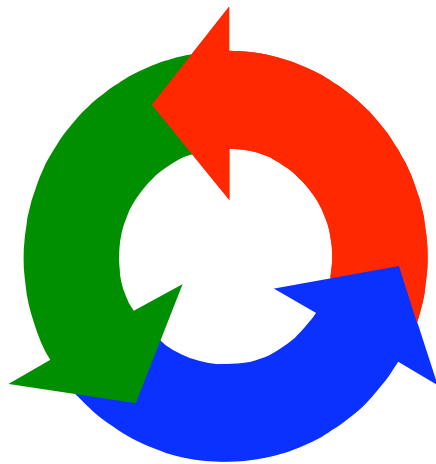


# *Model Comprehensive Safety and Health Program*



For use by Everest National Insurance Company  
Florida Policyholders



## PREFACE

### How to Use This Manual

#### **To The Policyholder:**

The purpose of this model program is to assist our policyholders in developing, refining or improving their own loss control programs. This model program is designed as a baseline guide in implementing an integrated safety and health management program. Implementation of this safety program satisfies the requirements of the Florida Division of Safety. The essential elements of this program include: top management's commitment and involvement; the establishment and operation of safety committees; provisions for safety and health training; first aid procedures; accident investigations; recordkeeping of injuries; and workplace safety rules, policies, and procedures.

You may use this program as is or modify it to meet your needs. Use of all or part of this manual does not relieve employers of their responsibility to comply with other applicable local, state or federal laws.

**Loss Control is a daily responsibility of your management. This publication is not considered a substitute for your own loss control program. The information provided in this material is not to be considered as all-encompassing, or suitable for all situations, conditions, or environments. Each organization is responsible for implementing their own safety/injury/illness prevention program and should consult with their legal, medical, or other advisors as to the suitability of using the information gained in this material.**

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## **Section I.**

### ***MANAGEMENT COMMITMENT AND INVOLVEMENT***

#### **POLICY STATEMENT**

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name:  
Title: \_\_\_\_\_ Telephone:

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Signature of CEO/President

Date

## **Section II.**

### ***SAFETY COMMITTEE***

#### **Safety Committee Organization**

A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee employer representatives will not exceed the amount of employee representatives.

#### **Responsibilities**

The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Management will provide written responses to safety committee written recommendations.

#### **Meetings**

Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities .

Management will post the minutes of each meeting (see page 2) in a conspicuous place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

## SAFETY COMMITTEE MINUTES

Date of Committee Meeting: \_\_\_\_\_

Time: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Location: \_\_\_\_\_

**Members in Attendance**

Name

Name

Name

\_\_\_\_\_  
\_\_\_\_\_

**Previous Action Items:** \_\_\_\_\_

**Review of Accidents Since Previous Meeting:**

**Recommendations for Prevention:**

**Recommendations from Anonymous Employees:**

**Suggestions From Employees:**

**Recommended Updates To Safety Program:**

**Recommendations from Accident Investigation Reports:**

**Safety Training Recommendations:**

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

## **Section III.**

### ***SAFETY AND HEALTH TRAINING***

#### **Safety and Health Orientation**

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

#### **Job-Specific Training**

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

#### **Periodic Retraining of Employees**

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

## Section IV.

### **FIRST AID PROCEDURES**

#### EMERGENCY PHONE NUMBERS

Safety Coordinator	_____	Poison Control
First Aid	_____	Fire Department
Ambulance	_____	Police
Medical Clinic	_____	Clinic Address

#### **Minor First Aid Treatment**

First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

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

#### **Non-Emergency Medical Treatment**

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

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

#### **Emergency Medical Treatment**

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

#### **First Aid Training**

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

## FIRST AID INSTRUCTIONS

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

### WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

### BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

### BURNS:

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

### EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

### NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

### HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

## **Section V.**

# ***ACCIDENT INVESTIGATION***

### **Accident Investigation Procedures**

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

# ACCIDENT INVESTIGATION REPORT

REPORT #

COMPANY: \_\_\_\_\_ ADDRESS:

1. Name of injured: \_\_\_\_\_ S.S. #:
2. Sex  M  F Age: \_\_\_\_\_ Date of accident:
3. Time of accident: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. Day of accident:
4. Employee's job title:
5. Length of experience on job: \_\_\_\_\_ (years) \_\_\_\_\_ (months)
6. Address of location where the accident occurred:
7. Nature of injury, Injury type, and Part of the body affected:
  
8. Describe the accident and how it occurred:
  
  
9. Cause of the accident:
  
  
10. Was personal protective equipment required?  yes  no Was it provided?  yes  no  
Was it being used?  yes  no If "no", explain.  
\_\_\_\_\_  
Was it being used as trained by supervisor or designated trainer?  yes  no If "no", explain.
11. Witness(es):
  
  
12. Safety training provided to the injured?  yes  no If "no", explain.  
\_\_\_\_\_
13. Interim corrective actions taken to prevent recurrence:  
\_\_\_\_\_
14. Permanent corrective action recommended to prevent recurrence:
  
  
15. Date of report \_\_\_\_\_ 19  
Prepared by:
  
- Supervisor (Signature) \_\_\_\_\_ Date:
16. Status and follow-up action taken by safety coordinator:

Safety Coordinator (Signature) \_\_\_\_\_ Date:

## INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

**(Items 1-6) Identification:** This section is self-explanatory.

**(Item 7) Nature of Injury:** Describe the injury, e.g., strain, sprain, cut, burn, fracture. **Injury Type:** First aid -injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time -injured missed more than one day of work; No Injury - no injury, near-miss type of incident. **Part of the Body:** Part of the body directly affected, e.g., foot, arm, hand, head.

**(Item 8) Describe the accident:** Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

**(Item 9) Cause of the accident:** Describe all conditions or acts which contributed to the accident, i.e.,

- a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
- b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

**(Item 10) Personal protective equipment:** Self-explanatory

**(Item 11) Witness(es):** List name(s), address(es), and phone number(s).

**(Item 12) Safety training provided:** Was any safety training provided to the injured related to the work activity being performed?

**(Item 13) Interim corrective action:** Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

**(Item 14):** Self-explanatory

**(Item 15):** Self-explanatory

**(Item 16) Follow-up:** Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

## **Section VI.**

### ***RECORDKEEPING PROCEDURES***

#### **Recordkeeping Procedures**

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of three (3) years and include:

- Accident Investigation Reports,
- Workers' Compensation Notice of Injury Reports
- OSHA 200 Log & Summary of Occupational Injuries and Illnesses.

## **Section VII.**

### ***SAFETY RULES, POLICIES, AND PROCEDURES***

The safety rules contained on the following pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often and observe these precautions and good common sense in carrying out their duties.

#### **GENERAL SAFETY RULES**

1. Report all accidents--no matter how minor--immediately to your supervisor.
2. Only operate equipment/tools that you are trained and authorized to operate.
3. Each employee is required to read, understand, and abide by the contents of this Safety Program.
4. Federal and State Safety Standards must be complied with at all times.
5. Use all safety devices provided for your protection.
6. The use of drugs/alcohol on the job are strictly prohibited.
7. Horseplay is strictly prohibited.
8. Lift with your legs, not your back. Get help with heavy loads.
9. Guards should never be removed except when authorized to make repairs or adjustments--replace guard immediately upon completion of work and before equipment is placed back into service.
10. All equipment operators or vehicle drivers shall not engage in racing or other abusive use of their vehicles or equipment.
11. Hair length, including beards, shall be controlled or confined so as not to present a safety hazard. Beards or sideburns shall not interfere with respirator seals.

#### **ELECTRICAL SAFETY**

Electricity is not to be feared but respected.

1. Always report any electrical hazards to your supervisor.
2. All electrical plugs must be inserted completely into wall sockets.
3. If device gets hot or starts to smoke unplug it immediately.
4. Desk areas need to be kept dry at all times. Always use a spill-proof container as well as a coaster for condensation.

## **LADDER SAFETY**

1. ALWAYS:
  - Inspect visually for defects each time before using.
  - Select a ladder of sufficient length.
  - Clean mud/greasy substances from your shoes before climbing.
  - Securely tie off the top of the ladder.
  - Face the ladder when ascending or descending and climb with both hands.
  - When climbing, carry tools in suitable pockets or have tools/other objects hoisted with a rope.
  - Secure ladders when transporting on vehicles.
2. NEVER
  - Reach out too far from a ladder; move the ladder as work requires. Never "walk" a ladder.
  - Never place a ladder in front of a door opening toward a ladder unless the door is locked, or otherwise guarded.
  - Never use metal ladders when performing work in which the ladder or worker could come into contact with electricity.
3. Place the foot of the ladder firmly on the ground so that the distance from the base of the ladder to a line dropped vertically from the top support is approximately 1/4 the length of the entire ladder. For example, a 16' ladder should be placed so that the bottom is 4' from the wall.
4. Place the ladder feet parallel with the top support and on solid footing. A piece of 2x12 should be placed under the feet if the footing is soft or uneven.
5. Do not use two ladders spliced together to get one long enough to reach the job.

6. On extension ladders, make sure the ladder locks are engaged before ascending.

## **PERSONAL PROTECTIVE EQUIPMENT**

1. Approved hard hats must be worn in hard hat areas.
2. Eye protection shall be worn when eye hazards are present in the form of flying objects, dirt, splashing liquids, harmful rays, etc.
3. Proper types of gloves shall be worn to provide adequate protection against the chemical/item being handled.
4. Sturdy work boots, no tennis shoes, shall be required on the job. Steel toed shoes are required in areas so designated.
5. Adequate ear plugs/muffs shall be worn in designated high noise areas.
6. Proper respirators shall be worn in areas where there are known or suspected airborne contaminants. Fit testing shall be conducted before issuing respirators for use.
7. Employees engaged in the following activities shall wear SAFETY GOGGLES OR FACE SHIELDS:
  - Any grinding operation.
  - Any operation involving molten metal.
  - Any tool operation which is explosive activated.
  - Pavement, concrete, or rock breaking.
  - Operations using compressed air.
  - Chemical handling or spray painting operations.
  - Operations involving high dust conditions.
8. Supervisors may require the wearing of face shields or safety goggles in other activities where, in their judgment, safety glasses do not provide adequate protection.
9. Safety harnesses and lifelines shall be worn and attached when working from unguarded areas above 10 feet.
10. While working in limited exit areas where there is a likelihood of fire, escaping gas, toxic fumes or deficiency of oxygen (as inside tanks or tunnels), an employee shall wear a safety harness with lifeline attached. Employees shall not enter such a confined area unless a second man is stationed outside the exit that is prepared to render assistance.

## SCAFFOLDING

1. Scaffolding must be erected under supervision of a competent person and inspected by him prior to its authorization for use.
2. Scaffold shall be inspected frequently and maintained in good condition.
3. Footing and anchorage of scaffolding shall be sound, rigid, non-settling and provide level foundation.
4. Proper scaffolding access (ladders either affixed or built-in) shall be provided for climbing and descent.
5. Employees shall not use a platform 10 or more feet high unless there is a standard guard rail with midrail and toe board provided on all open sides. A guard rail is required on scaffolding less than 45" wide and over 4' high.
6. Scaffold planks shall extend over their end supports by not less than 6 inches nor more than 12 inches and shall be cleated and secured.
7. Safety harnesses and lifelines shall be used when working off of suspension scaffolds or boatswains chairs.
8. Employees shall not work from scaffolds during storms or during excessively high winds.
9. Scaffolding located over spaces where people are required to work or pass under shall be equipped and screening between toe-board and guardrail.
10. All scaffolding planking shall be of scaffold grade and in good condition.
11. Scaffolding shall never be moved or rolled while personnel is on it.

## VEHICLE SAFETY

1. All operators of company motor vehicles must complete defensive driving training when operating those vehicles.
2. All operators of Company vehicles must have valid, appropriate driver's licenses.
3. Picking up hitch-hikers is dangerous and prohibited.

4. Vehicles equipped with catalytic converters should not be driven onto grassy spots or an area where gas accumulations are possible, since the extremely hot converter can create a fire hazard.
5. When possible, park so backing is not required.
6. At least one drive wheel should be blocked before a car is raised with a bumper jack. Follow the manufacturer's instructions which are usually posted on the underside of the trunk lid in passenger cars. Keep hands, feet, and body in the clear as much as possible to avoid injury in case the jack fails. Never crawl under a vehicle supported only by a bumper jack or any other support that could fail and allow the vehicle to fall.
7. Before starting out in your vehicle in the morning, clear all windows of any frost, ice or dew. Cleaning only a small place on a windshield does not allow the proper visibility.
8. Driving is a full-time job. Drivers should not engage in any other activities. For example, when dialing a mobile telephone, or updating records, a vehicle should be pulled off the road and stopped.
9. Drivers of automotive equipment operating on Company or private property must adhere to all applicable traffic regulations.
10. Getting in and out of a vehicle while it is in motion is prohibited, as is riding anywhere on the vehicle not designed for passengers.
11. No gasoline or diesel fuel should be added to the fuel tank of a motor vehicle while the engine is running. If a servicing unit equipped with an engine is used to fuel the vehicles, the engine of that unit should also be shut off unless it's power is needed to deliver the fuel.
12. Smoking is prohibited near a vehicle being refueled.
13. Flammable liquids are not to be carried in trunks or luggage compartments of vehicles. Spare auto batteries should not be stored or transported in the trunk of a vehicle.
14. Do not carry loose items such as hard hats, books, etc. on the rear package tray of a passenger car.
15. A driver shall not permit anyone to ride on the fenders or any part of the vehicle except on seats (if in pick-up bed, may ride if seated on floor). Passengers shall not stand in moving vehicle.
16. A driver shall not permit unauthorized persons to drive or ride in a company vehicle.
17. All speed limits shall be observed. Speed should be reduced under poor driving conditions.

18. Only designated, trained, and authorized employees are to operate motorized equipment and vehicles.
19. All wheels are to be chocked when the vehicle is being loaded by powered industrial trucks.
20. Before starting any motorized equipment, truck, or engine, all drivers shall check motor oil and radiator water.
21. All drivers shall immediately report to their supervisor any malfunction of the brakes, horn, or other safety devices. Do Not Use the equipment until it has been inspected.
22. All employees are to obey all traffic control devices and signs.
23. Safety belts are to be worn at all times when operating any motorized equipment.
24. Failure to regard school zone speed limits while operating a company vehicle will result in immediate dismissal.

## **TOOL SAFETY**

1. Defective tools shall be tagged to prevent their use and removed from the job site.
2. Employees shall always use the proper tools for the job.
3. Tools shall not be left unsecured on elevated places.
4. Impact tools, such as chisels and punches, that become mushroomed or cracked shall be dressed, repaired or replaced.
5. Chisels, drills, punches etc. shall not be held with hands while being struck by another employee.
6. Wrenches with sprung or damaged jaws shall not be use.
7. Wooden handles that are loose, cracked or splintered shall be replaced (not taped or lashed).
8. Disconnect any power tool before lubricating, cleaning or adjusting.
9. Carrying and storage of tools:
10. Never carry sharp tools in your pockets unless edges are protected.

11. Do not carry tools in your hands when climbing ladders. Hoist them with a rope.

12. Protect your tools from falling when working from a scaffold or other elevation.

13. Do not let your tools lie around in the work area.

### **PNEUMATIC TOOLS:**

1. Pneumatic power tools shall be secured to the hose or whip by positive means to prevent the tool from becoming accidentally disconnected.
2. Safety clips or retainers shall be securely installed on pneumatic impact (percussion) tools to prevent attachments from being accidentally disconnected.
3. Compressed air shall not be used for general cleaning purposes except when reduced to less than 30 p.s.i.
4. Compressed air shall not be used to blow dust or dirt from clothing.
5. All compressed air hoses exceeding 1/2 inch inside diameter shall have a safety device at the source of supply, or branch line to reduce pressure in event of hose failure.
6. Powered tools shall be operated only by competent persons who have been trained and authorized. Eye protection must be worn.

### **PORTABLE ELECTRIC TOOLS**

1. Portable electric tools such as drills, saws and grinders shall be effectively
2. Grounded unless the tool is an approved double-insulated type.
3. All powered tools shall be examined prior to use to insure serviceability and proper ground.
4. Never use a portable electric tool while standing in water.
5. All tools shall be disconnected from the power source while repairs are being made.

6. Electrical tools shall not be used where there is a hazard of flammable vapors, gases or dusts.
7. Portable electric saws must have a freely moving guard over the blade when the cut is completed.
8. Portable electric grinders shall have a retaining hood which covers at least half of the grinding wheel.

## **PAINTING SAFETY RULES**

1. Have the spray booth ventilation system in operation during every spraying operation.
2. Use the proper type of respirator at all times when spray painting with toxic paints.
3. Regulate the air pressure on the spray gun before starting work.
4. Clean the spray gun and other equipment thoroughly after each use.
5. Follow all rules governing safe handling of combustible materials.
6. Exercise caution in the handling of compressed air equipment.
7. Read and follow the manufacturer's directions carefully when using finishing materials. This is especially important when using lacquer, enamel, or paint in pressurized cans. Spray 20 feet away from possible source of ignition.
8. Store flammable paints and thinners, etc., in approved storerooms with explosion-proof wiring, or in a metal storage cabinet.
9. Never have more than one day's supply of flammable paint outside of an approved storage area.
10. Clean up all spills promptly.
11. Store thinners in UL approved safety cans. These are the type with spring-loaded and vented lids.
12. Dispose of oily paint or solvent-soaked rags in metal containers with tight fitting lids.

13. Bond metal containers when transferring flammable liquids, especially those that are known as Class I flammable liquids.

## **LIFTING & CARRYING SAFETY**

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6"-12" apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting branches with jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up.

## **USING MATERIAL HANDLING AIDES**

1. Supervision should ascertain the worker's knowledge of the selected equipment before the work begins. Instructions should be clear, concise and complete, and terminology must be thoroughly understood.
2. Adequate clearances should always be observed so that workers can readily avoid being struck, caught, or pinned by moving loads or material handling equipment.
3. When a lift appears to be very strenuous, a test strain should be applied first. High manual overhead lifts should be avoided and materials should generally be manually stacked to approximately waist height.
4. Additional planning should be given to such problems as sharp edges, odd sizes or shapes of loads, hazardous or fragile material, uneven weight distribution, and routes of travel while lifting and carrying.
5. When extra personnel are involved in lifting, the movement of materials shall be done in unison. Each worker shall know what the others are going to do and when.
6. Material handling precautions should be publicized throughout the company and discussed by personnel at safety meetings.

## **MATERIAL STORAGE**

1. Material stored in quantity should be arranged so that the weight is evenly distributed and not top-heavy.
2. All materials stored in tiers shall be racked, stacked, blocked, interlocked or otherwise secured to prevent sliding, falling or collapse.
3. Designated aisles and passageways shall be kept clear to provide for the free and safe movement of material handling equipment or employees.
4. Poles, pipe, lumber and similar materials should be stored on suitable racks and safely blocked to prevent movement.
5. Barrels, drums and kegs should be stored on end or securely blocked to prevent rolling.
6. Paints, varnish, lacquers and thinners are highly flammable and should be stored only in designated areas away from all possible sources of ignition.
7. Materials or equipment should not be stored under energized bus bars, energized lines, or near energized equipment.

8. When storage under energized lines or near energized equipment is necessary, proper clearances shall be maintained and extraordinary caution shall be exercised when moving materials into and out of such storage areas.
9. When storing combustible, flammable or hazardous material, know the proper methods of handling and storing. When in doubt, contact your supervisor.
10. Store combustible, flammable or hazardous material only in approved and clearly marked containers.
11. Batteries shall be stored in a well-ventilated area protected from sparks or open flames.

## **WELDING AND CUTTING-GENERAL**

1. Welding and cutting shall be performed only by experienced and properly trained persons.
2. When welding or cutting in elevated positions, precautions shall be taken to prevent sparks and hot metal from falling onto people or material below.
3. Suitable fire extinguishing equipment shall be available at all locations where welding and cutting equipment is used.
4. Matches shall not be carried by welders or their helpers when engaged in welding or cutting operations.
5. A fire watch shall be maintained whenever welding or cutting is performed in locations where combustible materials present a fire hazard. A fire check should be made of an area 1/2 hours after completion of welding.
6. Machinery, tanks, equipment, shafts or pipes that could contain explosive or highly flammable materials shall be thoroughly cleared and decontaminated prior to the application of heat.
7. In dusty or gaseous spaces where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is thoroughly ventilated.
8. Adequate ventilation or approved respiratory equipment shall be used while welding in confined spaces or while cutting, brazing or welding zinc, brass, bronze, stainless steel, or galvanized or lead coated material.
9. Proper respiratory protection must be used when welding or cutting cadmium bearing metals.
10. Indoors or in confined spaces, local exhaust ventilation or airline respirators shall be used.

11. Outdoors, respiratory protection such as approved fume respirators or airline respirators shall be used.

### **COMPRESSED GASES AND WELDING:**

1. Care shall be exercised in handling all gas cylinders. They shall not be lifted by valve protection caps. They should not be carried by hand. Roll them in an upright position. Do not use slings to move cylinders, use a suitable cradle or basket.
2. Gas cylinders, whether full or empty, shall be secured in an upright position. Valve protection caps shall be kept in place except while regulators and hoses are attached.
3. Oxygen cylinders shall not be stored near highly combustible materials, especially oil and grease or fuel gas cylinders. Protect them from hydrocarbon leaks.
4. Welding or cutting of any pipeline, tank, empty container or piece of equipment shall not be performed until it is assured the object is free from highly flammable materials or an explosive mixture of gases. Before welding or cutting is begun, the hazardous materials shall be removed, or it shall be vented to the atmosphere to prevent an explosion from expansion of trapped gases. NOTE: IF "HOT TAP" PROCEDURES ARE VERIFIED AS BEING REQUIRED AND ARE AUTHORIZED BY ALL PARTIES CONCERNED, SPECIFIC PRECAUTIONS AND PROCEDURES AS DETAILED BY THE HOST PLANT OR STATION OPERATORS SHALL BE COMPLIED WITH.
5. Cylinders shall not be allowed to come in contact with energized conductors, ground wires from electrical equipment or welding machines.
6. Valves of compressed gas cylinders shall be opened slowly and with proper wrench.
7. Before the regulator is removed from a cylinder, the valve shall be closed and all pressure released from the regulator.
8. A leaking cylinder shall not be used. Such cylinders shall be taken away from sources of ignition and the supervisor notified.

### **GAS WELDING:**

1. Suitable eye protection, protective gloves and clothing shall be worn during welding or cutting operations or while cleaning scale from welds. Helpers or attendants shall wear proper eye protection.
2. Matches shall not be used to light a torch. A torch shall not be lighted on hot work.
3. When welding equipment is not in use, the cylinder valves shall be closed and the pressure in the hose released.

4. Gas hoses shall be placed where they are not tripping hazards.

## **ELECTRIC WELDING**

1. No electric welding machine, either A.C. or D.C., shall be operated until the frame or case of the machine is electrically grounded.
2. Welders shall wear an approved welding helmet, proper protective gloves and clothing. Helpers shall wear proper eye protection. Other employees shall not observe electric welding operations unless they use appropriate eye protection.
3. Welders shall wear proper eye protection to guard against flying particles when the helmet is raised.
4. Welding screens shall be used whenever practical to avoid exposure of electric arc to other persons in the areas.
5. Welding machines will be placed at least 4 feet apart.

## **FORK LIFT OPERATORS**

1. Fork lifts shall be operated only by authorized persons who have been properly trained in their use.
2. Brakes and controls shall be tested by the operator prior to using the fork lift. (Needed repairs shall be reported immediately)
3. Equipment shall be operated at a safe speed for existing conditions. Go slowly around corners. Avoid holes, loose material etc.
4. Clearances shall be checked in all directions, particularly overhead clearances.
5. Fork Lifts shall not be fueled while the engine is running.
6. Forks shall be placed under the load as far as possible. Loads should not be raised or lowered while traveling. Loaded or empty, forks should be carried as low as possible, but high enough to clear uneven surfaces.
7. Operators shall always face the direction traveling, keep arms and legs inside compartment.

8. On inclines, fork lifts shall be driven with load on the up grade side whether ascending or descending. Do not turn on inclines.
9. Sudden stops that might spill load shall be avoided.
10. No one but the operator shall be allowed to ride the fork lift unless a seat is provided for that purpose. Use a secured special platform when lifting personnel.
11. Unattended fork lifts (operator 25 feet away or vehicle not in his view) shall have the load fully lowered, controls neutralized, power shut off and brakes set.
12. Supervisors shall ascertain that allowable levels of carbon monoxide are not being exceeded in enclosed areas.
13. When loading or unloading trucks or railroad cars, approved duckboards, properly secured, shall be used. The wheels of the truck or railroad car shall be blocked.
14. Load limits as specified by the manufacturer shall not be exceeded.
15. Avoid lifting or bumping anything that could fall on the operator or another person.
16. Watch clearances for forks, upright, overhead guard and tail swing.
17. Observe the following load handling procedures:
  - Handle loads within rated capacity.
  - Handle only stable loads.
  - Center weight of wide loads between forks.
  - Watch "swing" when handling long loads.
  - Keep load against carriage.
  - Do not travel with load raised.
  - For better vision with bulky loads travel in reverse, but...Always keep a proper lookout in the direction of travel, and...Always keep the load upgrade on grades of 10% or more.
  - Lift and lower with mast vertical or tilted slightly back. Tilt elevated load forward only when directly over unloading place. If load or lifting mechanism is elevated to pick up or deposit a load, keep tilt in either direction to a minimum.

## **Section VIII**

### ***Safety Inspections***

#### **Inspection Procedures**

Safety inspections help to identify potential physical hazards and faulty work practices. A self-inspection program can be a powerful tool for management. It can reveal a number of problems in the workplace before an accident occurs. Inspections should be performed on a periodic and regular basis.

#### **Accountability:**

Management and employees at all levels are accountable for workplace safety. This includes creating and maintaining a safe place to work. Regular inspections of the workplace will help to foster a safe work environment.

#### **Conducting effective safety inspections:**

1. Develop a checklist for each work area.
2. Conduct the inspection.
3. Record results.
4. Review the safety inspection results with your supervisor and take action to correct noted problems.
5. Follow up to ensure correction action takes place with all infractions.
6. Monitor inspection results to identify trends. Investigate repeated problems.

#### **Periodic and Regular Inspections:**

Safety inspections are divided into periodic and regular inspections. Periodic inspections are designed to inspect various safety features for proper operation, condition and presence throughout the facility. For example, periodic inspections should review fire protection equipment. A review of personal protective equipment, machine safeguards, emergency alarms etc., should also be included on a periodic inspection.

Regular inspections are performed on a routine, daily basis. The purpose of routine inspections is to identify and correct hazardous conditions and unsafe work practices before an accident occurs. Areas to be regularly inspected include housekeeping, proper material handling practices, safe work practices, proper use of personal protective equipment etc.

## Self Inspection Check List

Place an S for Satisfactory or U for Unsatisfactory and a comment in the space provided.

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

### Working and Walking Surfaces

Floors and passageways clean, orderly and dry

\_\_\_\_\_

Floor holes and drains covered

\_\_\_\_\_

Aisles properly marked and cleared to allow passage

\_\_\_\_\_

Spills cleaned up immediately

\_\_\_\_\_

Electrical cords elevated above passageways

\_\_\_\_\_

### Stairs and Storage

Standard handrails provided on stairways

\_\_\_\_\_

Storage lofts and balconies are protected with handrails

\_\_\_\_\_

Storage lofts have 4 inch toe boards to protect those below

\_\_\_\_\_

Wall openings guarded

\_\_\_\_\_

### Ladders

Step ladders used correctly

\_\_\_\_\_

Ladders project 3 feet above landing

\_\_\_\_\_

Portable ladders are erected using one-fourth rule

\_\_\_\_\_

Defective ladders are tagged and taken out of service

\_\_\_\_\_

**Equipment Guards and Tools**

Point of operation guard provided on all equipment

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All gears, chains, pulleys, belts are enclosed

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Hand and impact tools free from damaged heads

---

Tool rests in place and adjusted with bench grinders

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**Chemicals**

Are employees trained in the safe handling of chemicals such as acids, caustics, etc?

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Is personal protective equipment provided, used, maintained and accompanied by appropriate training?

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MSDS available for all chemicals used?

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Are eye wash stations and safety showers provided in areas where required?

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**Housekeeping**

Are combustible scrap, debris and waste stored safely and removed from the worksite promptly?

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Do all employees take initiative to keep their worksite organized and common areas clean?

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Are all work areas properly illuminated?

---

Are a sufficient number of waste containers present?

---

Is spilled material cleaned up immediately?

---

Non-slip materials in good condition. Any missing?

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Do employees wear slip-resistant footwear where appropriate?

Boxed or bagged materials stacked properly?

---

Drums stacked properly?

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Compressed gas cylinders secured properly; flammable and oxidizing gasses separated?

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**Manual Material Handling**

Have employees been trained in proper lifting techniques and are they being used?

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Have loads been reduced or provisions made to reduce the distance of lifts?

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Are dollies and lift trucks readily available? Are they being used?

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**Fire/Evacuation**

Are all exits marked and operable at all times?

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Are fire extinguishers mounted in readily accessible locations and maintained?

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Emergency alarm system operable?

---

Emergency lighting system operable?

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Smoke detectors tested?

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**Electrical**

Wiring free of exposed, frayed insulation?

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Junction boxes covered?

---

Metal fixed equipment grounded?

---

Equipment and extension cords have grounded connections?

---

Power hand tools are grounded or double insulated?

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Ground Fault Circuit Interrupters used on power tools connected to temporary wiring?

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