Code of Safe Practices

Harris & Ruth Painting

Protect your employees and lay out ground rules.
(T8CCR) section 1509

DISCLAIMER:

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It is the policy of Harris & Ruth Painting that everything possible will be done to protect employees, as well as the general public. Safety is a cooperative undertaking requiring participation by every employee. Failure by an employee to comply with safety rules will be grounds for corrective discipline. Superintendents will insist that employees observe all applicable State, Federal, and Cal/OSHA safety rules and practices, and take the necessary action to obtain compliance.

Javier Lopez is the responsible individual(s) for establishing procedures and ensuring compliance with the company's Code of Safe Practices.

General

- All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or superintendent.
- Supervisors shall insist on employees observing and obeying every applicable Local, State or Federal regulation and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain compliance.
- All employees shall be given frequent Injury and Illness Prevention Plan (IIPP) instructions. Instructions shall be given at least every 10 working days.
- Anyone known to be under the influence of drugs or intoxicating substance which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
- Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose the employee or others to injury.
- Employees shall not enter confined spaces unless it has been determined that it is safe to enter. An entry permit shall be completed before entry into permit-required spaces.
- Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to the supervisor or superintendent.
- Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
- Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their superintendent.
- All injuries shall be reported promptly to the supervisor or superintendent so that arrangements can be made for medical or first aid treatment. All accidents shall be investigated, and the findings documented. Corrective measures to prevent future accidents shall be implemented.
- When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
- Inappropriate footwear or shoes with thin or badly worn soles must not be worn.
- Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
- Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.

- Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the supervisor and repaired before use.
- Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.
- Gasoline shall not be used for cleaning purposes.
- No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the supervisor or superintendent.

Clothing & Personal Protective Equipment (PPE)

Clothing

- All employees MUST wear high visibility garments or reflective safety vests when exposed to vehicular traffic hazards

Eye & Face Protection

- Safety glasses or face shields are worn any time work operations can cause foreign objects to get in the eye (i.e. welding, cutting, grinding, nailing, when working with concrete and/or harmful chemicals)
- Wear when exposed to any electrical hazards, including working on energized electrical systems.
- Eye & face protectors-select based on anticipated hazards.

Foot Protection

- Workers should wear work shoes or boots with slip-resistant and puncture-resistant soles.
- Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects.

Hand Protection

- Gloves should fit snugly.
- Workers should wear the right gloves for the job (i.e. heavy-duty rubber gloves for concrete work, welding gloves for welding, insulated gloves & sleeves for electrical hazards)

Head Protection

- Wear hard hats where there is potential for objects falling from above, bumps to the head from fixed objects, or of accidental head contact with electrical hazards
- Hard hats- routinely inspect them for dents, cracks or deterioration; replace after a heavy blow or electrical shock; maintain in good condition.

Hearing Protection

- Use earplugs/earmuffs in high noise work areas where heavy equipment is used; clean or replace earplugs regularly

Delivery of Material

- When trucks arrive to deliver material, only authorized employees are to perform the unloading operations
- Before tie-downs are loosened, the load is to be inspected for shifted material or any situation that could cause injury. If a dangerous situation is observed, the load must be stabilized before unloading begins.

Emergency Response

In the event of an emergency, or a situation that could evolve into an emergency, management must be notified immediately.

During the new-hire orientation, employees will be advised of the company Emergency Action Plan and the procedures implemented for responding to emergencies, to include Fire/Explosion; Natural Disasters, or other threats.

When beginning work at a new project, employees will be informed of procedures implemented for responding to emergencies at that specific location. The alarm system that will be used to initiate evacuation of the job site will be identified.

When a job site evacuation is initiated, Employees:

- must proceed to the designated assembly area
- are not to stop and pick up personal belongings when exiting the job site/structure
- are not to block areas that would be considered access for emergency vehicles
- will not be allowed to re-enter the job site/structure without clear indication that it is safe to do so
- cannot leave the assembly area unless advised to do so by a designated employee or supervisor
- will be instructed not to respond to news media - Contact with the media is limited to management only.

The most important focus of an emergency is the protection of human life.

Fall Protection

When employees are exposed to a fall hazard of 6 feet or greater, they must be protected from falling. Most systems that our employees will be working with include guardrail system, personal fall arrest system, and covers.

Guardrail System

- Top-rail must be at a height of 42 – 45 inches (CA)
- Mid-rails must be at a height of 21 inches
- Top rails must be able to withstand 200 lbs. of outward or downward force
- Mid-rails must withstand a force of 150 lbs
- No steel or plastic banding shall be used for a top rail
- Wire rope top-rail must be flagged every 6 feet
- All wire rope used for perimeter protection must be at least 3/8-inch nominal diameter
- Manila, plastic, or synthetic rope rails must be inspected frequently

Personal Fall Arrest Systems

- Full body harnesses will be used at all times for Fall Arrest Systems.
- Limit maximum arresting force on a worker to 1,800 lbs. when using a body harness.
- Rigged so a worker can neither free fall more than 6 feet (4 in CA), nor contact any lower level. Deceleration devices used shall not exceed 3.5 feet.
- Dee-rings and snap hooks must have a minimum tensile strength of 5,000 lbs.
- Snap hooks must be sized to be compatible with the member to which they are connected to for the prevention of rollout. Only locking type snap hooks shall be used.
- Horizontal lifelines shall be designed, installed, and used under the supervision of a qualified person as part of a complete personal fall arrest system maintaining a safety factor of at least two.
- Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 lbs.
- Lifelines shall be protected against being cut or abraded.
- Anchorage used for attachment of personal fall arrest equipment shall be independent of anchorage being used to support or suspend platforms and capable of supporting at least 5,000 lbs. per worker.
- Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 lbs.
- All personal fall arrest systems shall be inspected prior to each use.

Covers

- Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
- All other covers shall be capable of supporting, without failure, at least twice the weight of workers, equipment, and materials that may be imposed.
- All covers shall be secured when installed to prevent accidental displacement by wind, equipment, or workers. A cover is not secured if it can be picked up with moderate effort.
- All covers shall be marked in paint with the words "CAUTION – HOLE - DO NOT REMOVE".

Fire Safety

- Superintendents are responsible for instructing the employees in the procedures implemented for specific job site locations.
- Fire extinguishers and applicable fire suppression equipment will be located in easily accessible locations and remain visible at all times.
- Building exits will be clearly identified and kept free from obstructions.
- General work areas will be kept clean and free of unnecessary clutter.
- Discarded packing material or scrap will not be allowed to accumulate in open areas.
- Sufficient number of wastebaskets and/or trash receptacles (including noncombustible containers) will be accessible in all work areas.
- Floors will be swept or vacuumed to prevent accumulation of combustible materials.
- Equipment will be kept clean (avoid build up of fluids, grease, etc.).
- Designated "NO SMOKING" areas will be observed. Signs will be clearly posted in areas where flammable or combustible liquids are stored.

Fire Extinguishers

Fire extinguishers are a first-aid device used to extinguish minor fires before they become major. The law requires that such units be selected appropriately, maintained, ready for use at all times, and that those who use them are fully trained to do so. The following steps will help management ensure that fire extinguishers are maintained adequately and that employees know how to use them.

- Select fire extinguishers that are approved to extinguish the specific type of fire that could occur in each area. The most common type of extinguishers now used throughout industry are dry chemical units which are capable of extinguishing all basic types of fires including wood and paper (Class A), flammables (Class B), and electrical (Class C). These extinguishers have an ABC rating.
    - Halon extinguishers are recommended over dry chemical units to protect computer rooms because the latter are caustic and can damage expensive, sensitive equipment.
    - The size of the extinguisher is based upon the area that needs to be protected. Fire extinguisher distributors will help in selecting the proper type and size.
- In general, mount fire extinguishers where employees can see them, close to exits. Where a fire may start in a small room, it may be better to mount the extinguisher on the outside of the room so that firefighters can grab the unit before entering the room. In most cases, the tops of fire extinguisher unit must be no more than 48 inches from the ground and be accessible, i.e., clear of storage in front of the unit, a distance of 36 inches, minimum.
- Fire extinguishers require a monthly inspection by in-house personnel. The inspection is documented on a tag tied to the unit or in a logbook maintained in a central location.
- A qualified contractor must inspect extinguishers yearly and such inspection must be documented.

- Extinguisher cylinders require hydrostatic testing on a periodic basis in accordance with OSHA and NFPA standards.

First Aid

First Aid Supplies

- Every site should have at least noe first aid kit
- First aid supplies shouldb be in weatherproof containers
- Contents should be regularly replaced
- Contents shall be arranged to be quickly found and remain sanitary
- First aid dressings shall be sterile in individually sealed packages for each item
- Minimum supplies shall be determined with following table:

	Type of Supply Required by Number of Employees			
Supplies for First Aid				
Dressings in adequate quantities consisting of:	1-5	6-15	16-200	over 200
1. Adhesive dressings	X	X	X	X
2. Adhesive tape rolls, 1-inch wide	X	X	X	X
3. Eye dressing packet	X	X	X	X
4. 1-inch gauze bandage roll or compress		X	X	X
5. 2-inch gauze bandage roll or compress	X	X	X	X
6. 4-inch gauze bandage roll or compress		X	X	X
7. Sterile gauze pads, 2-inch square	X	X	X	X
8. Sterile gauze pads, 4-inch square	X	X	X	X
9. Sterile surgical pads suitable for				
pressure dressings			X	X
10. Triangular bandages	X	X	X	X
11. Safety pins	X	X	X	X
12. Tweezers and scissors	X	X	X	X
* Additional equipment in adequate				
quantities consisting of:				
13. Cotton-tipped applicators			X	X
14. Forceps			X	X
15. Emesis basin			X	X
16. Flashlight			X	X
17. Magnifying glass			X	X
18. Portable oxygen and its				
breathing equipment				X
19. Tongue depressors				X
Appropriate record forms	X	X	X	X
Up-to-date ‘standard’ or ‘advanced’				
first-aid textbook, manual or				
equivalent	X	X	X	X

Choking (victim responsive)

- Verify the victim is choking
- Give 5 back blows; bend person forward at waste & give 5 back blows between shoulder blades with heel of one hand
- Give 5 absominal thrusts; place fist with thumb side against the middle of person’s abdomen, just above navel. Cover fist with other hand. Give 5 quick, upward abdominal thrusts

- Repeat sets of 5 back blows and 5 abdominal thursts until objevct is forced out, person can cough forcefully or breathe, or person becomes unresponsive

Choking (victim unresponsive)

- Lay victim down on his/her back and begin chest thrusts as you would with CPR. Each time airway is opened, look for the object in the victim's throat, and see it, remove it being careful not to lodge the object further into victim's throat
- Continue chest thrusts until EMS/paramedics arrive or victim shows signs of breathing

Minor Wounds

Minor wounds include abrasions, lacerations, punctures and incisions. The most significant issues to consider with any open wound are control of bleeding and infection. Before providing care, put on protective gloves or use a barrier between you and the victim to reduce the chance of disease transmission while assisting the injured person.

- If bleeding, apply direct pressure with a clean cloth or absorbent pad dressing until bleeding stops.
- Wash the affected area with an antibacterial soap to remove any foreign matter.
- Cover the dressing with an adhesive bandage or gauze wrap.
- Check for circulation beyond the injury (check for feeling, warmth, and color).

If the bleeding does not stop: apply more dressing and bandages and continue to apply additional pressure. Take steps to minimize shock and call 911 or the local emergency number if you have not already done so. Be sure to wash your hands thoroughly with soap and water after providing care.

Shock

Shock develops when not enough blood flows to the vital organs of the body. Victims with shock may stop responding. Common causes of shock are: severe bleeding, heart attack or other heart problems, severe allergic reaction, nervous system injuries, severe burns, and dehydration. A victim who is experiencing shock may exhibit any of the following: dizziness, fainting or feeling weak, shallow breathing, anxiety, restlessness, agitation, or confusion. Someone in shock may feel cool and clammy to the touch, have pale or greyish skin, complain of thirst, and even nausea or vomiting.

You can help minimize shock by laying the victim flat on their back with the feet slightly elevated if possible. Keep the victim warm by covering him/her with a blanket, but prevent overheating. Ensure an open airway and adequate breathing for the person. Monitor the victim and administer CPR if necessary.

Severe Bleeding

For more serious wounds, rip or cut away clothing until wound is visible. Place an absorbent pad directly over the wound and apply firm, direct pressure. Ask the victim to assist if they are able. Next, wrap a conforming bandage securely over the pad to maintain pressure and hold the gauze in place. The bandage should be loose enough so a finger can slip under the bandage.

If the bleeding continues, apply more pads as the first dressings become soaked with blood and maintain firm, direct pressure. Do not remove the first dressings, just continue to add more if soaking through continues. Take steps to minimize shock using the steps above until emergency medical teams arrive.

Burns

Burns can cause tremendous damage to the body, including extreme pain, scarring massive infection, organ failure and even death. Burns on the face, hands, feet, and genitals can be particularly serious.

- Thermal Burns: caused by sun, fire, hot liquids or objects and sometimes hot gases.

- Chemical Burns: caused by contact with wet or dry chemicals.
- Electrical Burns: caused by contact with energized electrical components or lightening.

If victim is on fire, tell him/her to STOP, DROP, and ROLL. Never touch someone in contact with electricity until the source of electricity has been shut off.

Minor Burns

Signs and symptoms of minor burns include pain, redness, swelling and blisters. To treat minor burns, first expose the burn and cool with cold water and continue until pain is reduced. After cooling, cover with a dry, sterile bandage or clean dressing and protect the burn from friction and pressure. DO NOT pop blisters or apply any ointment or other substance.

Major Burns

A major burn will exhibit dry/leathery, white or blacked, charred skin. When dealing with a victim of sever burns follow emergency action steps discussed earlier and call 911 or local emergency number. Follow steps to reduce shock.

Chemical Burns

Flush the affected area with cool running water for at least 15 minutes. Remove all clothing that has been contaminated. Monitor the victim for shock and seek medical assistance. If chemical burn is in the eyes, flush continuously with water and seek medical attention immediately.

Bites & Stings

Bites and stings that could require first aid care can occur from a wide variety of sources. Most cause only minor discomfort and can easily be treated. However bites and stings from venomous snakes, insects or animals can cause intense pain and swelling. Bites from humans and animals such as dogs, cats, bats, etc., can cause severe injury and infection, including tetanus and rabies.

Some people have severe allergic reactions to bites or stings that can be life threatening. In these cases, the most important first aid measure is rapid access to advanced emergency medical care. General signs and symptoms associated with bites and stings include redness, swelling, pain, itching, nausea, and breathing problems.

To treat most minor bites and stings: remove any jewelry and constrictive clothing and wash the affected are with soap and clean water. To avoid risk of infection, do not close the wound. Proceed to cover the area with an adhesive bandage or gauze wrap. Do not apply any ointments or medicine on the wound. Apply ice if needed to reduce pain and swelling.

Eye Injuries

Eye injuries can range from minor irritations to severe sight threatening. Injuries are frequently caused by objects in the eye, burns, and blunt force injuries. Any of these conditions or situations can lead to permanent loss of vision.

If an object is impaled in the eye, CALL 911 and DO NOT attempt to remove the object. Do not allow the victim to rub or apply pressure to the injured eye. Lightly cover both eyes with a gauze pad or clean cloth to minimize movement of the injured eye.

If the injury is a black eye, you may apply ice to cheek and area around eye, but not directly on the eyeball itself.

You can help prevent eye injury by wearing protective eye wear during risky activities. Always wear safety glasses with side shields anytime you might be exposed to flying particles, objects

or dust. Wear goggles when working with or around chemicals or concentrated cleansing products.

Nosebleeds

- Sit upright & lean forward; By remaining upright, you reduce blood pressure in the veins of your nose. This discourages further bleeding. Sitting forward will help you avoid swallowing blood, which can irritate your stomach. Have the victim spit out blood that collects in the back of the throat or mouth.
- Pinch the nose firmly; Use your thumb and index finger to pinch your nostrils shut. Breathe through your mouth. Continue to pinch for 5 to 10 minutes. Pinching sends pressure to the bleeding point on the nasal septum and often stops the flow of blood.
- To prevent re-bleeding, don't pick or blow your nose and don't bend down for several hours after the bleeding episode. During this time remember to keep your head higher than the level of your heart.

Heat Exhaustion & Heat Stroke

Causes of heat exhaustion include exposure to high temperatures, particularly when combined with high humidity, and strenuous physical activity. Without prompt treatment, heat exhaustion can lead to heatstroke, a life-threatening condition. Fortunately, heat exhaustion is preventable.

Heatstroke occurs if your body temperature continues to rise. At this point, emergency treatment is needed. In a period of hours, untreated heatstroke can cause damage to your brain, heart, kidneys and muscles. These injuries get worse the longer treatment is delayed, increasing your risk of very serious complications.

Heat Exhaustion

Signs and symptoms of heat exhaustion include cool, moist skin with goose bumps when in the heat, heavy sweating, faintness, dizziness, fatigue, weak and rapid pulse, low blood pressure upon standing, muscle cramps, nausea, and headache.

Victims experiencing heat exhaustion should stop all activity and be moved to a cooler environment where they should drink cool water or sports drinks. Contact emergency medical personnel if signs or symptoms worsen or if they don't improve within one hour. Seek medical attention immediately if body temperature reaches 104°F or higher.

Heat Stroke

A body temperature of 104°F or higher is the main sign of heat stroke. In heat stroke caused by hot weather, skin will feel hot and dry to the touch, and victim may lack the ability to perspire. Skin may turn red as body temperature rises. Other symptoms include nausea and vomiting, rapid breathing, increased heart rate, headache and confusion.

If you think a person may be experiencing heat stroke, call 911 or local emergency services number immediately. Help the person move to a cooler environment and remove excess clothing. Place ice packs or cold, wet towels on the victim's head, neck, armpits, and groin. Mist him/her with water and move air across the victim with a fan if possible.

Poison

Call local poison control center or 911 for immediate medical attention. Labels on antidotes may be inaccurate! Do not follow them unless instructed by a physician. Never administer anything by mouth (milk, water, ipecac, ect.) until you have consulted with a medical professional.

If the poison is on the skin, flush skin with water for 15 minutes, then wash and rinse with soap and water. If poison is in the eye, flush with lukewarm water for 15 minutes. Adults can stand under the shower with eyes open. always consult medical professionals after any eye injury has occurred.

Stroke

Notice the signs of stroke. Use the think F.A.S.T. assessment:

- Face: Ask the person to smile. Does one side of the face droop?
- Arm: Ask the person to raise both arms. Does one arm drift downward?
- Speech: Ask the person to repeat a simple sentence (such as, "the sky is blue"). Is the speech slurred? Can the person repeat the sentence correctly?
- Time: Call 911 immediately if you see any signs of stroke. Try to determine the time when signals first appeared. Note the time of onset of signals and report it to the call taker or EMS personnel when they arrive.

Hand Tools

- Always use the right tool for the job. Do not substitute one tool for another.
- Ensure that tools are clean and sharpened (if applicable). Always check the quality and condition of a tool before using it.
- Never use tools with split, broken, or loose handles.
- Never attempt to alter the original design of a tool for a specific use.
- Carry tools in a box or tool belt, never in your clothing.
- When cutting material, always place it on a flat surface. Never use your leg or other body part to support the object. Always cut away from you, rather than towards you.

Hazard Communication

- Use warning labels to identify hazardous materials and use hazards associated with them.
- Read all labels carefully to determine the recommended safety precautions.
- Know where the Safety Data Sheets (SDSs) are located. Read and use the SDSs of the products you use to understand, determine, and apply the safety precautions, personal protective equipment, and the type of hazards associated with the use and storage of the material.
- Wear all required personal protective equipment when working with hazardous materials.
- Know how to fit, clean, and store the personal protective equipment.
- Use established engineering methods to control exposures as instructed. Engineering controls helps reduce exposure to hazardous materials.
- Follow all safe work practices when using or handling hazardous chemicals. If in doubt, ask your Supervisor for help.
- Know where the company's written hazard communication program is kept for employee access and read it. The written program clearly outlines the purpose and intent of the Hazard Communication Policy.

Hearing Conservation

Hearing conservation programs are required by law to be implemented where noise levels can expose employees to hearing damage. The following steps are designed to enable each facility to ascertain its exposures and implement and effective hearing conservation program, if need.

- Determine noise areas by conducting sound level test to ascertain noise exposures that are 85 dB or greater. To accomplish this step, use the "A" scale of a standard sound level meter at slow response. This can be done in-house or by contracting with an industrial hygiene or safety consultant.

- Where sound levels are found to be 85 dB or above on an eight-hour time-weighted average (TWA), implement a program to reduce such levels below 85 dB, where possible, or to provide hearing protection, where reduction is not possible.

Heat Illness

Exposure to heat can cause illness and death. The most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash, should also be avoided.

There are precautions that can be taken any time temperatures are high and the job involves physical work.

Risk Factors

- High temperature & humidity, direct sun exposure, no breeze or wind
- Heavy physical labor
- No recent exposure to hot workplaces
- Low liquid intake
- Waterproof clothing

Preventative measures

- Establish complete heat illness prevention program
- Provide training about hazards leading to heat stress and how to prevent them
- Provide a lot of cool water to workers close to the work area; at least one pint of water per hour is needed
- Modify work schedules and arrange frequent rest periods with water breaks in shaded or air-conditioned areas
- Gradually increase workloads and allow more frequent breaks for workers new to the heat or those that have been away from work to adapt to working in the heat (acclimatization)
- Designate a responsible person to monitor conditions and protect workers who are at risk of heat stress
- Consider protective clothing that provides cooling

How to protect workers

- Know signs/symptoms of heat illnesses; monitor yourself; use a buddy system.
- Block out direct sun and other heat sources.
- Drink plenty of fluids. Drink often and BEFORE you are thirsty. Drink water every 15 minutes.
- Avoid beverages containing alcohol or caffeine.
- Wear lightweight, light colored, loose- fitting clothes.

What to do when worker is ill from heat

- Call supervisor for help; if not available, call 911
- Have someone stay with the worker until help arrives
- Move the worker to a cooler/shaded area
- Remove outer clothing
- Fan and mist the worker with water; apply ice
- Provide cool drinking water, if able to drink

Housekeeping

- During the course of construction all form and scrap lumber with protruding nails, and all other debris shall be kept reasonably cleared from work areas.
- Do not permit tools or cords to be left in walkways.
- Dispose of refuse and debris daily.
- The ground area within 6 ft of a building under construction shall be reasonably free from irregularities.
- Smoke only in designated areas.

- Store oily rags in self-closing and approved (ANSI, NFPA, MSHA, standards) metal containers.
- All rebar must be capped when there is potential for impalement.
- Keep all electrical equipment free of dust, dirt, and other materials that could interfere with safe operation.
- Ensure that employees maintain clean and orderly work areas.
- For any task that is innately messy, clean up immediately after the task is completed.
- All stacked material must be set on firm, stable surfaces, and there is clearance for equipment and workers around the stacked material.
- Dispose of any hazardous waste, such as oils, paints, thinners, solvents, and spray cans according to local, state, and federal regulations.
- Keep flammable substances in covered fire-resistant containers.
- Maintain an employee awareness program that encourages the reporting of hazardous conditions and unsafe work practices.
- Housekeeping in and around elevators is critical. Ensure that:
    - Hoist-ways and pits are kept free of debris and are not used as storage areas
    - Adequate lighting is maintained in the elevator pits at floor level
    - Machine rooms are not used as thoroughfares, are not used to store unauthorized items, are kept neat and orderly, and are equipped with a suitable fire extinguisher at the doorway.
    - Passenger and freight elevators are kept in good, clean condition to prevent injuries while loading or unloading cars.

Ladder Safety

- Before using any ladder, check its condition. Make sure there are no broken, cracked, or missing rails and that rungs are not slippery from grease or oil.
- Check for damage or corrosion on metal ladders.
- All metal ladders are required to be marked “CAUTION – DO NOT USE AROUND ELECTRICAL EQUIPMENT”.
- Wood ladders are required to be treated with a suitable varnish or wood preservative. Do not paint wood ladders because the paint will hide defects and/or damages.
- If a ladder is in poor condition, do not use it. Report the problem immediately and tag it “UNSAFE.”
- Ladders must be stored in designated storage areas only.
- A competent person should periodically inspect all ladders and remove damaged ladders from use until they are repaired.
- When choosing and using a ladder, keep the following in mind:
- Choose the appropriate type and size ladder for the job, including correct fittings, and safety feet.
- Choose the appropriate height of the ladder for the job. Do not use a ladder that would require you to climb higher than the 2nd rung from the top of a stepladder or the 3rd rung on an extension ladder.
- Near electrical conductors or equipment, use only ladders with non-conductive side rails.
- Set the ladder on solid footing, against a solid support.
- Before climbing on a stepladder, ensure that it is fully opened and the metal spreader is locked. Never stand on the top step.
- Place the base of a straight ladder out away from the wall or edge of the upper level about 1 foot for every 4 feet of vertical height.
- Be sure straight ladders are long enough so that the side rails extend above the top support point by at least 36 inches.
- Never try to increase the height of a ladder by standing it on other objects, such as boxes or barrels, or by splicing two ladders together.
- Portable ladders should be tied, blocked or otherwise secured to prevent movement.

- Do not leave straight ladders unattended, especially when used outdoors, unless they are anchored at the top and the bottom.
- Keep ladders away from doorways or walkways, unless they can be protected by barriers,
- Keep the area around the top and base of the ladder clear. Do not run hoses, extension cords, or ropes on a ladder or anything that could create obstructions.
- To avoid slipping on a ladder, check your shoes for oil, grease, or mud and wipe it off before climbing.
- Climb the ladder carefully, facing it and using both hands. Use a tool belt or hand line to carry materials.
- Most ladders are designed to hold only one person at a time. Two people could cause the ladder to fall or be thrown off balance
- Do not lean out to the side when you are on a ladder. If something is out of reach, get down and move the ladder
- Ladders should never be used sideways as platforms, runways, or scaffolds.

Lifting Procedures

- Before you proceed to lift and move an object, make sure your path of travel is free of debris and obstacles that could cause you to trip and fall.
- Do not attempt to lift objects over 100 pounds, or large objects that cannot be easily balanced, without assistance.
- Remove mud or grease from your hands and feet before lifting and carrying objects.
- Inspect objects for sharp edges, corners, or nails.
- When you prepare to lift an object—NEVER bend at the waist!
    - Get close to the load
    - Bend your knees and squat down
    - Tighten your stomach muscles (do not hold your breath)
    - Keep your back aligned as much as possible
    - Make sure you have a secure grip and solid footing
    - Lift with your leg muscles—NOT your back!
    - Lift smoothly—DO NOT jerk your body when lifting! (Hint: If you have to jerk your body to lift something, chances are it is too heavy, and you should have asked for help!)
- Keep the load close to your body to minimize the strain.
- When carrying or setting down an object—pivot with your feet, NOT your back!
- Use hand-trucks and other mechanical aids when possible.
- When the load is too heavy or awkward—Ask for help!
- If lifting an object with another employee, establish signals for moving and setting down the object
- Don't move it twice if once will do; plan your work
- Use gloves, aprons, or pads when handling materials which are rough, sharp, hot, or cold, or which are covered with hazardous substances
- When moving a load, be sure you can see where you are going. Check for obstructions or tripping hazards that are in the direction you will be moving
- When carrying long objects like pipe or lumber, keep the leading end just above head height
- When lifting heavy objects from the floor, kneel on one knee, roll or tip the object onto the other knee, then pull the load next to your stomach and stand up; use reverse procedure to set a load down
- Pile material on a strong, level base. Interlock so the pile won't come apart. Chock round stock so it can't roll

Office Personnel

- Report all safety hazards to Management for correction.

- Keep desk and work areas clean and orderly.
- Wipe up spills immediately to prevent slips and falls.
- Keep electrical and telephone cords out of aisles.
- Keep all drawers closed when not in use.
- Store heavy items at waist level in order to avoid unnecessary reaching or bending when lifting is required.
- Be attentive when using scissors, paper cutters, staples, and other sharp items that could cause unnecessary cuts and lacerations.
- Keep floor clear of sharp objects and other debris that could result in injury.
- Do not overload electrical circuits.
- Know where fire extinguishers and emergency exits are located.
- Learn the proper procedures for reporting fires and other emergencies.
- All equipment that has moving parts (i.e., copy machines, blue print copiers, and printers) should be properly guarded to prevent hands, hair, and clothing from being caught in the moving parts.
- When using screens, position the screen so that there are no reflections from bright lights and windows. Request a non-glare screen, if needed.
- Avoid musculoskeletal stress by taking your breaks, stretching exercises and practicing correct posture. Report any concerns or required workspace corrections to your Supervisor.
- Always be on guard for conditions and practices that could result in an injury occurring.
- All office personnel are required to adhere to the vehicle safety program, as applicable.

Power Tools

- Know how to properly use the tool you are working with. If you have not been properly trained to use a specific power tool, let your supervisor know. Superintendents are responsible for ensuring that employees who are assigned tasks requiring the use of a power tool have experience using it, and know the safety precautions required. New employees will be monitored closely to ensure that they are properly trained.
- Employees need to maintain concentration when using power tools to avoid costly mistakes resulting in injury or damage of property.
- Do not use a power tool that is not working properly, or if safety device/guard is not functioning. Tag defective equipment with “DO NOT USE” note and notify your supervisor immediately!
- Guards must be in place and adjusted before the tool is used.
- Power source must be disconnected before accessories are adjusted or changed.
- Never lift a power tool by the cord.
- Power cords must be in good repair, with no splice, no tape, and with electrical plugs appropriately attached in accordance with manufacturer’s standards.
- Use only acceptable power cords on job. (NO household cords)
- Make sure the tool is plugged into grounded electrical circuits, when required.
- Use a low-voltage power supply, which reduces shock potential, when possible.
- Use double insulated tools that are designed to prevent electric current from returning to ground through the operator in the event of an electrical fault.
- Use ground fault circuit interrupters at the power supply to provide another level of electrical safety.
- Use the lift-lug on power saws to raise blade guards. Never tie or wedge back the guard.
- Do not attempt to repair electric equipment, unless you are qualified to do so.
- Never use tools with cords that are frayed or missing insulation.

- Do not leave cords of portable and electric tools where vehicles or equipment could run over them.
- Do not store tools in an overhead location where there is a chance that the cord or hose, if pulled, will cause the tool to fall.
- Power lines across aisles should be rerouted to avoid trip hazards.
- Stud guns are to only be used by properly licensed employees.
- PPE should be worn as appropriate when using power tools. Protection for eyes is mandatory. Hearing protection is often needed when employees are using excessively loud tools. Gloves are appropriate where hand injuries could occur.

Slips, Trips, & Falls

- Wear safe, strong shoes, which are in good repair
- Watch where you step; be sure your footing is secure
- Don't get in an awkward position; keep control of your movements at all times
- Pick up litter; don't let tripping hazards exist
- Install cables, extension cords, and hoses so they don't trip you
- If you must climb to reach something, use a sound ladder, set in properly secured – top and bottom. Chairs are not ladders
- When climbing, face the ladder and use both hands
- When reaching from a ladder, keep your shoulder inside the vertical stringer; if you must reach further than this, move the ladder first
- Walk, don't run

Signs & Barricades

Signs and symbols required by this section shall be visible at all times when work is being performed, and shall be removed or covered promptly when the hazards no longer exist

- Danger signs shall be used only where an immediate hazard exists
- Danger signs will have red as predominating color
- Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices
- Caution signs will have yellow as the predominating color
- Exit signs, when required, shall be lettered in legible red letters, not less than 6 inches high
- Construction areas shall be posted with legible traffic signs at points of hazard
- Accident prevention tags shall be used as a temporary means of warning employees of an existing hazard, such as defective tools, equipment, etc. They shall not be used in place of accident prevention signs

Workplace Violence

Employers

- Establish a zero-tolerance policy toward workplace violence
- Provide safety education for employees so they know what conduct is not acceptable, what to do if they witness or are subjected to workplace violence, and how to protect themselves
- Secure the workplace; where appropriate to the business, install video surveillance, extra lighting, and alarm systems and minimize access by outsiders through identification badges, electronic keys, and guards
- Instruct employees not to enter any location where they feel unsafe. Encourage the "buddy system"
- Address workers' right to refuse to provide services in a clearly hazardous situation
- If applicable, provide drop safes to limit the amount of cash on hand; keep a minimal amount of cash in registers during evenings & late-night hours

Employees

- Learn how to recognize, avoid, or diffuse potentially violent situations by attending personal safety training programs
- Alert supervisors to any concerns about safety or security, and report all incidents immediately in writing
- Avoid traveling alone into unfamiliar locations or situations whenever possible
- Carry only minimal money and required identification into community settings

After an Incident

- Encourage employees to report and log all incidents & threats of workplace violence
- Provide prompt medical evaluation & treatment after the incident
- Report violent incidents to the local police promptly
- Inform victims of their legal right to prosecute perpetrators
- Discuss the circumstances of the incident with staff members. Encourage employees to share information about ways to avoid similar situations in the future
- Offer stress debriefing sessions to help workers recover from a violent incident
- Investigate all violent incidents & threats, monitor trends in violent incidents by type or circumstance, & institute corrective actions
- Discuss changes in the program during meetings

Aerial Lifts

- Make sure that workers who operate aerial lifts are properly trained in the safe use of the equipment.
- Maintain and operate elevating work platforms according to the manufacturer's instructions.
- Never override hydraulic, mechanical, or electrical safety devices.
- Never move the equipment with workers in an elevated platform unless this is permitted by the manufacturer.
- Do not allow workers to position themselves between overhead hazards, such as joists and beams, and the rails of the basket. Movement of the lift could crush the worker(s).
- Maintain a minimum clearance of at least 10 feet, or 3 meters, away from the nearest energized overhead lines.
- Always treat power lines, wires, and other conductors as energized, even if they are down or appear to be insulated.
- Use a body harness or restraining belt with a lanyard attached to the boom or basket to prevent the worker(s) from being ejected or pulled from the basket.
- Set the brakes and use wheel chocks when on an incline.
- Use outriggers, if provided.
- Do not exceed the load limits of the equipment. Allow for the combined weight of the worker, tools, and materials.

Airless Paint Sprayer

- The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded.
- The use of hoses for hoisting or lowering tools shall not be permitted.
- All hoses exceeding ½-inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
- Airless spray guns of the type which atomize paints and fluids at high pressures (1,000 pounds or more per square inch) shall be equipped with automatic or visible manual safety devices which will prevent pulling of the trigger to prevent release of the paint or fluid until the safety device is manually released.
- In lieu of the above, a diffuser nut, which will prevent high pressure, high velocity release while the nozzle tip is removed, plus a nozzle tip guard which will prevent the tip from coming into contact with the operator, or other equivalent protection, shall be provided.

Painting

Painting Safety

- Store rags that have oil or paint on them in closed metal containers labeled "oily rags".
- Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
- Do not store food or eat where spray painting is being performed.
- Close the lids of containers of paint and thinner tightly after each use or when not being used.

Blasting Safety

- Only blasters may use blasting equipment.
- Visually inspect hoses or fittings on blasting equipment for wear and tear prior to use. Do not use if the hose or fitting is cracked or otherwise damaged.
- Do not use compressed air to clean equipment or yourself.

Spray Painting Safety

- Do not point the spray gun toward any part of your body or at anyone else.
- Store rags that have paint on them in closed metal containers labeled "oily rags."
- Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
- Do not store food or eat where spray painting is being performed.
- Close the lids of containers of paint and thinner tightly after each use or when not being used.
- Return containers of thinners, mineral spirits and other liquids labeled "Flammable" to the storage cabinet labeled "Flammable Storage," when painting is finished.
- Always wash your hands with soap and water after using paints or other toxic solvents to remove paint from your skin.

Respiratory Protection

Selection

The selection of respirators is based on the physical, chemical and physiological properties of the air contaminant and on the concentration likely to be encountered. The quality of fit and the nature of the work being done also affects the choice of respirators. The capability of the respirators chosen is determined from appropriate governmental approvals, manufacturer's tests, and experience with the respirators

Inspection

All respirators are inspected routinely by the user before and after each use to check condition of face piece and headbands.

Maintenance

Respirators which do not pass inspection are replaced immediately. No attempt will be made to replace components or make adjustments, modifications or repairs beyond the manufacturer's recommendations. Respirators that no longer function properly shall be discarded and replaced with new.

Cleaning & Storage

Only minor cleaning will be performed by the user of individually assigned disposable respirators. Any disposable respirator with any significant amount of cleaning needed shall be discarded and replaced with new. After inspection and minor cleaning, disposable respirators are stored to protect against dust, sunlight, heat, cold, excessive moisture, or damaging chemicals.

Training

Every employee who is required to wear a respirator must be trained in the proper use of the respirator. Training is required annually to ensure that employees remain familiar with the proper use of respiratory protection. This training includes:

- Description of the respirator.

- Intended use and limitations of the respirator.
- Proper wearing, adjustments and fit.
- Cleaning and storage methods.
- Inspection and maintenance procedures.

Records

The following records are must be provided on request.

- Written respirator program
- A record of employee training programs.
- Medical certification that the employee is capable of wearing a respirator.

Scaffolds

- Follow the manufacturer's instruction when erecting the scaffold
- Do not work on scaffolds outside during stormy or windy weather
- Do not climb on scaffolds that wobble or lean to one side
- Initially inspect scaffold prior to mounting. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn, or visibly damaged
- Do not use any scaffold tagged "out of service"
- Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks
- Do not work on platforms or scaffolds unless they are fully planked
- Do not use a scaffold unless guardrails and all flooring are in place
- Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches
- Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking
- Use safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold
- Do not climb the cross braces for access to the scaffold; use a ladder
- Do not jump from, to, or between scaffolding
- Do not slide down cables, ropes, or guys used for bracing
- Keep both feet on the decking; do not sit or climb on the guardrails
- Do not lean out from the scaffold; do not rock the scaffold
- Keep the scaffold free of scraps, loose tools, tangles lines, and other obstructions
- Do not throw anything "overboard" unless a spotter is available. Use debris chutes or lower things by hoist or hand
- Do not move a mobile scaffold with anyone on the scaffold
- Lock and chock the wheels on rolling scaffolds before using the scaffold

Scissor Lifts

Prestart Checks

- ___Be sure batteries are fully charged.
- ___Make sure battery charger plug is disconnected.
- ___All grease fittings should be fully greased.
- ___Check for any obstacles around the work platform and in the path of travel; such as holes, drop-offs, debris, ditches, soft fill, etc.
- ___Be sure free-wheeling valve and emergency lowering valves are closed.
- ___Check overhead clearance.

Safe Operation

- ___The platform is to be used on hard level surfaces only.
- Never overload the maximum intended load.
- Do not use within 10 feet of high voltage lines 50kV or less.
- For Voltages > 50kV, refer to Cal/OSHA
- Do not use without railings or entrance chains.

- Never use if the work platform is not operating properly.
- All work must be done on the platform only; never adjust the width, length, or height by any means (ex. Ladders)

Shutdown

- Completely lower the platform.
- Remove key from operator's control box.
- Check battery water level and place batteries on charge, if needed.

Training

Employers shall have each employee who performs work while on a Self-Propelled Work Platforms trained by a person qualified in the subject matter to recognize the hazards and to control or minimize those hazards. Employers shall retrain as needed.