

Health and Safety Program

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Site Recovery Services Safety and Health Policy Statement

We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving Site Recovery Services assets and property.

At Site Recovery Services our most valuable resource are the people who work for us. Injuries can be prevented. To achieve this objective, Site Recovery Services will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues. An effective Safety and Health Program will be carried out throughout our organization.

The Safety and Health Program will assist management and non-supervisory employees in controlling hazards and risks which will minimize employee and customer injuries, damage to customer's property and damage or destruction of Site Recovery Services property.

All employees will follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and customers. To accomplish our safety and health goals, all members of management are responsible and accountable for implementing this policy, and to insure it is followed.

Site Recovery Services is sincerely interested in the employee's safety. The policy of Site Recovery Services is to provide safe equipment, adequate tools and training, and the necessary protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which Site Recovery Services provides.

Safety Education and Training Program

Site Recovery is committed to instructing all employees in safe and healthy work practices. Site Recovery will provide training to each employee with regard to general, acceptable, safety procedures and to any hazards or safety procedures that are specific to that employee's work situation.

Purpose of a Hazard Communication Program:

To provide employees with the knowledge and training necessary to understand and protect themselves and others from the chemicals they use. Also, to comply with the OSHA Hazard Communication Standard (1910.1200).

Training Will Occur When:

- Upon Hiring
- Site Recovery believes additional training is warranted
- An employee is given a new job assignment
- New substances, equipment, or new procedures are introduced which represent a new hazard
- Site Recovery is made aware of a new hazard

Training Areas:

Employee training will consist of new employee orientation, periodic group meetings, and one-on-one training. The Safety and Health training provided to employees will include:

- Employee Safety Handbook
- First Aid
- Site Recovery Safety and Health Policy
- Site Recovery Safety and Health Program
- Incident Reporting
- Hazard Communication
- Hazardous Material Spill Response
- Personal Protective Equipment requirements
- Emergency Procedures
- Housekeeping
- Job Specific Hazards

Project Managers, Superintendents and Foreman

The Project managers, Superintendents and Foreman are responsible for implementing and monitoring various safety programs in at their respective job sites. In addition, Superintendents and Foreman shall be responsible for:

- Conducting weekly documented job site safety meeting with Site Recovery Services, Inc. employees.
- Understanding and enforce the safety program policies and procedures through leadership by example.
- Reporting and document any noted safety concerns or recommendations by employees to the Safety Director.
- Maintaining a complete safety program on the job site or company vehicle.
- Reporting all employee injuries and/or incidents involving damage to equipment or public property to the main office.
- Completing an Illinois Form 45, along with the Safety Director, for injured employees and ensuring the Form 45 gets to the Main Office within 24 Hours of the incident.
- Take photographs as needed regarding damage control.

Site Recovery Services Health and Safety Program

Inspection by Outside Agencies

Outside regulatory agencies and insurance representatives requesting to inspect Site Recovery Services Projects or Program implementation to determine compliance and regulations pertaining to fire, workers compensation, safety, health and environmental issues shall be directed to the Chief Executive Officer (CEO) and the Safety Director.

The Safety Director or his designee and Project Manager, or his designee, shall accompany the representative from the outside agency on all inspections conducted and facilitate the necessary corrective action plan.

These inspecting agencies include, but are not limited to, the following:

- Occupational Safety and Health Administration (OSHA);
- Fire Prevention Bureaus from various counties, cities, towns, and villages;
- Environmental Protection Agency;
- Representatives from Property Insurance;
- Representatives from Workers Compensation Insurance;

The CEO, Vice President of Administration, and Project Manager shall be advised of the inspections and copied on all inspection related data. Agency requests for inspection related records or employee data must be cleared with CEO for Site Recovery Services.

Procedures

1. When an outside agency official comes onto a job site the superintendent or foreman should ask to see the official's identification.
2. Ask the outside agency official his reason for the visit.
3. The superintendent or foreman shall immediately call the main office, the CEO and the Safety Director. Informing them that a representative from an outside agency is on site and his/her reason for the visit.
4. If the visit is from a representative from OSHA, an opening conference shall be requested. This will identify the purpose of the visit and the scope of the inspection. The opening conference will include representatives from Site Recovery Services management.
5. At the end of the visit or inspection a closing conference shall be conducted with the outside agency representative, which at that time all concerns and issues should be discussed.

Employees Safety Rules

It is impossible to list or include all safety rules for all the possible tasks you may have to do. But the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and to ask your supervisor for additional rules when asked to do a task you are not familiar with, and this booklet does not cover. Failure to follow safety rules and/or safe practices will result in disciplinary action, up to and included termination.

GENERAL SAFETY RULES:

- Read and follow the safety notices, instructions, signs and operational procedures.
- Help your fellow employee when they ask for assistance or when needed for their safety.
- Never participate in “horseplay”. Horseplay that results in injury is often not covered by Workers’ Compensation.
- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.
- Wear personal protective equipment as required to reduce injury potential. Use all your assigned safety equipment as necessary.
- Never report to work or perform work under the influence of intoxicating beverages or illegal drugs. Prescription medication should only be used at work with your doctor’s approval. The legal use of prescription drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

FIRE SAFETY:

- Report all fire hazards to your supervisor immediately.
- Fire fighting equipment shall be used only for fire fighting purposes.
- Smoking is not permitted at any in the areas where County, State, or Local Laws prohibit smoking.
- Smoking is not permitted when operating any tools, or machinery.
- Do not block off access to fire fighting equipment.
- Keep doors, aisles, fire escapes and stairways completely unobstructed at all times.
- In case of a fire, your first consideration must be the safety of all persons, and then attention should be directed to the protection of property.
- Know how to report a fire and how to turn on a fire alarm.
- Know the location of all fire extinguishers, and how to use them.
- Know the fire exits to be used in an emergency.

HAND TOOL SAFETY:

- Wear protective equipment necessary for the job you are performing. Discuss any required safety equipment with your supervisor as changes occur.
- Defective tools must not be used.
- Do not carry sharp hand tools in clothing.
- Check all wiring on electric hand tools for proper insulation and 3-prong plug grounding.
- **Hammer:** Use eye protection at all times!
- **Screwdrivers:** Use the right size and type of screwdriver for the job. Do not use a screwdriver as a chisel.
- **Wrenches:** In using any wrench, it is better to pull than to push. If you have to push, use your open palm. Use the proper wrench for the job.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- Approved eye protection (safety glasses with side shields, goggles, etc.) must be worn at all times when assigned any certain job classifications. It is important to check with your supervisor to assure compliance
- Approved shoes must be worn at all times.
- Wear protective clothing and equipment as required by your job classification to protect against hazards at hand. These include, but are not limited to, hard hats, safety shoes, gloves, fall safety harness, ear plugs, etc.

MATERIAL HANDLING SAFETY:

- When lifting, lift properly. Keep the back straight, stand close to the load, and use your leg muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load.
- When lifting heavy objects, ask for assistance from another employee.
- Inspect the object you are going to lift for sharp corners, nails, or other things that may cause injury.
- Use gloves when handling rough or sharp materials.

HOUSEKEEPING:

- Do not place materials in aisles, stairways, or any designated path of travel.
- Stack materials at a safe height so that material will not fall. Insure heavy loads have proper support, and make sure there is no overhanging or irregular stacking of materials.
- Remove Demolition materials as needed to assure a safe work area.

COMPANY VEHICLES:

- Seat Belts will be worn at all times.
- Obey speed limits and all street signals.
- Be a courteous driver.

Site Recovery Services Safety Program

Employee Disciplinary Action

Site Recovery Services employees will be subjected to disciplinary actions for various safety infractions or misconduct. The Project Managers, Superintendents and Safety Director are responsible for complete enforcement of the Site Recovery Services Safety program. All safety policies and procedures shall be available to employees for their knowledge and information. The employee's supervisor shall review policies and procedures with the employee to clarify any point and/or interpretation.

Intolerable Offenses

The following job rules will be strictly enforced. Violations will be considered actions of gross misconduct and will result in immediate removal from the project and possible termination with the company.

1. Fighting on the job - any employee involved in a fight may be terminated, regardless of which the employee started the fight.
2. Alcohol Related - any employee in possession of alcoholic beverages on the project or suspected of being under the influence of the same, may be required to be removed from the project.
3. Gambling - Gambling on the job site will not be permitted at any time.
4. Drug-Related – any employee in possession of narcotics or suspected of being under the influence of the same will be subject to discipline, including disbarment from the project. Site Recovery Services supports a drug and Alcohol Free Workplace.
5. Security / Theft – any employee in violation of project security rules or having unauthorized possession of article that they do not own may be terminated.
6. Failure to Obey Safety Instruction – any employee is subject to termination if in violation of safety instructions after being warned by a Site Recovery Services Supervisor.
7. Possession of Firearms – Possession of firearms or any other weapon will not be permitted on the job site or parking lot.

Disciplinary Action Procedures

Should any employee commit an unsafe act, intentional or not, this action should be addressed by the job supervisor. A written notice stating that the employee is addressed by the job supervisor. A written notice stating that the employee violated a safety practice should be issued to the employee. The verbal warnings, written warnings and suspensions shall be documented using the Incident Report located in every Job File.

1. **VERBAL OR WRITTEN WARNING**
Talking with the employees about the infraction or a written notice and verbal exchange. No matter what, a verbal or written warning will be documented.
2. **WRITTEN NOTICE STATING THAT THE NEXT INFRACTION WILL BE SUSPENSION.**
3. **NOTICE OF SUSPENSION IN WRITING:**
Length of time will be based on your past history on Safety issues; you may appeal your violation with the Safety Department.
4. **NOTICE OF TERMINATION**
Written warnings should be detailed including dates, time, location, and the incident that occurred. The date of issuance should be recorded and the written warnings given to the employee, keeping a copy of the notice for the job file.

Drinking or possession of alcoholic beverages or illegal drugs on the job, reporting for work or driving a company vehicle under the influence of alcohol or drugs will be cause for immediate dismissal.

Site Recovery Services Safety Manual

Subcontractor Disciplinary Actions

Subcontractors for Site Recovery Services will be subject to disciplinary actions for various safety infractions or misconduct. The subcontractor's employees are subject to the same safety policies and procedures as employees of Site Recovery Services Safety Program. In the event, an employee of a subcontractor is found in violation of Site Recovery Services Safety Program, the Superintendent will immediately notify the subcontractor superintendent. Subcontractors will take adequate corrective or disciplinary action whenever necessary to discourage repetition of any violations. The Site Recovery Services Superintendent or Safety Director can request the removal of any Subcontractors employees from the project for committing a serious or repeated violation of site safety rules or procedures. If an employee of a subcontractor is being removed from a project, the General Superintendent or the Safety Director must contact the CEO before any action is taken.

In the event that a subcontractor discovers safety infractions or misconduct of an employee of Site Recovery Services the subcontractor should immediately notify the Site Recovery Services general Superintendent.

Site Recovery Services

Accident / Incident Reporting

All Site Recovery Services employees and visitors shall inform the General Superintendent, or Foreman that a work related injury or illness has been sustained. The Supervisor or Foreman shall immediately notify the CEO and the Safety Director that an accident or incident has occurred.

Procedures for Medical Emergencies

Emergency Medical Attention

1. For injuries that occur on the job sites, that require immediate medical Emergency Attention, call the emergency number that is appropriate for the area where you are working.
2. Use the “Buddy” system when obtaining general medical attention. The “Buddy” system means having someone escort the injured individual to receive medical treatment. If they are not capable driving to a medical facility alone.
3. The Superintendent or Foreman shall complete and forward to the Main Office a Site Recovery Services Incident Report within 24-hours of the incident.

General Medical Attention

1. Notify your supervisor immediately.
2. Seek the appropriate medical attention.
3. The Superintendent or Foreman shall complete and forward to the Main Office an Incident Report and Illinois Form 45.

Procedures for Incidents Other than Medical

1. Notify the proper authorities such as fire, police, etc.
2. Notify your Supervisor immediately.
3. The Superintendent or Foreman shall complete and forward a Site Recovery Services Incident Report. If the incident involves damage or theft to Site Recovery Services equipment then the superintendent or foreman shall complete and forward to the Main Office an Incident Report within 24 hours of the incident.

Documentation

All incidents involving injury to an employee shall have the proper forms and reports completed. The Safety Director in conjunction with the Project Superintendent and the injured employee shall complete an Illinois Industrial Commission Form 45. The Safety Director or his/her designee shall forward the copy of the Form 45 to companies Workmen’s Compensation Insurance Carrier.

Notification to Outside Agencies

The Safety Director or his/her designee shall contact the closest Occupational Safety and Health Administration Director within eight hours after the occurrence of an incident that is fatal to one or more employees or that results in the overnight hospitalization of three or more employees.

Investigation

As soon as feasible, the injured employee's supervisor shall contact the Main Office and the Safety Director so an investigation of the incident can be conducted.

Proactive

All "unsafe" conditions in the workplace shall be reported to the employee's supervisor who in turn shall contact the Safety Director to ensure "unsafe" conditions are corrected prior to an accident or incident.

Site Recovery Services Safety Manual

Fire and Incident Procedures

All Site Recovery Services employees shall follow all procedures within this policy for the prevention and reporting of fires, hazardous material incidents and natural disasters.

Housekeeping

All competent persons shall ensure that all equipment and materials are stored during a project as so not to impede any egress to and from corridors, entrances, and exits.

Reporting Procedures

In the event of a fire, hazardous material, or natural disaster, employees shall follow the acronym "RACER".

- **R** – Rescue people from the area of smoke and fire. Make people aware that there is a fire alarm or actual fire or incident within the building.
- **A** – Activate the closest fire alarm pull station within the building. If the building is not equipped with a fire alarm pull station then dial "911". When contacting the emergency services, provide them with your name, location of the emergency, the type of emergency (fire, chemical spill, medical, etc.) and the telephone number from which you are calling. Remember to remain calm.
- **C** – Contain the smoke and fire by closing doors to rooms and corridors.
- **E** – Extinguish the fire using the appropriate fire extinguisher for the type of fire being fought. See the section on fire extinguishes in this policy. Only employees that feel comfortable using a fire extinguisher shall attempt to extinguish the fire.
- **R** – Relocate to a safe area outside and away from the building. The project competent person shall account for all Site Recovery Services employees. In the event of an actual fire or chemical spill and an employee cannot be accounted for or is known to be still in the building. The competent person shall notify the first fire or police department official he/her sees and inform them that an employee is still in the building. If possible, the competent person shall provide the fire department official with an approximate location of the employee.

Fire Extinguishers

There are several things you must know before attempting to extinguish a fire.

1. Employees should only attempt to extinguish fires that are:
 - Small Fires;
 - Fires that do not involve hazardous materials; and
 - Fires that appear to not be spreading fast or Generating large amounts of smoke.
2. Fire is classified into four categories:
 - Class A fires involves ordinary combustibles such as paper, wood, etc.
 - Class B fires involve flammables such as varnishes, gasoline, etc.
 - Class C fires involve energized electrical equipment.
 - Class D fires involve hazardous materials.
3. Only attempt to extinguish the fire if you feel comfortable to do so.
4. When attempting to extinguish a fire always place your self between an exit and the fire. This way in the event the fire spreads you will not be trapped and able to exit the area.
5. Choose the properly rated fire extinguisher for the fire you are attempting to extinguish. The fire extinguisher ratings are located on the side of the extinguisher along with instruction on how to use the fire extinguisher. The ratings are either a pictogram or symbol. When there is a slash through the pictogram or symbol, this means that the extinguisher is NOT rated for that class of fire.
6. When an employee chooses to attempt to extinguish a fire, they should follow the acronym "PASS".
 - **P** - Pull the pin located at the top or side of the extinguisher.
 - **A** - Aim the hose or nozzle of the extinguisher at the base of the fire.
 - **S** - Squeeze the handle or lever located at the top or side of the extinguisher.
 - **S** - Sweep the hose or nozzle side to side while squeezing the lever. Keep sweeping until all the extinguisher contents are expelled.

In the event the fire does not extinguish or the fire spreads, evacuate the area immediately and let the fire department handle.

When an incident occurs on a project the competent person shall immediately notify the main office and the Safety Director. The competent person shall provide as much information he or she has about the incident.

Training

All employees of Site Recovery Services shall be trained annually of the procedures of reporting fires and extinguisher selection and use.

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Personal Protective Equipment

All employees of Site Recovery Services, Inc. shall wear the appropriate personal protective equipment when working on all projects. The personal protective equipment shall be provided to the employee at no cost. However, in the event an employee intentionally damages the personal protective equipment, the employee will be subject to disciplinary action and equipment replacement costs.

In the event an employee chooses to wear his/her own personal protective equipment, the Site Recovery Services Safety Director must inspect the equipment to ensure the equipment meets the requirement protection needed for the project.

Employees will be responsible for cleaning, storage and daily inspection of all personal protective equipment issued. The project superintendent, foreman or Safety Director will be responsible for having the employee sign a "Employee Receipt of Personal Protective Equipment" and "New Hire Orientation" form.

All employees of Site Recovery Services, while on project sites, shall wear the appropriate head protection at all times.

The type and class of head protection is intended to provide protection against specific hazardous conditions. Head protection is constructed according to the following types and classes:

Type – 1 Helmets with full brim, not less than 1 and ¼ inches wide; and Type – 2 brimless helmets with a peak extending forward for the crown.

All head protection worn by employees shall meet the ANSI Personal Headwear for Industrial Workers-Requirements Z89.1-1986. It is the responsibility of the employee to ensure that the head protection is adjusted to the right size so it provides sufficient clearance between the shell and the headband.

Employees shall visually inspect their head protection daily before each use. The visual inspection shall include checking for signs of dents, cracks, penetration, or any other damage that might reduce the degree of safety protection. Employees that find a defect or damage to their head protection shall immediately notify the project superintendent or foreman. The superintendent or foreman will ensure that the employee has replacement head protection.

Eye and Face Protection

Employees for Site Recovery Services when subject to the potential for injury to the eyes or face from flying particles, molten metals, liquid chemicals, acids or caustic liquids, chemical gases or vapors or a combination of these shall wear the appropriate eye and face protection.

Eye protection shall be durable, comfortable and easy to clean. Employees whose vision requires the use of corrective lenses and who by nature of their job duties require eye protection shall wear goggles or a full-face shield that can be worn over the prescription lenses. Employees grinding shall wear the goggle type eye protection at all times.

There are four general classes of eye protection: safety glasses face shields, goggles, and welding helmets. The type of protection required shall be determined by the type and degree of the hazard and shall comply with ANSI Z87.1-1989 "American National Standard Practice for Occupational and Educational Eye and Face Protection".

It is the responsibility of the employee to ensure that the lenses of the eye and face protection are kept clean.

Hand Protection

All employees shall wear hand protection when hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes.

Hearing Protection

Employees shall wear approved hearing protection when operating tools and equipment. Disposable hearing protection is made available to all employees. The disposable hearing protection is for one time only use and shall be discarded after each use.

Foot Protection

Foot protection shall be worn when there is the potential for injury to the feet from falling or rolling objects, objects piercing the sole of the foot, electrical hazards, hot surfaces and slippery surfaces.

Foot protection shall comply with ANSI Z-1991 "American National Standard for Personal Protection – protective Footwear".

Job Site Clothing

All employees, including employees of subcontractor shall wear at all times shirts with at least a four-inch sleeve and trousers or pants ankle length.

Training

All employees are trained initially upon receiving personal protective equipment. The employee shall be trained in at least the following:

- When personal protective equipment is necessary.
- What personal protective equipment is necessary.
- How to don, adjust, and wear personal protective equipment.
- The limitations of the personal protective equipment; and
- The proper care, maintenance, useful life and disposal of the personal protective equipment.

When it is determined that an employee who has been trained does not have the understanding or skill as required, the employee shall be retained on the specific piece of personal protective equipment.

Hazard Communication Program

1. Site Recovery Service, Inc. Policy

To ensure that information about the dangers of all hazardous materials and chemicals used by Site Recovery Service is known by all affected employees, the following Hazard Communication program has been established. It is our intention to provide a hazardous chemical list, use

Material Safety Data Sheets (MSDS), ensure that containers are labeled, and provide employee training to ensure compliance with 29 CFR 1910.1200.

The Safety Director, Ron Roth, is acting as a representative of Site Recovery Service, who has overall responsibility for the program.

All departments of Site Recovery Service will participate in the hazard communication program. This written program will be available at each job site and in our main office, located at 730 N. Larch Ave., Elmhurst, IL. 60126 for review by any interested party/employee.

2. Container Labeling

The program coordinator will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the name and address of the manufacturer.

The supervisor in each area will ensure that all primary containers are labeled and that secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and the appropriate hazard warning.

3. Material Safety Data Sheet (MSDS)

The program coordinator is responsible for establishing and monitoring the organization's MSDS program. The program coordinator will make sure procedures are developed to obtain the necessary MSDS's and will review incoming MSDS's for new or significant health and safety information. The program coordinator will see that any new information is passed on to affected employees.

MSDS's will be readily available to all employees during their work shift. If an MSDS is not available, contact the area Supervisor or the Company Safety Director.

MSDS will be periodically updated by Field personal receiving new or updated MSDS's to their field manuals, and by Program Coordinator update to office manuals.

4. Employee Training and Information

The program coordinator is responsible for the Hazard Communication Program. He/she will ensure that all program elements specified below are carried out. Prior to starting work, each new employee will attend a health and safety orientation that includes the following information and training:

- A. An overview of the requirements contained in the Hazard Communication Standard
- B. The physical and health risks of the hazardous material or chemicals
- C. Symptoms of overexposure
- D. How to determine the presence or release of hazardous material/chemicals in the work area
- E. How to reduce or prevent exposure to hazardous materials/chemicals through use of control procedures, work practices, and personal protective equipment
- F. Steps Site Recovery Service has taken to reduce or prevent exposure to hazardous materials/chemicals
- G. Procedures to follow if employees are overexposed to hazardous materials/chemicals
- H. How to read labels and MSDS's to obtain hazard information
- I. Location of the MSDS file and written hazardous communication program

5. Hazardous Non-Routine Tasks

Periodically, employees are required to perform non-routine tasks that are hazardous. Prior to starting work on such projects, each affected employee will be given information by the program coordinator about

the hazardous materials/chemicals he or she may encounter during such activity. This information will include specific material/chemical hazards, protective and safety measures the employee can use, and steps Site Recovery Service is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

6. Informing Contractor and Other Employers

It is the responsibility of the program coordinator to provide other employers with information about hazardous chemicals their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of the program coordinator to obtain information about hazardous material/chemicals used by other employers to which employees of Site Recovery Service may be exposed.

Other employers will be provided with material safety data sheets for hazardous material/chemicals generated by Site Recovery Service.

In addition to providing a copy of an MSDS to other employers, other employers will be informed of precautionary measures needed to be taken to protect their employees who are exposed to operations performed by Site Recovery Service.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous materials/chemicals for which their employees may have exposure.

7. List of Hazardous Chemicals

Attached is a list of all known hazardous material/chemicals used by our employees. This list includes the names, the supplier or manufacturer, and further information on each material/chemical may be obtained from the MSDS's, which are located *Site Recovery Service, 730 N. Larch Ave., Elmhurst, IL. 60126*

The hazardous material/chemical inventory was compiled and is maintained by: Ron Roth (Safety Director)

9. Program Availability

A copy of this program will be made available, upon request, to employees and their representatives by contacting Ron Roth, Safety Director

Hazardous Materials Inventory

Date: _____

Chemical / Product	Manufacturer/Supplier	Dept(s)	Product Usage
Antifreeze	Equiva Shell Oil	Job Sites - Shop	Vehicle Maintance
Motor Oil	Equiva Shell Oil	Job Sites - Shop	Vehicle Maintance
Tellus Plus 46	Equiva Shell Oil	Job Sites - Shop	Vehicle Maintance
Retinex LC (Grease 2)	Equiva Shell Oil	Job Sites - Shop	Vehicle Maintance
Multipurpose (Grease)	Patton Tractor	Job Sites - Shop	Vehicle Maintance
Propane	Boc Gas	Job Sites - Shop	Torching
Oxygen	Boc Gas	Job Sites - Shop	Torching
Oxygen (Refrigerated Liquid)	Boc Gas	Job Sites - Shop	Torching
ABC Dry Chemical	Buckeye Fire Equipment	Job Sites - Shop	Fire Protection
Floor Absorbent	Oil Dry Corp.	Job Sites - Shop	Oil spill - Clean up
Welding Rod	Lincoln Electric covered Electrode	Job Sites - Shop	Welding
Frogalloy	Hobard Bros.	Job Sites - Shop	Welding
Hardalloy	Hobard Bros.	Job Sites - Shop	Welding
Smooth Arc	Hobard Bros.	Job Sites - Shop	Welding
Chrome - Mang	Hobard Bros.	Job Sites - Shop	Welding
G.P. Hardsurface Electrode	Hobard Bros.	Job Sites - Shop	Welding
Abrasive Wheels	Flexovit USA	Job Sites - Shop	Grinding Wheels

Hazardous Materials Inventory

HMIS- The Hazardous Materials Identification System, was developed by the National Paint & Coatings Association (NPCA) to help employers comply with OSHA's Hazard Communication (HCS), 29 CFR 1910.1200.

The system utilizes colored bars, numbers and symbols to convey the hazards of chemicals used in the workplace.



Health	
The Health section conveys the health hazards of the material. In the latest version of HMIS, the blue Health bar has two spaces, one for an asterisk and one for a numeric hazard rating. If present, the asterisk signifies a chronic health hazard, meaning that long-term exposure to the material could cause a health problem such as emphysema or kidney damage. NFPA lacks this important information because the NFPA system is meant only for emergency or acute (short-term) exposures.	
4	Life-threatening, major or permanent damage may result from single or repeated overexposures.
3	Major injury likely unless prompt action is taken and medical treatment is given.
2	Temporary or minor injury may occur.
1	Irritation or minor reversible injury possible.
0	No significant risk to health.

Flammability

For HMIS I and II, the criteria used to assign numeric values (0 = low hazard to 4 = high hazard) are identical to those used by NFPA. In other words, in **this** category, the systems are identical. For HMIS III, the flammability criteria are defined according to OSHA standards:

4	Flammable gases, or very volatile flammable liquids with flash points below 73 °F, and boiling points below 100°F. Materials may ignite spontaneously with air. (Class IA) .
3	Materials capable of ignition under almost all normal temperature conditions. Includes flammable liquids with flash points below 73 °F and boiling points above 100 °F, as well as liquids with flash points between 73 °F and 100 °F. (Classes IB & IC).
2	Materials that must be moderately heated or exposed to high ambient temperatures before ignition will occur. Includes liquids having a flash point at or above 100 °F but below 200 °F. (Classes II & IIIA)
1	Materials that must be preheated before ignition will occur. Includes liquids, solids and semi solids having a flash point above 200 °F. (Class IIIB).
0	Materials that will not burn.

MSDS REQUEST FORM

Site Recovery Services, Inc.
730 N. Larch Ave.
Elmhurst, IL. 60126

Date:

To Whom It May Concern:

We are currently using the following product(s) in our workplace:

- 1.
- 2.
- 3.

However, we do not have a corresponding Material Safety Data Sheet (MSDS) as required by OSHA Hazard Communication Standard (29 CFR 1910.1200).

OR

The attached Material safety Data Sheet (MSDS) appears to be missing the following information:

- 1.
- 2.
- 3.

Please insure that we receive to required MSDS within 15 days so that we may comply with the State of Alaska, OSHA Standards and provide adequate protection to our employees. Also, please consider this request as a standing order for any update information that affects this product(s) in the future.

Thank you for your prompt attention,

Sincerely,

Ron Roth
Safety Director

Material Safety Data Sheet

May be used to comply with OSHA's Hazard Communication Standard, 29 CFR 1910.1200. Standard must be consulted for specific requirements.

U.S. Department of Labor

Occupational Safety and Health Administration
(Non-Mandatory Form)
Form Approved
OMB No. 1218-0072

Manufacturer's Name:	Emergency Phone Number:
Address:	Telephone Number for Information:
City, State and Zip Code:	Date Prepared:
	Signature of Preparer:

Section II - Hazard Ingredients/Identity Information

Boiling Point	Specific Gravity (H ₂ O = 1)
Vapor Pressure (mm Hg.)	Melting Point
Vapor Density (AIR = 1)	Evaporation Rate (Butyl Acetate = 1)
Solubility in Water	
Appearance and Odor	

Section IV - Fire and Explosion Hazard Data

Reproduce (locally)

Section V - Reactivity Data

Route(s) of Entry:	Inhalation?	Skin?	Ingestion?
Health Hazards (<i>Acute and Chronic</i>)			
Carcinogenicity:	NTP?	IARC Monographs?	OSHA Regulated?
Signs and Symptoms of Exposure			
Medical Conditions	Generally Aggravated by Exposure		
Emergency and First Aid Procedures			

Section VI - Health Hazard Data

Route(s) of Entry:	Inhalation?	Skin?	Ingestion?
Health Hazards (<i>Acute and Chronic</i>)			
Carcinogenicity:	NTP?	IARC Monographs?	OSHA Regulated?
Signs and Symptoms of Exposure			
Medical Conditions - Generally Aggravated by Exposure			
Emergency and First Aid Procedures			

Section VII - Precautions for Safe Handling and Use

Steps to be taken in Case Material is Released or Spilled
Waste Disposal Method
Precautions to Be taken in Handling and Storing
Other Precautions

Section VII - Precautions for Safe Handling and Use

Respiratory Protection (<i>Specify Type</i>)		
Ventilation	Local Exhaust	Special
	Mechanical (<i>General</i>)	Other
Protective Gloves	Eye Protection	
Other Protective Clothing or Equipment		
Work/Hygienic Practices		

Hazardous Materials Identification System (HMIS)

Reactivity (HMIS I and II - now obsolete)

The criteria used to assign numeric values (0 = low hazard to 4 = high hazard) were identical to those used by NFPA. In other words, in this category, the systems were identical.

This version is now obsolete. The yellow section has been replaced with an orange section titled Physical Hazards - see the next section for more information.

Physical Hazard (HMIS III)

Reactivity hazard are assessed using the OSHA criterion of physical hazard. Seven such hazard classes are recognized:

Water Reactives Organic Peroxides Explosives Compressed Gases Pyrophoric

Materials Oxidizers Unstable Reactives

This version replaces the now-obsolete yellow section titled Reactivity. See the previous section for more information. As with the Health and Flammability sections, the level of hazard is indicated using numeric values (0 = low hazard to 4 = high hazard):

4	Materials that are readily capable of explosive water reaction, detonation or explosive decomposition, polymerization, or self-reaction at normal temperature and pressure.
3	Materials that may form explosive mixtures with water and are capable of detonation or explosive reaction in the presence of a strong initiating source. Materials may polymerize, decompose, selfreact, reaction in the presence of a strong initiating source. Materials may polymerize, decompose, selfreact, or undergo other chemical change at normal temperature
2	Materials that are unstable and may undergo violent chemical changes at normal temperature and pressure with low risk for explosion. Materials may react violently with water or form peroxides upon exposure to air.
1	Materials that are normally stable but can become unstable (self-react) at high temperatures and pressures. Materials may react non-violently with water or undergo hazardous polymerization in the absence of inhibitors.
0	Materials that are normally stable, even under fire conditions, and will not react with water, polymerize, decompose , condense, or self-react. Non-explosives.

Hazardous Materials Identification System (HMIS)

Personal Protection

This is by far the largest area of difference between the NFPA and HMIS systems. In the NFPA system, the white area is used to convey special hazards whereas HMIS uses the white section to indicate what personal protective equipment (PPE) should be used when working with the material.

Note: The NPCA specifically recommends that "preparers of MSDSs **should not place HMIS PPE designation codes on the MSDSs or labels that leave the facility**, as they do not know the conditions under which their customers use those products." However, these still turn up on some MSDS's. HMIS uses a letter coding system for this section. We at ILPI find this unacceptable because we would rather see the PPE listed explicitly instead of having employees try to remember a bunch of codes or consult a chart, something that could lead to confusion and/or a fatal accident. Likewise, the "custom codes" aspect is particularly dangerous for visitors and contractors who may not remember/recognize that these could vary from job site to job site. We present the lettering scheme here, along with a series of graphics meant to reinforce the meaning of each letter.

Hazardous Materials Identification System (HMIS)



HMIS Letter	Required Equipment
A	 Safety Glasses
B	 Safety Glasses  Gloves
C	 Safety Glasses  Gloves  Protective Apron
D	 Face Shield  Gloves  Protective Apron
E	 Safety Glasses  Gloves  Dust Respirator
F	 Safety Glasses  Gloves  Protective Apron  Dust Respirator
G	 Safety Glasses  Gloves  Vapor Respirator
H	 Splash Goggles  Gloves  Protective Apron
I	 Safety Glasses  Gloves  Dust Respirator  Vapor Respirator
J	 Splash Goggles  Gloves  Protective Apron  Dust Respirator  Vapor Respirator
K	 Air Line Mask or Hood  Gloves  Full Suit  Boots
L through Z	<p>Site-specific label. Ask your supervisor or safety specialist for handling instructions.</p>

NFPA 704 Hazard Identification Rating System

NFPA 704 -Hazard Identification Rating System, the familiar NFPA "hazard diamond" for health, flammability, and instability. This identification system is designed to inform first responders. Additional information needs to be provided on the container label to meet the requirements of the Hazard Communication Standard. **Health Hazard**



Flammability	
4	Will rapidly or completely vaporize at normal pressure and temperature, or is readily dispersed in air and will burn readily.
3	Liquids and solids that can be ignited under almost all ambient conditions.
2	Must be moderately heated or exposed to relatively high temperature before ignition can occur.
1	Must be preheated before ignition can occur.
0	Materials that will not burn.

Health Hazard	
4	Very short exposure could cause death or serious residual injury even though prompt medical attention was given.
3	Short exposure could cause serious temporary or residual injury even though prompt medical attention was given.
2	Intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical attention is given.
1	Exposure could cause irritation but only minor residual injury even if no treatment is given.
0	Exposure under fire conditions would offer no hazard beyond that of ordinary combustible materials.

NFPA 704 Hazard Identification Rating System

4	Readily capable of detonation or of explosive decomposition or reaction at normal
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	temperatures and pressures.
3	Capable of detonation or explosive reaction, but requires a strong initiating source or must be heated under confinement before initiation, or reacts explosively with water.
2	Normally unstable and readily undergo violent decomposition but do not detonate. Also: may react violently with water or may form potentially explosive mixture with water.
1	Normally stable, but can become unstable at elevated temperatures and pressures or may react with water with some release of energy, but not violently.
0	Normally stable, even under fire exposure conditions, and are not reactive with water.



Special Hazards	
This section is used to denote special hazards. There are only two NFPA 704 approved symbols :	
OX	This denotes an oxidizer, a chemical which can greatly increase the rate of combustion/fire.
W	Unusual reactivity with water. This indicates a potential hazard using water to fight a fire involving this material.

ACID	This indicates that the material is an acid, a corrosive material that has a pH lower than 7.0
ALK	This denotes an alkaline material, also called a base. These caustic materials have a pH greater than 7.0
COR	This denotes a material that is <u>corrosive</u> (it could be either an acid or a base) .
	This is a another symbol used for crrosive.
	The skull and crossbones is used to denote a poison or highly toxic material. See also: CHIP Danger symbols.
	The international symbol for radioactivity is used to denote radioactive hazards; radioactive materials are extremely hazardous when inhaled.
	Indicates an explosive material. This symbol is somewhat redundant because explosives are easily recognized by their Instability Rating.

DEFINITIONS

PEL- Permissible Exposure Limit. The amount of material an employee can be exposed to, normally during an 8-hour work shift. The PEL is enforceable by the Maine Department of Labor.

PEL's can be defined in two different ways as discussed in the OSHA regulation on air contaminants, 1910.1000:

Ceiling Values - at no time should this exposure limit be exceeded. (Sometimes denoted with the letter C.)

8-hour Time Weighted Averages (TWA) - are an average value of exposure over the course of an 8 hour work shift.

TWA levels are usually lower than ceiling values. Thus, a worker may be exposed to a level higher than the TWA for part of the day (but still lower than the ceiling value) as long as he is exposed to levels below the TWA for the rest of the day. See 1910.1000 for the formulas used in the calculations.

REL- Recommended Exposure Limit. The recommended amount of material an employee can be exposed to during an 8-hour work shift. The REL is a recommendation from NIOSH and is not enforceable by the Maine Department of Labor.

TLV- Threshold Limit Value. Are guidelines (not standards) prepared by the American Conference of Governmental Industrial Hygienist, Inc. (ACGIH) to assist industrial hygienists in making decisions regarding safe levels of exposure to various hazards found in the workplace.

STEL- Are generally used only when toxic effects have been reported from high acute (short-term) exposures in either humans or animals. An STEL is not a separate independent exposure limit, but supplements time-weighted average limits where there are recognized acute effects from a substance whose toxic effects generally chronic (long-term) in nature.

- For example, one cannot be exposed to an STEL concentration if the TLV-TWA (time weighted average for an 8 hour shift; see Permissible Exposure Limit (PEL) would be exceeded. Workers can be exposed to a maximum of four STEL periods per 8-hour shift, with at least 60 minutes between exposure periods.

A Short Term Exposure Limit (STEL) is defined by ACGIH as the concentration to which workers can be exposed continuously for a short period of time without suffering from:

- Irritation
- Chronic or irreversible tissue damage
- Narcosis of sufficient degree to increase the likelihood of accidental injury, impair self-rescue or materially reduce work efficiency.

CAS - Chemical Abstracts Service Registry Number is a unique identifier that tells you, for example, that acetone and dimethyl ketone are actually the same substance. From a safety and inventory perspective, this is a terrific idea.

DEFINITIONS

NIOSH - National Institute of Occupational Safety and Health, operated by the Centers for Disease Control.

ACGIH - American Conference of Governmental Industrial Hygienists.

ANSI - American National Standards Institute- American National Standards Institute, ANSI, is a private, non-profit membership organization representing over 1,000 public and private organizations, businesses and government agencies. They seek to develop technical, political and policy consensus among various groups.

MDOL - Maine Department of Labor

NFPA - The National Fire Protection Association is a private non-profit organization, is the leading authoritative source of technical background, data, and consumer advice on fire protection, problems and prevention.

PPE - Personal Protective Equipment

Engineering Controls - Eliminate or reduce exposure to a chemical or physical hazard through the use or substitution of engineered machinery or equipment. Examples include self-capping syringe needles, ventilation systems such as a fume hood, sound-dampening materials to reduce noise levels, safety interlocks, and radiation shielding.

Toxic - falls in any of these three categories:

1. A chemical that has a median lethal dose (LD₅₀) of more than 50 milligrams per kilogram but not more than 500 milligrams per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.
2. A chemical that has a median lethal dose (LD₅₀) of more than 200 milligrams per kilogram but not more than 1,000 milligrams per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between two and three kilograms each.
3. A chemical that has a median lethal concentration (LD₅₀) in air of more than 200 parts per million, but not more than 2,000 parts per million by volume of gas or vapor, or more than two milligrams per liter, but not more than 20 milligrams per liter of mist, fume, or dust, when administered by continuous inhalation for one hour (or less if death occurs within one hour) to albino rats weighing between 200 and 300 grams each.

DEFINITIONS

Highly toxic is defined as:

1. A chemical that has a median lethal dose (LD₅₀) of 50 milligrams or less per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.
2. A chemical that has a median lethal dose (LD₅₀) of 200 milligrams or less per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between two and three kilograms each.
3. A chemical that has a median lethal concentration (LD₅₀) in air of 200 parts per million by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume, or dust, when administered by continuous inhalation for one hour (or less if death occurs within one hour) to albino rats weighing between 200 and 300 grams each.

Toxicology is the study of the nature, effects, detection, and mitigation of poisons and the treatment or prevention of poisoning.

Chemical - Any element, chemical compound or mixture of elements and/or compounds.

Combustible liquid - Any liquid having a flashpoint at or above 100°F (37.8°C), but below 200°F (93.3°C), except any mixture having components with flashpoints of 200°F (93.3°C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

Explosive - A chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

Flammable material - can be a solid, liquid or gas.

OSHA defines a flammable liquid as "any liquid having a flash point below 100°F. (37.8°C.), except any mixture having components with flash points of 100°F. (37.8°C.) or higher, the total of which make up 99 percent or more of the total volume of the mixture. Flammable liquids shall be known as Class I liquids."

Flammable limits - apply generally to vapors and are defined as the concentration range in which a flammable substance can produce a fire or explosion when an ignition source (such as a spark or open flame) is present. The concentration is generally expressed as percent fuel by volume.

- Above the **upper flammable limit** (UFL) the mixture of substance and air is too rich in fuel (deficient in oxygen) to burn. This is sometimes called the **upper explosive limit** (UEL).
- Below the **lower flammable limit** (LFL) the mixture of substance and air lacks sufficient fuel (substance) to burn. This is sometimes called the **lower explosive limit** (LEL).

Any concentration between these limits can ignite or explode -- use extreme caution! Being above the upper limit is not particularly safe, either. If a confined space is above the upper flammable limit and is then ventilated or opened to an air source, the vapor will be diluted and the concentration can drop into the flammable limit range.

DEFINITIONS

Solvent - A substance that dissolves another substance or substances to form a solution (a homogeneous mixture). The solvent is the component in the solution that is present in the largest amount or is the one that determines the state of matter (i.e. solid, liquid, gas) of the solution. Solvents are usually, but not always, liquids. They can also be gases or solids.

Ventilation - The process of supplying fresh air to an enclosed space in order to refresh/remove/replace the existing atmosphere. Ventilation is commonly used to remove contaminants such as fumes, dusts or vapors and provide a healthy and safe working environment; in other words, it is an engineering control. Ventilation can be accomplished by natural means (e.g., opening a window) or mechanical means (e.g., fans or blowers).

Safety Manual

Hand and Power Tools

General Requirements

Employees must use and take the appropriate safety precautions when using hand and power tools. There are five basic rules employees must follow:

1. Keep all tools in good condition and clean.
2. Use the right tool for the job.
3. Examine each tool for damage before use and do not use damaged tools.
4. Operate tools according to the manufactures instructions.
5. Use the proper personal protective equipment when using tools.

Hand Tools

Hand tools are tools that are powered manually such as axes, hammers, screwdrivers, handsaws, chisels, wrenches, etc.

Prior to using a hand tool employees must visually inspect the tools for damage or defects. In the event damage or defects are discovered the employee shall remove the tool from service and inform his/her supervisor of the damage or defect. The supervisor immediately after being notified of the damaged hand tool shall tag the equipment with a red "Out of Service" tag identifying the damage or defect.

Guards

All exposed moving parts of power tools shall be safeguarded. All belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating or moving parts of equipment shall be guarded.

The operator of the machine or tools shall be protected from:

- Point of operation
- In-running nip points, rotating parts
- Flying chips and sparks

Safe guards on all equipment shall not be removed when the tool is being used.

Electric Tools

All electric tools used on construction sites shall have three-wire cord with ground and be plugged into a grounded receptacle.

The following general practices should be followed when using electric tools:

- Operate electric tools within their design limitations
- Use gloves and the appropriate safety footwear when using electric tools
- Store electric tools in a dry place when not in use
- Do not use electric tools in damp or wet locations unless they are approved for that purpose
- Keep work area well lit
- Ensure that cords from electric tools do not present a tripping hazard.

Portable Abrasive Wheel Tools

All employees using portable abrasive wheel tools such as those used for grinding, cutting, polishing and or having a wire wheel, shall conduct a visual inspection of the tool prior to its use. The visual inspection shall include:

- Ensure all guards are in place, which cover the spindle end, nut and flange projection
- Ensure all guards are free from cracks or other defects
- Ensure proper alignment with the wheel

All employees shall wear eye and face protection, and hearing protection when using a portable abrasive wheel tool. The employee shall always turn off the power tool when not in use. A hand held grinder shall never be clamped in a vise.

Pneumatic Tools

All employees working with pneumatic tools must perform a visual inspection of the tool prior to its use. The visual inspection shall include:

- Ensure the tool is fastened securely to the air hose
- Ensure that a short wire or positive locking device attaching the tool to the air hose must be in place
- When an air hose is greater than ½ inch in diameter, a safety excess flow valve must be installed at the air supply to reduce pressure in case of hose failure
- Ensure all air hoses are protected against damage or accidental striking
- Ensure air hoses do not provide a tripping hazard
- Ensure a safety clip or retainer is installed to prevent attachments, such as chisels, on a chipping hammer, from being ejected during tool operation

All employees must wear eye and face protection, head protection and hearing protection when operating a pneumatic tool.

When an employee is working with a pneumatic tool when other workers are nearby, caution must take place to protect others from being struck by flying fragments around chippers, riveting guns, staplers or air drills.

Employees using heavy-duty jackhammers shall wear safety glasses, hearing protection and safety shoes to protect themselves against injury if the jackhammer slips or falls.

Gasoline Powered Tools

All employees using gasoline-powered tools must use caution when handling, transporting and storing of fuel for tools. Only approved flammable liquid containers shall be used when storing gasoline. Before refueling a gasoline powered tool, the employee must shut-off the tool and allow the engine to cool down to prevent accidental ignition of hazardous vapors.

If the employee is using the gasoline power tool in a closed area, the employee must ensure that effective ventilation is in place to avoid carbon monoxide build-up. The proper ventilation must be in place prior to work starting.

Powder-Actuated Tools

All employees using power-actuated tools must be trained for that specific tool before using it. The employee must wear the appropriate personal protective equipment, such as hearing protective, eye protection, and face protection.

Safety precautions that must be followed when using power-actuated tools include:

- Do not use the tool in an explosive or flammable atmosphere
- Inspect the tool before using it to determine that it is clean, that all moving parts operate freely and that the barrel is free from obstructions and has the proper shields, guard and attachments recommended by the manufacturer
- Do not load the tool unless it is to be used immediately
- Do not leave a loaded tool unattended, especially where it would be available to unauthorized persons
- Keep hands clear of the barrel
- Never point the tool at anyone

When using power-actuated tools to apply fasteners, several additional procedures must be followed:

- Do not fire fasteners into material that would allow the fasteners to pass through the other side
- Do not drive fasteners into very hard or brittle material that might chip or splatter, or make the fasteners ricochet
- Always use an alignment guide when shooting fasteners into existing holes
- When using a high-velocity tool, do not drive fasteners more than 3 inches from an unsupported edge or corner of material such as brick or concrete
- When using a high-velocity tool, do not place fasteners in steel any closer than ½ inch from an unsupported corner edge unless a special guard fixture, or jig is used

Hydraulic Power Tools

All jacks, including lever and ratchet jacks, screw jacks, and hydraulic jacks must have a stop indicator, and the stop limit must not be exceeded at any time during their use. The manufacturer's load limit must be permanently marked in a prominent place on the jack, and the load limit must not be exceeded.

A jack shall not be used to support a lifted load. Once the load has been lifted, it must immediately be blocked up. Put a block under the base of the jack when the foundation is not firm, and place a block between the jack cap and load if the cap has the potential to slip.

To set up a jack, make certain of the following:

- The base of the jacks rests on a firm, level surface
- The jack is correctly centered
- The jack head bears against a level surface; and
- The lift force is applied evenly

Safety Program

Electrical Safety

Guarding

All live parts of electric equipment that operate at 50 volts or more shall be guarded against accidental contact. The guarding can be one of the following:

- Location in a room, vault; or similar enclosure accessible only to a qualified person
- Use of permanent, substantial partitions or screens to exclude unqualified persons
- Location on a suitable balcony, gallery, or platform, elevated and arranged to exclude qualified person; or
- Elevation of 8 feet or more above the floor.

Entrances to rooms and other guarded locations containing exposed live electrical parts shall have a sign installed warning persons entering the room "Authorized Personnel Only"

Indoor electric wiring more than 600 volts and that is open to unqualified persons shall be made with metal enclosed equipment or enclosed in a vault or area controlled by a lock. In addition, equipment must be marked with appropriate caution signs.

Overhead Power Lines

If work is to be performed near power lines, the lines must be de-energized by the owner or operator of the lines, or have other protective shields in place before work is started. Protective measures can be guarding and insulating the lines to prevent employees from coming in contact with the lines.

All employees and mechanical equipment shall stay at least 10 feet away from overhead power lines. If the voltage of the power lines is greater than 50,000 volts, the clearance must be increased by 4 inches for each additional 10,000 volts.

Employees standing on the ground shall not come in contact the equipment when the equipment is being operated near overhead power lines, unless the maximum reach of the equipment will not violate the required clearance.

Lockout/Tagout Procedures

All employees working with electrical equipment shall ensure that the machine or equipment is stopped, isolated from all potential hazardous energy sources and locked out before performing any work where unexpected start up or energy can occur.

All employees shall not attempt to start or energize a piece of machinery or equipment if it is already locked out.

All subcontractors shall follow lockout/tagout procedures as described in the Occupational Safety and Health Administration 29 CFR 1910.333.

Obsolete / Abandoned Equipment

All obsolete / abandoned equipment that still has the ability to function shall be locked out and tagged with a condemned equipment tag. All power sources for the equipment shall be disconnected and the equipment removed from the facility within a reasonable time frame.

Training

All employees that work with electrical systems or devices shall be trained in electrical safety. The training shall include, but not limited to, hazards associated with electricity, sources of electricity, protective equipment, use of tools around electrical systems, and overhead power lines.

Safety Program

Assured Grounding

The following safety policy will be followed to provide compliance with the Occupational Safety and Health Administration standard 1926.404 (b) (ii).

General

The superintendent or project foreman on each job site is designated the competent person for this safety policy. This means that the project foreman will be the one who is capable of identifying existing and predictable hazards in the surrounding area or working conditions that are hazardous relative to this electrical program and is authorized to take corrective measures.

All electrical tools must be double insulated or be equipped with a third wire grounding prong electrical cord.

Damaged tools, generators, or extension cords must be taken out of service immediately. A red "Out of Service" tag shall be placed on the damaged equipment and the damage identified.

All Ground Fault Interrupter (GFI) outlets on generators must be tested on a weekly basis. This will require that the test and reset button be operative to make certain that the GFI outlet will offer adequate protection.

All extension cords used on a project shall be connected to a Ground Fault Circuit Interrupter (GFCI) or e in an Assured Grounding Program.

Procedures

Daily - Each electrical cord, receptacle, or electrical tool will be visually inspected for any defects such as damaged insulation, missing ground prong, etc.

Quarterly - Each receptacle and extension cord will be tested for continuity. All plug type equipment and tools will be tested for continuity between metal frame and ground prong.

Documentation - Each cord and tool that identifies continuity and is free from visible defects will be taped with the appropriate color tape at the end of the cord as a means of documentation.

Testing

All electrical equipment shall be tested:

- Before each use
- Before equipment is returned to service following any repair
- Quarterly

Methods of Testing

Method 1 – Plug receptacle tester into female end of extension cord while it is plugged into and electrical outlet. The tester will light up to indicate if the ground is continuous.

* Use for extension cords only.

NOTE: This will not give an accurate reading if electricity is generator provided.

Method 2 - THIS IS TO BE PERFORMED WHEN THE CORD IS UNPLUGGED.

Attach the clip end of the tester to the ground prong and insert the tester probe into the ground hole of the unplugged cord. A light indicates that the ground is continuous.

- Use for 3-prong tools and unplugged extension cords.

This method should be used if a generator provides the electrical power.

Color Codes

First Quarter - WHITE

January
February
March

Second Quarter - GREEN

April
May
June

Third Quarter - RED

July
August
September

Fourth Quarter - ORANGE

October
November
December

Safety Program

Fall Protection

All Site Recovery Services employees working six feet or more above a lower level shall be protected from fall hazards and falling objects.

The following systems and procedures have been designed to prevent employees from falling off, onto, or through working levels. Areas covered by this policy include, but are not limited to:

- Controlled access zones;
- Ramps, runways and other walkways;
- Holes;
- Leading edge work;
- Unprotected sides and edges;
- Roofing work;
- Wall openings; and other walking/working surfaces.

This policy in accordance with the Occupational Safety and Health Administration 29 CFR 1926.500-503, describes the duty to provide fall protection, sets the criteria and practices for fall protection systems and the required training. It covers hazard assessment, fall protection and safety monitoring systems. Also addressed are controlled access zones and guardrails, personal fall arrest, warning line system and positioning device systems.

Controlled Access Zones

Controlled access zones are created to limit entrance to areas where leading edge work and other operations are taking place, shall be defined by a controlling line or other means that restricts access. Control lines shall consist of ropes, wires, tapes, or equivalent material, supporting stanchions and each shall:

- Be flagged or otherwise clearly marked at not more than six foot intervals with high visible material;
- Be rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches from the walking/working surface and the highest point is not more than 50 inches;
- Be strong enough to sustain stress of not less than 200 pounds;
- Extend along the entire length of the unprotected leading edge and shall be parallel to the unprotected or leading edge
- Be connected on each side to a guardrail system or wall.

When controlled lines are used they shall be erected not less than six feet and no more than 25 feet from the unprotected or leading edge, except when precast concrete members are

being erected. In the latter case, the control line shall be erected not less than six feet and no more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.

Controlled access zones when used to determine access to areas where overhand related work are taking place shall be defined by a control line erected not less than 10 feet and no more than 15 feet from the working edge. Additional control lines shall be erected at each end to enclose the controlled access zone.

On floors and roofs where guardrail systems are in place, but need to be removed to allow leading edge work to take place, only the portion of the guardrail necessary to accomplish that day's work shall be removed.

Guardrail System

If a guardrail system is used to protect employees from falls, the system shall meet the following criteria:

- Toprails and midrails of guardrail systems shall be at least one quarter inch in diameter.
- If wire rope is used for toprails, it shall be marked every six feet with highly visible material;
- Steel or plastic banding shall not be used as toprails or midrails;
- Manila, plastic or synthetic rope used for as toprails or midrails shall be inspected frequently to ensure strength and stability;
- The top edge height of toprails or guardrails shall be 42 inches plus or minus three inches above the working level;
- Screens, midrails, mesh, intermediate vertical members or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches high;
- When midrails are used, they shall be installed at a height midway between the top edge of the guardrail system and the walking/working level;
- When screens and mesh are used they shall extend from the toprail to the walking/working level and along the entire opening between the toprail supports;
- Intermediate members, such as balusters, when used between posts, shall not be more than 19 inches apart;
- Other structural members, such as additional midrails and panels, shall be installed so that there are no openings larger than 19 inches;
- The guardrail system shall be capable of withstanding a force of at least 200 pounds;
- Midrails, screens, mesh, intermediate vertical members, solid panels and equivalent structural members shall be capable of withstanding a force of 150 pounds;
- Guardrail systems shall have smooth surfaces to protect employees from punctures or lacerations and prevent clothing from snagging;

- The end of toprails and midrails shall not overhang terminal posts, except where such overhang does not constitute a projection hazard;

- A chain gate or removable guardrail section shall be placed across the access opening between the guardrail sections when hoisting operations are not taking place.
- At holes, six feet or more in depth, guardrails systems shall be set up on all unprotected sides and edges and all holes shall be covered when not in use;
- Guardrail systems with a gate shall be used around holes that are access points to prevent employees from falling into these holes; and
- If guardrail systems are used at the sides or edges of ramps or runways, they shall be erected on each side or edge.

Personal Fall Arrest Systems

The use of a body belt for fall protection is prohibited.

The user prior to each use shall inspect all personal fall arrest systems. The inspection shall include examination for wear, damage and other deterioration. If during the inspection the user discovers defects or damage, the user shall immediately remove the component from service, notify their superior or foreman, and place an "Out of Service" tag on the component.

Dee-rings and snap-hooks shall have a minimum tensile strength of 5,000 pounds without cracking, breaking or suffering permanent deformation. Snap-hooks shall be sized to be compatible with the member to which they will be connected, or shall be of a locking configuration.

Snap-hooks that are not of the locking type and designed for the following connections shall not be engaged directly to:

- Webbing, rope or wire rope;
- To each other;
- To a dee-ring to which another snap-hook or other connector is attached;
- To a horizontal lifeline; or
- To any object incompatible in shape or dimension relative to the snap-hook, thereby causing the connected object to depress the snap-hook keeper and release intentionally

A hook is considered to be compatible when the diameter of the dee-ring to which the snap-hook is greater than the inside length of the snap-hook when measured from the bottom (hinged-end) of the snap-hook keeper to the inside curve of the top of the snap-hook. Thus, no matter how the dee-ring is positioned or moved with the snap-hook attached, the dee-ring cannot touch the outside of the keeper, thus depressing it open. The use of non-locking dee-rings is prohibited.

On suspended scaffolds or similar work platforms with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.

Horizontal lifelines shall be designated, installed and used under the supervision of a qualified person, as part of a complete fall arrest system that maintains a safety factor of at least two. Lifelines shall be protected against cuts or abrasions.

Self-retracting lifelines and lanyards that automatically limit free fall distance to two feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.

Self-retracting lifelines and lanyards that do not limit free fall distance to two feet or less rip stitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.

Ropes and straps used in lanyards, lifelines and strength components of body harnesses shall be made of synthetic fibers.

Anchorage shall be designed, installed and used under the supervision of a qualified person. Anchorage used to attach personal fall arrest systems shall be independent of any anchorage being used to support or suspend platforms and shall be capable of supporting at least 5,000 pounds per person attached.

Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.

Personal Positioning Devices

Body harness systems shall be set up so that a worker can free fall no more than two feet. All belts or harnesses shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.

Warning Line Systems

Warning line system used on roofs shall consist of ropes, wires or chains, and supporting stanchions. The warning lines shall be constructed as follows:

- Flagged at not more than six foot intervals with high visible material;
- Rigged and supported so that the lowest point including sag is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface;
- Stanchions after being rigged with warning lines, shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion,

30 inches above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof or platform edge;

- The rope, wire or chain shall have a minimum tensile strength of 500 pounds and after being attached to the stanchions, shall support without breaking the load applied to the stanchion as prescribed above; and
- Shall be attached to each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in the adjacent section before the stanchion tips over.

When mechanical equipment is being used, the warning line shall be erected not less than 6 feet from the roof edge.

Hoist Areas

All employees in a hoist area shall be protected from falling 6 feet or more by guardrail systems or personal fall arrest systems. If guardrails systems or portions thereof must be removed to facilitate hoisting operations, as dumping the landing of materials, and a worker must lean through the access opening to receive or guide equipment and materials, that employee shall be protected by a personal fall arrest systems.

Holes, Openings, Ramps, Runways and Other Walkways

All holes, openings, ramps, runways and other walkways crossing or covering openings 6 feet or more, shall be protected with a guardrail system.

Wall Openings

All employees working on, at or near wall openings where the bottom edge of the wall opening is 6 feet or more and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, shall be protected by use of either a guardrail system or a personal fall arrest system.

Covers

Covers used over openings in the roadway and vehicular aisles shall meet the following criteria:

- Support twice the minimum axle weight of the largest vehicle the cover might be subjected;
- Support twice the weight of employees, equipment and materials that may be imposed on the cover at anytime;
- Be secured at all times; and
- Be identified with markings indicating "HOLE" or "COVER"

Low-Sloped Roofs

All employees working on low-sloped roofs with unprotected sides or edges, 6 feet or more above the lower levels shall be protected from falling by guardrail systems or a combination warning line system and personal fall arrest system, or a combination warning line system and a safety monitoring system.

Roofs that are 50 feet or less in width can use a safety monitoring system without a warning line system.

Steep Roofs

All employees on a steep roof with unprotected sides and edges 6 feet or more above the lower levels shall be protected by either a guardrail system with toeboards or a personal fall arrest system.

Canopies

When canopies are used as protection from falling objects they shall be constructed strong enough to prevent collapse and to prevent penetration by any objects that fall onto them.

Toeboards

When toeboards are used as protection from falling objects, they shall be erected along the edges of the overhead walking or working surface for a distance sufficient to protect persons working below. Toeboards shall be capable of withstanding a force of at least 50 pounds applied in any downward or outward direction at any point along the toeboard. Toeboards shall be a minimum of 3 ½ inches tall from their top edge to the level of the walking/working surface, have no more than 0.25 inches clearance above the walking/working surface, and be solid or have openings no larger than 1 inch in size.

Where tools, equipment, or materials are piled higher than the top edge of a toeboard, paneling or screening shall be erected from the walking/working surface or toeboard to the top of a guardrail system's top rail or midrail, for a distance sufficient to protect persons below.

Safety Monitoring Systems

If no fall protection, including personal fall arrest systems, warning line systems, controlled access zones, or guardrail system can be implemented, than a safety monitoring system shall be established. The project superintendent or foreman shall designate s safety monitor to monitor the safety of the workers. The safety monitor shall:

- Be competent in the recognition of fall hazards;
- Be capable of warning workers of fall hazards dangers;
- Detect unsafe work practices as in accordance with this policy;
- Work on the same surface as the workers and maintain visual contact of all employees;
- Be close enough to the work operations to communicate orally with the workers; and
- Have no other duties that will interfere or distract from the monitoring function.

Mechanical equipment shall not be used or stored in areas where safety monitoring systems are used to monitor employees engaged in roofing operations on low-sloped roofs.

No worker, other than the one engaged in work on low-sloped roofs, or covered by a personal fall arrest system, shall be allowed in an area where the employee is being protected by a safety monitoring system.

All workers in a controlled access zone shall be instructed to promptly comply with all fall warnings issued by the safety monitors.

Training

All employees that are exposed to fall hazards shall be trained in the recognition and minimizations of such hazards. The employee shall be trained in the following areas:

- Nature of fall hazards in the work area;
- The correct procedure for erecting, maintaining, and disassembling and inspecting fall protection systems;
- The use and operation of controlled access zones and guardrail, personal fall arrest and warning line;
- The limitation on the use of mechanical equipment during the performance of roofing work on low-sloped roofs; The correct procedures for equipment and materials handling and storage and the erection of overhead protection; and
- The employee's role in fall protection plans.

Safety Program

Scaffolding

All scaffolding erected and dismantled for use in construction, renovation, demolition and repairs shall be erected, dismantled and maintained in accordance with this policy and procedure.

Competent Person

The competent person for scaffold erected and dismantling shall be responsible for:

- Directing employees who erect, dismantle, move or alter scaffolding;
- Determining if scaffolding is safe for employees to work from during storms or other inclement weather;
- Training the employees involved in erecting, dismantling, moving operating, repairing, maintaining or inspecting scaffolding to recognize any hazards which may exist;
- Inspect scaffolds and their components for visible defects before each work shift, and after any incident that occurred which could affect the structural integrity of the scaffold.
- Inspect ropes, cables, and lifelines on suspended scaffolds prior to the work shift and after every incident that could affect its integrity.
- Inspect all rigging components on suspension scaffolds to ensure it is properly setup.
- Ensure all suspension scaffolds are erected and setup to support the intended load.
- Determine the appropriate safety measures and fall protection required.
- Determine if the scaffold components will be structurally sound when intermixing components from different manufacturers.

Capacity and Loads

Stationary scaffolds over 125 feet in height and rolling scaffolding over 60 feet in height shall be designed by a professional engineer. All equipment shall be inspected to see if it is in good condition and serviceable. Damaged or deteriorated equipment shall not be used.

All scaffolding components must support without failure its own weight and at least four times the maximum intended load applied or transmitted to the scaffold.

Platforms

Platforms shall be constructed as follows:

- Platforms shall be entirely planked and decked with space not more than 1 inch wide between the planks and upright;
- The platform shall not deflect more than 1/60 of an inch of the span when loaded;
- The platform shall be kept clear of debris or other obstructions that may hinder the working clearance on the platform;
- Wood planks shall be inspected to see that they are graded for scaffold use, are sound and in good condition, straight grained, free from saw cuts, splits and holes;
- Platforms and walkways shall be at least 18 inches in width. When the work area is less than 18 inches wide, a guardrail system or personal fall arrest system shall be placed;
- Where platforms are overlapped to create a long platform, the overlap shall occur only over supports, and shall not be less than 12 inches unless the platforms are nailed;
- A platform greater than 10 feet in length shall not extend over its support more than 18 inches, unless it is designed and installed so that the cantilevered portion of the platform is able to support employees without tipping, or has guardrails which block employee access to the cantilevered end;
- Wood surface on platforms shall not be covered with opaque finishes, other than the edges for making identification;
- Platforms may be coated periodically with wood preservatives, fire retarded finishes, and slip resistance finishes; however the coating shall not obscure the top or bottom of the wood surfaces;
- Ends of the platforms, unless cleated or otherwise restrained by hooks or equivalent means, shall extend over the centerline of its support at least six inches;

Scaffold components manufactured by different manufacturers shall not be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained. Scaffold components made of dissimilar metals shall not be used together unless a competent person has determined that galvanic action will not reduce the strength of any component.

Guardrails

All scaffolding more than six feet above the lower level shall be equipped with a guardrail system to protect employees from fall hazards. Guardrails shall be installed along the open sides and ends before employees, other than erecting and dismantling crews, can use the scaffold.

Guardrails are not required when the front of all platforms are less than 14 inches from the face of the work; and when employees are plastering and lathing 18 inches or less from the front edge.

Material such as steel or plastic banding is prohibited for use as top rails and mid rails.

Erection of Scaffolds – Prior to Erection

All jobsites and work areas shall be inspected prior to the erection of scaffolds to determine the site's ability to support structure, and for location of electric power lines, overhead obstructions, wind conditions and the need for overhead protection or weather protection openings.

The spacing of frames and still size can only be determined after the total loads to be imposed on the scaffold and the strength of the supporting soil or structure are calculator and considered. Special consideration is required when scaffolding is to be erected on fill, and soft or frozen ground. Sills shall be level and in full contact with the supporting surface. A qualified person must do the analysis. Load carrying information on components is available from the scaffolding manufacturer.

Wood planks used for platforms on scaffolding shall be specifically graded for scaffold use by an approved grading agency.

Erection of Fixed Scaffolds

Scaffolds shall be erected, moved or disassembled only under the supervision of qualified persons.

Baseplates or screwjacks shall be in firm contact with both the sills and the legs of the scaffolding. Screwjacks with baseplates shall be used to compensate for uneven ground. Unstable objects such as loose brick, blocks of wood or concrete shall not be used to shore up the uneven surface.

All scaffolding shall be plumb and level. Tying, guying or bracing may be needed to assure a safe and stable scaffold assembly. Scaffold members are not to be forced to fit. Always ensure the scaffold remains plumb and level throughout the erection process. The height of the scaffold in relation to the minimum base width, wind loads, the use of brackets or cantilevered platforms and imposed scaffold load determines the need for stability bracing.

Access Requirements

Access shall be provided when the scaffold platforms are more than 24 inches above or below the point of access. Direct access is acceptable when the scaffold is not more than 14 inches horizontally and not more than 24 inches vertically from the other surfaces. Crossbraces shall not be used as a means of access.

Type of access permitted:

- Portable ladders
- Hook-on ladders
- Attachable ladders
- Stairways
- Stair Towers
- Ramps or walkways; and
- Integral prefabricated frames

When erecting or dismantling support scaffolds, a safe means of access shall be provided when a competent person has determined the feasibility and analyzed the site conditions.

Used Requirements

The use of shore scaffolds and lean-to-scaffolds is strictly prohibited. All employees are prohibited from working on scaffolds covered in snow, ice or slippery materials.

Clearance Distances Between Scaffolds and Power Lines

The following table provides the clearance distances between scaffolds and power lines, or any other conductive material, while being erected, used, dismantled, altered, or moved.

Insulated Lines Voltage	Minimum Distance	Alternatives
Less than 300 Volts 300 to 50 KV More than 50 KV	3 feet 10 feet 10 feet General Rule: 0.4 inches for each 1 KV over 50 KV	Two times the length of the line insulator, but never less than 10 feet
Uninsulated Lines Voltage	Minimum Distance	Alternatives
Less than 50 KV More than 50 KV	10 feet 10 feet plus General Rule: 0.4 inches for each 1 KV over 50 KV	Two times the length of the line insulator, but never less than 10 feet

EXCEPTION: Scaffolds and materials may be closer to power lines than specified where such clearance is necessary for performance of work and only after the utility company or electrical system operator has de-energized or relocated the lines.

Specific Scaffold Requirements

Fabricated Frame Scaffolds (tubular welded frame scaffolds)

The structural members of fabricated frame scaffolds such as the legs, poles, posts, frames and uprights shall be plumb and braced to prevent swaying and displacement.

All fabricated frame scaffolds with a height to base width greater than 4 to 1 shall be retained by guying, tying, or bracing. Guys, ties, and braces shall be placed:

- At the closest horizontal member to the 4 to 1 height and repeat vertically with the top restrain no further than the 4 to 1 height from the top;
- Vertically every 20 feet or less for scaffolds less than three feet wide and every 26 feet or less for scaffolds more than three feet wide; and
- Horizontally at end, at intervals not to exceed 30 feet from one end.

When moving platforms to the next level, the existing platform shall be left undisturbed until the new frames have been set in place and braced. To secure vertical members together laterally, frames and panels shall be braced by cross, horizontal, diagonal braces or a combination thereof. The cross braces shall be of such length as will automatically square and align vertical members so that the erected scaffold is always plumb, level and square. All brace connections shall be secure. Frames and panels shall be joined together vertically by coupling or stacking pins or equivalent means. Where uplift can occur which would displace scaffold end frames or panels, the frames or panels shall be locked together vertically by pins or equivalent means. Brackets used to support cantilevered loads shall:

- Be seated with side-brackets parallel to the frames and end-brackets at 90 degrees to the frames;
- Not be bent or twisted from those positions; and
- Be used only to support personnel, unless the scaffold has been designed for other loads by a qualified engineer and built to withstand the tipping forces caused by those loads being placed on the bracket-supported section of the scaffold.

Mobile Scaffolds

- A competent person shall evaluate all direct connections prior to use to confirm that the supporting surfaces are able to support the imposed load;
- Scaffolds shall be braced by cross, horizontal, diagonal braces, or combination thereof, to prevent racking or collapse of the scaffold and to secure vertical members together laterally so as to automatically square and align the vertical members. All brace connections shall be secured;
- Scaffold casters and wheels shall be locked with a positive wheel and/or wheel and swivel locks, or equivalent means, to prevent movement of the scaffold while the scaffold is used in a stationary manner;
- Manual force used to move the scaffold shall be applied as close to the base as practicable, but no more than five feet above the supporting surface;
- Power systems used to propel mobile scaffolds shall be designed for such use. Forklifts, trucks, similar vehicles or add-on motors shall not be used to propel scaffolds;
- Scaffolds shall be stabilized to prevent tipping during no movement; employees shall not be allowed to ride on the scaffolds unless the following conditions exist:
 - The surface on which the scaffold is being moved is within three degrees of level, and free of pits, holes and obstructions;
 - The height to base width ration of the scaffold during movement is 2 to 1 or less, unless the scaffold is designed and constructed to meet or exceed the nationally recognized stability test requirements;
 - Outriggers frames, when used, are installed on both sides of the scaffold;
 - When power systems are used, the propelling force is applied directly to the wheels and does not produce a speed in excess of one foot per second; and
 - No employee is on any part of the scaffold that extends outward beyond the wheels, casters or other supports.
- Platforms shall extend outward beyond the base supports of the scaffold unless outrigger frames or equivalent devices are used to ensure stability.
- When leveling of the scaffold is necessary, screw jacks or equivalent means shall be used; and
- Caster and wheel stems shall be pinned or otherwise secured in scaffold legs or adjustment screws.

Aerial Lifts

- Only authorized personnel may operate aerial lifts;
- The manufacturer or equivalent shall certify any modifications;
- The insulated portion shall be altered to reduce its insulating value;
- Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders or other devices for a work position;
- Lift controls shall be tested daily;
- Controls shall be clearly marked;
- Brakes shall be set when outriggers are used and outriggers shall be positioned on pads or a solid surface;
- Wheel chocks shall be in place before using an aerial lift;
- The aerial lift shall not be moved when the boom is elevated in a working position;
- Boom and basket load limits shall not be exceeded;
- Fall protection devices with the lanyard attached to the boom or basket shall be worn;
- Before moving an aerial lift for travel, the boom shall be properly secured and if equipped with outriggers, they shall be in the stowed position.

Fall Protection

All employees working on scaffolds six feet or more above ground level shall use fall protection in accordance with Site Recovery Services, Inc. Safety Manual Fall Protection Policy.

All scaffolding above 6 feet shall have toeboards, screens, a guardrail system and/or debris nets as determined by the competent person.

Inspection of Scaffolds

All scaffolds shall be inspected prior to the start of each work shift, before use after rigging, and before use after inclement weather. These inspections shall be performed by a competent person. If it is found that damage, deterioration or components are missing then the competent person shall remove the scaffold from service until all issues have been addressed.

Suspended Powered Scaffolds

- Ensure all hooks, parapet clamps, outriggers and anchoring devices are tied back at right angles to the face of the building and tightly secured to a structural member of the building, supporting at least four times the intended load.
- Ensure all counterweights used are of non-flowable material and securely attached to the rear of the outrigger.
- Ensure the scaffolds maximum load is not exceeded.
- Inspect all robes and cables to ensure that they are free from damage, kinks, fraying, and other damage.
- Ensure all chips are in place and tighten to manufacturers recommendations.
- Check all clearance before moving platform up or down.
- Ensure all electrical cords are secured and properly grounded.
- Ensure all cables and ropes are protected from sharp and abrasive edges.
- Ensure all guardrails, midrails and toeboards are in place on platform.
- Ensure all lifelines are secured to a structural member of the building.
- Ensure all safety equipment such as lanyards, harnesses, etc. are in good condition.
- Ensure limited access zones are established.

Training

All employees that work on scaffolds shall be trained to recognize the hazards associated with the type of scaffold being used and the procedure to control or minimize those hazards. Employees shall be trained to demonstrate competency as follows:

- Nature of electrical, fall hazards and falling objects hazards in the work area;
- Proper use of scaffolds;
- Proper handling of materials on scaffolds;
- Proper erecting, maintaining and disassembling of fall protection systems;
- Proper construction, use, placement and care in handling of scaffolds; and
- Maximum intended load and load-carrying capacities of scaffolds used.

Safety Program

Temporary Stairways and Ladders

All temporary stairways, ladders and portable ladders used in construction, renovation, repair and demolition shall be constructed, erected and used in accordance with this policy.

Exception: This policy does not apply to ladders that are specifically manufactured for scaffolding access.

Egress and Access Requirements

All work areas shall meet the requirements for egress and access. Whenever a workers point of access is broken in elevation by 19 inches or more and no ramp, egress, embankment or personal hoist is provided, a stairway or ladder shall be provided.

When there is only one point of access or egress between levels, this shall remain clear from obstruction to permit free passage by workers. If the passage becomes obstructed, then a second point of access shall be provided and used. Where there is more than one point of access or egress between levels, at least one point shall be kept clear.

Stairways

All stairways used during the process of construction or renovation which are not part of the permanent structure, shall be constructed in accordance with the following:

- Landings at least 30 inches deep and 22 inches wide at every 12 feet or less of vertical rise;
- Stairways shall be installed at an angle of not less than 30 degrees and no more than 50 degrees horizontally, as shown in Figure 1A;
- Variations in riser height or stair tread dept shall not exceed $\frac{1}{4}$ inch in any stairway system, including any foundation structure used as one or more treads of the stairs;
- When doors or gates open directly onto a stairway, a platform that extends at least 20 inches beyond the swing of the door shall be provided;
- When metal plan landings and metal pan treads are used, they shall be secured in place before filling;
- The stairway shall be free from all dangerous projections;
- Slippery conditions on stairways shall be corrected; and
- Spiral stairways are prohibited, unless they are part of the permanent structure.

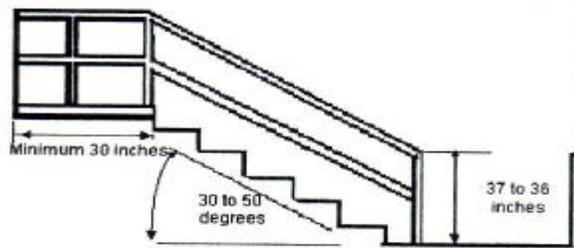


Figure 1A

- Except during construction of the actual stairway, stairways with metal pan landings and treads shall not be used where the treads and/or landings have not been filled in with concrete or other materials, unless the pans of the stairs and/or landings are temporarily filled in with wood or other materials;
- All treads and landings shall be replaced when worn below the top edge of the pan;
- Except during the construction of the actual stairway, skeleton metal frame structures and steps shall not be used (where treads and/or landings will be installed later) unless the stairs are filled with secured temporary treads and landings; and
- Temporary treads shall be made of wood or other solid material and installed the full width and depth of the stair.

Stairrails and Handrails

Handrails are required on stairways having four or more risers, or rising more than 30 inches in height, whichever is less. A stair rail shall be installed along each unprotected side or edge. When the top edge of a stair rail system also serves as a handrail, the height of the top edge shall be no more than 37 inches nor less than 30 inches from the upper surface of the stair rail to the surface of the tread. When required, stair rails and midrails shall be constructed as follows:

- Mid rails, screen, mesh, intermediate vertical members or equivalent intermediate structural members shall be provided between the top rail and stairway steps to the stair rail system;
- Midrails, when used, shall be located midway between the top of the stairway step and along the opening between top rail supports;
- Intermediate vertical members, such as balusters, when used, shall not be more than 19 inches apart;

- Other intermediate structural members, when used, shall be installed so that there are no openings of more than 19 inches wide;
- Handrails and the top rails of stair rail system shall be able to withstand, without failure, at least 200 pounds of weight applied within two inches of the top edge in any downward or outward direction, at any point along the top edge;
- The height of hand rails shall not be more than 37 inches nor less than 30 inches from the upper surface of the hand rail to the surface of the tread;
- Stair rail system and handrails shall be smooth surface to prevent injuries such as punctures or lacerations and to keep clothing from snagging;
- Handrails shall provide adequate handhold for employees to grasp to prevent falls;
- Temporary handrails shall have a minimum clearance of three inches between the handrail and wall, stair rail systems and other objects; and
- Unprotected sides and edges of stairway landings shall be provided with standard 42 inch guardrail system.

Ladders

All ladders constructed on site, including job-made ladders, shall meet following requirements:

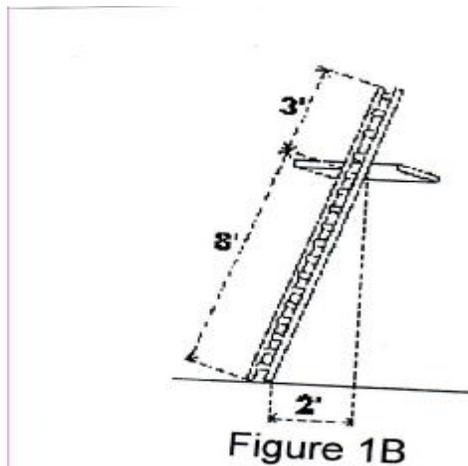
- A double-cleated ladder or two or more ladders shall be provided when ladders are the only way to enter or exit a work area having 25 or more employees, or when a ladder serves simultaneous two-way traffic;
- Ladder rungs, cleats and steps shall be parallel, level and uniformly spaced when the ladder is in position to use;
- Rungs, cleats and steps of portable shall not be spaced less than ten inches apart, nor more than 14 inches apart, along the ladders side rails;
- Rungs, cleats and steps of step stools shall not be less than 8 inches apart, nor more than 12 inches apart, between center lines of the rungs, cleats and steps;
- Ladders shall not be tied or fastened together to create longer sections unless they are specifically designed for such use;
- A metal spreader or locking device shall be provided on each step ladder to hold the front and back sections in an open position when the ladder is being used;
- When splicing side rails, the resulting side rail shall be equivalent in strength to a one-piece side rail made of the same material;
- Two or more separate ladders used to reach an elevated work area shall be offset with a platform or landing between the ladders, except when portable ladders are used to gain access to fixed ladders;
- Ladders and components shall be smooth surfaced to prevent injury from punctures or lacerations and prevent snagging of clothing; and
- Wood ladders shall not be coated with any opaque covering, except for identification or warning labels, which may be placed only on one face of a side rail.

Portable Ladders

- Non-self supporting and self-supporting portable ladders shall support at least four times the maximum intended load;
- Extra heavy duty type 1A metal or plastic ladders shall sustain 3.3 times the maximum intended load;
- The maximum clear distance side rails for all portable ladders shall be 11.5 inches; and
- The rung of portable metal ladders shall be corrugated, knurled, dimpled, coated with skid-resistant material or treated to minimize slipping.

Safety Practices When Using Ladders

When using ladders there are several practices that shall be followed before and during use.



- Ladders shall be maintained free of oil, grease and other slipping hazards;
- Ladders shall not be loaded beyond the maximum intended load as identified on the specification label found on the side rail of the ladder;
- Ladders shall only be used for the purpose for which they were designed;
- Non-self supporting ladders shall be used at an angle where the horizontal distance from the top support to the foot of the ladders is approximately one quarter of the working length of the ladder, as shown in Figure 1B. Wood job-made ladders with spliced side rails shall be used at an angle where the horizontal distance is one-eighth the working length of the ladder;

- Fixed ladders shall be used at a pitch no greater than 90 degrees from the horizontal measured from the backside of the ladder;
- Ladders shall be used only on stable and level surfaces unless secured to prevent accidental movement;
- Ladders shall not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement. Slip-resistant feet shall not be used as a substitute for the care in placing, lashing or holding a ladder upon slippery surfaces;
- Ladders placed in areas such as passageways, doorways, driveways, or where they can be displaced by workplace activities or traffic shall be secured to prevent accidental movement or a barricade shall be used to keep traffic or activities away from the ladder;
- The area around the top and bottom of the ladders shall be kept clear;
- The top of a non-self supporting ladders shall be placed with two rails supported equally unless it is equipped with a single support attachment;
- Ladders shall not be moved, shifted or extended while in use;
- Ladders shall have nonconductive side rails if they are used where the worker or the ladder could contact exposed energized electrical equipment;
- The top or top step of a stepladders shall not be used as a step;
- Crossbracing on the rear section of stepladders shall not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections;
- Single-rail ladders shall not be used;
- When ascending or descending a ladder, the workers shall face the ladder; and
- A worker on a ladder shall not carry any object or load that could cause him/her to lose balance and fall.

Inspection

Ladders shall be inspected by the Safety Director or his designee for visible defects periodically and during each Job Site Safety Audit.

Portable ladders with structural defects such as broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components shall immediately be marked defective or tagged with “OUT OF SERVICE” – DO NOT USE”, and withdraw from service until repaired.

Defective fixed ladders are considered withdrawn from use immediately when they are:

1. Tagged with “OUT OF SERVICE” – DO NOT USE” or similar language;
2. Marked in a manner that identifies them as defective;
3. Blocked such as with a plywood attachment that spans several rungs.

A contractor or company who will certify that the portable or fixed ladder meets original specifications shall complete all repair of the ladder before the ladder is returned to use.

Training

All employees using or constructing ladders and stairways shall be trained to recognize hazards related to ladders and stairways and to use proper procedures to minimize these hazards. Employees shall be trained to demonstrate competency in the following areas:

- The nature of fall hazards in the work area;
- The correct procedures for erecting, maintaining and disassembling the fall protection systems to be used;
- The proper construction, use, placement and care in handling of all stairways and ladders; and
- The maximum intended load-carrying capacities of ladders used.

Safety Program

Welding, Cutting and Brazing

All Site Recovery Services, Inc. employees and subcontractors shall perform hot work, which includes welding cutting and brazing in accordance with this policy and procedure.

Prior to the starting of a project that requires hot work, the General Superintendent, Project Foreman, or in certain cases the employee himself/herself shall inspect the site to ensure that the operator is trained, the apparatus used for the work is operational, fire fighting equipment is available and that the Welder/Burner is protected.

If it is determined that the welder is not properly equipped for the project or the project as proposed could jeopardize the health of the operator or others or create a fire condition, then the hot work shall not take place until all of the concerns have been addressed.

Prohibitions

Welding, cutting and brazing shall not be permitted in the following areas until the conditions prohibited such work have been modified.

- In the presence of explosive atmosphere, or in situations where explosive atmosphere may develop inside contaminated or improperly prepared tanks or equipment that previously contained flammable liquids;
- In areas with an accumulation of combustible dust;
- In areas near the storage of large quantities of exposed, readily ignitable materials, such as combustible;
- On a container such as a barrel, drum or tank that contained material that will emit toxic fumes when heated; and
- In a confined space, until the space has been inspected and determined to be safe.

Protective Equipment

The Welder / Burner shall be equipped with the following protective devices and/or apparel as indicated by the General Superintendent, Safety Director or listed below:

1. Portable and or mechanical ventilation capable of keeping the levels of fumes, dust, and gases below the thresholds established in the Occupational Safety and Health Administration Permissible Exposure Limits;
2. Gloves, apron and/or jacket that are made of material that is an insulator from heat and electricity;
3. Welder/Burner helmets equipped with proper filter plate and cover lenses;
4. Fire blanket;
5. Respirator protection;
6. Screens to protect persons not properly protected from the visual effects of viewing arc welding or cutting and during gas or oxygen cutting or welding; and
7. Lifelines and harnesses for work in confined spaces.

Storage of Equipment

Equipment and supplies shall be stored in a manner that will prevent the creation of a hazardous condition.

Education and Training

Employees shall be trained on all aspects of this policy.

Respirators

No employee shall be issued or required to use a respirator until that employee has satisfied the criteria set forth in the Respiratory Protection Program.

Injuries/exposures

In the event that a welder/Burner becomes injured or suspects exposure to occupational hazards, the employee shall report the incident in accordance with the Accident / Incident Reporting policy.

Safety Program

Respirator Protection Program

When engineering controls, such as mechanical exhaust ventilation, are not feasible, appropriate respiratory protective equipment will be provided for employees to use and maintain to prevent exposure of employees to unsafe levels of airborne contaminants generated during concrete related activities and other work performed by Site Recovery Services, Inc. employees and subcontractors.

Purpose

To provide requirements for the selection, use, fitting and maintenance of respirator protection equipment used to protect employees from harmful concentrations of vapors, mist, dusts, gases and fumes generated during road rebuilding and concrete activities and other work performed by Site Recovery Services, Inc. employees and subcontractors.

Site Recovery Services, Inc. is responsible for the protection of the health for our employees. Good faith efforts towards Occupational Safety and Health compliance will be made. The following Respiratory Protection Program shall be followed:

- The program will be Written Standard Operating Procedure governing the selection and use of respirators during operation and in case of emergencies.
- The selection of the respirators will be based on the hazards to which the employee is exposed.
- The user will be instructed and trained in the proper use, fitting, and limitations of respirators.
- Where practicable, the respirators will be assigned to individual workers for their exclusive use.
- Respirators will be regularly cleaned, disinfected, or disposed as frequently as necessary to insure the protection of the wearer.
- Respirators will be stored in a convenient, clean and sanitary location.
- Respirators used routinely will be inspected during cleaning. Defective respirators shall be repaired and experienced individuals before use.
- Appropriate surveillance of work area conditions and degree of employee exposure or stress should be maintained.
- There are regular inspection and evaluation to determine the effectiveness of the program.
- Respirators to be used shall be approved and recognized by NIOSH, MSHA, or OSHA.
- Respirators shall be worn properly at all times while the employee is in a contaminated atmosphere that may result in overexposure.

Responsibilities

Employees – Employees are responsible for using their assigned respirators when performing operations that may produce concentrations of airborne contaminants that exceed permissible exposure limits. Employees are also responsible for properly cleaning and maintaining respirators as trained. Failure to use respirators when required, or abuse of assigned respiratory protection can result in disciplinary action.

Project Superintendent and Foreman – Project Superintendents and Foreman are responsible for ensuring that employees are properly using and caring for their respiratory protective equipment by conducting periodic audits and inspections.

Procedures

Respirators shall be provided to protect the employees from exposures to:

- Silica
- Nuisance Dust
- Other airborne contaminants

Material Safety Data Sheet will be reviewed as new supplies are purchased to evaluate possible exposure to new airborne contaminants. If it is discovered that potential exposure to a new airborne contaminants exists, the proper respirator cartridge shall be obtained to protect against the hazard. For exposure to nuisance dust or silica greater than the Occupational safety and Health Administration permissible exposure levels, the following respirators and filter media have been selected for use:

MSA Advantage 200 Half-Mask Respirator

This respirator will be used by employees exposed to respirable levels of nuisance dust exceeding 5mg/m³ and silica exposures calculated using the Occupational Safety and Health Administration methods described in the table Z-3 of 29 CFR 1910.1000. This respirator has a protection factor of ten and may not be used when concentrations of nuisance dust and silica exceed 10 times the published Permissible Exposure Limits (PEL) using a time-weighted average.

Operations Where Respirators May be Required to be Used

Respirators shall be worn during the following operations, depending on the hazardous material present in materials being demolished or used:

- Sweeping and general cleanup of concrete and stone
- Saw cutting of structures or surfaces with compressed air that contain accumulation of concrete dust
- Other dust – generating operations.

Medical Evaluations

No employee will be assigned a respirator unless they have first been evaluated by a physician to determine if they are physically capable of performing the work and using the prescribed respiratory protective equipment. The medical evaluation and clearance shall be performed annually by a qualified physician.

Documentation related to the physical will be furnished to the employee within 5 days upon receipt from the physician. These records shall be placed in the employees file; along with exposure monitoring results and other job related medical information for indefinite period of time.

Facial Hair Policy

Facial hair prevents an effective face to face-piece seal of both negative and positive pressure respiratory protection equipment. This condition can allow potentially harmful vapors, mists, fumes or dusts to be inhaled while the respirator is worn. Therefore, no employee will be allowed to use a respirator if they have a beard, sideburns, or mustache that interferes with the seal of the respirator. This policy only applies to tasks that involve the required use of a respirator. Employees that are instructed to perform work, which requires the use of a respirator, will be instructed to shave or they may be assigned other work not involving the use of a respirator.

Assignment, Maintenance, and Cleaning of Respirators

All employees that will be using a respirator to protect against inhalation of potential hazardous airborne contaminants shall be assigned a respirator. That employee shall be responsible for periodically cleaning and disinfecting the respirator. Defective or malfunctioning respirators shall be returned to the project superintendent or project foreman for a replacement.

All employees are responsible for cleaning and properly storing their respirator. After each use, respirators shall be cleaned in warm soapy water, rinsed, allowed to dry and then stored in a plastic bag. Cartridges should be removed before washing. The respirator should then be placed in the original or replacement plastic bag to protect from damage and dirt. No solvent or abrasives should be used to clean the respirator. Special care should be taken to prevent damage to the lens of the full-face respirators. The lens should be cleaned and dried using a soft cloth.

Fit Testing

Prior to the assignment of the respirator, each employee shall be properly fit tested to ensure an adequate face to face-piece seal. The employee shall put the respirator on and adjust to obtain the best seal possible. Fit testing will be conducted annually or any time an employee believes an adequate seal is not being maintained.

Employee Training

One of the most important elements of the respiratory protection program is the proper training of employees that use the respiratory protection equipment. The training shall address the following areas:

- The nature and danger of airborne contaminant for specific respirator equipment to be used. The hazards of silica, high levels of nuisance dust, or a material safety data sheet (MSDS) should be used as the basis for the health hazard and toxicological information reviewed.
- A discussion of the possible health effects the employee may experience if the respirator is not used.
- Instruction on the different parts of the respirator including exhalation and inhalation valves, straps, face piece, and filter cartridge.
- Instruction in the proper method of donning (putting on) and adjusting the respirator.
- Instruction in obtaining a proper fit of the respirator after initial fit testing has been performed. The two methods of checking proper fit shall be:
 1. Negative Pressure Test – The employee shall don the respirator and adjust it to obtain the best fit. The employee shall then place their hands over the filter cartridge and inhale. If a negative pressure can be obtained, the respirator has an effective seal and the exhalation valve is functioning properly.
 2. Positive Pressure Test – After the employee performs the negative pressure test above, they should place their hand over the exhalation valve and exhale. If a resistance to exhalation can be detected, the inhalation valves are functioning properly. This test does not provide evidence of a proper fit.

- Training in the proper cleaning and inspection of respirators after use. Each employee shall be instructed to do the following after each use:
 1. Clean the respirator after each use with soap and water. DO NOT use a solvent to clean the respirator, it could damage the valves and cause it to malfunction during its next use.
 2. Inspect the respirator and valves for damage after each use and cleaning. Valves shall be inspected for damage such as tears or warping. Damaged Respirators should be returned to the project superintendent or project foreman for a replacement.
 3. Properly store the respirator by placing it in a plastic bag and then in the portable storage locker free from possible damage by tools or other equipment.

- Instruction in the methods to determine when a filter cartridge is no longer functioning properly or filtering the contaminant for which it was intended. The methods used to determine if a cartridge is no longer functioning properly include:
 1. Resistance to Breathing – If the employee experiences increased difficulty in breathing detected by an increased resistance in the respirator, this is an indication that the filter cartridge is fouled and ready to be replaced.
 2. Smelling of Contaminant – If the employee can smell, or taste, the contaminant being filtered and the respirator has been properly fitted, this is an indication that the filter cartridge media is fouled and ready to be replaced.
 3. Relying solely on smelling of the contaminant is not always a reliable method of detecting expiration of the filter cartridge. Some chemicals have odors thresholds that occur at levels much higher than permissible exposing limits, thus exposing the employee to harmful levels before detection can occur. Additionally, some chemicals have poor warning properties, as they cannot be detected by sense of smell. In operations involving the use of such chemicals, other methods such as routine replacement of cartridges should be used to ensure proper function of the respirator cartridge media.

Auditioning Effectiveness of Respiratory Protection Program

The Safety Director shall periodically audit the effectiveness of the respiratory protection program by ensuring that employees are properly using the respirators assigned to them. This check shall include if the respirators are being donned correctly, adjusted properly, check for proper seal, replacement of cartridges when expired, proper cleaning, proper inspection, and proper storage of respirator protective equipment.

Safety Program

Machinery Tag Out Program

Purpose:

This Policy and procedure establishes the minimum requirements for Site Recovery Services Machinery Tag Out Program. It governs lock out and/or tag out procedures to be used to verify that equipment or machines are isolated from all potentially hazardous energy. Machinery is to be locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energizing, start up or release of stored energy could cause injury.

Policy:

Procedures described apply to all electrical equipment and machinery connected to an energy source by either hard wire or other permanent connection (hydraulic lines, electrical, etc.) that is repaired, serviced, or maintained by Site Recovery Services personnel. The Machinery Tag Out Program applies to all equipment or machinery operated by mechanical, hydraulic, pneumatic, chemical, thermal, or other energy resources where the unexpected energizing could cause injury to employees or customers.

Circuit breakers disconnect switches, and other energy isolating devices used to control the flow of energy to the machine/equipment must be operated in such a manner as to shut off or “isolate” all energy to the machine.

Definitions:

Energy Source – Any source of electrical, mechanical, hydraulic, chemical, thermal, or any other energy source.

Energized – Connected to an energy source or containing residual or stored energy.

Energy Isolating Device - A mechanical device that physically prevents the transmission or release of energy (for example, circuit breaker, disconnect switch, slide gate, line valve, etc.)

Lock Out – Placing a lock out device on an energy isolating device to shut down it's flow of energy.

Lock out device - A device such as a lock, either combination or key type, to hold an energy isolating device in the “safe” position and prevent energizing of a machine or equipment.

Tag Out - Placing a tag or sign on an energy isolating device indicating that the equipment shall not be operated until the tag out of sign is removed.

Tag out device - A prominent warning device or sign that can be attached to the energy isolating device. Tags will state the following:

DANGER – DO NOT OPERATE

Initial Training:

Employees involved in the use of this Machinery Tag out Program must receive training in the requirements of this program upon initial assignment. The Safety and Health manager is responsible for verifying that training is completed as required by this program.

Authorized employees will be trained in the recognition of hazardous energy sources present at the location they work, the type and magnitude of the energy available in the workplace, and the methods/means needed for energy isolation and control.

Employees must be trained to recognize when the Machinery Tag Out program is being implemented and understand the purpose of the procedure and the importance of not attempting to start up or use machinery or equipment that has been locked or tagged out.

When tags are used, employees must be specifically instructed in the following limitations of tags:

- Tags are warning devices: they not provide physical restraint that a lock out does.
- When a tag or a lock is attached, it is not to be removed by anyone without authorization from the employee who placed it on the machine or equipment. They are never to be bypassed, ignored, or defaced.
- Tags must be legible and understandable to be effective.
- Tags and locks, and their means of attachment must be made of material that will withstand the working environment where the tags will be used.
- Tags and locks must be attached securely so they cannot inadvertently be detached during use.
- Tags evoke a false sense of security. They are only part of the entire Machinery Tag-Out Program.

MACHINERY TAG OUT PROGRAM INSPECTION FORM

This form will be used when inspecting the Tag Out / Lock Out Procedure

Inspector's Name: _____

Date: _____

MACHINERY / EQUIPMENT INSPECTED

COMMENTS

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

I hereby certify that I have inspected the Lock Out / Tag Out procedure for the above listed equipment, have interviewed operators of such equipment and determine that compliance with Site Recovery Services Lock Out / Tag out procedure is satisfactory.

Inspectors Signature

Date

