

This step by step checklist identifies the tasks that the Safety Program Manager must perform in order to get the Safety Program up and running. It should be filed in the [Program Reviews] folder once all of the tasks have been completed.

Start-Up Checklist

Item	Date Completed
Emergency Action Plan - Write an Emergency Action Plan using the Federal OSHA Emergency Action Plan Expert System at http://www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm (you must turn off your web browser's pop-up blocker to use this website). You may also write your own plan including the required elements which are listed on the website. Print the completed Emergency Action Plan and place it in Appendix 4 .	
Sign PPE Certification - Review the personal protective equipment (PPE) hazard assessment and sign the written certification in Appendix 5 .	
Safety Program - The Safety Program Manager must read the Safety Program and understand their responsibilities under the program.	
Review Company Profile - Review the Company Profile (Appendix 6) carefully. Make sure the profile accurately describes your company. The contents of this Safety Program are based on the company description which is summarized in the Company Profile. Errors in the Company Profile may produce errors in the Safety Program.	
Verify Hazard Information - You were not sure of the following issues. Verify the indicated selection is correct or update the Safety Program if necessary. Incorrect answers may result in a program which is not compliant. <ul style="list-style-type: none"> • Employees may work at multi-employer work-sites. 	
Review Program with Responsible Parties - Give every responsible party identified in this Safety Program a copy of the program. Brief every responsible party on their responsibilities under this program.	
Create Accident Investigations File - Label a file folder [Accident Investigations] and place it with the Safety Program files. Use this folder to keep documentation of all accident investigation documentation and unsafe condition reports.	
Create Safety Suggestions File - Label a file folder [Safety Suggestions] and place it with the Safety Program files. Use this folder to keep any safety suggestions placed in the Safety Suggestions Box.	
Create Safety Meetings File - Label a file folder [Safety Meetings] and place it with the Safety Program files. Use this folder to keep documentation of all safety meetings.	
Create Newsletter File - Label a file folder [Safety Newsletters] and place it with the Safety Program files. Use this folder to keep an archive of all safety newsletters published.	
Create Safety Inspection File - Label a file folder [Safety Inspections] and place it with the Safety Program. Use this folder to keep documentation of formal safety inspections.	
Create Safety Training File - Label a file folder [Safety Training] and place it with the Safety Program files. Use this folder to save the training certification forms signed by employees as documentation of their safety training.	
Create Air Monitoring Files - Label a file folder [Air Monitoring Results] and place these folders with the Safety Program documentation. Place all air monitoring reports in this file.	
Create Hearing Protection Program Files - Label file folders [Noise Monitoring Results] and [Audiometric Testing Results] and place these folders with the Safety Program documentation. Place all noise dosimetry and employee audiometric testing reports in these files.	

Start-Up Checklist

Item	Date Completed
Create Program Review File - Label a file folder [Program Reviews] and place it with the Safety Program files.	
Safety Committee Checklist - Complete all items on the safety committee start-up checklist.	
Initial Safety Training - Give existing employees all of the training required in Appendix 3 . The Code of Safe Practices (Appendix 2) must be distributed to all employees and all employees should know how to obtain a copy of the Safety Program upon request. All employees must sign and return a copy of the training certification in Appendix 3 .	
Supervisor Heat Stress Training - Train all supervisors on heat stress hazards and their responsibilities for managing heat stress given in Section 3 (page 1) .	
Put Up Safety Suggestion Box - Put up a safety suggestion box at the following location: office. Wire a clipboard with suggestion forms or blank paper and a pen to the suggestion box.	
Make Audiometric Testing Arrangements - Establish a system for providing baseline and annual hearing tests (audiograms) to all employees exposed to noise. Many occupational health clinics can provide this service, and on-site audiometric testing services are available in some areas. Ensure that the testing provider will compare annual audiograms with the baseline audiograms and notify the Safety Program Manager if a "Standard Threshold Shift" is detected. The testing provider must also provide the Safety Program Manager with copies of all test results for filing. Ensure that all individuals with responsibility for new employee safety training (Section 5, page 13) for noise exposed employees know the procedure for obtaining audiometric testing.	
Additional Regulatory Requirements - Implement all applicable items on the [Additional Regulatory Requirements] checklist (Appendix 1).	
Respirator Selection - The Safety Program Manager should review the National Institute of Occupational Safety and Health (NIOSH) Respirator Selection Logic (http://www.cdc.gov/niosh/docs/2005-100) while considering that the current OSHA Assigned Protect Factors (http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=NEWS_RELEASES&p_id=12373) should be used instead of those given by NIOSH. The Safety Program Manager should then verify that all respirators in use are consistent with the criteria given by the NIOSH Respirator Selection Logic and OSHA assigned protection factors. Respirator manufacturers and distributors may also be consulted to verify proper selection providing their advice is consistent with the NIOSH Respirator Selection Logic and the appropriate assigned protection factors.	
Conduct Air Monitoring - Measure employee exposure to airborne chemicals and dust. Provide affected employees with copies of the results. If over-exposures are identified, reduce employee exposures to below the applicable permissible exposure limits using process substitution, engineering controls, or administrative controls. If you are unable to fully control the exposures, verify that existing respirators are adequate or improve the respirators provided to employees so that they have a sufficient assigned protection factor to provide adequate protection. Your workers compensation insurance company or the Virginia Occupational Safety and Health (VOSH) Consultation Service (http://www.osha.gov/dcsp/smallbusiness/consult_directory.html) may be able to provide free assistance. When this has been completed, file the results in the [Air Sampling Results] file and update this Safety Program at http://www.mysafetyprogram.com .	

Start-Up Checklist

Item	Date Completed
<p>Conduct Noise Monitoring - Measure the noise exposures for all employees who are potentially exposed to noise. Noise dosimetry generally gives the most accurate results but properly conducted sound level measurements are acceptable in some circumstances. Your workers compensation insurance company or the Virginia Occupational Safety and Health (VOSH) Consultation Service (http://www.osha.gov/dcsp/smallbusiness/consult_directory.html) may be able to provide free assistance. Inform all employees exposed over 85 dBA of the results, and file the results in the Safety Program documentation [Noise Monitoring Results] file. It may be desirable (but not required) to modify this Safety Program based on the monitoring results (http://www.mysafetyprogram.com).</p>	

Safety Program

A'more Commercial
Enterprises

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1 Safety Policy

A'more Commercial Enterprises has implemented this Safety Program in order to provide every employee with a safe and healthy workplace. Our goal is zero accidents, injuries, and occupational illnesses. This program details the procedures used to prevent occupational injuries and illnesses at A'more Commercial Enterprises. All employees, supervisors, and managers must comply with the requirements of and perform their responsibilities defined in this program.

It is the intention of A'more Commercial Enterprises to comply with all applicable Virginia Occupational Safety and Health (VOSH) regulations. This Safety Program describes the process and procedures used to manage occupational safety and health issues at A'more Commercial Enterprises and identifies the most critical regulatory requirements. However, this Safety Program may not include every Virginia Occupational Safety and Health (VOSH) regulatory requirement that applies to A'more Commercial Enterprises. Specific regulatory requirements that may apply but are beyond the scope of this Safety Program are listed on the "Additional Regulatory Requirements Checklist" in [Appendix 1](#).

No employee will be required to work in dangerous conditions. No employee will be sanctioned for refusing to work in dangerous conditions or for reporting dangerous conditions.

2 Safety Program Manager

The Safety Program Manager has authority and responsibility for the over-all implementation of this program. The Safety Program Manager is Grace Anne Bascetta RN, BSN.

3 Responsibilities

This section identifies who is responsible for implementing each element of this Safety Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

3.1 Safety Program Manager

Complete Start-Up Checklist - Perform all of the tasks identified on the start-up checklist.

Track Corrective Actions to Completion - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the Grace Anne Bascetta any required corrective actions that are not completed in a timely manner.

Injury Reporting and Recording - Notify Virginia Occupational Safety and Health (VOSH) of all fatalities and catastrophes as indicated in [Section 10 \(page 17\)](#). Contact your worker's compensation insurance carrier to determine if additional reporting and recording requirements apply.

Notify Accident Investigator - Notify the appropriate accident investigator of all accidents, injuries, illnesses and near miss incidents. File documentation of completed investigations in the [Accident Investigations] folder.

Supervisor and Manager Safety Training - Ensure that all supervisors and managers are aware of their responsibilities under this Safety Program. Ensure that all supervisors and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.

Supervisor Heat Stress Training - Train all supervisors with employees working in hot environments on the hazards of heat stress (see [Appendix 2](#)) and their responsibilities and the procedures for managing heat stress hazards listed in this section ([Section 3, page 1](#)) under their department name. Ensure that supervisors understand the procedures they are to follow if one of their employees develops a heat related illness. Document the training and file in the [Safety Training] folder.

Start-up Safety Training - Ensure that all employees receive initial safety training when this Safety Program is first established.

Respirator Selection - Ensure that all respirators are selected in accordance with the National Institute of Occupational Safety and Health (NIOSH) Respirator Selection Logic (<http://www.cdc.gov/niosh/docs/2005-100>) while considering that the current OSHA Assigned Protect Factors (http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=NEWS_RELEASES&p_id=12373) should be used instead of those given by NIOSH. All respirators must be NIOSH approved except unapproved dust masks or surgical masks may be used to cover the face when respiratory protection is not required.

Respirator Medical Evaluations - Arrange for all respirator users to receive a Respirator Medical Evaluation from a Physician or other licensed health care professional that you choose. Employees that only wear filtering face piece respirators in areas where respirator use is not required by Virginia Occupational Safety and Health (VOSH) regulations do not need a medical evaluation. Ensure the evaluator has all of the information required for them to perform the evaluation [Section 8 \(page 15\)](#). The evaluation records must be filed in the employee's personnel file. Ensure that employee's receive follow-up evaluations when recommended by the Physician or other licensed health care professional, or when the employee reports signs or symptoms that may impact their ability to wear a respirator (e.g. weight gain/loss, traumatic scarring, dentures, etc.).

Respirator Fit Testing - Ensure that all respirator users are fit tested in accordance with the Federal Occupational Safety and Health Administration Respirator Fit Testing Procedures (http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9780). Employees that only wear filtering face piece respirators in areas where respirator use is not required by Virginia Occupational Safety and Health (VOSH) regulations do not need fit testing. Fit testing must be performed after the employee has been approved to wear a respirator by a Physician or other licensed health-care professional. Ensure that employees are fit tested at least once per year and whenever there is a facial change that may impact respirator fit (e.g. weight change) or the employee reports problems with their respirator fit.

Respirator Refresher Training - Ensure that all respirator users receive refresher training at least once per year. Employees that only wear filtering face piece respirators in areas where respirator use is not required by Virginia Occupational Safety and Health (VOSH) regulations do not need refresher training. File refresher training as indicated in **Section 5 (page 13)**.

Annual Audiometric Testing - Ensure that all employees exposed to noise receive annual hearing tests.

Audiometric Testing Results - File audiometric testing results in the [Audiometric Testing Results] folder and provide employees with a copy of their testing results. If the testing provider reports an employee has a "Standard Threshold Shift", schedule a retest as described in **Section 9 (page 16)**. Counsel employees with confirmed "Standard Threshold Shift". Inform them that they should take extra precautions because the test results indicate they are losing their hearing. Have employee show you how they wear their hearing protection to verify they are wearing it properly. In some cases it may be necessary to provide the employee with more effective (e.g. higher noise reduction rating or double protection such as plugs and muffs) hearing protection. Notify the employee's supervisor that they have a "Standard Threshold Shift" and the supervisor should verify they are properly wearing their hearing protection when exposed to noise.

A "Standard Threshold Shift" which has been confirmed on 30 day retest, is greater than 25 dB averaged over 2,000, 3,000, and 4,000 Hz (without using age correction), and has been classified as work related by a qualified health care professional must be recorded on the OSHA 300 log (see "Injury Reporting and Recording") in this section.

Noise Monitoring - Perform noise exposure measurements whenever process changes may significantly change employee noise exposures. Measure the noise exposures for all employees who are potentially exposed to noise. Noise dosimetry generally gives the most accurate results but properly conducted sound level measurements are acceptable in some circumstances. Your workers compensation insurance company or the Virginia Occupational Safety and Health (VOSH) Consultation Service (http://www.osha.gov/dcsp/smallbusiness/consult_directory.html) may be able to provide free assistance. Inform all employees exposed over

85 dBA of the results, and file the results in the Safety Program documentation [Noise Monitoring Results] file. It may be desirable (but not required) to modify this Safety Program based on the monitoring results.

Hazard, Control and Personal Protective Equipment Changes - Update this Safety Program to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use. The program may be updated at <http://www.mysafetyprogram.com>.

Perform Annual Review - Review the effectiveness of this program every year by completing the Program Review Checklist ([Appendix 1](#)). Report the results of the review to the Grace Anne Bascetta, and place the completed checklist in the [Program Reviews] file.

Disseminate Internal Safety Inspections - Ensure that all safety inspections which are not performed by the safety committee are provided to the safety committee for review.

Disseminate External Safety Inspections - Ensure that the results of third party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.

Disseminate Accident Investigations - Provide the safety committee with the results of any accident/near miss investigations which weren't performed by the committee itself for review.

Maintain Safety Program Files - Ensure that all documentation generated by this program is properly filed.

File Safety Training Documentation - Review all training checklist forms to verify they were filled out completely. If a specific training item does not apply to a particular employee, make sure that item is crossed out and that the trainer has initialed the cross out. Place the completed documentation in the [Safety Training] folder.

File Safety Inspections - Review all safety inspection checklists to verify that all hazards identified during the inspection have been corrected. Provide copies of the inspection checklists to the Safety Committee for discussion at the next meeting. File completed safety inspection checklists in the [Safety Inspections] folder.

File Safety Meeting Documentation - File documentation of all safety meetings in the [Safety Meeting] folder.

File Safety Suggestions - Follow-up on all safety suggestions received and then file them in the [Safety Suggestions] folder.

3.2 Grace Anne Bascetta

Read this Safety Program. - It is important that all managers and supervisors understand how this Safety Program operates.

Provide Adequate Resources - Provide sufficient resources to administer this Safety Program and control all occupational health and safety hazards identified by management and employees.

Set A Good Example - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.

Monitor Safety Conditions - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

Perform Formal Safety Inspections - Conduct Safety Inspections using the appropriate written checklist (see [Appendix 1](#)). The inspections must be performed periodically as described in [Section 6 \(page 14\)](#). Ensure any deficiencies identified are corrected. Give the completed checklists to the Safety Program Manager for filing.

Hoist, Crane and Rigging Inspections - Perform thorough inspections of all cranes, hoists and rigging before new equipment is placed into service, if equipment is returned to service after having been idle for over one month, and at least annually. Maintain written documentation of these inspections. Note: This does not include daily operator inspections; written documentation of daily operator inspections is not required.

Follow-up on Unsafe Condition Reports - Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Safety Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Safety Program Manager. Inform the Safety Program Manager in writing when appropriate corrective actions are implemented. Ensure that all safety and health corrective actions that have not been completed in a timely manner (as reported by the Safety Program Manager) are implemented promptly.

Report all Injuries and Illnesses - Report all work related injuries or illnesses to employees under your supervision to the Safety Program Manager. If the injury or illness involves a fatality or hospitalization of an employee, inform the Safety Program Manager immediately because A'more Commercial Enterprises may be required to notify Virginia Occupational Safety and Health (VOSH) within eight (8) hours. If the Safety Program Manager is not available, see [Section 10 \(page 17\)](#) for the specific reporting requirements.

Accident Investigations - Conduct accident investigations for work related injuries, illnesses, and near miss incidents. Ensure these investigations are performed in accordance with the requirements of this program ([Section 10, page 17](#)). Ensure that documentation of completed investigations is filed in the [Accident Investigations] folder of the Safety Program files. Additional guidance on how to perform accident investigations is provided in [Appendix 7](#).

Enforce Code of Safe Practices - Discipline employees who do not comply with the Code of Safe Practices ([Appendix 2](#)) or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:

1. Verbal warning and retraining for first offense
2. Written warning for second offense (place copy in employee's personnel file)
3. Suspension without pay or termination for subsequent offenses

Refusal to Perform Dangerous Work and Reporting Dangerous Conditions - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program. Do not sanction employees who must rest because they are showing signs or symptoms of heat stress; make sure that employees know they can rest in a shady/cool area if they need to. It is important that employees who are experiencing heat stress cool off before the problem becomes a medical emergency.

Imminent Hazards - In the event of an imminent hazard which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Safety Program Manager.

Conduct Safety Meetings - Conduct safety meetings to discuss safety related topics. The meeting frequency is given in [Section 4.1 \(page 12\)](#). The meeting should include discussion of injuries and near misses that have occurred since the last meeting and how to prevent future incidents, a presentation from the safety committee, and a status report of any open safety issues.

Write down the agenda, date, names of the employees who attended, and notes of any discussions. Ensure that any safety issues that were brought up during the meeting are forwarded to the correct person for resolution. Give a copy of the documentation to the Safety Program Manager for filing.

Management Representation at Safety Meetings - Ensure that an authorized representative of management attends every safety meeting. Attend safety meetings whenever possible.

Ensure Employees Attend Safety Meetings - Ensure your employees attend Safety Meetings whenever possible. If an employee under your supervision cannot attend a meeting because of absence or any other reason, summarize the key safety related points of the meeting for them as soon as possible.

Hazards Created by Other Companies - Tell your employees how to protect themselves from the hazard or instruct them to stop working near the hazard until it is corrected. For serious hazards, immediately notify all personnel (regardless of company affiliation) in the vicinity of the hazard.

Empty Safety Suggestion Box - Empty the Safety Suggestion Box at least weekly and take appropriate action on all suggestions received. Replace the suggestion forms or paper and pen as necessary. Forward copies of all safety suggestions to the Safety Program Manager for filing and any necessary follow-up.

Publish Safety Newsletter - Ensure that the Safety Newsletter is published Monthly. Place a copy of each Safety Newsletter in the [Safety Newsletters] folder in the Safety Program files.

New Employee Safety Training - Provide employees with a copy of the Code of Safe Practices ([Appendix 2](#)) and perform all of the training required in [Appendix 3](#). Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employee date and sign a copy of the safety training certification (at the bottom of the training requirements form). Give the completed form to the Safety Program Manager for filing.

Forklifts, Powered Industrial Trucks, and Heavy Equipments Refresher Training - Perform refresher training and evaluate every driver's performance in writing at least every three years. The refresher training does not need to include topics where the driving evaluation shows the operator remains competent. Forward copies of the training documentation and evaluations to the Safety Program Manager for filing with the training documentation. Provide refresher training whenever a driver has been observed to operate the vehicle in an unsafe manner or has been involved in an accident or near-miss incident.

Update Chemical Hazard Communication Program Training - Ensure employees receive updated training whenever a new chemical hazard is introduced into the work area or you receive updated chemical hazard information from your supplier. Ensure documentation of this training is filed as indicated in [Section 5 \(page 13\)](#).

Maintain MSDS File - Maintain a file containing the MSDS of all materials containing hazardous chemicals used in the workplace. The MSDS file must be located where it is readily

available to all employees. Electronic storage is acceptable providing the information remains available in an emergency and employees are trained on how to use the electronic retrieval system.

MSDS are not required for the following materials (but should be filed when available):

1. hazardous waste
2. chemicals in consumer products when used in a manner consistent with their typical consumer usage
3. chemicals in "articles" which release insignificant amounts of chemicals under normal conditions of use (a refrigerator containing refrigerant is an example of an "article" under normal conditions of use, but is not an "article" when undergoing maintenance which may release the refrigerant)
4. Untreated wood, wood products, or lumber which will not be processed, sawed, sanded or otherwise manipulated in a way that generates dust, where the only hazard they pose to employees is the potential for flammability or combustibility.

Provide Personal Protective Equipment - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices ([Appendix 2](#)) are readily available for use by employees. When possible, stock a variety of suitable models for each type of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Arrange to supply a different type of glove for employees who develop latex allergies. Nitrile rubber glove are generally a good alternative to latex rubber and are less likely to produce an allergic reaction.

Ensure an adequate supply of hearing protectors is readily available for employees to use. Ensure employees can select from muff, roll-up, and push-in type hearing protectors. Hearing protectors are provided at no cost to the employees (except that employees may be charged for lost muff-type hearing protectors).

Additional Personal Protective Equipment Training - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

Hazard and Control Changes - Notify the Safety Program Manager whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Safety Program can be updated to reflect the changes. Notify the Safety Program Manager before introducing any new type of

respirator into the workplace; the Safety Program Manager must approve the selection of all respirators.

Management of Heat Stress - Ensure that cool drinking water (at least one quart per hour) and shade or a cool resting area are available for employees. Ensure that there is a means for obtaining emergency medical services should a heat related illness occur. Ensure that employees know how to summon help should a heat related illness occur.

Competent Person; Excavations - Ensure that underground installations and utilities are properly located before work begins. Ensure that a competent person is present whenever A'more Commercial Enterprises employees are in or near an excavation. If A'more Commercial Enterprises dug the excavation, the competent person must be present whenever any personnel are working in or near the excavation. The competent person must be capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and have authorization to take prompt corrective measures (including stop work) to eliminate them. When employees are working in or near an excavation, ensure that the competent person performs daily inspections of the excavation, the adjacent areas, and protective systems for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. Inspections must be conducted by the competent person prior to the start of work, after rainstorms, after any event which may increase risk, and as needed throughout the shift. Additional guidance for competent persons on the evaluation of excavation hazards and selection of protective systems is available at http://www.doli.virginia.gov/infocenter/publications/va_unique/1926_650.pdf.

Competent Person; Demolition - Ensure that a competent person continuously inspects demolition work to detect hazards resulting from weakened or deteriorated floors, or walls, or loosened material. Do not allow employees to work where such hazards exist until they are corrected by shoring, bracing, or other effective means.

Management and Supervision Changes - Ensure that the Safety Program Manager is notified of all changes in company organization or management/supervisor assignments so that this Safety Program can be updated (if necessary) and new managers/supervisors informed of their responsibilities under this program.

Process Changes - Notify the Safety Program Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Safety Program may need to be updated to accommodate the process changes.

Report Respirator Usage Problems - Refer any respirator user who reports signs or symptoms which may affect their ability to wear a respirator (e.g. weight gain/loss, traumatic scar-

ring, dentures, etc.) to the Safety Program Manager) for a follow-up medical evaluation. Any employee who experiences facial change which may impact respirator fit (e.g. weight change) or who reports problem with their respirator fit should be referred to the Safety Program Manager) for a respirator fit test.

Changes in Noise Levels - Inform the Safety Program Manager) of process changes that increase employee noise exposure. Additional noise exposure measurements may be required.

Engineering Controls for Noise Exposure - Always consider the impact of process changes on employee noise exposure. Whenever feasible, select lower noise alternatives when purchasing new equipment or modifying existing equipment. Install engineering controls (such as enclosures, sound absorbing foam, or noise barriers) whenever feasible. Note that effective noise reduction is difficult to achieve and often requires specialized engineering effort.

3.3 Safety Committee

Make Safety Recommendations - Recommend safety and health related improvements to management as appropriate.

Investigate Issues Reported by Employees or Management - Investigate hazard reports or other safety related issues reported to any safety committee member. Document the progress and results of all investigations in the meeting minutes and track issues to closure.

Review Third Party Inspections - Review all inspection reports generated by government, insurance company, or other third party inspectors. Verify abatement actions when appropriate.

Review Workplace Safety Inspections - Review workplace safety inspections performed by others within the company. When necessary, the committee may perform their own walk-through inspections.

Review Accident Investigations - Review all workplace accidents and near miss investigations performed by others. Review workplace injury and illness records.

Program Review - Review the effectiveness of this Safety Program and the accountability system used by A'more Commercial Enterprises to ensure that all necessary safety related activities are completed. When appropriate, give the Safety Program Manager written findings for inclusion with the annual program review documentation.

3.4 Safety Committee Chairperson

Conduct Safety Committee Meetings - Schedule, prepare agendas for, and conduct safety committee meetings. Ensure that the committee meets often enough to perform all of the functions described in this Safety Program (at least once per quarter).

Ensure that a written agenda is distributed to all members before each Safety Committee meeting. The Agenda must include the minutes of the previous Safety Committee meeting, any issues identified by management or employees since the previous meeting, discussion of any accident or near miss investigations completed since the previous meeting, and a status report on any open issues.

Ensure that minutes for each safety committee meeting are prepared. The minutes should include the meeting date, the name of each person that attended, a summary of the issues discussed at the meeting, and the results of any decisions made by the committee. Action items should include the name of the person who has been assigned responsibility for completing the item.

Management Representatives - Request management to designate a replacement safety committee representatives when one of their representatives leaves the committee or fails to perform their responsibilities as a committee member. The committee must always have at least one management representative.

Safety Committee Coordination - Coordinate the activity of the safety committee with the Safety Program Manager.

Maintain Safety Committee Documentation - Ensure that all Safety Committee documentation (e.g. agendas, meeting minutes, the current list of member names, and written documentation of any committee activities such as inspections or investigations) is prepared and properly filed. Ensure that Safety Committee documentation is kept for at least five years.

3.5 Safety Committee Members

Attend Safety Committee Meetings - Attend safety committee meetings and complete all assignments given by the committee.

Communicate With Employees - Safety committee members should go out of their way to communicate with employees about safety related issues. If an employee raises an issue with a safety committee member, that member must take the issue to the committee and keep the employee informed of its status until the issue is closed.

4 Safety Communication

A'more Commercial Enterprises uses the following methods to communicate with employees regarding safety related issues. Safety communication will be in a form that is understandable to every employee. When necessary, A'more Commercial Enterprises will provide language translation of safety communications.

4.1 Safety Meetings

All employees attend regular meetings where safety related topics are presented and discussed. Safety meetings are conducted Weekly by the Grace Anne Bascetta. An initial Safety Meeting must be conducted at the start of each job.

A written agenda describing the topics to be covered in the meeting may be prepared prior to the meeting. A list of all employees who attend each meeting is prepared during the meeting. Safety meetings include discussion of all injuries and near misses that have occurred since the last meeting and how to prevent future incidents. Safety meetings also include a report from the safety committee on their activities. Every safety meeting includes an Open Forum where employees may raise and discuss safety related issues. The discussion that occurs during the open forum is recorded by a note-taker. If a safety issue is raised that cannot be resolved during the meeting, the meeting coordinator will ensure that a status report (on the open issue) is included in every subsequent meeting until the issue is resolved. The meeting coordinator is responsible for ensuring that any open issues are forwarded to the appropriate individual for resolution.

The agenda (or a brief description of the topics covered), attendee list, and notes (if any) for each safety meeting are filed by the Safety Program Manager.

4.2 Safety Committee

A'more Commercial Enterprises operates a safety committee chartered to help maintain a safe and healthy workplace. The safety committee chairperson is elected by the committee members. The safety committee will meet in accordance with a schedule determined by vote of the committee members (at least once per quarter). The responsibilities of the safety committee chairperson, individual safety committee members and the safety committee are listed in [Section 3 \(page 1\)](#).

All employees who participate in safety committee activities are paid their normal wage and salary as if they were performing their normally assigned work duties. The safety committee will include both employee and management representatives. Reasonable efforts will be made so that every part of the company is represented on the safety committee. The safety committee will include at least 2 members.

The initial employee members of the safety committee will be elected by their peers. As employee representatives leave the safety committee, their replacements will be selected by the committee.

4.3 Safety Suggestion Box

Employees may make safety suggestions by placing them in the Safety Suggestion Box. The location of the Safety Suggestion Box is: office. The Grace Anne Bascetta will empty the suggestion box at least weekly and take appropriate action on all suggestions received.

4.4 Safety Newsletter

A'more Commercial Enterprises publishes a safety newsletter Monthly. This newsletter includes articles on safety and health related topics. An archive of all newsletters published to date is available in the Safety Program files.

4.5 Chemical Hazard Communication Program

The purpose of the Chemical Hazard Communication Program is to ensure that all employees are fully informed of the chemical hazards present in the workplace and the measures required to protect themselves from those hazards. Material Safety Data Sheets (MSDS) are available for inspection by all employees. The MSDS file is maintained by the Grace Anne Bascetta. All chemical containers (a few exceptions are listed in the Code of Safe practices in [Appendix 2](#)) must be labeled with the identity of the chemicals they contain and appropriate hazard warnings. The labels on incoming chemical containers must not be removed or defaced.

All employees must be trained on the system used to label chemical containers, the location of the MSDS file, the hazards of the chemicals to which they are exposed, and the measures necessary to protect themselves from those hazards.

Supervisors are responsible for informing the management of other employers operating in their work areas of the MSDS file location, the chemical hazards to which they are exposed, and the measures necessary to protect themselves from those hazards. If other employers bring chemical hazards into the work area, supervisors must obtain this information from the management of those other employers and share it with their employees.

5 Safety Training

All employees will receive safety training prior to starting work, whenever the hazards in their work area change, and when they are given new work assignments with different hazards. Refresher training may be conducted from time to time to ensure all employees retain

the necessary safety related information. Training will also be conducted when a new workplace hazard is recognized. Safety training for all employees will be conducted when this Safety Program is first established. Initial safety training will include the topics given in **Appendix 3**. New employees will be given a copy of the Code of Safe Practices, and will also sign and return documentation of all training they receive. The signed and completed training certification forms are filed with the Safety Program documentation. Initial safety training is performed by the Grace Anne Bascetta.

All forklift, powered industrial truck, or heavy equipment drivers receive refresher training at least once every three years. The training includes a field evaluation of their driving performance. Refresher training is also provided if a driver is observed operating their vehicle in an unsafe manner or is involved in an accident or near miss incident while driving. Written documentation of the training and evaluations is filed with the training documentation. The refresher training is performed by the Grace Anne Bascetta.

6 Safety Inspection

All supervisors must continuously observe their work areas for unsafe actions or conditions and correct any deficiencies noted. Supervisors must walk around their work area regularly (i.e. daily) in order to perform these observations. Unsafe condition reports received from supervisors or employees are filed in the [Accident Investigations] folder.

Formal safety inspections using the checklists provided in **Appendix 1** are conducted regularly. The completed checklists are filed by the Safety Program Manager. The formal inspections are performed Weekly by the Grace Anne Bascetta.

Crane and hoist operators must inspect their cranes, hoists and rigging daily. Thorough inspections of all cranes, hoists, and rigging, documented in writing, are performed whenever new equipment is placed in service, if equipment is returned to service after having been idle for over one month, and at least annually. These documented inspections are performed by the Grace Anne Bascetta.

7 Personal Protective Equipment

Employees are trained on the proper use of all personal protective equipment (PPE) they use when they are first given an assignment that requires the PPE and if they are observed using the equipment incorrectly. Additional guidance on the proper selection of PPE is available at <http://www.nclabor.com/osha/etta/indguide/ig25.pdf>. Personal protective equipment supplies are managed by the Grace Anne Bascetta.

The workplace hazard assessment, a list of the PPE used, and written certification are provided in **Appendix 5**.

8 Respiratory Protection Program

The purpose of this Respirator Protection Program is to ensure that all respirator users at A'more Commercial Enterprises receive adequate protection when using their respirators. The program is administered by the Safety Program Manager.

Respirators are selected using the National Institute of Occupational Safety and Health (NIOSH) Respirator Selection Logic (<http://www.cdc.gov/niosh/docs/2005-100>) except that the current OSHA Assigned Protect Factors (http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=NEWS_RELEASES&p_id=12373) are used instead of those given by NIOSH. Respirator manufacturers and distributors and qualified outside consultants may also provide assistance with respirator selection as long as their advice is consistent with the the NIOSH Respirator Selection Logic and OSHA Assigned Protection Factors. All respirators must be NIOSH approved, except unapproved dust masks or surgical masks may be used to cover the face when protection from inhalation hazards is not required. The selection of all respirators must be approved by the Safety Program Manager.

All employees who wear respirators (except those that only wear filtering face piece respirators in areas where respirator use is not required by Virginia Occupational Safety and Health (VOSH) regulations) must receive a medical evaluation before they are fit tested or required to wear a respirator. The purpose of the medical evaluation is to verify that the employee is healthy enough to wear a respirator. The Safety Program Manager is responsible for arranging the medical evaluations. The medical evaluation is performed by a Physician or other licensed health care professional at no cost to the employee. The professional performing the evaluation must obtain the information contained in the Respirator Evaluation Medical Questionnaire (http://www.mysafetyprogram.com/respirator_questionnaire.pdf) from the employee. In addition, the Safety Program Manager must ensure that the Physician or other licensed health care professional has the following information:

1. The type and weight of the respirator to be used by the employee;
2. The duration and frequency of respirator use (including use for rescue and escape);
3. The expected physical work effort;
4. Additional protective clothing and equipment to be worn;
5. Temperature and humidity extremes that may be encountered; and
6. A copy of this Safety Program and the Virginia Occupational Safety and Health (VOSH) Respirator Regulations (http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12716).

The Safety Program Manager must obtain the following information from the Physician or other licensed health care professional:

1. An opinion on whether or not the employee is medically able to wear a respirator including any limitations on respirator use related to the medical condition of the employee or relating to the workplace conditions in which the respirator will be used.
2. The need for follow-up medical evaluations, if any.
3. A statement that the employee was provided with a copy of the Physician or other licensed health care professional's written opinion.
4. A recommendation that the employee use a powered air purifying respirator (PAPR) in place of a negative pressure respirator when medically indicated.
5. The report must contain no other information (e.g. no confidential medical information).

The Safety Program Manager must ensure employees receive additional medical evaluations when recommended by the Physician or other licensed health care professional and if the employee reports medical signs or symptoms that may impact their ability to wear a respirator (e.g. weight gain/loss, traumatic scarring, dentures, etc.). Medical evaluation records are filed in the employee's personnel file, and will be maintained for at least thirty (30) years.

All tight fitting respirator users (except those that only wear filtering face piece respirators in areas where respirator use is not required by Virginia Occupational Safety and Health (VOSH) regulations - filtering facepiece respirators are considered tight fitting) must be fit tested before being allowed to wear their respirators. The purpose of fit testing is to help select the most effective respirator for each employee and to verify that the respirator selected fits the employee properly. Respirator fit testing is performed in accordance with the Federal Occupational Safety and Health Administration Respirator Fit Testing Procedures (http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9780). Respirator users will be fit tested at least once per year, whenever there is a facial change which may impact respirator fit (e.g. weight change), and whenever the employee reports difficulty with their respirator fit. Respirator fit testing is the responsibility of the Safety Program Manager.

All respirator users will be trained before using their respirators and will receive refresher training at least once per year. The training will include:

1. The purpose of respirator protection, including the specific contaminants that respiratory protection is intended to protect them against;
2. How to properly inspect, put on, take off, clean, maintain, and store their respirators;
3. The limitations of the respirators they use; and
4. How to recognize respirator malfunction.

9 Hearing Protection Program

This Hearing Protection Program (also called a Hearing Conservation Program) is intended to prevent noise induced hearing loss among A'more Commercial Enterprises employees ex-

posed to occupational noise. All feasible methods for reducing employee noise exposure will be implemented.

All employees exposed to noise must wear appropriate hearing protection. Employees may select the hearing protectors they find most comfortable as long as their selection provides enough noise reduction. An adequate supply of muff, roll-up foam, and push-in type hearing protectors will be provided for employees to choose from. Hearing protectors are provided at no cost to the employee except that employees may be charged to replace lost muff-type hearing protectors. All employees are trained on the correct usage and limitations of the hearing protectors they use.

All employees exposed to noise receive baseline hearing tests (audiograms) within six months of first noise exposure (within one year if a mobile test van is used). Employees are instructed to avoid noise exposure for 14 hours before their baseline hearing test. Hearing protectors may be used as a substitute for avoiding noise exposure prior to the test.

All employees exposed to noise receive annual audiograms. The Safety Program Manager files the audiogram results and also provides each employee with a copy of their results. The audiometric testing provider compares the annual and baseline audiograms and informs the Safety Program Manager if a "Standard Threshold Shift" has occurred. If a "Standard Threshold Shift" is reported, the Safety Program Manager arranges for a retest within 30 days. The retest should be performed at the beginning of the work shift when the employee has not been exposed to noise for at least 14 hours. If the retest confirms the "Standard Threshold Shift", the Safety Program Manager provides special counseling for the employee and notifies their supervisor.

Noise exposure measurements of employees whose noise exposure may exceed 85 dBA are made using calibrated sound level meters or noise dosimeters. All employees whose noise exposure exceeds 85 dBA are informed of the monitoring results. Noise monitoring is repeated whenever there is a change in production, process, equipment or controls that may significantly increase noise exposures.

10 Accident Investigation and Reporting

All accidents and near miss incidents are investigated and corrective actions implemented when appropriate. The purpose of each investigation is to determine exactly what happened, why it happened (the root cause), and how similar accidents can be prevented in the future. Accident and near miss investigations are performed by the Grace Anne Bascetta.

Accident investigations may include interviewing or obtaining written statements from witnesses (including the injured employee), taking photographs of the accident scene, taking

measurements at the accident scene, and reviewing procedures and equipment manuals relevant to the activities in progress when the accident occurred. The investigation may also include recommended corrective actions to prevent similar accidents from happening in the future. Additional information on accident and near miss investigation is provided in [Appendix 7](#).

The death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident will be reported within eight (8) hours to VOSH. If unable to contact VOSH, contact the State Police Duty Sergeant at 804/674-2026. Deaths or injuries from motor vehicle accidents on public roads do not need to be reported unless they occur in a construction zone. The phone numbers for reporting fatalities and work place catastrophes are available at http://www.doli.virginia.gov/whatwedo/enforcement/report_fatality.html.

All injuries and illnesses will also be reported in accordance with the requirements of applicable workers compensation laws as specified by the insurance carrier.

11 Annual Review

The Safety Program Manager will review the effectiveness of this Safety Program at least annually and correct any deficiencies noted during the review. The safety committee will participate in this review and may submit written comments which will be included in the documentation for the annual review.

12 Records Retention

Records documenting the administration of this Safety Program will be retained for at least three (3) years.

1. Training documentation will be retained for at least five (5) years.
2. Accident investigation records will be retained for at least five (5) years.
3. Safety inspection records will be retained for at least five (5) years.
4. All safety committee records will be retained at least five (5) years.
5. Air monitoring records will be retained for at least duration of employment plus thirty (30) years.
6. Noise monitoring records will be retained for at thirty (30) years. Audiometric test records will be retained for at least duration of employment plus 30 years.
7. Reports from respirator medical evaluations will be retained for duration of employment plus thirty (30) years.

Appendix 1 Forms

Inspector:	Date:
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Instructions:

Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Safety Program Manager for filing.

Item	OK	Needs Work	N/I	N/A
Required Postings Displayed - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at http://www.doli.virginia.gov/infocenter/publications/reqposters_p1.html .				
Housekeeping - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry. Scrap lumber, waste material, and rubbish are removed of the immediate work area as the work progresses. Solvent waste, oily rags, and flammable liquids are kept in labeled, fire resistant covered containers until removed from the work-site. All surfaces (including difficult to see areas such as the top of equipment, ducts, and pipes) are free of accumulated combustible dust.				
First Aid - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items (http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22). A clinic, hospital or infirmary is available nearby, or a person with a valid first aid certificate is available on site. The kit is in a waterproof container with individual sealed packages for each type of item.				
Drinking Water - Cool drinking water is available. Employees do not use a common cup for drinking.				
Shade or Cooling Areas - Shade or cooling areas are available for employees who experience heat stress.				
Sanitation - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available.				
Illumination - There is enough light for employees to perform their assigned duties.				
PPE Worn and in Good Condition - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.				
Respirators - Respirators are readily available, worn properly when required, and stored properly when not in use. Respirators in use are appropriate for the hazards employees are exposed to. All respirator users perform positive and negative pressure checks when putting on tight fitting respirators.				
Hearing Protection - Employees wear hearing protection properly when exposed to noise. All feasible engineering controls to reduce noise exposure have been implemented.				
Fire Extinguishers OK - A fire extinguisher (rated class 2A or better), is available for every 3,000 square feet of the protected building area; travel distance from any point of the protected area to the nearest fire extinguisher does not exceed 100 feet. Note: A garden hose may substitute for a fire extinguisher providing it can reach the entire protected area and still provide at least five gallons per minute of water. Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year.				
Company Vehicles - Company vehicles, if any, are in good repair.				
Chemical Storage - Chemical containers are closed and stored properly when not in use.				
Chemical Labeling - All chemical containers are labeled with the identity of the chemicals they contain and appropriate hazard warnings. See the Code of Safe Practices in Appendix 2 for a list of exceptions. The initial label for all chemical containers obtained from outside the company remains visible and intact.				
MSDS File Updated - The MSDS file contains Material Safety Data Sheets for all materials used in the work area.				

Item	OK	Needs Work	N/I	N/A
Combustible Dust Handling - All equipment which handles combustible dust is properly grounded and bonded.				
Industrial Ventilation - Industrial ventilation systems, if present, are all working properly and are turned on when required. Smoke tubes are used to verify that contaminants are captured by the ventilation hood. Air flow is measured periodically. Note: this item does not include building heating/air conditioning systems.				
Floor Openings - All floor openings (size over one inch) are covered, protected by standard railings (a top rail 42 inches high, an intermediate rail, and posts) or constantly attended by a person. Bridge plates are strong enough to support the intended load and secured from slipping.				
Hand Tools in Good Condition - All hand tools (company and employee owned) are in good condition. No mushroomed shafts or loose hammer heads or shafts. Tools are reasonably free from grease. Cutting tools are sharp.				
Electrical Equipment - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide). All electrical cords and wiring are dry. Ground Fault Interrupters (GFI) are installed on all electrical circuits or equipment used in wet areas.				
Machine and Tool Guarding OK - All required guards are in place on power operated hand tools. Masonry saws are guarded with a semicircular enclosure over the blade with a method for retaining blade fragments.				
<p>Hand-Held Power Tool Switches - Hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders with wheels greater than 2 inches in diameter, disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools are equipped with a momentary contact "on-off" control. They may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.</p> <p>Note: Hand-held powered platen sanders, grinders with wheels 2-inch diameter or less, routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jigsaws with blade shanks one-fourth of an inch wide or less may be equipped with only a positive "on-off" control.</p> <p>All other hand-held powered tools (e.g. circular saws, chain saws, and percussion tools without positive accessory holding means) are equipped with a constant pressure switch that will shut off the power when the pressure is released.</p> <p>Note: These requirements do not apply to concrete vibrators, concrete breakers, powered tampers, jack hammers, rock drills, and similar hand operated power tools.</p>				
Compressed Air - All air hoses, fittings, and receivers are in good condition. Air pressure is reduced to 30 p.s.i in areas where compressed air is used for cleaning (except for concrete form, mill scale and similar cleaning purposes). All hoses exceeding 1/2-inch inside diameter have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.				
<p>Welding - Welding equipment is in good condition. All electrical cords and conductors intact. Where appropriate, welding screens are in place and do not interfere with ventilation. A disconnecting switch or controller is provided at or near each welding machine which is not equipped with such a switch or controller mounted as an integral part of the machine. For individual welding machines, the rated current carrying capacity of the supply conductors equals or exceeds the rated primary current of the welding machines.</p> <p>Ventilation is adequate. For indoor welding, local exhaust ventilation or 2,000 CFM of general ventilation per welder is provided in spaces with less than 10,000 cubic feet per welder, with ceilings lower than 16 feet, or in areas where structural barriers restrict cross ventilation.</p>				

Item	OK	Needs Work	N/I	N/A
Guardrails - Standard guardrails (a top rail 42 inches high, an intermediate rail, and posts) are in place wherever employees work on an open sided floor or platform at least 6 feet above adjacent work surfaces, or employees wear appropriate fall protection when required. Toe-boards are installed if personnel or equipment are may be present below the upper surface.				
Portable Ladders - All portable ladders are in good condition (check all rungs, uprights, bases, hinges, and spreaders).				
Fixed Ladders - All fixed ladders are in good condition with secure mounting and no rust. Landing platforms are provided every 20 feet (30 feet if a cage is provided). Cages or a fall protection harness are provided for all ladders over 20 feet high. For ladders with cages, they to 7-8 feet from the bottom of the ladder and the bottom of the cage is flared. If fall protection is used, the harness must attach to a sleeve which travels along a fixed carrier rail or cable. The sleeve must be designed to lock should the person fall.				
Forklifts and Powered Industrial Trucks - All trucks comply with ANSI B56.1 (will usually bear an approval mark from a nationally recognized testing laboratory). Vehicles are in proper tune and good condition. All vehicles are inspected per manufacturer's recommendations. Vehicles are not operated where there is a hazardous concentration of flammable vapors. Vehicles operated around chemicals or dust bear the appropriate designation (see the operator's manual or http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9828 for more information. All areas where internal combustion engine powered vehicles are operated have adequate ventilation to prevent build-up of carbon monoxide from vehicle exhaust.				
Heavy Equipment - Roll over protective structure (ROPS) is present (ROPS required on most heavy equipment). Seat belts installed on all equipment with ROPS. Dump trucks have permanently attached support for use during servicing. Dump levers have latches or other mechanism to prevent accidental activation. All equipment is inspected in accordance with the manufacturer's recommendations.				
Cranes, Hoists, and Slings - Operators inspect equipment and rigging at least daily. All equipment conforms with ANSI B30.2.0. Capacity plates present. All controls are clearly marked. Barriers installed if operator must stand in danger zone of recoil from broken rope, chain or wire. Two turns remain on drum when limit switch is activated. All custom and reconditioned rigging is marked with safe working load and proof tested to 125% of rated load. Welded alloy steel chain slings are marked with size, grade, rated capacity, and sling manufacturer. Welded end attachments have been proof tested at twice their rated capacity. For overhead cranes with cabs: Access to crane cab is provided by fixed ladders or stairs. Dry chemical fire extinguisher is present in the crane cab.				
Scaffolding - Scaffold was erected by competent person familiar with detailed requirements for scaffolding construction. Scaffold was designed for 4 times anticipated weight; wood pole scaffolding over 60 feet high was designed by a competent engineer. Platforms are wide enough for passage of personnel, tools and equipment (18 inches minimum). Platforms are level and uprights plumb; adequate cross bracing is present. The footing or anchorage are sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Fixed scaffolds are anchored to structure (to prevent tipping). Standard guardrails and toe-boards are present for platforms over 10 feet high. Access ladder or equivalent safe access is provided. Platforms and ladders are free of ice, snow, other slippery materials, and clutter. Scaffold is inspected at start of every shift.				
Material Storage - Material storage is OK.				

Item	OK	Needs Work	N/I	N/A
<p>Debris Chutes - Debris chutes are used whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of a building. Near vertical (over 45 degrees from horizontal) debris chutes are fully covered. Wall openings for chute access do not exceed 48 inches in height. Standard guardrails protect chute openings and there is no open space between the chute opening and floor. If wheelbarrows are used to dump debris, a four inch thick and six inch high toe-board bumper is installed. A substantial gate is installed at the discharge end.</p> <p>If debris is dropped through holes in the floor without the use of chutes, the area onto which the material is dropped is completely enclosed with barricades at least 42 inches high 6 feet back from the projected edge of the opening above. Warning signs are posted. Openings are no more than 25% of the floor area and do not make the floor structurally unsafe.</p>				
<p>Excavations - Competent person is on site when employees are in excavation and performs all required inspections. Ladders or other safe access method is provided (every 50 feet in trenches over four feet deep). Water accumulation is well controlled. Emergency rescue equipment, (e.g. self contained breathing apparatus, safety harness and line, basket stretcher) are readily available if a hazardous atmosphere exists or can reasonably be expected to develop. Employees entering bell-bottom pier holes or deep and confined footing excavations wear a retrieval harness attached to an individually and continuously attended life line. Excavation entrants are protected from surrounding hazards (e.g. vehicle traffic). Walkways are provided where employees or equipment must cross over excavations (standard guardrails where walkways are over six feet high). Employees wear reflective vests when working around vehicle traffic.</p>				
<p>Rebar Safety Caps - Rebar caps (or equivalent) are installed on all protruding reinforcing steel which employees could fall onto.</p>				
<p>Cement and Concrete - Cement storage bins, containers, and silos are equipped with conical or tapered bottoms and mechanical or pneumatic means of starting the flow of material. Concrete mixers with one cubic yard or larger loading skips are equipped with a mechanical device to clear the skip of materials and guardrails installed on each side of the skip. Manually guided powered and rotating concrete troweling machines are equipped with a control switch that will automatically shut off the power whenever operator's hands are removed from the equipment handles. Concrete buggy handles do not extend beyond the wheels on either side of the buggy. Concrete pumping systems using discharge pipes have pipe supports designed for 100 percent overload. Compressed air hoses used on concrete pumping systems are provided with positive fail-safe joint connectors to prevent separation of sections when pressurized. Concrete buckets equipped with hydraulic or pneumatic gates have positive safety latches or similar safety devices installed to prevent premature or accidental dumping. Concrete buckets are designed to prevent concrete from hanging up on top and the sides. Sections of tremies and similar concrete conveyances are secured with wire rope (or equivalent materials) in addition to the regular couplings or connections. Bull float handles used where they might contact energized electrical conductors are constructed of non-conductive material or insulated with a non-conductive sheath whose electrical and mechanical characteristics provide the equivalent protection of a handle constructed of non-conductive material.</p>				

Item	OK	Needs Work	N/I	N/A
<p>Form-work - Form-work is designed, fabricated, erected, supported, braced and maintained so that it is capable of supporting without failure all vertical and lateral loads that may reasonably be anticipated to be applied to the form-work. Plans (including all revisions) for the jack layout, form-work, shoring equipment, working decks, and scaffolds are available at the job-site. The sills for shoring are sound, rigid, and capable of carrying the maximum intended load. Tiered single post shores have been inspected by an engineer qualified in structural design.</p> <p>All vertical slip forms are provided with scaffolds or work platforms where employees are required to work. The jacks or other lifting devices are provided with mechanical dogs or other automatic holding devices to support the slip forms should failure of the power supply or lifting mechanism occur.</p>				
<p>Pre-Cast Concrete - Lifting inserts which are embedded or otherwise attached to tilt-up pre-cast concrete members are capable of supporting at least two times the maximum intended load applied or transmitted to them. Lifting inserts which are embedded or otherwise attached to pre-cast concrete members, other than the tilt-up members, are capable of supporting at least four times the maximum intended load applied or transmitted to them. Lifting hardware is capable of supporting at least five times the maximum intended load applied transmitted to the lifting hardware.</p> <p>Lift-slab operations are designed and planned by a registered professional engineer with experience in lift-slab construction. The plans and designs include provisions for ensuring lateral stability of the building/structure during construction. Jacks/lifting units are marked to indicate their rated capacity as established by the manufacturer. Jacks/lifting units are designed and installed so that they will neither lift nor continue to lift when they are loaded in excess of their rated capacity. Jacks/lifting units have a safety device installed which will cause the jacks/lifting units to support the load in any position in the event any jack-lifting unit malfunctions or loses its lifting ability. If leveling is automatically controlled, a device is installed that will stop the operation when the slab is more than 1/2 inch out of level. Jacking controls are attended by a competent person experienced in the lifting operation. All welding on temporary and permanent connections is performed by a certified welder familiar with the welding requirements specified in the plans and specifications for the lift-slab operation. Lifting rods are designed so they cannot slip out of position or locking/blocking devices which provide positive connection between the lifting rods and attachments are used to prevent components from disengaging during lifting operations.</p>				
<p>Additional Hazards - No other hazards were noted during this walk-through.</p>				

The safety committee should follow the following steps in order to get starting carrying out their responsibilities under this Safety Program.

Safety Committee Start-Up Checklist

Item	Date Completed
Create Safety Committee File - Label a file folder [Safety Committee] and place it with the Safety Program files. Use this folder to keep an archive of all of the documentation generated by the Safety Committee.	
Select Management Representatives - Select the management representatives who will serve on the committee.	
Elect Chairperson - The committee must elect the individual who will serve as the first chairperson. The new chairperson must be aware of their responsibilities under this Safety Program.	
Committee Member Training - All safety committee members must read the Safety Program and understand their responsibilities listed in Section 3 (page 1) .	

Safety Program Review Checklist

Reviewer:	Date:
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Instructions:
 This checklist identifies items that should be reviewed periodically to ensure that the Safety Program is functioning as intended. The Safety Program Manager must perform this review of the Safety Program at least Annually. When the review has been completed and any deficiencies corrected, this checklist should be filed in the [Program Review] folder.

Item	OK	Needs Work	N/I	N/A
Accident Investigations - The [Accident Investigations] folder contains documentation showing that all injuries and illnesses that have occurred since the last review were properly investigated, recorded, and reported. Unsafe condition reports were investigated and the conditions corrected when necessary.				
Safety Meetings are Conducted - The [Safety Meetings] folder contains documentation showing that the Safety meetings are being conducted in accordance with the frequency described in Section 4.1 (page 12) .				
Safety Suggestions - There were [] safety suggestions since the previous program review. All safety suggestions received appropriate follow-up.				
Safety Newsletters - The [Safety Newsletters] file contains newsletters which were published in accordance with the schedule given in Section 4.4 (page 13) . The newsletters published contained safety related information of interest to the employees, and the newsletters are an effective vehicle for providing safety related information to the employees.				
Safety Inspections are Performed - The [Safety Inspections] folder contains documentation showing that Safety Inspections are being performed as required in Section 6 (page 14) . Issues identified during inspections were corrected in a timely manner.				
New Employee Training Performed - The [Safety Training] folder contains documentation showing that all new employees hired since the previous annual review received safety training.				
Respiratory Protection Program - All new respirator users received medical evaluations. All tight fitting respirator users received fit tests within the last year. All respirator users received respirator training within the last year. Note: These requirements do not apply to employees that only wear filtering face piece respirators in areas where respirator use is not required by Virginia Occupational Safety and Health (VOSH) regulations. Respirator users were consulted to assess their views on the Respiratory Protection Program's effectiveness and to identify any problems. Any problems that were identified by the employees were documented and corrected.				
Hearing Tests - Baseline hearing tests (audiograms) were obtained for all noise exposed employees hired this year. Annual audiograms were obtained for all existing employees exposed to noise. Corrective action was completed for all "Standard Threshold Shifts" identified on annual audiograms.				
Crane Inspections - Supervisors have written documentation that they perform thorough inspections of all cranes, hoists and rigging before new equipment is placed into service, if equipment has been idle for over one month, and at least annually.				
Company Profile and Hazard Assessment - I have reviewed the Company Profile contained in Appendix 6 and the personal protective equipment (PPE) hazard assessment in Appendix 5 . If there have been any significant changes to the profile or hazard assessment, I have updated the program. Note: The program may be updated at http://www.mysafetyprogram.com .				

Safety Program Review Checklist

Item	OK	Needs Work	N/I	N/A
<p>General Program Effectiveness - I have considered the overall effectiveness of this Safety Program and discussed the program with others at A'more Commercial Enterprises. The safety committee has also reviewed the program and their written comments (if any) have been attached to this checklist. I have concluded this program is effectively achieving the goal of reducing occupational injuries and illnesses at A'more Commercial Enterprises, or I have implemented changes in the program to make it more effective. I have discussed my findings with the Grace Anne Bascetta.</p>				

A'more Commercial Enterprises
Accident and Near Miss Incident Investigation Form

Accident Investigator

Date and Time

Location

Employees and Managers Involved

Description of Incident; Controls and Personal Protective Equipment in Use/Not in Use

Causal Factors (including underlying problems)

Corrective Actions

A'more Commercial Enterprises
Accident and Near Miss Incident Investigation Witness Statement Form

Accident Investigator

Date and Time

Witness Name

Supervisor

What happened?

What do you think caused this incident? Are there any underlying problems which helped cause this incident?

How do you think similar incidents could be prevented in the future?

The hazard assessment conducted during the development of this Safety Program identified additional regulations that may apply to A'more Commercial Enterprises. The Safety Program Manager should review the regulations listed below to determine which, if any, requirements actually apply to A'more Commercial Enterprises.

This is not a comprehensive list of all Virginia Occupational Safety and Health (VOSH) requirements that apply to A'more Commercial Enterprises. It contains only the most common and important regulatory requirements that are not addressed by this Safety Program.

Additional Regulatory Requirements Checklist

Item	Date Completed
Hazardous Waste Regulations - Companies that generate, transport or store hazardous waste are subject to strict environmental regulations which are beyond the scope of this Safety Program.	

Appendix 2 Code of Safe Practices

Follow All Safety Rules - All employees must work safely and follow all safety rules.

Safety Program Available - A'more Commercial Enterprises has a written Safety Program that describes in detail the policies and procedures which are used to provide you with a safe work place. You may get a copy of this program by asking any manager or supervisor, the Safety Program Manager, at any safety meeting, using the safety suggestion box, or any safety committee member. The Safety Program Manager is Grace Anne Bascetta RN, BSN.

Report Unsafe Conditions or Actions - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Safety Program Manager, at any safety meeting, using the safety suggestion box, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.

Report all Injuries - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally.

Do not disturb or clean-up the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

Safety Suggestion Box - You may use the safety suggestion box to report unsafe conditions or procedures and to make safety related suggestions. You do not have to put your name on the suggestion. If you do not put your name on the suggestion, we will not be able to get back to you to ask questions or let you know what happened with your suggestion. The safety suggestion box is located at: office.

Don't Work When Impaired - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs is strictly prohibited.

Housekeeping - Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible. Remove scrap lumber, waste material, and rubbish from the immediate work area as the work progresses. Keep solvent waste, oily rags, and flammable liquids in labeled fire resistant covered containers until removed from the work-site.

No Horseplay - Horseplay is forbidden.

Threats and Violence are Prohibited - Violence, threats of violence, and physical intimidation are prohibited.

Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Safety Program Manager, at any safety meeting, using the safety suggestion box, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.

Attend Safety Meetings - All employees are required to attend safety meetings when scheduled. These meetings are one important way that A'more Commercial Enterprises communicates safety information to employees and provides a place where employees may discuss safety issues with management.

Read Safety Newsletter - A'more Commercial Enterprises publishes a safety newsletter Monthly. All employees must read this newsletter within one week of receiving it.

Safety Committee Records Available Upon Request - A'more Commercial Enterprises operates a safety committee chartered to help maintain a safe and healthy workplace. Any employee may obtain a list of the Safety Committee members or the minutes of Safety Committee meetings by asking the Safety Program Manager. Employees may contact any safety committee member to discuss safety related issues. The safety committee member will forward your concerns to the safety committee and let you know what they decide to do about them.

Fire Extinguishers - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

Personal Protective Equipment - The personal protective equipment (PPE) used in your work area is listed below. Do not perform any tasks which require the use of protective equipment until you have been shown how to use the protective equipment. During your initial safety training you will be told which work tasks require the use of personal protective equipment and how to obtain the equipment you need.

- Hearing protection (when exposed to noise)
- Knee pads (required for some tasks)
- Safety glasses (ANSI Z87.1) with side protection (required for some tasks)
- Safety goggles meeting ANSI Z87.1 (required for some tasks)
- Chemical splash goggles meeting ANSI Z87.1 (required for some tasks)
- Face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Face shield with goggles meeting ANSI Z87.1 (required for some tasks)
- Ultra-violet face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Heat reflective face shield with safety glasses meeting ANSI Z87.1 (required for some

tasks)

- Flash arc face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Laser eye-wear meeting ANSI Z136.1 (required for some tasks)
- Welding goggles meeting ANSI Z87.1 (required for some tasks)
- Welding helmet meeting ANSI Z87.1 with ANSI Z87.1 safety glasses (required for some tasks)
- Hardhat meeting ANSI Z89.1 (always required)
- Cooling bandanna or headband (required for some tasks)
- Ear warmers (available but not required)
- Latex disposable gloves (available but not required)
- Insulated gloves (available but not required)
- Canvas work gloves (available but not required)
- Cold-weather gloves (required for some tasks)
- Shoes: Steel toe meeting ASTM F2413-05 (always required)
- NIOSH Approved N95 Filtering Facepiece Respirator (required for some tasks)

Respirators - Respirators are meant to protect you from contaminants present in the work-place air. Respirators can only protect you if you wear them consistently and use them properly. Always inspect your respirator before each use to ensure it is in proper condition. When wearing a tight fitting respirator, you must be clean shaven where the respirator contacts your face. Facial hair or stubble under the respirator seal will cause the respirator to leak and is prohibited.

Wearing a respirator puts an extra strain on your body. For this reason, you will receive a medical evaluation to verify you are medically able to wear a respirator unless you only wear filtering face piece respirators in areas where the exposures are below certain exposure limits. The evaluation will be done by a Physician or licensed health care professional. The evaluator will ask you questions about your medical history in order to find out if there is anything which might cause you problems when you wear a respirator. Your answers will be confidential. The evaluator will not give any of your answers to anyone at the company. The evaluator will only give the company their opinion on whether or not you are able to wear a respirator and describe any limitations for your respirator usage.

Depending on the type of respirator you use, you may be required to undergo a respirator fit test. The purpose of the fit test is to help you select the right respirator and to verify your respirator fits properly. Your respirator will not protect you if it doesn't fit well.

Always put on, take off, clean and store your respirator as instructed by the manufacturer. Make sure you use the correct respirator for the contaminants you will be exposed to. Change your respirator whenever it becomes clogged and you feel extra resistance when breathing. Discard disposable respirators at the end of your work shift. Never fold, bend, or distort a respirator, especially during storage. The distorted respirator will not fit as well on your face.

Always use breathing air with an air supplied respirator. Breathing air is compressed using an oil-less air compressor specifically designed to provide breathing air. Do not use shop air for breathing purposes unless a filtration system with continuous monitoring and an alarm is installed.

Dust and Surgical Masks - Dust and surgical masks without a "NIOSH Approval Number" do not filter the air you breath in very well. Using unapproved dust or surgical masks is prohibited. Use a "NIOSH Approved" filtering facepiece respirator if you need to filter the air you are breathing. A "NIOSH Approved" filtering facepiece respirator looks similar to an unapproved dust mask but the box it comes in will have a NIOSH Approval number on it. The types of filtering facepiece respirators that are available include:

1. N95 - Filters at least 95%of airborne particles. Not resistant to oil.
2. N99 - Filters at least 99%of airborne particles. Not resistant to oil.
3. N100 - Filters at least 99.97%of airborne particles. Not resistant to oil.
4. R95 - Filters at least 95%of airborne particles. Somewhat resistant to oil.
5. R99 - Filters at least 99%of airborne particles. Somewhat resistant to oil.
6. R100 - Filters at least 99.97%of airborne particles. Somewhat resistant to oil.
7. P95 - Filters at least 95%of airborne particles. Strongly resistant to oil.
8. P99 - Filters at least 99%of airborne particles. Strongly resistant to oil.
9. P100 - Filters at least 99.97%of airborne particles. Strongly resistant to oil.

Eyesight is Precious - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

Face Shields and Welding Helmets - Face shields and welding helmets do not provide adequate eye protection by themselves. Always wear safety glasses or safety goggles under the face shield.

Protect Your Hearing - Noise exposure can cause permanent hearing loss. Your hearing is precious; protect it. Always wear hearing protection when it is noisy. Make sure to wear your hearing protection properly or it won't stop the noise from getting to your ears.

Hearing protectors all have a Noise Reduction Rating (NRR). A higher NRR means better protection. Always select the hearing protector with the highest NRR that you find comfortable. Muff type hearing protectors are easy to put on and take off but can be uncomfortably hot. Muff type hearing protectors are often a good choice if the noise in your work area starts and stops a lot or if you move frequently between noisy and quiet areas. Many (but not all) people find insert type protectors more comfortable for long periods of time, but insert type protectors are more of a hassle to put in and take out. Insert type protectors are often a good choice if you are exposed to noise for long periods of time.

Modern hearing protectors are designed to block out harmful noise but still allow you to hear speech. However, people wearing hearing protection tend to speak softer and faster than people who aren't wearing hearing protection. If someone has trouble understanding you, speak louder and slower. If you have trouble understanding someone else, ask them to speak louder and slower. Do not remove your hearing protection to speak with someone in a noisy area; this will expose your ears to the noise.

Difficulty hearing or ringing in your ears is a warning signal that your ears got too much noise exposure. At first your ears will recover, but over time the hearing loss and ringing becomes permanent. If you experience difficulty hearing or ringing in your ears after work it means that you didn't wear your hearing protection properly or that you need hearing protectors with a higher Noise Reduction Rating. Discuss this problem with your supervisor or the Safety Program Manager.

Chemical Protective Gloves - Each kind of glove only provides protection against certain chemicals; always make sure that the chemicals you are using can't go through the kind of gloves you are wearing. No glove provides a perfect chemical barrier; always try to minimize the amount of chemical that gets on your gloves. Avoid touching your skin or clothes with contaminated gloves. Never touch or allow others to touch objects with bare hands after handling them with contaminated gloves. Decontaminate objects which you have handled with contaminated gloves as soon as possible.

Latex Allergy - Some people may become allergic to latex rubber. Alternative gloves are available, and the allergy usually gets worse if you continue using latex gloves. For these reasons, inform your supervisor immediately and switch to another type of glove if you have any reaction to latex gloves.

Disposable Gloves - Do not re-use disposable gloves. Use the following technique to remove gloves without contaminating your hands:

1. Pinch one of the gloves at the cuff of the glove (near the wrist).
2. Peel the glove off by pulling it off your hand turning it inside out.
3. Place the glove you just removed in the hand that still has a glove on, taking care to touch only the clean inner side of the just removed glove.
4. Slide your index finger under the remaining glove, and use your finger to turn the glove inside out over the previously removed glove. Take care to touch only the clean inner side of the glove with your bare hand.
5. Dispose of the gloves and wash your hands with soap and warm water.

Lockout/Tagout - Never open electrical circuits or turn on equipment which has been locked/tagged out by someone else. Only the person who put on a lock or "Do Not Operate" tag or their supervisor may remove it and turn on the circuits or equipment.

Use the following procedure when working on equipment or structures which are connected to energy sources (i.e. electricity, hydraulics) or may retain stored energy after being disconnected from their source of energy. Sources of stored energy include, but are not limited to batteries, capacitors, compressed gas (air) buffers, pressurized hydraulic systems, hot materials, cold materials, springs, flywheels, magnets, reactive chemicals, and elevated machine parts or material (gravity).

1. Notify anyone else working in the area and their supervisor that you will be disconnecting the circuits or equipment.
2. Identify the types of energy used and stored in the equipment. Make sure you understand all of the hazards of the energy and the methods used to control and/or dissipate the energy.
3. If equipment is operating, shut it down using the normal stopping procedure.
4. Isolate the machine from all sources of energy using the appropriate switches, valves, and other energy isolating devices. Put your lock and/or a "Do Not Operate" tag on each switch, valve or energy isolating device. Make sure the reason the equipment was turned off, the date and time the tag was applied, and your name are on the tag. It is better use a lock and tag instead of just a tag. It is better if each person who is servicing a machine puts on their own lock and tag.
5. Dissipate or block all stored energy within the equipment.
6. Make sure that all personnel are clear and then verify that the equipment is in a zero energy state using appropriate tests. Make sure to return the operating controls to the "off" position after testing.
7. Perform the required work.
8. Verify your tools and any items used to do the work have been removed. Make sure that all personnel are clear, and that any controls are in neutral. Reinstall all guards.
9. Remove your locks and tags and re-energize the circuits or equipment. Verify it equipment working properly using the normal start-up procedure.
10. Notify all affected employees and their supervisor that you have completed your work.

Always Wear Seat-belts - Always wear seat-belts when driving or riding in a car or truck. Ensure that everyone else in the vehicle is also wearing seat belts.

Drive Safely - Leave plenty of time to get to your destination. Avoid aggressive driving, and do not engage with another driver who is driving aggressively. Keep your eyes constantly moving up and down the road, to the sides, and to the rear view mirrors. Be aware of your vehicle's blind spots. Try to maintain space cushions around your vehicle so that you have some place to go if the unexpected happens. Stay at least three seconds behind the car in front. Use turn signals. Maintain average traffic speed on multi-lane roads and on-ramps, but do not speed. Respect the weather, and be aware that reaction time and general driving skills get worse when you are tired.. Always set the parking brake when leaving the vehicle. Never drink and drive.

Right To Know - You have a right to know about the chemical hazards you work with. Your employer may not retaliate against you for asking about those hazards. Do not use a chemical unless you have been trained to do so safely. Understand all of the hazards of the chemicals you work with and know how to protect yourself. Read the label and Material Safety Data Sheet (MSDS) and follow all safety precautions. If an MSDS is not available, ask your supervisor to order it.

Chemical Container Labels - Do not remove, deface or cover labels on any chemical containers obtained from outside the company.

Transferring Chemicals Between Containers - When you transfer material from one container to another, make sure the new container is labeled. The label should include the name of the chemical(s) and appropriate hazard warnings. This information should be on the initial label or the Material Safety Data Sheet (MSDS). You are encouraged to always label containers in the work place, but a label is not required:

1. if the new container only has enough material for use during one day, and you are the only person who will use the container,
2. if the new container is part of a vehicle fuel system,
3. if the material is hazardous waste and the new container is labeled as required by the applicable hazardous waste regulation,
4. the material is in a consumer product and you are using the material as a consumer would,
5. the material is untreated wood, wood products, or lumber, or

Chemical Controls - You may not bring a chemical into your work area without informing your supervisor. This includes vendor samples.

Combustible Dust - Any material that can burn in air in solid form will become a combustible dust when finely divided and suspended in air at the right concentration. The fine dust of some materials that are not combustible in solid form can also be combustible. Sugar, starch, flour, grain, plastics, wood, paper, rubber, dyes, coal, sulfur, aluminum, chromium, iron, magnesium, titanium, and zinc are all examples of materials that can form combustible dusts. This is not a complete list of materials that can form combustible dust. Very powerful dust explosions may occur a combustible dust is suspended in air with an ignition source (e.g. flame or spark). A small initial explosion may disturb nearby dust which is then ignited. The resulting chain reaction can destroy an entire facility and kill those inside.

Do not allow combustible dust to accumulate on surfaces in your work area. Avoid making dust clouds when working with or cleaning up combustible dust. Do not handle combustible dust near open flames or a source of sparks. Transferring material between containers can generate static electricity. Ensure that all containers are properly bonded and grounded when transferring combustible dusts.

Safe Use of Hoists, Cranes, and Slings - Never stand under a load being lifted by a hoist or crane. Crane operators and riggers should obey the following safety rules:

1. Never use a hoist or crane unless you have been trained to do so.
2. Inspect the crane and rigging carefully before use (at least daily). Look for worn or distorted chain links. Test the limit switches each shift. Remove from service any hook that has been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook. Remove from service any wire rope sling that has ten randomly distributed broken wires in one rope lay; five broken wires in one strand in one rope lay; wear or scraping of one-third the original diameter of outside individual wires; kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure; evidence of heat damage; end attachments that are cracked, deformed or worn; or corrosion of the rope or end attachments. Verify the piston air hoist locknut is secure (if applicable).
3. Never lift a person with a hoist or crane. Never move a load over a person or lift molten metal where it could strike a person if spilled.
4. Never exceed the rated capacity of a hoist or crane.
5. Always position the load directly under the hoist mechanism before lifting. Off vertical lifts can damage the crane and cause the load to swing.
6. Make sure that the rated capacity of hooks, rings, links, welded or mechanical coupling links, or other attachments is equal to or greater than the capacity of the chain or rope.
7. Do not secure wire rope by knots, except on haul back lines on scrapers.
8. Use at least three full tucks on an eye splice made in any wire rope. Do not form eyes in wire rope bridles, slings, or bull wires by using wire rope clips or knots.
9. Use padding to protect slings from the sharp edges of a load. When used for eye splices, apply a U-bolt so that the "U" section is in contact with the dead end of the rope. Do not kink sling legs. Always balance the load of slings used in a basket hitch to prevent slippage. Never place your hands or fingers between a sling and its load while the sling is being tightened around the load. Never pull a sling from under a load when the load is resting on the sling. Do not shorten slings with knots, bolts or other makeshift devices. Shock loading is prohibited.
10. Cable laid, 6 X 19 slings, and 6 X 37 slings must have a minimum clear length of wire rope 10 times the component rope diameter between splices, sleeves or end fittings. Braided slings must have a minimum clear length of wire rope 40 times the component rope diameter between the loops or end fittings. Cable laid grommets, strand laid grommets and endless slings must have a minimum circumferential length of 96 times their body diameter.
11. Remove fiber core wire rope slings from service if they are exposed to temperatures in excess of 200 deg. F (93.33 deg. C). Follow the sling manufacturer's recommendations when using non-fiber core wire rope slings at temperatures above 400 deg. F or below minus 60 deg. F.
12. Remove rope and slings from service if abnormal wear, powdered fiber between strands,

broken or cut fibers, variations in the size/roundness of strands, discoloration, rotting, acid/caustic burns, snags, tears, cuts, punctures, broken/worn stitches, or distortion of hardware in the sling are present.

13. Do not use knots instead of splices.
14. Do not use ropes and rope slings outside of the temperature range recommended by the manufacturer.
15. Do not use ropes or slings in environments where there are fumes, vapors, mists, or sprays of incompatible materials. Nylon is incompatible with phenolics. Polyester and polypropylene are incompatible with caustics. Aluminum fittings are incompatible with caustics. Check the manufacturer's specifications for additional incompatibilities.
16. Eye splices in manila rope must contain at least three full tucks and short splices at least six full tucks (three on each side of the center line of the splice). Eye splices in layered synthetic fiber rope must contain at least four full tucks and short splices at least eight full tucks (four on each side of the center line of the splice). Do not trim strand end tails short (flush with the surface of the rope) immediately adjacent to the full tucks. Tails should extend at least six rope diameters beyond the last full tuck but do not need to exceed six inches. If projecting the tails is objectionable, the tails may be tapered and spliced into the body of the rope using at least two additional tucks which will require a tail length of approximately six rope diameters beyond the last full tuck. For all eye splices, the eye must be large enough to provide an included angle of not greater than 60 deg. at the splice when the eye is placed over the load or support.
17. Operate hoists and cranes smoothly; avoid jerky motions. Take up slack slowly before lifting load.
18. On near capacity lifts, test the brakes after lifting the load a few inches.
19. Never leave the controls when a load is in the air.
20. When using a double saddle hook, use a double sling or choker to distribute the load over both saddles of the hook.
21. Under normal operating conditions, stop the crane before reaching the limit switch.
22. Never lift a load with sling hooks hanging loose.
23. Do not operate mobile cranes in areas where they can contact electrical wires.
24. Tools, oil cans, extra fuses, and other necessary articles must be stored in a tool box, and may not be permitted to lie loose in or about the crane cab.
25. Never operate a crane near electrical lines unless they have been de-energized and visibly grounded. Minimum clearance is 10 feet for lines rated up to 50 kV. For lines over 50 kV, clearance ten feet plus 0.4 inches for each 1 kV over 50 kV or twice the length of the line insulator (but never less than ten feet). When moving a crane with no load and boom lowered, clearance must be at least 4 feet for voltages less than 50 kV., and 10 feet for voltages over 50 kV up to and including 345 kV., and 16 feet for voltages up to and including 750 kV. Use a spotter if it is difficult for the crane operator to judge distance from the live electrical lines.
26. When using a crane near operating transmission towers, make sure that an electrical charge is not induced on the crane. When necessary, ground the upper rotating struc-

ture supporting the boom, and install ground jumper cables to materials being handled by boom equipment. Ground crews must use non-conductive poles having large alligator clips or other similar protection to attach the ground cable to the load. Combustible and flammable materials must be removed from the immediate area prior to operations.

27. The weight of a demolition ball must not exceed 50% of the crane's rated load, based on the length of the boom and the maximum angle of operation at which the demolition ball will be used, and must also not exceed 25% of the nominal breaking strength of the line by which it is suspended. Keep the crane boom and load line as short as possible. Use a swivel type connection to prevent twisting of the load line.

Heavy Equipment - Be careful around heavy equipment. Assume the driver does not see you unless you have made eye contact with the driver. Do not ride or allow riders on a vehicle unless it is designed to carry passengers. Inspect your vehicle daily before use (brakes, trailer brake connections, parking brakes, tires, horn, steering mechanism, coupling devices, seat belts, operating controls; backup alarms, safety devices, glass, slights, reflectors, windshield wipers, defrosters, fire extinguishers, etc.). Do not operate a vehicle that needs repairs. Use seat belts when they are installed on your vehicle. Use a ground guide when necessary. Set the parking brake when leaving vehicle; chock wheels when parked on an hill. Lower blades, buckets and similar equipment when not in use and before repair.

Safe Lifting - Use mechanical devices, such as cranes and carts, to lift and carry heavy objects whenever possible. If necessary, have another person help lift a heavy item. Bend your legs (instead of your back) and avoid twisting your neck and back when lifting. Store heavy objects at about waist level, not on the floor or overhead.

Keep Floor Openings Covered - Keep floor openings covered by a cover or guardrails when not in use. When a floor opening is in use, ensure it is well marked and protected with a barrier.

Keep Hand Tools in Good Condition - Replace chisels, punches and other impact tools with mushroomed shafts. Replace hammers with loose heads and any tool with loose handles. Keep tools reasonably clean to prevent your hands from slipping while using them. Do not use wrenches when the jaws are worn to the point that slippage occurs. Wooden handles should be free of splinters and cracks. Keep cutting tools sharp.

Inspect Power Cords - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry, or pull electrical equipment. Report all problems with electrical equipment to your supervisor.

Guarding - Never use portable power-operated tool unless all guards are in place and fully

operational.

Powder Activated Tools - Never use a powder activated tool unless you have been trained to do so. Always test each powder activated tool before loading to make sure that the safety devices are in proper working condition. Follow the manufacturer's recommended testing methods. Immediately stop using any tool which is not in proper working order or is missing any shield/guard and inform your supervisor. Do not load tools until just before the intended firing time. Keep hands clear of the open barrel. Never point an empty or loaded powder activated tool at a person. Never leave a loaded tool unattended. Do not use powder activated tools in a flammable or explosive atmosphere.

Do not drive fasteners into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile. Avoid driving into materials which are easily penetrated unless they are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side. Do not drive a fastener into a spalled area caused by an unsatisfactory fastening.

Welding Safety - Do not look at a welding arc or the reflection of a welding arc without welding glass. Looking at an arc can give you welder's flash which feels like sand in your eyes starting 6-8 hours after you look at the arc. Welding flash usually gets better in a few days.

Never perform any welding operation in a sprinklered building where the fire sprinklers are not fully functional, in an explosive atmosphere, or near large quantities of exposed, readily ignitable materials. Relocate or cover combustible materials within 35 feet of a welding operation. Post a fire watcher if welding must occur within 35 feet of combustible materials. The fire watcher must have an extinguisher and must continue watching for 30 minutes after welding operations have finished.

Always check the grounding of the welding machine frame. Conduits containing electrical conductors may not be used for completing a work-lead circuit. Pipelines may not be used as a permanent part of a work-lead circuit, but may be used during construction, extension or repair providing that current is not carried through threaded joints, flanged bolted joints, or caulked joints and that special precautions are used to avoid sparking at connection of the work-lead cable. Chains, wire ropes, cranes, hoists, and elevators may not be used to carry welding current. All ground connections must be checked to determine that they are mechanically strong and electrically adequate for the required current.

Never use compressed oxygen for ventilation. An oxygen enriched environment is a severe fire hazard because things burn much faster if the oxygen concentration is higher.

Excavations - Do not enter an excavation unless the designated competent person is on site, has inspected the excavation and approved the excavation for entry. Do not enter an excavation without a ladder or suitable method for safe entry. In trenches over four feet deep, there must be a ladder every fifty (50) feet. If you notice any signs of a hazardous atmosphere (such as rapid breathing), observe any sign of instability in the excavation walls, or see any indication that the protective systems are failing; get out right away, tell others to get out, and inform the competent person. Always wear a retrieval harness with securely attached lifeline when entering bell-bottom pier holes or deep and confined footing excavations. The lifeline may not be used to handle materials and must be individually and continuously attended by another employee outside the excavation. Always wear a reflective vest when working around vehicle traffic.

Rebar Caps - Always install rebar caps on all protruding reinforcing steel which employees could fall onto.

Post Tensioning - Only essential personnel are allowed behind the jack during post tensioning operations. Post signs and barriers to limit the access of non-essential personnel.

Form-work - Inspect all shoring equipment (including equipment used in re-shoring operations) prior to erection to verify that it meets the requirements specified in the form-work drawings. Inspect erected shoring equipment immediately prior to, during, and immediately after concrete placement. Do not use damaged or weakened shoring equipment. Base plates, shore heads, extension devices, and adjustment screws must be in firm contact (and secured when necessary) with the foundation and the form. Eccentric loads on shore heads and similar members is prohibited unless these members have been designed for such loading.

Single post shores must be vertically aligned and spliced to prevent misalignment. The single post shores must be adequately braced in two mutually perpendicular directions at the splice level. Each tier must also be diagonally braced in the same two directions. Do not adjust single post shores to raise form-work after the placement of concrete. Use re-shoring as the original forms and shores are removed whenever the concrete is required to support loads in excess of its capacity.

Do not exceed the rated capacity of jacks and vertical supports used for slip-forms. Make sure the slip-form structure is maintained within all design tolerances specified for plumbness during the jacking operation. Do not exceed the predetermined safe lift rate. Turn wire mesh rolls over or secure each end to keep the roll from recoiling. Do not remove forms, shores, and re-shores (except those used for slabs on grade and slip forms) until the concrete has gained sufficient strength to support its weight and superimposed loads.

Pre-Cast Concrete - Make sure that pre-cast concrete wall units, structural framing, and tilt-up wall panels are adequately supported to prevent overturning or collapse until permanent

connections are completed. Employees are not permitted in the structure during jacking operations unless approved by a registered professional engineer. Do not stand under pre-cast concrete members being lifted or tilted into position unless you are required to be there for the erection of those members.

All jacking equipment must be capable of supporting at least two and one-half times the load being lifted during jacking operations. Synchronize jacking operations so that all points from which the slab is supported are kept within 1/2 inch of level. Do not use more than 14 jacks on a slab. Secure jacks/lifting equipment to building columns so that they do not become dislodged or dislocated. When making temporary connections to support slabs, support wedges by tack welding (or equivalent) to prevent them from falling out of position. Lifting rods may not be released until the wedges at that column have been secured. All welding on temporary and permanent connections must be performed by a certified welder who is familiar with the welding requirements specified in the plans and specifications for the lift-slab operation. Do not transfer load from jacks/lifting units to building columns until the welds on the column shear plates (weld blocks) are cooled to air temperature.

Masonry Wall Construction - For masonry walls under construction, do not get closer than the height of the wall plus four feet on the unscaffolded side of the wall unless you are actively engaged in constructing the wall. Brace all masonry walls over eight feet high unless the wall is adequately supported so that it will not overturn or collapse. The bracing must remain in place until permanent supporting elements of the structure are in place.

Heat Stress - Drink plenty of water when working in hot environments. It is best to drink small amounts frequently (up to four cups per hour). Take it easy when you first start working in a hot environment. It takes your body at least a week to get used to working in a hot environment. Tell your supervisor if you or a co-worker experiences extreme weakness or fatigue, giddiness, nausea, or headache or if your face becomes pale or flushed. These are symptoms of heat exhaustion and anyone with these symptoms should rest in a shady or cool area. You will not be punished in any way if you experience heat stress and must rest. Watch out for your co-workers; sometimes a person with heat stress does not realize it themselves.

If you or a co-worker stops sweating stops and experiences mental confusion, delirium, loss of consciousness, convulsions or coma this may be heat stroke. Immediately soak the person in cool water and fan them. The person must go to a hospital or medical clinic as soon as possible. A person with heat stroke may die without medical treatment.

Cold Stress - If you or a co-worker experiences uncontrollable shivering and the sensation of coldness, a slower heartbeat and weak pulse, slurred speech, memory lapses, or extreme sleepiness, you may be suffering from hypothermia (low body temperature). Anyone suffering from hypothermia should rest in a warm environment right away.

If you work in cold environments for extended periods of time, watch for the symptoms of frostbite in your hands, feet, and face. These include burning, numbness, tingling, itching, or cold sensations. Skin with superficial frostbite may appear white and frozen, but it retains some resistance when pressed. Skin with deep frostbite is hard.

Watch for Ice - In cold environments, watch for ice on walkways or floors. Do not walk on slippery ice. Remove ice build-up from floors or walk-ways if necessary.

Forklifts and Powered Industrial Trucks - Watch out for moving forklifts or trucks. Do not step in front of a moving forklift or trucks; large loads make it difficult for the driver to see you and stop. Never pass under the elevated portion of any forklift whether loaded or empty. Never ride on any moving forklift or truck except in a designated passenger seat.

Only trained drivers may operate forklifts or trucks. All drivers will obey the following rules:

1. Inspect your vehicle before use. If your vehicle is broken, defective, or in any way unsafe, remove it from service until it is repaired. Never operate a vehicle with a fuel leak or faulty brakes.
2. Obey plant speed limits. Watch out for people walking. Slow down where vision is obstructed or the floors are slippery. Avoid loose objects. Stunt driving and horseplay is prohibited.
3. Keep your arms and legs in the driver's area. Do not allow others to touch the load or vehicle while it is moving. Do not allow people to ride your vehicle (except in a designated passenger seat) or to step under the load.
4. When leaving your vehicle, always fully lower the load and set the brakes. If you go more than 25 feet from your vehicle or go where you cannot see your vehicle, you must first shut off the power. Block the wheels if parked on an incline.
5. Stay a safe distance from the edge of ramps, platforms, or freight cars. Do not use your truck for opening or closing freight doors. Make sure that the brakes of trucks, trailers or railroad cars are set while loading or unloading. When needed, install a fixed jack on a semitrailer before loading or unloading. Always check the floors of trucks, trailers and railroad cars for breaks and weaknesses before driving in them.
6. Always make sure that there is enough overhead space for your vehicle and the load.
7. Yield the right of way to ambulances, fire trucks, or other emergency vehicles.
8. If the load obstructs your forward view, drive backwards.
9. Cross railroad tracks diagonally wherever possible. Do not park closer than 8 feet from the center of railroad tracks.
10. Go up or down grades slowly. If the grade exceeds 10%(ten feet up for every 100 feet forward), loaded trucks must be driven with the load upgrade. On all grades the load must be tilted back if possible and raised only as far as necessary to clear the road surface.
11. Make sure that dock-boards and bridge-plates are secure before driving over them. Do not exceed their rated capacity.

12. Approach elevators slowly, and enter them squarely after the elevator car is leveled. Shut off the power and set the brakes once in the elevator car. Motorized hand trucks must enter elevator or other confined areas with load end forward.
13. Make turns at a reduced safe speed by turning the steering wheel in a smooth, moderate, even, sweeping motion.
14. Never exceed the rated capacity of the vehicle. Carry only stable loads. Always try to center the load; be extra careful if the load cannot be centered. Adjust long or high loads which may affect the capacity. Be very careful when tilting the load forward or backward.
15. Always stop the engine before refueling. Avoid spillage. Make sure any spilled fuel is completely evaporated and the fuel tank cap replaced before restarting engine.
16. Do not use open flames to check battery electrolyte or fuel levels.

Confined Space Safety - A confined space is any space that is difficult to enter and exit and is not designed for continuous employee occupancy. Tanks, vessels, silos, storage bins, hoppers, vaults, pits, and trenches are all examples of possible confined spaces. Do not enter any confined spaces in your work area unless you have been trained to do so. Always discuss the potential hazards with your supervisor and take all necessary precautions to perform the work safely. Always tell you supervisor before entering a confined space.

Ladder Safety - Always inspect a ladder before use. Do not use a ladder that is not in good condition.

Ensure that the feet of the ladder are securely on level ground before climbing. Place ladder so the base is about 1/4 of the height away from the object on which it is leaning. For example, the base of a 12 foot ladder should be about 3 feet from the wall. Always face a ladder when climbing up or down, and grasp the rungs. Do not carry tools or material while going up or down; use a tool belt or rope instead. If using the ladder to climb to a new level, the ladder must extend at least three feet above the upper landing. When possible, tie off the ladder near the top to keep it from tipping.

Do not use metal ladders around electricity. Do not use the top two steps of a ladder. Never use a ladder as a scaffold (in horizontal position). Do not exceed the capacity of the ladder.

Always use a fall protection harness properly connected to the carrier rail/cable when climbing fixed ladders over 20 feet high that do not have a cage.

Scaffolding Safety - Do not climb a scaffold carrying tools or materials; use a tool belt or rope with tag line instead. Always use the ladder or stairway; do not climb on cross braces. Keep platforms free of snow, ice, other slippery materials and clutter. Always connect safety chains when you reach the platform. Always use fall protection if a platform over six feet high does not have guardrails. Stay clear of the area under employees working on a scaffold. Do not use a metal mobile scaffold around electricity. Do not ride a mobile scaffold unless

the floor is flat, the base is at least 1/2 as wide as the height, and it is equipped with rubber wheels. Always lock the wheels of mobile scaffolds when not in motion. Do not store materials on scaffolds except for the supplies needed for immediate use.

Demolition - Do not let wall or other material fall on building floors over the safe carrying capacity of the floor. Do not place material or equipment on floors if their weight is over the carrying capacity of the floor.. Always brace walls over one story high left standing alone unless they were designed to stand alone. Do not remove load supporting floor members until demolition work above the floor is completed (material drops may be installed if they do not compromise the floor's structural integrity). Plank over floor openings within ten feet of a wall being demolished unless no one is allowed in the area below. Clear steel framing left in place of loose material as demolition progresses downward. Do not demolish retaining walls until adjacent structures have been adequately underpinned. Always leave all walls in stable condition at the end of your shift.

When demolishing floors, cut floor openings the full span of the arch between supports. Remove debris from the arch and nearby floor area before demolishing a floor arch. Use 2 inch by 10 inch planks to stand on while breaking down floor arches between beams. Locate the planks so they will support you if the arch between the beams collapses. Position planks so that the form walkways at least 18 inches wide so you do not need to step on exposed beams. Overlap planks at least one foot. Open space between planks cannot be over 16 inches. Never work below employees removing a floor arch; do not demolish floor arches if other employees are working below.

Do not work in areas where balling or clamming is being performed. Do not perform balling or clamming if other personnel are present in the danger zone. Remove roof cornices and ornamental stonework and cut steel members free before pulling walls over.

Debris Chutes - Always use debris chutes when present. Never remove material from a debris chute or debris drop area until debris handling on the level above has finished.

Compressed Air Safety - Never point a compressed air nozzle at another person or your skin. Compressed air can inject oil or air under your skin which can cause very serious injury. Do not use compressed air for cleaning purposes except where reduced to less than 30 p.s.i (except for concrete form, mill scale and similar cleaning purposes). Always use chip guards and eye protection when using compressed air for cleaning. Do not use the air hose to hoist, lower, pull or drag tools. Inspect air hoses at least daily and do not use a damaged hose.

Material Storage - Always stack, rack, or interlock stored materials to prevent sliding or collapse. Do not store material inside buildings under construction within 6 feet of any hoistway, inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored. Cross-key bagged materials at least every 10 bags high. Do

not stack bricks more than 7 feet in high. When a loose brick stack reaches a height of 4 feet, taper it back 2 inches for every foot of height above the 4-foot level. Taper masonry block stacks one-half block per tier above the 6-foot level. Remove nails from lumber before stacking. Do not stack lumber in piles higher than 16 feet (20 feet if stacked using machinery).

Sun Safety - Protect your skin and eyes from the sun by using hats, sun glasses, sun screen and covering skin with clothing. Ultraviolet light in sunlight causes skin cancer.

Additional Information - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area.

Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

Cumplir con todas las reglas de seguridad/protección - Todos los empleados deben trabajar de manera segura y cumplir con todas las reglas de seguridad/protección.

Programa de seguridad/protección Disponible - A'more Commercial Enterprises tiene un escrito Programa de seguridad/protección que describe en detalle las políticas y procedimientos que se emplean para que usted trabaje en un lugar seguro. Usted puede conseguir una copia del programa si se lo solicita a cualquier gerente o supervisor, el coordinador del programa de seguridad/protección, en cualquier reunión de seguridad/protección, mediante el uso del buzón de sugerencias de seguridad, o cualquier integrante del comité de seguridad/protección. El coordinador del programa de seguridad/protección es Grace Anne Bascetta RN, BSN

Reportar los condiciones o acciones inseguras. - Todos los empleados deben reportar las condiciones inseguras o posibilidades de accidentes de inmediato a cualquier gerente o supervisor, el coordinador del programa de seguridad/protección, en cualquier reunión de seguridad/protección, mediante el uso del buzón de sugerencias de seguridad, o cualquier integrante del comité de seguridad/protección. Una posibilidad de accidente es un incidente donde alguien pudo haber salido lastimado pero se salvó. Es importante corregir las condiciones o procedimientos inseguros antes de que alguien se lastime.

Reportar todas las lesiones. - Los empleados deben reportar todas las lesiones (sin importar cuán leves sean) al supervisor para que se tomen medidas de atención médica o de primeros auxilios. Esto incluye enfermedades o dolores que el empleado considere relacionadas con el trabajo y que no desaparecen normalmente.

No altere o ni haga limpieza de un lugar donde haya ocurrido un accidente serio (salvo brindar ayuda a la gente lesionada o para dejar el lugar seguro) hasta que no se haya terminado la investigación del accidente.

Buzón de Sugerencias de Seguridad/Protección - Puede utilizar el buzón de sugerencias de seguridad/protección para reportar condiciones o procedimientos inseguros o para hacer sugerencias en cuanto a temas de seguridad. Si usted no anota su nombre en la sugerencia, no podremos hacerle preguntas o avisarle lo que sucedió con su sugerencia. El buzón de sugerencias se encuentra en office

No trabaje si está incapacitado. - Los empleados no deben trabajar si están incapacitados por fatiga, enfermedad, medicamentos o por sustancias embriagantes, como el alcohol. Está totalmente prohibido consumir drogas ilegales.

Limpieza - Mantenga limpia y ordenada su zona de trabajo, libre de cosas innecesarias y riesgos que pudieran causar tropiezos. Limpie los derrames lo antes posible. Quite madera y materiales de desperdicio y basura de la zona de trabajo inmediata a medida que avanza

el trabajo. Guarde los desperdicios de solventes y de líquidos inflamables en los recipientes marcados contra incendios hasta que se retiren de la zona de trabajo.

Evite accidentes; no juegue en el trabajo. - Se prohíbe jugar en el trabajo.

Se prohíben la violencia y las amenazas - Se prohíben La violencia, las amenazas de violencia y la intimidación física.

Los empleados que piensen que un empleado o un cliente de la empresa pudiera comportarse con violencia deben reportar tales inquietudes de inmediato a cualquier gerente o supervisor, el coordinador del programa de seguridad/protección, en cualquier reunión de seguridad/protección, mediante el uso del buzón de sugerencias de seguridad, o cualquier integrante del comité de seguridad/protección. Los empleados que sean víctimas de la violencia en el trabajo, reciban amenazas o se sientan intimidados física o verbalmente deben reportar tal situación al supervisor inmediato.

Asistir a las reuniones de seguridad/protección - Todos los empleados tienen la obligación de asistir a las reuniones de seguridad/protección programadas. Estas reuniones es una de las maneras importantes que A'more Commercial Enterprises utiliza para comunicar la información de seguridad/protección a los empleados y es un lugar propicio para que los empleados intercambian puntos de vista sobre los temas de seguridad/protección con los directores.

Leer el boletín de seguridad/protección - A'more Commercial Enterprises publica un boletín de seguridad/protección Mensualmente. Todos los empleados deben leer el boletín a la semana de haberlo recibido.

Los documentos del comité de seguridad/protección están disponibles cuando usted los solicite - A'more Commercial Enterprises tiene en operación un comité de seguridad/protección diseñado a mantener un lugar de trabajo seguro y saludable. Cualquier empleado puede conseguir del el coordinador del programa de seguridad/protección una lista de los integrantes del comité de seguridad o de las actas de las reuniones del comité de seguridad. Los empleados puede comunicarse con cualquier integrante del comité de seguridad para hablar sobre los temas de seguridad/protección. El integrante del comité de seguridad transmitirá las inquietudes que usted tenga al comité de seguridad y el comité le informará la medida que se tomará al respecto.

Extinguidores contra incendios - No utilice un extinguidor contra incendios al menos que haya recibido capacitación en su uso. No utilice un extinguidor contra incendios para apagar un incendio al menos que esté muy seguro que el extinguidor sí apagará el incendio. En lugar de ello, reporte los incendios al supervisor y desaloje las instalaciones y llame al departamento de bomberos si es necesario.

Equipo de protección personal - El equipo de protección personal que se utiliza en su zona de trabajo aparece en la lista de abajo. No realice ningún trabajo que requiere el uso de equipo de protección personal hasta que haya recibido capacitación sobre la manera de utilizarlo. Durante la fase inicial de la capacitación de seguridad/protección recibirá información en cuanto a los trabajos que requieren el uso de equipo de protección personal y cómo obtener el equipo necesario.

- Equipo protector de los oídos (cuando haya demasiado ruido)
- Rodilleras (requerido/obligatorio para algunas actividades)
- Visores protectores con protector lateral (requerido/obligatorio para algunas actividades)
- Visores protectores (requerido/obligatorio para algunas actividades)
- Visores contra salpicaduras químicas (requerido/obligatorio para algunas actividades)
- Escudo facial con visores protectores (requerido/obligatorio para algunas actividades)
- Escudo facial con visores (requerido/obligatorio para algunas actividades)
- Escudo contra luz ultravioleta con visores protectores (requerido/obligatorio para algunas actividades)
- Escudo facial con reflector térmico con visores protectores (requerido/obligatorio para algunas actividades)
- Escudo facial contra arco de flasheo con visores protectores (requerido/obligatorio para algunas actividades)
- Visores protectores contra láser (requerido/obligatorio para algunas actividades)
- Visores de soldadura (requerido/obligatorio para algunas actividades)
- Casco de soldadura con visores protectores (requerido/obligatorio para algunas actividades)
- Casco duro (siempre requerido, obligatorio)
- Banda o mascada para enfriar (requerido/obligatorio para algunas actividades)
- Calentadores de oreja (disponible pero no requerido/no obligatorio)
- Guantes de látex desechables (disponible pero no requerido/no obligatorio)
- Guantes con aislamiento (disponible pero no requerido/no obligatorio)
- Guantes de lona de trabajo (disponible pero no requerido/no obligatorio)
- Guantes para el frío (requerido/obligatorio para algunas actividades)
- Calzado: punta de acero (siempre requerido, obligatorio)
- Respirador de cara con filtro N95 (requerido/obligatorio para algunas actividades)

Respiradores - Los respiradores sirven de protección contra los agentes contaminantes en el aire del trabajo. Los respiradores solo lo protegen si se utilizan de manera constante y correcta. Siempre inspeccione el respirador antes de utilizarlo para asegurar que se encuentra en buen estado. Al utilizar un respirador que queda muy apretado, usted debe estar bien rasurado en los lugares donde el respirador está en contacto con su rostro. El cabello facial o la barba debajo del sello del respirador provocará fugas del respirador y está prohibido.

El uso del respirador impone una carga adicional a su cuerpo. Por ello, le harán una valo-

ración médica para verificar que usted está en condiciones médicas para utilizar un respirador a menos que usted solo utilice respiradores con pieza facial filtrante en las zonas donde los niveles de exposición están por debajo de unos límites específicos.

La valoración la realizará un médico o un especialista médico certificado. Esta persona le hará preguntas sobre su historial médico con el fin de saber si pudiera haber algo que le ocasionaría problemas al utilizar un respirador. Sus respuestas se mantendrán en privado. Esta persona no divulgará ninguna de sus respuestas a nadie de la empresa y solo le dará la empresa su opinión sobre la capacidad de usted de poder o no utilizar un respirador y detallará cualquier limitación que usted tenga en cuanto al uso de un respirador.

Según el respirador que utilice, quizá deba someterse a una prueba para determinar si puede o no utilizar un respirador. El propósito de la prueba es para determinar el tipo de respirador para usted y verificar que el respirador le quede correctamente. El respirador no le brindará protección sino le queda bien.

Siempre se debe colocar, quitar, limpiar y guardar el respirador según las instrucciones del fabricante. Asegúrese que utilizará el respirador adecuado que lo protegerá de los agentes contaminantes de exposición. Cambie el respirador cuando se obstruya y ud. siente más resistencia al respirar. Deseche los respiradores desechables al final del turno de trabajo. Nunca doble, pliegue ni distorsione un respirador, especialmente al guardarlo. Un respirador distorsionado no le quedará igual sobre el rostro.

Siempre utilice aire de respiración con un respirador con suministro de aire. El aire de respiración está comprimido mediante compresores de aire libres de aceite específicamente diseñados para entregar aire de respiración. No utilice el aire del compresor del taller como aire de respiración, a menos que se instale un sistema de filtración con monitoreo continuo y con alarma.

Mascarillas contra el polvo y quirúrgicas - Las mascarillas contra el polvo y las quirúrgicas sin la leyenda "NIOSH Approval Number" (Número de autorización NIOSH) no filtran bien el aire que se respira. Se prohíbe el uso de mascarillas contra el polvo o quirúrgicas que no estén autorizadas. Utilice un respirador con pieza facial filtrante con la leyenda "NIOSH Approved" (Autorizada por NIOSH) si tiene que filtrar el aire que respira. Un respirador con pieza facial filtrante autorizada por NIOSH se parece a una mascarilla similar sin autorización salvo que la caja viene con un número con la Autorización NIOSH. Los tipos de respiradores con pieza facial filtrante incluyen los siguientes:

1. N95 - Filtra, por lo menos, 95% de las partículas en el aire. Sin resistencia al aceite.
2. N99 - Filtra, por lo menos, 99% de las partículas en el aire. Sin resistencia al aceite.
3. N100 - Filtra, por lo menos, 99.97% de las partículas en el aire. Sin resistencia al aceite.
4. R95 - Filtra, por lo menos, 95% de las partículas en el aire. Algo de resistencia al aceite.

5. R99 - N95 - Filtra, por lo menos, 99%de las partículas en el aire. Algo de resistencia al aceite.
6. R100 - Filtra, por lo menos, 99.97%de las partículas en el aire. Algo de resistencia al aceite.
7. P95 - Filtra, por lo menos, 95%de las partículas en el aire. Gran resistencia al aceite.
8. P99 - Filtra, por lo menos, 99%de las partículas en el aire. Gran resistencia al aceite.
9. P100 - Filtra, por lo menos, 99.97%de las partículas en el aire. Gran resistencia al aceite.

La vista no tiene precio - Siempre utilice protección de los ojos cuando se requiera. Existen muchos tipos de equipo de protección de los ojos. Consulte con su supervisor si la protección de los ojos distorsiona su vista o le ocasiona jaquecas.

Protectores de la cara y cascos de soldadura - Los protectores de la cara y los cascos de soldadura por sí mismos no ofrecen un nivel suficiente de protección a los ojos. Siempre utilice visores de protección o visores de protección por debajo del escudo del protector de la cara.

Protección de los oídos - La exposición al ruido puede provocar una pérdida auditiva permanente. Su capacidad auditiva no tiene precio; protéjala. Siempre utilice protección de los oídos cuando haya demasiado ruido. Asegúrese de utilizar el equipo protector de los oídos correctamente; de lo contrario, no lo protegerá del daño a los oídos.

Todos los protectores de los oídos tienen una clasificación de reducción de ruido. Entre más alta la calificación, más protección. Siempre seleccione el protector de oídos con la calificación más alta que le quede más cómodamente. El tipo de protector que solamente cubre las orejas se pone y se quita fácilmente pero puede ser incómodamente caliente. Los protectores de tipo que cubren las orejas suelen ser una buena opción si el ruido en la zona de trabajo se inicia y se detiene con gran frecuencia o si usted se desplaza con frecuencia entre zonas de ruido y sin ruido. Muchas personas (aunque no la mayoría) prefieren los protectores de tipo de inserción porque son más cómodos durante largos períodos de uso, pero los protectores de tipo inserción son más difíciles de colocar y quitar. Los protectores de tipo inserción, a veces, son una buena opción si usted está expuesto al ruido durante períodos largos.

Los protectores modernos de los oídos están diseñados para bloquear el ruido dañino pero le permiten escuchar a alguien hablar. Sin embargo, la gente que utiliza los protectores tiende a hablar más bajo y más rápido que la gente que no trae protectores. Si alguien no le entiende, hable más alto y más despacio. Si usted tiene problemas para entender a alguien más, pida que hable más fuerte y más despacio. No se quite la protección de los oídos para hablar con alguien en una zona de ruido ya que esto expondrá sus oídos al ruido.

Si experimenta dificultad para escuchar o tiene un sonido de timbre en los oídos, esto es una advertencia de que expuso los oídos a mucho ruido. Al principio, los oídos se recuperan

pero, con el tiempo, la pérdida auditiva y el sonido de timbre se quedan para siempre. Si experimenta dificultad para escuchar o tiene un sonido de timbre en los oídos después del trabajo, esto significa que no utilizó los protectores correctamente o que debe utilizar unos protectores con una clasificación más alta contra el ruido. Consulte al supervisor o al coordinador del programa de seguridad/protección sobre este problema.

Guantes protectores contra los agentes químicos - Cada tipo de guante protege contra un tipo de sustancia o agente químico; siempre verifique que los agentes químicos que maneja no pueden atravesar el tipo de guantes que usted utiliza. Ningún tipo de guantes es una barrera perfecta contra todo tipo de agente químico; siempre trate de reducir la cantidad de agente químico que se llega a introducir en los guantes. No se toque la piel ni la ropa con guantes contaminados. Nunca toque ni permita que alguien más toque los objetos sin protección en las manos después de haberlos tocado con los guantes contaminados. Descontamine cuanto antes los objetos que usted haya manejado con guantes contaminados.

Alergias al látex - Algunas personas pueden desarrollar alergias al caucho de látex. Existen guantes de otros tipos de material y las alergias solamente empeoran si se siguen utilizando los guantes de látex. Por ello, infórmele al supervisor de inmediato y cambie a otro tipo de material de guantes si tiene alguna reacción a los guantes de látex.

Guantes desechables - No vuelva a utilizar los guantes desechables. Siga la siguiente técnica para quitarse los guantes sin contaminar las manos:

1. Sujete uno de los guantes por la orilla del guante (cerca de la muñeca).
2. Quítese el guante de la mano, dejando la parte interior hacia afuera.
3. Coloque el guante que se acaba de quitar en la mano que aún tiene un guante, asegurando que solo toque la parte interior limpia del guante que se acaba de quitar.
4. Deslice el dedo índice por debajo del guante que aún trae puesto y, con el dedo, voltee la parte interior hacia afuera sobre el guante que se acaba de quitar. No toque más que la parte limpia interior del guante con la mano sin guante.
5. Deseche los guantes y lávese las manos con jabón y agua tibia.

Candado/Etiqueta - Nunca abra los circuitos eléctricos ni encienda equipo que alguien más le haya puesto un candado o etiqueta. Solo la persona que le puso el candado o la etiqueta "Do Not Operate" (No Utilizar) o el supervisor puede quitarlo y encender los circuitos o el equipo.

Los lugares donde se almacena energía, por lo general, sin solo estar limitado a éstos, incluyen: baterías, capacitores, amortiguadores de gas comprimido (aire), sistemas de aire presurizado, materiales calientes, materiales fríos, resortes, ruedas volantes, imanes, agentes químicos reactivos y piezas de equipo o materiales en lugares elevados (gravedad).

1. Informe a los demás trabajadores del área y al supervisor que usted desconectarlos circuitos o equipo.
2. Identifique los tipos de energía que utiliza y almacena el equipo. Asegúrese que entiende todos los riesgos de la energía y los métodos para controlar o disiparla.
3. Si la máquina o el equipo está funcionando, corte la corriente mediante el procedimiento normal para cortar el servicio.
4. Aísle la máquina de todas las fuentes de energía haciendo uso de los interruptores, válvulas y demás dispositivos de aislamiento de energía. Coloque su candado en cada interruptor, válvula o dispositivo de aislamiento. Coloque una etiqueta que incluya la razón por la que se sacó el equipo de producción, la fecha y la hora que se colocó la etiqueta y el nombre de usted. Es mejor usar un candado y una etiqueta en lugar de solo una etiqueta. Es mejor que cada persona de mantenimiento coloque su propio candado y etiqueta al equipo que se está bajo mantenimiento.
5. Disipe o bloquee toda la energía almacenada en el equipo.
6. Asegúrese que todo el personal haya quedado alejado del equipo y verifique que el equipo se quede en estado de energía en cero mediante el uso de los controles normales. Asegúrese de volver a colocar los controles en la posición de "off" (apagado) después de realizar las pruebas.
7. Llene la documentación necesaria.
8. Verifique que las herramientas y demás artículos que utilizó durante el mantenimiento no hayan quedado en el equipo. Asegúrese que todo el personal esté alejado del equipo y que los controles estén en posición neutral. Vuelva a colocar todas las protecciones.
9. Quite los candados y etiquetas y vuelva a restaurar la energía al equipo. Verifique que el equipo funciona correctamente mediante el uso del procedimiento normal de arranque.
10. Notifique a todos los empleados afectados y al supervisor que usted ha dejado el equipo listo para producción una vez más.

Siempre utilice cinturones de seguridad - Siempre utilice cinturones de seguridad al viajar en cualquier vehículo (auto, camión, camioneta. Verifique que los demás también utilicen los cinturones.

Maneje con precaución - Prevea tiempo suficiente para llegar a su destino. Evite conducir de manera agresiva, no confronte a un conductor agresivo. Mantenga la vista constantemente en el camino adelante y detrás de usted, hacia los lados y en los espejos retrovisores. Manténgase alerta de los lados ciegos desde su vehículo. Trate de dejar unos espacios de seguridad alrededor de su vehículo en caso de que sucede lo inesperado. Mantenga una distancia, de por lo menos, tres segundos entre el auto frente a usted. Utilice las luces direccionales. Mantenga una velocidad de circulación promedio en los caminos de varios carriles y en las rampas de salida, pero no exceda el límite de velocidad. Tengo respeto del estado del tiempo y reconozca que su habilidad y su tiempo de reacción solo empeora cuando usted está cansado. Siempre utilice el freno de mano cuando estacione el vehículo. Nunca combine el alcohol con el volante.

Derecho a la información - Usted tiene el derecho a la información de riesgos/peligros de orden químico que utiliza en el trabajo. La empresa no debe tomar represalias contra usted por preguntar sobre esos riesgos. No utilice una sustancia química al menos que tenga la capacitación para usarlo con seguridad. Entienda todos los riesgos de las sustancias químicas de trabajo y sepa cómo protegerse. Lea la información de la etiqueta y de la Hoja de Datos de Seguridad de los Materiales (Material Data Safety Sheet - MSDS) y siga todas las precauciones de seguridad. Si no hay hojas de datos de seguridad (MSDS), solicite al supervisor que las ordene.

Etiquetas de los envases de sustancias químicas - No quite, altere ni cubra las etiquetas de las envases de sustancias químicas adquiridas fuera de la empresa.

Traslado de sustancias químicas entre envases - Al trasladar una sustancia de un envase a otro, asegúrese que el nuevo envase esté etiquetado. La etiqueta debe incluir el nombre de la sustancia química y las advertencias de peligro correspondientes. Esta información debe aparecer en la primera etiqueta o en las Hojas de Datos (MSDS). Siempre se recomienda que coloque etiquetas a los envases en el trabajo pero no es un requisito.

1. si el envase nuevo solo tiene espacio suficiente para uso un solo día y usted es la única persona que lo utilizará.
2. si el envase nuevo forma parte de un sistema de combustible de un vehículo.
3. si el material es un desecho peligroso y el nuevo envase está debidamente etiquetado según los reglamentos de desechos peligrosos.
4. si el material es producto para el consumidor y usted está utilizando el material al igual que un consumidor.
5. si el material es madera sin tratamiento, producto de madera o madera, o

Control de las sustancias químicas - No debe traer ninguna sustancia química al trabajo sin consultar con su supervisor. Esto incluye las muestras que los proveedores le hayan dado.

Polvo combustible - Cualquier material que puede quemarse en el aire en estado sólido se convertirá en polvo combustible cuando se divida en partículas finas y suspendidas en el aire a la concentración correcta. El polvo fino de algunos materiales no combustibles en estado sólido también puede ser combustible. El azúcar, el almidón, la harina, los granos, los productos de plástico, el papel, el caucho, los colorantes, el carbón, el azufre, el aluminio, el cromo, el hierro, el magnesio, el titanio y el cinc son todos ejemplos de materiales que pueden formar polvo combustible. Estos no son los únicos materiales que pueden formar polvo combustible. Pueden ocurrir unos estallidos de polvo muy potentes cuando el polvo combustible se encuentra suspendido en el aire y entra en contacto con una fuente de ignición (como una flama o chispa). Un pequeño estallido inicial puede alterar un polvo cercano que luego se enciende. La reacción en cadena resultante puede destruir todo un conjunto de instalaciones y acabar con la vida de los que se encuentren en su interior.

No permita que se acumule el polvo de combustible en las superficies donde trabaja. Evite la formación de las nubes de polvo al trabajar o limpiar el polvo combustible. No maneje polvo combustible cerca de flamas abiertas ni junto a los lugares donde se forman chispas. El traslado de materiales entre los envases puede generar electricidad estática. Verifique que todos los envases estén bien sellados y aterrizados al trasladar polvo combustible.

Seguridad en el uso de izadores, grúas y eslingas - Nunca se coloque por debajo de una carga que esté levantando una grúa o izador. Los operadores de las grúas y del equipo deben cumplir con las siguientes reglas de seguridad:

1. Nunca utilice una grúa o izador al menos que haya recibido capacitación para ello.
2. Inspeccione la grúa y equipo antes de utilizarlos (por lo menos, diariamente). Verifique que no haya eslabones de cadena desgastados o distorsionados. Ponga prueba los switches limitadores en cada turno de trabajo. Retire de servicio cualquier gancho que haya quedado abierto más del 15 por ciento de la abertura normal de la garganta medido desde el punto más estrecho o doblado más de 10 grados del plano de la sección no doblada del gancho. Retire de servicio cualquier correo de cuerda de alambre que tenga diez cables rotos distribuidos aleatoriamente en un tramo de cuerda; cinco cables rotos en un tramo de cuerda; desgaste o una superficie raspada de un tercio del diámetro original de los cables externos individuales; dobleces, compresión, formación de jaula de pájaro o cualquier daño que ocasione la distorsión de la estructura de la cuerda de alambre; muestras de daño térmico; aditamentos en los extremos que estén agrietados, deformados o desgastados; o corrosión de la cuerda o de los aditamentos en los extremos. Verifique que esté bien sujeta la tuerca de presión de la grúa pistón de aire (en su caso).
3. Nunca levante a una persona con la grúa o izador. Nunca mueva una carga sobre una persona ni levante metal fundido donde podría caer sobre alguien si se derramara.
4. Nunca exceda la capacidad de carga nominal de una grúa o izador.
5. Siempre coloque la carga directamente debajo del mecanismo del izador antes de levantarla. Las maniobras de elevación fuera de la vertical pueden ocasionar daños a la grúa y hacer que la carga gire.
6. Verifique que la capacidad de carga nominal de los ganchos, anillos, eslabones, conectores mecánicos o soldados o demás aditamentos sea equivalente o mayor que la capacidad de la cadena o cuerda.
7. No sujete el cable de alambre con nudos salvo en las líneas de arrastre atrás de las hojas topadoras.
8. Utilice, por lo menos, tres dobleces completos en cualquier empalme de cualquier cuerda de alambre. No forme ojales en las bridas, eslingas o alambres pesados de cuerda de alambre con sujetadores o nudos de cuerda de alambre.
9. Utilice material protector para proteger las eslingas de las orillas filosas de la carga. Si se utiliza para empalmes de argolla, coloque una tuerca "U" de tal manera que la sección "U" quede en contacto con el extremo muerto de la cuerda. No ocasione cortaduras en las patas de las eslingas. Siempre balancee la carga de las eslings que se utilizan en una

conexión de canasta para evitar deslizamiento. Nunca coloque los dedos ni manos entre las eslingas y la carga cuando se estén apretando/tensionando las eslingas alrededor de la carga. Nunca tire de una eslinga por debajo de una carga si tal carga está apoyada en la eslinga. No acorte las eslingas con nudos, pernos o demás dispositivos improvisados. Se prohíbe cargar con las eslingas en tensión.

10. El cable tendido, de eslingas de 6 x 19 y de 6 x 37 deben tener un mínimo de longitud de claro de cuerda de alambre de 10 veces el diámetro de la cuerda componente entre ojales, mangas o accesorios de los extremos. Las eslingas reforzadas deben tener un claro mínimo de cuerda de alambre de 40 veces el diámetro de la cuerda componente entre los vueltas o accesorios de los extremos. Los ojales para cable, para cuerda y las eslingas sinfín deben tener una longitud mínima de circunferencia de 96 veces del diámetro de su cuerpo.
11. Retire de servicio las eslingas de alambre de alma de fibra si están expuestas a temperaturas de más de 200 grados Fahrenheit (93.33 grados centígrados). Siga las recomendaciones del fabricante al utilizar eslingas de cuerda de alambre sin alma de fibra en temperaturas de más de 400 grados Fahrenheit o por debajo de 60 grados Fahrenheit.
12. Retire de servicio las cuerdas y eslingas si presentan desgaste anormal, fibra de polvo entre los hilos, fibras rotas o cortadas, variaciones en el tamaño o redondez de los hilos, descoloración, putrefacción, quemaduras de ácido o agentes de sosa cáustica, cortes, desgarres, perforaciones, puntadas rotas/desgastadas o distorsión los herrajes.
13. No utilice nudos en lugar de empalmes.
14. No utilice cuerdas y eslingas de cuerda fuera del intervalo de temperatura recomendado por el fabricante.
15. No utilice cuerdas ni eslingas en entornos donde haya humo, gases, neblinas o aerosoles de materiales incompatibles. El nylon no es compatible con los materiales fenólicos. El poliéster y el polipropileno son incompatibles con la sosa cáustica. Los herrajes de aluminio no son compatibles con las sustancias de sosa cáustica. Consulte las especificaciones del fabricante.
16. Los empalmes de argolla en la cuerda de manila deben tener, por lo menos, tres dobleces completos y uniones cortas de, por lo menos, seis dobleces completos (tres a cada lado de la línea central de la unión). Los empalmes de argolla en la cuerda de fibra sintética deben tener, por lo menos, cuatro dobleces completos y uniones cortas de, por lo menos, ocho dobleces completos (cuatro a cada lado de la línea central de la unión). No corte los extremos cortos (al ras con la superficie de la cuerda) inmediatamente junto a los dobleces completos. Los extremos se deben extender, por lo menos, seis diámetros de cuerda más allá del último doblez completo pero no tienen que ser de más de seis pulgadas. Si es contraproducente dejar extremos salidos, los extremos se pueden ahusar y empalmar al cuerpo de la cuerda mediante, por lo menos, dos dobleces que requerirán extremos de aproximadamente seis diámetros de cuerda de largos más allá del último doblez completo. En todos los empalmes de argolla, la argolla debe ser lo suficientemente grande para dejar un ángulo de no más de 60 grados con respecto al empalme cuando la argolla se coloque sobre la carga o punto de apoyo.

17. Opere el equipo de grúas y para izar o levantar de manera suave sin movimientos bruscos. Recoja la cuerda o cadena suelta lentamente antes de levantar la carga.
18. En situaciones de elevación de carga a poco menos de la capacidad de carga, ponga a prueba los frenos después de levantar la carga unas cuantas pulgadas.
19. Nunca abandone los controles cuando la carga esté elevada en el aire.
20. Al utilizar un gancho de silla doble, utilice una eslinga doble o "choker" para distribuir la carga sobre las dos sillas del gancho.
21. En condiciones de trabajo normal, pare la grúa antes de llegar al switch limitador.
22. Nunca levante una carga si alguno de los ganchos de la eslinga está flojo.
23. No opere grúas móviles en lugares donde pueda haber contacto con cables eléctricos.
24. Las herramientas, recipientes de aceite, fusibles adicionales y demás artículos necesarios se deben almacenar en una caja de herramientas y no se permite que se dejen sueltos ni cerca ni dentro de la cabina de la grúa.
25. Nunca opere una grúa cerca de líneas eléctricas, a menos que se les haya quitado la corriente y estén visiblemente aterrizadas. El claro mínimo es una distancia de 10 pies para líneas de hasta 50 kV. Para líneas de más de 50 kV, una distancia de claro de diez pies más 0.4 pulgadas por cada 1 kV por arriba de 50 kV o doblar la distancia del aislante de línea (pero nunca menos de diez pies). Al mover una grúa sin carga y con los brazos hacia abajo, la distancia de claro debe ser, por lo menos, 4 pies para voltajes de menos de 50 kV y de 10 pies para voltajes de más de 50 kV hasta e inclusive 345 kV, y de 16 pies para voltajes de hasta e inclusive 750 kV. Utilice a una persona como guía si es difícil que el operador de la grúa juzgue la distancia de las líneas eléctricas con corriente viva.
26. Al utilizar una grúa cerca de torres de transmisión de corriente, verifique que no se induzca una carga eléctrica a la grúa. Si es necesario, aterrice la estructura superior giratoria que apoya el brazo e instale cables de conexión a tierra a los materiales que estén manejando el equipo del brazo. Las cuadrillas de tierra deben utilizar postes que no conduzcan corriente con sujetadores de caimán grandes o demás equipo de protección para sujetar el cable de tierra a la carga. Se deben retirar los materiales combustibles e inflamables de la zona inmediata antes de iniciar las operaciones.
27. El peso de la bola de demolición no debe exceder el 50% de la capacidad de trabajo de la grúa, con base en la longitud del brazo y el ángulo máximo de operación donde se utilizará la bola de demolición, y no debe ser de más del 25% de la resistencia a la rotura de trabajo de la línea que la sujeta. Mantenga la distancia de la línea del brazo y de la línea de carga lo más cortas posibles. Utilice un conector tipo destorcedor para evitar torceduras en la línea de carga.

Equipo pesado - Tenga cuidado alrededor del equipo pesado. Debe suponer que el conductor no lo puede ver al menos que usted haya hecho contacto visual con él. No se suba ni deje que nadie se suba al vehículo a menos que el mismo esté diseñado para llevar pasajeros. Inspeccione diariamente su vehículo antes de usarlo (frenos, conexiones del freno del remolque, frenos de mano, bocina, mecanismo de dirección, dispositivos de acoplamiento, neumáticos, cinturones de seguridad, controles de operación, alarmas de respaldo, dispositivos de

seguridad, cristales, luces/faros, reflectores, limpiadores de parabrisas, desnubilizadores, extinguidores de fuego, etc. No utilice un vehículo que requiere mantenimiento. Utilice los cinturones de seguridad si los tiene el vehículo que usted utiliza. Utilice una guía terrestre cuando sea necesario. Coloque el freno de mano al abandonar el vehículo, coloque cuñas en las ruedas al estacionar un vehículo en cuesta. Baje las hojas, los cucharones y demás equipo cuando no se esté utilizando y antes de efectuar reparaciones.

Levantar objetos con cuidado - Utilice dispositivos mecánicos tales como grúas, carros para levantar y trasladar objetos pesados en lo posible. De ser necesario, solicite a otra persona que le preste ayuda para levantar un objeto pesado. Doble las rodillas (en lugar de la espalda) y evite doblar el cuello y espalda al levantar el objeto. Almacene los objetos pesados a nivel de la cintura y no en el piso o en un lugar por encima del nivel de la cabeza.

Mantenga las aberturas de los pisos cubiertas - Mantenga las aberturas de los pisos cubiertas con una tapa o rieles de protección cuando no se estén utilizando. Si se está usando una abertura de un piso, verifique que esté bien marcada y protegida con una barrera.

Mantenga las herramientas de mano en buenas condiciones - Cambie los cinceles, punzones y demás herramientas de impacto que tengan flechas ahusadas. Cambie las cabezas sueltas de los martillos y demás herramientas que tengan mangos flojos. Mantenga las herramientas razonablemente limpias para evitar que se le resbalen de las manos cuando los utilice. No utilice pinzas que tengan mandíbulas desgastadas al grado que haya deslizamiento. Los mangos de madera no deben tener astillas ni fisuras. Mantenga el filo de las herramientas de corte.

Inspeccione los cables de corriente - Nunca utilice equipo eléctrico a menos que el cable de corriente y el conector de tierra (en su caso) estén en buenas condiciones. Nunca utilice equipo que le de toques, aún una ligera descarga de un cortocircuito pequeño será peor cada vez. Nunca utilice el cable de corriente para levantar, cargar ni tirar equipo eléctrico. Infórmele al supervisor todos los problemas del equipo eléctrico.

Protecciones - Nunca utilice ninguna herramienta portátil de corriente a menos que tenga colocadas todas las protecciones y que todas funcionen bien.

Herramientas de polvo - Nunca utilice una herramienta de polvo al menos que haya recibido capacitación en cuanto a su uso. Siempre pruebe la herramienta antes de cargarla, verificando que los dispositivos de seguridad se encuentran en buenas condiciones de trabajo. Siga los métodos de prueba recomendados por el fabricante. De inmediato deje de utilizar cualquier herramienta que no estén en buenas condiciones de trabajo o que no tenga algunas de las barreras/protecciones e infórmele a su supervisor. No cargue herramientas justo antes del tiempo de disparo. Mantenga las manos alejadas del cañón abierto. Nunca apunte una herramienta de polvo vacía o cargada a nadie. Nunca deje una herramienta cargada sin super-

visión. No utilice las herramientas de polvo en un ambiente inflamable o que puede estallar.

No perfore sujetadores en materiales muy duros o quebradizos que incluyen sin limitación a hierro forjado, azulejo acabado, acero de superficie endurecido, bloque de cristal, piedra expuesta, ladrillo de exterior o azulejo hueco. No perfore materiales que se penetren fácilmente a menos que tengan de una superficie de respaldo que evite que el perno o sujetador atraviesen por completo y generen un riesgo de lanzar un proyectil por el otro lado. No perfore con el sujetador una zona desgastada por una sujeción poco satisfactoria.

Seguridad al soldar - No vea el arco de soldadura ni el reflejo del mismo sin el cristal de protección de soldadura. El reflejo del arco le puede ocasionar el flasheo del soldador que se siente como arena en los ojos al cabo de 6 a 8 horas después de haber visto el arco. Se puede recuperar del flasheo del soldador al cabo de unos cuantos días.

Nunca realice ninguna operación de soldadura en lugares donde el sistema de rociadores contra incendios no funcione totalmente bien dentro de una zona con explosivos o cerca de grandes cantidades de materiales que se pueden incendiar fácilmente. Cambie de lugar o cubra los materiales que se encuentren dentro de 35 pies de la zona de la operación de soldadura. El que esté vigilando contra incendios debe tener un extinguidor y debe seguir vigilando después de 30 minutos de que haya concluido la operación de soldadura.

Siempre verifique que la estructura de la máquina de soldadura esté aterrizada. Los conductos que contienen conductores eléctricos no se deben utilizar para completar un circuito de conector de trabajo. Las tuberías no se deben utilizar como parte permanente de un circuito de conector de trabajo pero se pueden utilizar durante la construcción, extensión o reparación, siempre y cuando no haya corriente a través de juntas con rosca, juntas de perno con brida o juntas con mastic, y que se utilicen precauciones especiales para evitar la formación de chispas en la conexión del cable conector de trabajo. Las cadenas, cuerdas de alambre, grúas y sistemas de elevación no se deben utilizar para pasar corriente a la soldadora. Se deben verificar todos los conectores a tierra para asegurar que tengan la fuerza mecánica y eléctrica para manejar la corriente requerida.

Nunca utilice oxígeno comprimido para la ventilación. Un medio ambiente enriquecido con oxígeno representa un riesgo de incendio alto porque los materiales se queman más rápido si la concentración de oxígeno es más alta.

Excavaciones - No entre a una excavación a menos que esté presente la persona competente designada, haya inspeccionado la excavación y se autorice la entrada a la excavación. No entre a una excavación sin una escalera o algún método para salir con seguridad. En zanjas de más de cuatro pies de profundidad, debe haber una escalera cada cincuenta (50) pies. Si observa cualquier indicio de un entorno peligroso (tal como respiración agitada), inestabilidad en los muros de la excavación o detecta cualquier indicio de falla en los sistemas de prote-

ción, salga de inmediato, avísale a los demás que también salgan y reporte la situación a la persona competente. Siempre utilice un arnés de recuperación con una línea de vida bien asegurada al entrar a pozos con fondo de campana o excavaciones profundas y de espacio reducido. No se debe utilizar la línea de vida para manejar materiales y debe estar vigilada todo el tiempo por una persona que esté fuera de la excavación. Siempre utilice un chaleco reflector al trabajar en lugares donde circulan vehículos.

Tapones de tubos - Siempre coloque tapones de tubo en todas las secciones de acero reforzado donde se pudieran caer los empleados.

Post tensión - Solo el personal esencial está permitido colocarse detrás del gato hidráulico durante las operaciones de tensionado. Coloque letreros y barreras para limitar el acceso del personal que no se requiere.

Trabajo de cimbras - Inspeccione todo el equipo de apuntalamiento (inclusive todo el equipo que se utiliza en las operaciones de reapuntalamiento) antes de levantar estructuras para verificar que cumple con los requisitos especificados en los planos de las cimbras. Inspeccione el equipo que se utiliza en los trabajos de apuntalamiento inmediatamente antes, durante e inmediatamente después de colocar el cemento. No utilice equipo de apuntalamiento dañado o defectuoso. Las placas de base, las cabezas de apuntalamiento, los dispositivos de extensión y los tornillos de ajuste deben estar en contacto firme (y sujetado cuando sea necesario) con los cimientos y las cimbras. Las cargas excéntricas sobre las cabezas de las estructuras de apuntalamiento y demás miembros estructurales están prohibidas, a menos que las estructuras se hayan diseñado para tal propósito.

Las estructuras de apuntalamiento de un solo poste deben alinearse verticalmente y cortadas para evitar que se desalineen. Las estructuras de apuntalamiento de un solo poste se deben apuntalar correctamente en dos sentidos mutuamente perpendiculares a nivel del corte. Cada nivel también debe estar apuntalado diagonalmente en los mismos dos sentidos. No ajuste las estructuras de apuntalamiento de un solo poste para levantar el trabajo de cimbrado después de colocar el concreto. Vuelva a utilizar las mismas estructuras de apuntalamiento como las cimbras originales y se hayan quitado las cimbras cuando el concreto debe soportar cargas que excedan su capacidad.

No exceda la capacidad de trabajo de los gatos y de los demás soportes verticales que se utilicen en las cimbras de deslizamiento. Verifique que la estructura de cimbra se mantenga dentro de todas las tolerancias de diseño especificadas para robustez durante las operaciones de colocación de los gatos hidráulicos. No exceda la velocidad segura de levantamiento predefinida. Voltee los rollos de alambre de malla o sujete cada extremo para que el rollo no se desenrolle. No retire las cimbras, las estructuras de apuntalamiento ni las estructuras de reapuntalamiento (salvo los que se utilizan en las lozas en las cimbras de pendiente y deslizamiento) hasta que el concreto obtenga la resistencia suficiente para cargar su peso y las cargas

sobreimpuestas.

Concreto preformado - Verifique que todas las unidades de los muros, las estructuras de formado y los paneles verticales de concreto preformado estén bien apoyados para evitar que se caigan o se derrumben hasta que se terminen de realizar las conexiones permanentes. No se permite el acceso de los empleados en la estructura durante las operaciones hidráulicas a menos que se autorice por un ingeniero con registro profesional. No se coloque debajo de las estructuras de concreto preformado que se estén levantando o colocando a menos que se requiere su presencia para erigir tales estructuras.

Todo el equipo hidráulico debe tener la capacidad de apoyar, por lo menos, dos veces y media la carga que se levantará durante las operaciones hidráulicas. Sincronice las operaciones hidráulicas de tal manera que todos los puntos de apoyo de la loza se mantengan dentro de un nivel de media pulgada. No utilice más de 14 gatos en una loza. Asegure el equipo de gatos/elevación a las columnas del edificio para que no se desconecten ni se aflojen. Al realizar conexiones temporales a las lozas de soporte, apoye las cuñas con soldadura de punto (o equivalente) para evitar que se caigan de su lugar. Las varillas de elevación no se deben liberar sino hasta que las cuñas de la columna correspondiente queden fijas. Todas las operaciones de soldadura de las conexiones temporales y permanentes las debe realizar un soldador certificado que conoce los requisitos de soldadura especificados en los planos y las especificaciones de las operaciones de levantamiento de lozas. No se debe trasladar una carga de las unidades de gatos/elevación a las columnas de la estructura antes de que se enfríe a temperatura del aire la soldadura sobre las placas de las columnas de cizalla (bloques de soldadura).

Construcción de muro de albañilería - En el caso de los muros de albañilería en proceso de construcción, no se acerque más de la distancia de la altura del muro más cuatro pies por el lado sin andamio del muro, a menos que usted sea uno de los que participa en la construcción del muro. Sujete todos los muros de albañilería de más de ocho pies de altura, a menos que el muro esté bien asegurado para que no se voltee ni se derrumbe. El muro debe permanecer sujetado hasta que se coloquen los elementos de carga permanentes de la estructura.

Esfuerzo térmico - Beba mucha agua al trabajar en entornos calurosos. Es mejor beber pequeñas cantidades de agua con frecuencia (hasta cuatro vasos por hora). Inicie lentamente al empezar a trabajar en un entorno caluroso. El cuerpo requiere, por lo menos, una semana para aclimatarse al entorno caluroso. Avísele al supervisor si usted o un compañero de trabajo siente demasiada debilidad o fatiga, mareos, náuseas o dolor de cabeza o si su rostro se pone pálido o muy rojo. Estos son síntomas de fatiga por calor y cualquiera que tenga estos síntomas debe descansar bajo la sombra o en lugar fresco. Usted no será castigado de ninguna manera por sentir esfuerzo térmico que requiera descanso. Vigile a sus compañeros de trabajo porque, a veces, una persona no se da cuenta que padece de esfuerzo térmico.

Si su compañero de trabajo deja de sudar y presenta confusión mental, delirio, pérdida de

conciencia, convulsiones o coma, puede ser por insolación. De inmediato, moje a la persona con agua fría y abaníquelo. La persona debe acudir a un hospital o clínica de atención médica lo antes posible. Una persona con insolación puede morir si no recibe atención médica.

Esfuerzo por frío - Si usted o su compañero de trabajo empieza a temblar fuera de control, siente frío, le baja el latido del corazón y tiene un pulso débil, no se entiende lo que dice, la falla la memoria o siente mucho sueño, quizá tenga hipotermia (temperatura baja del cuerpo). La persona con hipotermia debe descansar en un lugar caliente de inmediato.

Si usted trabaja en un ambiente frío durante mucho tiempo, vigile que no se le presenten síntomas de congelación en las manos, pies y cara. Los síntomas pueden ser sensación de quemadura, adormecimiento, cosquilleo, comezón o frío. La piel superficial congelada puede verse blanca y congelada pero retiene algo de resistencia al oprimirla. La piel muy congelada se pone muy dura.

Cuidado con el hielo - En los lugares fríos, tenga cuidado del hielo en los pasillos y pisos. No camine sobre hielo resbaladizo. Quite la acumulación de hielo de los pisos o pasillos, si es necesario.

Montacargas y vehículos industriales de potencia - Tenga cuidado de los montacargas y vehículos en movimiento. No camine frente a un montacargas o vehículo en movimiento; las cargas grandes impiden que el conductor lo vea y se detenga. Nunca pase por la porción levantada de un montacargas cargado o vacío. Nunca viaje en un montacargas o vehículo en movimiento salvo en el asiento designado para pasajero.

Solo el personal calificado debe manejar los montacargas o vehículos. Todos los conductores deben cumplir las siguientes reglas.

1. Inspeccione el vehículo antes de usarlo. Si el vehículo está descompuesto, defectuoso o inseguro por lo que sea, sáquelo de servicio hasta que quede reparado. Nunca utilice un vehículo con fuga de combustible o frenos con fallas.
2. Respete los límites de velocidad de la planta. Tenga cuidado con la gente que va caminando. Disminuya la velocidad si su visión está obstruida o si los pisos están resbaladizos. Evite los objetos sueltos. Queda prohibido realizar maniobras peligrosas o jugar al manejar.
3. Mantenga los brazos y las piernas dentro de la zona de conductor. No permite que los demás toquen la carga ni el vehículo en movimiento. No permite que nadie se suba al vehículo (salvo en el asiento designado para pasajero) ni que nadie se coloque debajo de la carga.
4. Al abandonar el vehículo, siempre baje la carga y ponga los frenos. Si se aleja más de 25 pies del vehículo o se va a un lugar donde no lo ve, primero debe apagarlo. Luego,

- coloque bloques en las ruedas si está estacionado en una pendiente.
5. Manténgase a una distancia segura de la orilla de rampas, plataformas o vehículos de carga. No utilice el vehículo para abrir o cerrar las puertas de carga. Verifique que estén puestos los frenos de los vehículos, remolques o furgones de ferrocarril en las operaciones de carga o descarga. De ser necesario, coloque un gato fijo en el remolque antes de cargar o descargar. Siempre verifique los pisos de los vehículos, remolques y furgones de ferrocarril en busca de roturas y puntos débiles antes de manejarlos.
 6. Siempre verifique que haya suficiente espacio arriba para que pase el vehículo y la carga.
 7. Ceda el paso a las ambulancias, vehículos de bomberos y demás vehículos de emergencia.
 8. Si la carga obstruye su visión hacia adelante, maneje hacia atrás.
 9. Cruce las vías del tren en diagonal, en lo posible. No se estacione a menos de 8 pies de distancia del centro de las vías del tren.
 10. Suba o baje las pendientes despacio. Si la pendiente es de más del 10% (diez pies hacia arriba por cada 100 pies hacia adelante), los vehículos con carga deben conducir con la carga por delante. En todas las pendientes, se debe inclinar la carga hacia atrás, en lo posible, y levantarse solo lo necesario para librar la superficie del camino.
 11. Verifique que las tablas de las plataformas y las placas de los puentes estén bien fijadas antes de circular sobre ellas. No sobrepase la capacidad de carga nominal de tales estructuras.
 12. Acérquese despacio a los elevadores o ascensores y, luego, entre justo sobre el centro después de que el carro del elevador esté bien nivelado. Apague el motor y ponga los frenos una vez dentro del elevador. Los diablitos con motor deben entrar al elevador o demás espacios reducidos con la carga hacia adelante.
 13. De vueltas a una velocidad lenta segura, girando el volante con un solo movimiento suave, moderado, uniforme y continuo.
 14. Nunca opere al vehículo a más de su capacidad normal de trabajo. Solo lleve cargas estables. Siempre intente centrar la carga, tenga más cuidado si no se puede centrar la carga. Tenga cuidado al inclinar la carga hacia adelante o hacia atrás.
 15. Siempre apague el motor al llenar el tanque de combustible. Evite derramar el combustible. Verifique que se evapore por completo el combustible derramado y que el tapón de combustible quede bien colocado antes de volver a encender el motor.
 16. No utilice flamas abiertas para verificar los niveles de electrolito o combustible.

Seguridad en los espacios reducidos - Un espacio reducido es cualquier espacio con acceso y salida difíciles y no está diseñado para ocupación continua de los empleados. Los tanques, cámaras, silos, cajas de almacenamiento, tolvas, bóvedas y zanjas son ejemplos de espacios reducidos posibles. No ingrese a ningún espacio reducido en su trabajo, a menos que haya recibido capacitación. Siempre consulte con su supervisor sobre los peligros potenciales y tome todas las medidas necesarias para realizar el trabajo de manera segura. Siempre avísele al supervisor antes de entrar.

Seguridad/protección con las escaleras - Siempre inspeccione una escalera antes de uti-

lizarla. No utilice una escalera que no estén buenas condiciones.

Verifique que la base de la escalera esté bien colocada a nivel del piso antes de subir. Coloque la escalera para que la base esté un 1/4 de la altura alejada de la estructura donde está apoyada. Por ejemplo, la base de una escalera de 12 pies debe estar colocada a 3 pies de la pared. Siempre esté de frente al subir o bajar de una escalera y sujétese de los eslabones. No cargue herramientas ni materiales al subir o bajar; mejor utilice un cinturón para las herramientas. Si utiliza la escalera para llegar a un nuevo nivel de altura, se debe extender la escalera, por lo menos, unos tres pies por encima del punto superior que desea alcanzar. En lo posible, amarre la escalera cerca de arriba para que no se ladee.

No utilice escaleras metálicas donde haya corriente eléctrica. No utilice los dos últimos escalones superiores de la escalera. Nunca utilice una escalera como andamio (en posición horizontal). No exceda la capacidad de trabajo de la escalera.

Siempre utilice correctamente el arnés de protección contra caídas sujetado al cable riel portador al subir escaleras fijas de más de 20 pies de altura que no tienen jaula.

Seguridad en los andamios - No se suba a un andamio cargando herramientas o materiales; utilice un cinturón de herramientas o cuerda con una línea de amarre. Siempre utilice una escalera o escalinata; no se suba sobre los travesaños. Mantenga las plataformas libres de nieve, hielo y demás materiales resbaladizos y basura. Siempre conecte las cadenas de seguridad al llegar a la plataforma. Siempre utilice equipo de protección contra caídas si una plataforma de más de seis pies de altura no tiene rieles de protección. Manténgase alejado de la zona por debajo donde los empleados estén trabajando en un andamio. No se suba al andamio como medio de transporte a menos que el piso sea plano, la base de por lo menos la mitad de ancha que la altura y que el andamio tenga ruedas de hule. Siempre coloque los frenos de las ruedas de los andamios móviles cuando no estén en movimiento. No almacene materiales en los andamios, a excepción de los materiales que se utilizarán de inmediato.

Demolición - No permita que caigan sobre el piso materiales de muro o de otras partes que excedan el peso de carga segura del piso de las estructuras. No coloque material ni equipo sobre los pisos si su peso excede la capacidad de carga del piso. Siempre puntale los muros de más de un piso de altura que se dejen de pie solos, a menos que estén diseñados para mantenerse erguidos sin apoyo. No retire estructuras de piso que cargan peso hasta que no se concluyan las obras de demolición del piso superior (se pueden colocar caídas de materiales si no comprometen la integridad de la estructura del piso). Coloque tabloncillos sobre las aberturas a una distancia de diez pies del muro que se está demoliendo, a menos que no le permita la entrada a nadie a la zona de abajo. Retire las estructuras metálicas de los lugares donde haya material suelto a medida que la obra de demolición avance hacia abajo. No quite por demolición los muros de carga sin antes apuntalar correctamente las estructuras adyacentes. Al final del turno, siempre deje todos los muros en condición estable.

Al realizar obras de demolición en los pisos, corte aberturas en los pisos que abarquen todo el radio del arco entre los puntos de apoyo. Quite el escombros del arco y la zona del piso adyacente antes de demoler el arco del piso. Utilice tabloncillos de 2 pulg. por 10 pulg. para pararse mientras rompe los arcos de piso entre las vigas. Coloque los tabloncillos para que lo apoyen en caso de que se derrumbe el arco entre las vigas. Coloque los tabloncillos para formar pasillos de, por lo menos, 18 pulg. de ancho para que no tenga necesidad de pisar las vigas expuestas. Deje un traslape de, por lo menos, un pie entre tabloncillos. Los espacios abiertos entre los tabloncillos no deben ser más de 16 pulgadas. Nunca trabaje abajo de los trabajadores que estén quitando un arco de piso; no quite los arcos de pisos si hay trabajadores abajo de usted.

No trabaje en zonas donde se realice la demolición con bola o cucharón. No realice operaciones de demolición con bola o cucharón si se encuentran trabajadores en la zona de peligro. Retire las cornisas de los techos y la piedra ornamental y corte las estructuras de acero para que queden libres antes de tirar los muros.

Ductos de escombros - Siempre utilice los ductos de escombros si los hay. Nunca retire material de un ducto o de una caída de escombros hasta que no sea haya terminado de retirar el escombros en el nivel superior.

Seguridad/protección con el aire comprimido - Nunca apunte una boquilla de aire comprimido a nadie ni a su piel. El aire comprimido puede inyectar aceite o aire por debajo de la piel y ocasionarle una lesión muy grave. No utilice el aire comprimido para hacer limpieza salvo cuando se menos de 30 psi (salvo en formas de concreto, óxido de hierro y demás propósitos de limpieza). No utilice la manguera de aire para levantar, tirar, bajar ni arrastrar herramientas. Inspeccione las mangueras de aire, por lo menos, diariamente y no utilice una manguera dañada.

Almacenamiento de materiales - Siempre apile, estive o asegure los materiales almacenados para evitar que se deslicen o caigan. No almacene materiales en el interior de las estructuras en obra de construcción dentro de un radio de 6 pies de cualquier trayectoria de elevación, aberturas de pisos ni dentro de 10 pies de un muro exterior que no se extiende por arriba de los materiales almacenados. Estive los materiales en bolsas o bultos alternando su posición en cruce, por lo menos, cada 10 bolsas o bultos de altura. No estive tabiques a más de 7 pies de altura. Si una pila de tabiques estivados llega a una altura de 4 pies, disminuya unas 2 pulgadas por cada pie de altura por encima de 4 pies. Reduzca las pilas de tabiques medio tabique por nivel por encima de 6 pies. Retire los clavos de la madera antes de apilarla. No apile la madera en pilas de más de 16 pies de altura (20 pies si apilan a máquina).

Seguridad/protección contra el sol - Proteja la piel y ojos del sol mediante el uso de protección para la cabeza (sombrero, gorro, casco), ojos (gafas) y piel (protector solar) y cubra la piel con ropa. La luz ultravioleta de los rayos del sol ocasiona cáncer de la piel.

Más información - El supervisor le brindará más información en cuanto a los procedimientos de desalojo por emergencias y sobre los demás peligros o procedimientos específicos de trabajo.

Nunca empiece a trabajar en alguna actividad sin antes haber recibido toda la capacitación sobre los requisitos de seguridad y sin la autorización del supervisor para iniciar la actividad.

Appendix 3 Training Requirements

This checklist includes the safety training requirements for employees. When all applicable items have been finished, have the employee sign, date and print their name in the signature block at the end of the checklist. Then, give the completed form to the Safety Program Manager for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, A'more Commercial Enterprises

Employee Name:	
Primary Trainer:	
Item	Date Completed
Code of Safe Practices - Provide the employee with a copy of the Code of Safe Practices (Appendix 2). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Safety Program Manager.	
First Aid - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
Evacuation Plan - Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan (Appendix 4) with the employee.	
Fire Extinguisher Training - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
Safety Suggestion Box - Show employee the location of the safety suggestion box.	
Chemical Hazard Communication Program Training - Explain to the employee what a Material Safety Data Sheet (MSDS) is. Show employee the location of the MSDS file and how to find an MSDS. Summarize the hazards of the chemical hazards to which they are exposed and tell employee how they can protect themselves from those hazards (this information should be available on the MSDS). Explain the emergency chemical handling procedures.	
Machines and Power Tools - Show the employee how to use all power tools they will be expected to operate. Show the employee the proper position for all guards and instruct the employees that all guards must be in place when operating any power tool.	

Employee Training Requirements, A'more Commercial Enterprises

Employee Name:	
Primary Trainer:	
Item	Date Completed
<p>Forklifts, Powered Industrial Trucks, and Heavy Equipments Driver Training - Demonstrate proper techniques using same kind of vehicle the driver will use and then let the employee practice. Verify that the employee has the necessary driving skills by giving them a behind the wheel driving test. Train drivers on the following topics:</p> <ol style="list-style-type: none"> 1. The driving rules listed in the Code of Safe Practices (Appendix 2) 2. Operating instructions, warnings, and precautions for all types of truck the operator will be authorized to operate. 3. Differences between the truck and the automobile 4. Truck controls and instrumentation; engine or motor operation; steering and maneuvering; visibility (including restrictions due to loading); fork and attachment adaptation, operation, and use limitations; vehicle capacity and stability; operator inspection and maintenance; operating limitations; and refueling and/or battery recharging 5. Any operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate 6. Surface conditions where the vehicle will be operated 7. Composition of loads to be carried and load stability; load manipulation, stacking, and unstacking 8. Pedestrian traffic in areas where the vehicle will be operated 9. Narrow aisles and other restricted places where the vehicle will be operated 10. Hazardous (classified) locations where the vehicle will be operated 11. Ramps and other sloped surfaces that could affect the vehicle's stability 12. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust 13. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation <p>List the name of the person who does the driver training/evaluation if it is not the same as the person who completes this checklist. This document serves as the required employer certification of driver training and evaluation.</p>	
<p>Cranes and Hoists - Show employee how to inspect and operate all cranes they will be authorized to use. Show the employee any hand signals used for communication between riggers and crane operators. Show employee how to position cranes when not in use. For overhead cranes with cabs: Show employee how to operate the fire extinguisher in the cab.</p>	
<p>Hazardous Waste Handling - Train employees on how to safely handle any hazardous waste present in their work area. Explain the record keeping requirements for hazardous waste. Explain the potential health hazards of the hazardous waste. Provide employees with the hazardous waste emergency response procedures.</p>	
<p>Lockout/Tagout - Show the employee where lockout/tagout supplies (e.g. tags, hasps, electric plug locks, etc) are located. Explain the energy control procedures to them. Show the employee where they can obtain an electric plug lock in case they need to put one on a machine they are servicing.</p>	
<p>Confined Space Entry - If the employee will enter confined spaces, instruct the employee on how to do so safely.</p>	

Employee Training Requirements, A'more Commercial Enterprises

Employee Name:	
Primary Trainer:	
Item	Date Completed
<p>Personal Protective Equipment - Show the employee how obtain the personal protective equipment that they will use (see Appendix 2). Show the employee how to use and inspect all of the equipment. Explain what each piece of equipment is designed to protect against and the limitations of all personal protective equipment. Have the employee demonstrate putting on and taking off every piece of equipment to give them practice and show that they know how to do it properly. Tell the employee to replace all damaged equipment right away. Tell the employee what personal protective equipment is required for each work task that they will be assigned to perform.</p> <ol style="list-style-type: none"> 1. Show employees who wear prescription eyeglasses how to wear their eye protection over their glasses. Alternatively, provide employees who wear prescription eyeglasses with prescription safety glasses. 2. Explain to the employee that face protection like face shields and welding helmets do not provide good enough eye protection by themselves and must be worn with safety glasses or safety goggles to obtain adequate protection. 3. Tell the employee the specific type of gloves to use for each material they work with. Show them the techniques they can use to minimize chemical contact with their gloves. 4. Show the employee how to remove disposable gloves without contaminating their hands as described in the Code of Safe Practices (Appendix 2). 	
<p>Combustible Dust - Tell the employee which materials in the work area can form combustible dust.</p>	
<p>Baseline Hearing Test - All employees exposed to noise must receive an initial hearing test within 6 months (one year if a mobile test van is used). Future hearing tests will be compared to this baseline to determine if workplace noise exposure is causing hearing loss. The baseline test also provides documentation of pre-existing hearing loss due to noise exposure at previous employers. Tell the employee it is very important that they avoid noise exposure or wear hearing protectors for 14 hours before the test.</p>	
<p>Respirator Medical Evaluation - Arrange with the Safety Program Manager for the employee to have a respirator medical evaluation. A medical evaluation is not required if the employee will not use any respirator or will only wear filtering face piece respirators in areas where respirator use is not required by Virginia Occupational Safety and Health (VOSH) regulations.</p>	
<p>Get Respirator Fit Test - Employees who have received medical clearance to wear a respirator and will be wearing a tight fitting respirator must receive a respirator fit test.</p>	

Employee Training Requirements, A'more Commercial Enterprises

Employee Name:	
Primary Trainer:	
Item	Date Completed
<p>Heat Stress Training - Train employees on the following topics:</p> <ol style="list-style-type: none"> 1. The environmental and personal risk factors for heat illness; 2. The procedures used to ensure that cool drinking water, shade or cool rest areas, and emergency medical services are available; 3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties; 4. The importance of acclimatization; 5. The different types of heat illness and the common signs and symptoms of heat illness; 6. The importance of immediately reporting symptoms or signs of heat illness in themselves, or in co-workers; and 7. The procedures for responding to heat illness including how emergency services will be provided if necessary. 	
<p>Electrical Safety - Review applicable electrical safety requirements with the employee. See http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10915 for more information.</p>	
<p>Steel Erection Safety - Review steel erection safety procedures with the employee. More information is available at http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926.</p>	
<p>Powder Activated Tools - Show employee how to use and maintain any powder activated tools they will be required to use.</p>	
<p>Assignment Specific Hazards and Safety Procedures - Train employee on any additional hazards and safety procedures required for their specific work assignment.</p>	

I certify that I have received all of the training indicated above:

Signature	Printed Name	Date

Note to employee: Cross out and initial any items you have not yet been trained on.

Appendix 4 Emergency Action Plan

Appendix 5 PPE Hazard Assessment and Written Certification

PPE Written Certification

A'more Commercial Enterprises

I certify that the following workplace hazard assessment was performed for A'more Commercial Enterprises. This workplace hazard assessment lists the hazards which are not completely controlled using engineering controls and the personal protective equipment (PPE) which is used to protect employees from those incompletely controlled hazards. The hazards have been carefully considered and I have determined that the PPE listed is adequate to protect employees from those hazards. Additional information about the hazards to which employees are exposed is available in [Appendix 6](#) (Company Profile).

Signature

Printed Name

Date

PPE Hazard Assessment

A'more Commercial Enterprises

Hazards Noted:

- Noise levels are loud enough interfere with normal conversation for most or all of the work day.
- Employees may be exposed to flying chips, fragments, sparks, dust, etc.
- Work involves mechanical action which may cause flying chips.
- Chemicals may splash in eyes or on face.
- Hands may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms may contact dust, chemicals, sharps objects, or suffer mechanical abrasion.
- Chemicals/materials may splash on body.
- Objects may fall from overhead.
- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.
- Employees are exposed to falls of over 6 feet.
- Heavy objects may fall or roll on feet.
- Objects may pierce shoes.
- Feet may be exposed to electrical hazards.
- Employees may work around vehicle traffic.
- Employees work on or around exposed electrically energized parts.
- Employees may be exposed to electric arc.
- Employees may handle hot objects.
- Employees may be exposed to radiant heat.
- Employees may handle very cold objects.
- Employees handle cryogenic liquids
- Employees may work in the rain.
- Employees may work in wet conditions.
- Employees may work on ice or snow.
- Employees may work while kneeling.
- Employees may work in a prone position.
- Employees may be exposed to hand/arm vibration.

Personal Protective Equipment:

- Hearing protection (required whenever noise in the work area is loud enough to interfere with normal conversation)
- Knee pads (required for some tasks)
- Safety glasses (ANSI Z87.1) with side protection (required for some tasks)
- Safety goggles meeting ANSI Z87.1 (required for some tasks)
- Chemical splash goggles meeting ANSI Z87.1 (required for some tasks)
- Face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Face shield with goggles meeting ANSI Z87.1 (required for some tasks)
- Ultra-violet face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)

PPE Hazard Assessment

A'more Commercial Enterprises

- Heat reflective face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Flash arc face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Laser eye-wear meeting ANSI Z136.1 (required for some tasks)
- Welding goggles meeting ANSI Z87.1 (required for some tasks)
- Welding helmet meeting ANSI Z87.1 with ANSI Z87.1 safety glasses (required for some tasks)
- Hardhat meeting ANSI Z89.1 (always required)
- Cooling bandanna or headband (required for some tasks)
- Ear warmers (available but not required)
- Latex disposable gloves (available but not required)
- Insulated gloves (available but not required)
- Canvas work gloves (available but not required)
- Cold-weather gloves (required for some tasks)
- Shoes: Steel toe meeting ASTM F2413-05 (always required)
- NIOSH Approved N95 Filtering Facepiece Respirator (required for some tasks)

Appendix 6 Company Profile

Company Profile

A'more Commercial Enterprises

A'more Commercial Enterprises
A'more Commercial Enterprises,LLC
6004 Richpress Drive
Williamsburg, VA 23188

Safety Program Manager: Grace Anne Bascetta RN, BSN

Number of Employees: 1

Type of Business: Construction

Description of A'more Commercial Enterprises

Activity: Construction

- The company is not engaged in the culture, production, concentration, experimentation, or manipulation of HIV or HBV.
- Company had ten or fewer employees for all of the last calendar year.
- Virginia Occupational Safety and Health (VOSH) has not specifically mandated injury and illness record keeping for this company.
- The company does not provide temporary help or leased employees to other companies.
- Individuals are not hired through temporary agencies or labor leasing companies.
- Employees may work at multi-employer work-sites.
- Does not sell or distribute chemicals.
- Very large quantities of certain specific chemicals are not present on site.
- Does not remediate hazardous waste sites, operate a TSD facility, or conduct hazardous substance emergency response operations.
- No computer workstations are in use.
- Employees do not provide first aide as part of their assigned job duties.
- Employees drive cars or trucks on public roads during their work day.
- Work involves manual material handling.
- Floors may have holes or openings.
- Stairways are present in the work area.
- Employees use hand tools.
- Employees use portable power operated tools
- Employees may use powder activated hand tools.
- Steam pipes are not present in the work area.
- Employees may work in hot environments.
- Employees may work in cold environments.
- Portable and/or bench grinders are not used in the work area.
- Welding, brazing or cutting is performed in the work area.
- Combustible dust is present.

Company Profile

A'more Commercial Enterprises

- Noise levels are loud enough interfere with normal conversation for most or all of the work day.
- Noise monitoring data are not available.
- Powered industrial trucks (e.g. forklifts) are present in the work area.
- Lead acid battery charging is not performed in the work area.
- Industrial ventilation systems are present.
- There are one or more confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- One or more confined space contains or has the potential to contain a hazardous atmosphere.
- No confined space contains a material that has the potential to engulf an entrant.
- No confined space has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- One or more confined space contains another recognized safety or health hazard.
- Employees enter confined spaces that do not contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees do not enter confined spaces that contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees are not exposed to ionizing radiation.
- Employees may work on elevated work surfaces.
- Employees may use portable ladders or stepladders.
- Fixed ladders are present.
- Fixed ladders over 20 feet high without cages are present in the work area.
- Hoists or cranes are present in the work area.
- Employees may work on scaffolding.
- Heavy equipment is used at work site.
- Employees dig, enter or work around excavations.
- Employees do not work on telecommunications equipment.
- Employees perform concrete or masonry construction or work on sites where concrete or masonry construction is performed.
- Employees perform steel erection or work on sites where steel erection is performed.
- Employees perform demolition work or work at sites where demolition is performed.
- Explosives are not used in the work area.
- Employees do not perform underground construction.
- Employees do not work on electrical transmission and distribution equipment.
- Employees do not use vehicle-mounted elevating and rotating work platforms.
- Employees may use compressed air.
- Employees may work out of doors.
- Portable fire extinguishers are present.

Company Profile

A'more Commercial Enterprises

- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.
- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- It is practical to keep floors dry at all times.
- Registered pesticides are not used.
- Hazardous waste is present.
- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.
- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.
- Chemicals in consumer products used as consumer products are present.
- Drugs in final form for direct administration to patient are not present.
- Untreated wood products which won't be manipulated are present.
- Chemicals in "Articles" are present.
- Tobacco or tobacco products are not present.
- Chemicals are present in the workplace.
- Chemical use is limited to handling sealed containers which are not opened under normal conditions of use.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- No air monitoring data are available.
- It is reasonable to suspect that employees may be exposed to chemicals or materials in the air above the applicable permissible exposure limits.
- Employees may be exposed to flying chips, fragments, sparks, dust, etc.
- Work involves mechanical action which may cause flying chips.
- Chemicals may splash in eyes or on face.
- Hands may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms may contact dust, chemicals, sharps objects, or suffer mechanical abrasion.
- Chemicals/materials may splash on body.
- Objects may fall from overhead.
- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.
- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are exposed to falls of over 6 feet.
- Heavy objects may fall or roll on feet.
- Objects may pierce shoes.
- Feet may be exposed to electrical hazards.
- Employees may work around vehicle traffic.
- Employees may be exposed to electric arc.
- Employees work on or around exposed electrically energized parts.
- Employees are not exposed to flash fires.

Company Profile

A'more Commercial Enterprises

- Employees may handle hot objects.
- Employees may be exposed to radiant heat.
- Employees may handle very cold objects.
- Employees handle cryogenic liquids
- Employees may work in the rain.
- Employees may work in wet conditions.
- Employees may work on ice or snow.
- Employees may work while kneeling.
- Employees may work in a prone position.
- Employees may be exposed to hand/arm vibration.
- Employees do not work over or near water (no risk of drowning)

Appendix 7 Accident and Near Miss Investigation

Accident and near miss incident investigation is a critical part of every Safety Program. The purpose of these investigations is to determine why an incident occurred and then prevent similar incidents in the future.

Definitions	
Accident	An unintended injury, illness, death or property damage.
Near Miss Incident	An event which could have resulted in an accident but didn't (e.g. "that was a close one...")

It is important to report and investigate **every** accident and incident **especially** minor accidents and near miss incidents. Often, many minor incidents occur before a major accident; investigating and preventing minor incidents can also prevent major accidents. For example, many people may slip on an oil puddle before someone falls and hurts themselves. By finding and fixing the oil leak after someone slips (the "near miss incident") we also prevent someone from falling (the "accident").

Accident Causation

Most accidents have more than one cause; the accident occurs because of a combination of factors which by themselves might not have caused an accident. Sometimes, the most obvious causes of an accident are in fact symptoms of underlying problems. When conducting an accident or near miss investigation it is important to understand all of the causal factors in order to identify the most effective corrective actions. For example, an investigation into an injury which occurred when an employee slipped on an oil puddle might find the following factors contributed to (caused) the accident:

1. Several employees slipped on the puddle but did not report it.

Underlying problem: The employees in this part of the company accept slippery floors as "normal".

2. The operator of the leaky machine failed to clean up the puddle as required by standard operating procedures because the clean up materials are located quite far from their work area.
3. The supervisor failed to discipline the operator for not cleaning up the spill as required by procedure.

Underlying problem: The management in this part of the company accepts slippery floors as "normal".

4. The leak was not repaired even though the supervisor reported it to the maintenance department.

Underlying problems: an unfilled mechanics position in maintenance has produced a backlog of maintenance issues. Maintenance does not have a system for prioritizing safety related issues.

Once the accident investigator understands all of the causes which contributed to the accident, they can devise corrective actions to prevent the accident from happening again and also prevent similar accidents elsewhere in the company. For this example:

1. Clean up the spilled oil immediately.
2. Provide training to employees and management to remind them that slippery floors are not "normal" and are not acceptable.
3. Provide additional clean up materials near all locations where small spills are likely. Ensure that they are restocked as necessary.
4. Have maintenance fix the leak so the puddle does not recur.
5. Fully staff the maintenance department and eliminate the backlog of open maintenance issues.
6. Add prioritization to the maintenance request system so that safety related issues are corrected before non-safety related issues.

Accident and Near Miss Incident Investigation Step by Step

This section describes the major activities performed during an accident investigation. Some activities may not apply to all investigations. The specific steps required and how far in depth to take each step depends on the individual circumstances of the incident and the resources available to perform the investigation. The forms provided in this Appendix may be used to help the investigator with specific portions of the investigation. Specific procedures for documenting an Accident or Near Miss Investigation are provided in [Section 10 \(page 17\)](#) of the Safety Program.

1. Make the area safe

If necessary, evacuate the area until it can be made safe.

2. Care for the injured

3. Cordon off the accident area

Avoid further disturbing the area (except for what is necessary to accomplish steps 1 and 2 above) until the investigation is complete.

4. Assemble the investigation team (if necessary)

For complex investigations it may be advisable to obtain help from outside experts. Your worker's compensation insurance carrier may provide assistance.

5. Investigate

- Examine the area and physical evidence. Take measurements of equipment involved in the accident. Take photographs including close-ups. When taking close-ups include a reference object such as a ruler to provide scale. Label the photographs as soon as possible.
- Describe engineering controls (e.g. machine guards, ventilation systems, etc.) and personal protective equipment (e.g. gloves, safety glasses, etc.) in use during the incident. Identify controls and protective equipment that should have been used but were not in use.
- Interview witnesses and/or have them complete written statements. Take notes of each interview. Perform the interviews as soon as possible while memories are still fresh. Each witness should be interviewed separately so they don't influence each other. It is sometimes helpful to interview individuals who are familiar with the activity/equipment involved in the accident for background even if they didn't witness the actual accident. Tell the witness that the purpose of the investigation is to find and correct the causes of the accident and not to "fix blame". Ask the witness what happened and why it happened. Ask the witness if they think there are any underlying problems which contributed to the accident. Summarize the witnesses main points and repeat them back to verify you understood the witness correctly.

6. Analyze the evidence

Identify all of the unsafe acts or conditions which contributed to the accident. Then identify all of the underlying problems which contributed to the unsafe acts or conditions. Keep asking "why" each problem occurred and write down the findings.

7. Devise corrective actions

Identify changes to policies, procedures or equipment that would eliminate the unsafe acts or conditions identified in Step Six. Include other parts of the company not directly affected by a particular accident. Create an action plan to implement these changes.

8. Follow-up

Implementation of specific corrective actions may be delegated to various individuals, but the original accident investigator should follow-up on all corrective actions to closure.