate or minimize the hazards.

Slips happen because of a lack of friction or traction between a person's footwear and the walking surface. Common causes of slips to look for in the workplace are:

- Spills
- Surfaces that are wet or oily
- Hazards created from weather (e.g. puddles and ice)
- Loose rugs or mats

Trips occur when your foot strikes or hits an object, which causes a person to lose their balance. Common causes of trips to look for in the workplace are:

- Obstructions and clutter on the floor (e.g. power cords, boxes, and open drawers)
- Poor lighting
- Uneven or irregular walking surfaces
- Wrinkled or curled up mats

Falls can result from a slip or a trip when a person's center of gravity is shifted, and balance is lost. In addition to slips and trips, other causes of falls to look for in the workplace are:

- Obstructed view (e.g. carrying large items)
- Not paying attention to the surroundings
- Not using appropriate equipment (e.g. standing on a chair, table, or other surface with wheels)
- Working near an unprotected leading edge.

Follow these tips to prevent slips, trips and falls.

- Clean up spills immediately.
- Install warning signs for wet floor areas (including freshly mopped floors and outside surfaces affected by weather (rain, snow, sleet, etc.)
- Wear shoes with good support and slip-resistant soles appropriate for the job task.
- Remove tripping hazards in walkways, doorways, and stairs.
- Keep drawers and cabinet doors closed when possible.
- Keep frequently used items in easy to reach areas.
- Obtain step stools to access items too high to reach when standing on the floor.
- Utilize handrails when ascending and descending stairs.
- Utilize carts to transport large items.
- Walk in designated paths when available.
- Ensure adequate lighting is available.
- Reduce walking pace when approaching corners, intersections, or walking surface changes.
- Stay alert when walking and address any new hazards before proceeding. • Report identified hazards to prevent a possible injury.
- When walking on icy or slippery areas:
    - Wear shoes or boots with soles that provide extra traction.
    - Use special care when entering and exiting vehicles. (Use the vehicle for support.)
    - Walk with feet spread out slightly and toes pointed outward.
    - Extend arms out to the sides to maintain balance.
    - Take short steps or shuffle for stability.

Safety Inspections

Purpose

To provide a guide for conducting regular site safety inspections to ensure that corporate and regulatory standards are being adhered to, and to ensure the safety of all workers and visitors on the jobsite.

Types of Inspections

There are several types of jobsite safety inspections S.C. Swiderski, LLC will use. A description of each along with the areas of responsibility for personnel, are as follows:

1) Periodic Inspections - These types of inspections shall be made on a weekly basis by jobsite supervisors and quarterly by the project manager.

2) Intermittent Inspections - These inspections shall be unannounced and will be made by the Safety & Compliance Manager.

3) Continuous Inspections - Each jobsite supervisor shall make daily inspections of their work areas as part of their everyday duties. These inspections should be designed to include communication with specific employees in the workplace rather than just a site check. This type of inspection will assist the supervisor in looking for unsafe acts or conditions on a routine basis.

Policy

The Safety & Compliance Manager shall conduct a periodic Site Safety Inspection using the Safety Jobsite Inspection Form as a guide. The Safety & Compliance Manager may be accompanied by one member of the supervision staff and/or one member from the crafts (foreman).

After the safety visit is completed, the Safety & Compliance Manager will document the visit findings in writing on a report form. A copy will be provided to the jobsite superintendent and/or the foreman through workflows.

Those members of project supervision who are responsible for follow-up corrective action relative to the findings on the site safety visit shall ensure that all corrective action has been performed in a timely manner.

The Site Superintendent or assignee will conduct daily site inspections for the purpose of hazard identification and correction. The daily inspections are to be documented on the Daily Field Safety Activities Report and the Site Super Job Site Inspection Form using the Site Safety Checklist Completion Guide (Exhibit “B”), listing the unsafe acts and unsafe conditions observed, and corrective action taken. General observations are to be discussed at the weekly safety meeting.

Foremen and supervisors are to conduct inspections to their work areas on a regular basis throughout the shift. Unsafe conditions and unsafe acts observed are to be corrected immediately.

Records

The Site Safety Visit report is to be distributed as follows through workflows Safety & Compliance Manager Construction Manager - Field Staff, Project Manager, Site Superintendent

Exhibit B

SITE SAFETY CHECKLIST COMPLETION GUIDE

Excavation

- Trench Collapse - >5' deep. Soil classification; proper shoring, sloping, benching, trench box; spoil pile >2' from excavation edge. Wet conditions, vibration from vehicles/equipment.
- Overhead Power Lines - Excavation equipment kept minimum clearance of 10' from power lines; De-energized or insulate electric lines.
- Fall Protection/Open Trench - Backfill, when possible, cover or barricade, visual identification with caution tape.
- Trench Means of Egress - > 4' deep. Ladders or ramps located so that maximum lateral travel distance is <25' to reach them. Ladders extend 3' above surface.

Mechanized Equipment

- Mechanized Equipment - Earth moving equipment, backhoes, skid loaders, forklifts, trucks, etc. Good operating condition; condition of operator access (steps & hand grabs); seat belts, roll over protection; blades, buckets, forks fully lowered when not in use.
- Back Up Alarms - All vehicles or equipment with obstructed view shall have a backup alarm. All bi-directional equipment shall be equipped with a horn.
- Certified Equipment Operators - Only certified/qualified individuals shall operate any motorized vehicles or mechanized equipment.
- Cranes & Hoist Equipment - Inspection before each use; operators and signalmen properly trained; lifting chart in cab; high wind restrictions; outriggers fully extended; swing radius barricaded; power lines clearance or de-energized.
- Rigging -Condition of chokers, chains, slings and shackles; tag lines used. Check load weight and load capacity of rigging equipment.

Scaffolds

- Guardrails, Toe boards - Policy is 6' rule, OSHA is 10' rule. Top rail 42", mid-rail 21" and toe boards minimum of 3 Â½" in vertical height from working/walking surface.
- Platform / Working Surface - Working platform must be planked 100%. Condition of platforms and planks. Scaffold grade planks only.
- Base Plates / Mudsills / Casters - Base plates are required for all surfaces. Mudsills are required for any surfaces which subsidence could occur (stone, dirt). On mobile scaffold, caster and wheels shall be locked while scaffold is in use. No riders on manual mobile scaffolds.

- Bracing, Locking Pins - Tubular welded frame scaffold shall be braced 100% on front and rear sides of scaffold. Scaffold frames shall be pinned 100% of upper and lower sections of coupler posts. Mobile scaffold shall have horizontal - diagonal bracing at base and every 20' in height.
- Tied-off/ Secured - Supported scaffolds need to be secured by guys, ties or braces at a height (4) times the minimum dimension of the base.
- Access Ladder - Access ladder is required unless ladder rungs are built into the scaffold frame. Don't climb bracing. Ladder can be a fixed ladder or extension ladder that is tied off and extends 3' above the landing.
- Aerial Lift Operation - Qualified operators; adequate guard railing; no standing on guard rails; fall arrest equipment for boom lifts; moving of lifts in lowered position without a spotter.

Ladders

- Condition - Routine inspections; damaged rungs, side-rails, safety feet - ladder must be removed from service. Straight ladders require safety feet if not secured.
- Extend 3' Above Landing -Straight ladder side-rails must extend 3' above working surface or landing.
- Tied-off/ secured -Straight ladders need to be tied-off/ secured at the top or bottom to prevent displacement.
- Step Ladder Misuse - Stepladders shall not be used as straight ladders. Stepladders need to be fully open. No one permitted to work from top two steps.
- Ladder - Other -Metal ladders not permitted around electrical components. Set up slope for straight ladder is 4:1. Minimum clearance between side rails for portable ladders 11.5".
- Stairs / Steps -A break in elevation of 19" or more - stairs / steps are required. Any stairs / steps with (4) or more risers or rising >30" must have a handrail. Metal stair pans cannot be used unless they are filled with wood or other material.

Electrical

- GFCI / Assured Grounding - All 120-volt, single phase, 15 & 20 AMP outlets on site which are not part of the permanent wiring of an existing building shall have approved ground fault circuit interceptor protection or have an assured equipment grounding conductor program in place. Use of extension cords in an existing building is considered temporary wiring and requires GFCI or assured grounding protection.
- Extension Cords -Condition of cords (cuts in outer sheath and insulation, outer sheath pulled away from plug, plug prongs damaged or missing, no splices). Protect cords passing through holes in walls, floors, ceiling and doorways. Cords should be 3-wire type.

- Temporary Lighting (Hanging and Protection) - Lights shall not be suspended by their cords unless cords and lights are designed for this means of suspension. Bulbs need to be protected to prevent accidental contact or breakage. Sockets without bulbs are not permitted.
- Adequate Amount of Temporary Lighting - General construction area lighting is 5 foot -candles.
- Exposed Energized Components - Energized panels / live parts need to be guarded to prevent accidental contact. Rooms/ vaults should be accessible to only qualified persons. Partitions and screens can be used with warning signs displayed.
- Electrical / Lockout / Tagout - Equipment or circuits that are de-energized shall be rendered inoperative and have tags attached.
- Color Coded Inspection System – Quarterly inspection and documentation of extension cords and all corded tools and devices with color coded tape system by Safety Coordinator.

Fall Protection

- Walking / Working Surfaces >6' -Guardrail systems that include top-rail, mid-rail, toe board; safety nets: fall arrest equipment or OSHA accepted alternatives such as warning lines, safety monitor, controlled access zone.
- Fall Arrest Equipment - Improper use of equipment; use of damaged equipment or obsolete equipment that does not meet OSHA standards (locking snap hooks and shock absorbing lanyards, body belts).
- Exposed Rebar / Impalement -All protruding reinforcing steel, conduit, pipes, pins which workers could fall onto need to be guarded to eliminate the impalement hazard. No mushroom caps.
- Floor Hole / Edge Falling Object Protection - Holes >2" in dimension must be covered. Protection from falling objects includes covers, toe boards, screens, guardrails, canopy, or barricade the area below prohibiting workers from entering the area.
- Walking / Working Surfaces <6' - Workers shall be protected from tripping in or stepping into or through holes by covers or guardrails regardless of the depth of the hole.
- Exposed Rebar / Scratch -Any horizontal protruding rebar or vertical rebar 3' to 5' in height needs to be guarded to eliminate scratch hazard of employees working adjacent to the rebar (mushroom caps are acceptable).

General

- General Public Protection - Keeping the general public from entering the job site or construction area. Use of fencing, barricades, warning signs.

- Signs, Signals, Barricades - Used to control individual access to hazardous work areas or areas where hazardous operations or situations are taking place. Example: surface openings, overhead work, hazardous atmosphere; mechanized equipment.
- Housekeeping - Building materials neatly stockpile. Regular disposal of waste and trash. Aisles and passageways clear of debris and materials.
- Flammable Material Storage (liquid, gases) -Use of approved safety cans. >25 gallons of flammable liquids shall be stored in approved storage cabinets. Gas cylinders need to be stored in upright position and secured to prevent being knocked over. Oxygen cylinders and fuel gas cylinders need to be separated when stored. Valves need protective caps.
- Fire Extinguishers -Fire extinguishers are needed for "hot work" operations. Fire extinguishers with minimum rating of 2A10BC are required in buildings on each level and positioned so that the travel distance does not exceed 100 feet. Fire extinguishers need to be inspected monthly and serviced annually.
- Welding and Cutting -Use of hot work permit. Use of protective clothing, head and eye protection.
- Use of flameproof screens and tarps. Fire extinguisher present; condition of welding cords; gas cylinders secured upright and valve protection caps in place; regulators removed when not in use; condition of hoses; torch to have gas flow check valves; fire watch.
- Tool Condition / Use - Proper use of tool; condition of tools and power cords; guards in place for power tools; qualified operators for powder - actuated tools; damaged or defective tools tagged and removed from service.
- Lockout / Tagout (general) -Stored energy such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, stream, or water pressure, etc. must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- Air Quality - Lack of oxygen; presence of or creation of gases, vapors, fumes, dusts, and mists. Use of administrative controls, engineering controls, such as ventilation or PPE.
- Confined Space - Large enough and so configured that an employee can bodily enter and perform work. Has limited means of entry and exit. Is not designed for continuous occupancy. Determine if space is Permit-Required confined space or Low Hazard/Non-Permit Confined Space. Refer to Corporate Safety Policy for confined space entry policy.
- Site Hazards - Any health, safety, or environmental hazards on the job site that were created by contractor performing work on the site.
- Manual / Material Handling - Use mechanical devices at every opportunity in place of manual handling. Get help for large or heavy loads. Lift with legs; keep back straight; avoid over-extending or twisting of back.
- Hard Hats / Safety Glasses - Hard hats and safety glasses must be worn at all times when on the construction site.

- Shoes / Clothing / Gloves – Closed toe / hard sole shoes / boots are required. Rubber boots must be worn when working with wet concrete. No sneakers. No tank tops. No shorts. Wear gloves suited to the type of work involved (leather, neoprene, or rubber to handle chemicals).
- Respirators - Use of respirator appropriate for the hazard. Airborne contaminates such as fibers, dust, smoke, vapors, fumes, mists.
- Hearing Protection - Use of hearing protection when subject to sound levels exceeding 90 dba. Informal indicator - when you must shout to speak to the person beside you, the noise level is probably exceeding 90 dba.

Safety Equipment & Clothing

Safety Equipment

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8 Ways to Get Workers to Wear Their PPE

Proper safety equipment is necessary for your protection. S.C. Swiderski, LLC provides the best personal protective equipment possible to obtain. You must use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety.

Wear your gear properly — all snaps and straps fastened, cuffs not cut or rolled. Your supervisor will advise you as to what protective equipment is required for your job. Certain jobs require standard safety apparel and appliances for the protection of the employee.

Your supervisor is aware of the requirements and will furnish you with the necessary approved protective appliances. These items must be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act (OSHA). Safety goggles, glasses, and face shields must correspond to the degree of hazard, i.e., chemical splashes, welding flashes, impact hazard, dust, etc.

Do not alter or replace an approved appliance without permission from your supervisor. Rubber gloves and rubber aprons must be worn when working with acids, caustics, or other corrosive materials. Specified footwear must be worn. No jewelry may be worn around power equipment. Hearing protection appliances (approved muffs or plugs) must be worn by all employees working within any area identified as having excess noise levels. Your supervisor will instruct you in the proper use of the appliance.

S.C. Swiderski, LLC and its Affiliates reserves the right to select and/or approve all personal protective equipment to be issued and used by its employees, visitors, sub-contractors, inspectors, and others on its construction sites.

- Inspect PPE prior to each use.
- **Do not** use damaged PPE.
- You are required to maintain and keep PPE clean.
- Failure to comply with this procedure will result in disciplinary action up to and including termination.

Protective Clothing

- Where there is a danger of flying particles or corrosive materials, employees must wear protective goggles and/or face shields provided [or approved] by S.C. Swiderski, LLC.
- Employees are required to wear safety glasses at all times while on construction sites.
- Employees who need corrective lenses are required to wear only approved safety glasses, protective goggles, or other medically approved precautionary procedures when working in areas with harmful exposures, or risk of eye injury.
- Employees are required to wear protective gloves, aprons, shields, and other means provided in areas where they may be subject to cuts, corrosive liquids, and/or harmful chemicals.
- Hard hats must be worn in areas subject to falling objects, and at all times while at construction sites.
- Appropriate footwear including closed-toed shoes with hard soles must be worn in an area where there is any risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing, or penetrating action.
- When necessary, employees must use the approved respirators which are provided for regular and emergency use.
- All safety equipment must be maintained in a sanitary condition and ready for use. Report any defective equipment immediately.
- An eyewash facility is located in the first aid kit. If any irritant gets into an employee's eyes, call for medical assistance immediately and flush the eye out with clean water.
- Food may not be eaten in work areas, or in places where there is any danger of exposure to toxic materials or other health hazards. Ask your supervisor to identify safe eating places.
- In cases where the noise level exceeds certain levels, ear protection is required.
- In cases of cleaning toxic or hazardous materials, protective clothing provided must be worn.

Hardhats

Hard Hat Guidelines:

- This helmet will provide limited protection by reducing the force of falling

Security

Maintaining the security of S.C. Swiderski, LLC buildings and vehicles is every employee's responsibility. Develop habits that ensure security as a matter of course.

For example:

- Do not prop open outside doors.
- Ask your manager who has the authority to enter the company premises.
- Employees working late shifts at S.C. Swiderski, LLC should lock themselves in while working and lock themselves out when departing, arming the security system (where applicable) upon leaving. Ask for an escort to your car or leave the office in pairs to ensure safety.
- Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them.
- Outside doors should be locked at all times.
- Personal valuables should be stored inside desks or out of sight. Valuable personal items should not be left in the office as S.C. Swiderski, LLC is not responsible for these belongings.
- When you leave the Company's premises make sure that all entrances are properly locked and secured.

As noted above, employees must inform their manager immediately about any potential health or safety hazards, and all injuries or accidents, so that any dangerous situation can be corrected. Employees are strongly encouraged to report any situations of this nature and need not fear any form of reprisal as the result of their compliance with this policy.

Accidents

ACCIDENT REPORTING, INVESTIGATION & RECORD KEEPING

Purpose

To establish an accident reporting system consistent with governmental requirements, proper claims processing procedures and loss control practices.

Policy

It is the policy of S.C. Swiderski, LLC to voluntarily comply with all employee, worker and visitor accident, injury and illness reporting requirements established by OSHA, state workers compensation agencies and workers compensation insurance carriers.

When an accident occurs, first and foremost, prompt, and appropriate assistance must be provided to the individual(s) involved.

If the individual(s) involved require attention by a health care provider, the supervisor shall, if circumstances allow, complete the RECORDABLE INJURY FORM and / or FORM WKC-12-E to accompany the injured individual(s). In addition, a post-accident drug screen of urine and/or blood and breath shall also be required. Refer to the Post Accident/Incident Guidelines as listed in the Substance Abuse Prevention/Detection Program for further guidance.

If the individual(s) involved does not require attention by a health care provider and only requires first aid, the supervisor shall, if circumstances allow, complete the NON RECORDABLE INJURY FORM to accompany the injured individual(s). In addition, a post-accident drug screen of urine and/or blood and breath may also be required. Refer to the Post Accident/Incident Guidelines as listed in the Substance Abuse Prevention/Detection Program for further guidance.

ALL ACCIDENTS AND/OR INJURIES MUST BE COMMUNICATED IMMEDIATELY OR AS SOON AS CIRCUMSTANCES ALLOW TO THE

SAFETY & COMPLIANCE MANAGER AT: 534-626-0075.

- All employers are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye. A fatality must be reported within 8 hours. An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.

In addition, the Safety & Compliance Manager will notify the following:

- Corporate CEO
- Corporate COO
- Director of HR & Administration

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