



BAKER BROTHERS INSTALLATIONS, INC.
QUALITY RACK INSTALLATION SINCE 1989

SAFETY PROGRAM AND PROCEDURES MANUAL



DATE: JANUARY 2010

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Attachments

- A - OSHA Form 300 – Forms for Recording Work Related Injuries
- B - Worker's Compensation – Oasis Injury Reporting Guide

Management Safety Statement

- **Management Safety Policy Statement**

The Management of Baker Brothers Installations, Inc. is committed to the safety of each and every employee. There is no place within the company for an employee who will not work safely or who will endanger the safety of his fellow workers. It is essential that all Managers and Supervisors insist on the maximum safety performance and awareness of all employees under their direction, by enthusiastically and consistently administering all safety rules and regulations.

An aggressive injury and illness prevention effort is a key accountability factor for every manager, supervisor and employee. Safety, quality and productivity go hand in hand. To be effective, the Safety Program and Procedures Manual must apply process controls similar to those that are used to maintain the superior quality and serviceability of Baker Brothers Installations, Inc.'s everyday work schedule

The following Safety Policy is in effect in order to provide and maintain safe and healthful working conditions and to provide operating practices, which will result in efficient operations.

- **Safety Policy**

The Safety Policy of Baker Brothers Installations, Inc. is to take the necessary actions in planning, designing, assigning and supervising work operations, to create a safe worksite.

BAKER BROTHERS INSTALLATIONS, INC. will:

1. Maintain safe and healthful working conditions.
2. Provide and assure the use of all necessary personnel protection equipment to ensure the safety and health of site employees.
3. Require that site work be planned to provide a range of protection based on the degree of hazards encountered under actual working conditions.
4. Provide site workers with the information and training required to make them fully aware of known and suspected hazards that may be encountered and of the appropriate methods for protecting themselves and their co-workers.

- **Management Implementation Statement**

Baker Brothers Installations, Inc. firmly believes that as with other aspects of business, the successful implementation of this Safety Program and Procedures Manual depends upon the management's active interest and participation. Management must make clear assignments of responsibilities to the Supervisors and all Employees in order for those workers to clearly understand what is expected of them.

Once such responsibilities are assigned, management and individuals alike can and will be held accountable for results in accordance with Baker Brothers Installations, Inc.'s Safety Program and Procedures Manual.

Training in the Safety Program will be conducted with an emphasis on Fall Protection. Refresher training will be conducted yearly.

- **Emergency Telephone Numbers**

Main Office	770.563.0281
Fax Line	480.247.5509
Michael Baker, President	678.410.0480
OSHA	800.321.6742

- **OSHA Intervention Policy**

It is the Policy of Baker Brothers Installation Inc. to have a representative on-site to interface with an OSHA Compliance Officer during any inspection or investigation. In addition, due to the nature of work, NO VIDEO CAMERAS FOR TAPING OR SOUND RECORDING WILL BE ALLOWED ON-SITE.

The following guidelines have been established to ensure a cooperative exchange. As soon as the Supervisor or any representative of Baker Brothers Installations, Inc. is made aware that OSHA is on site that person shall:

1. Determine why the Compliance Officer is on-site.
 - Accident
 - Complaint
 - Referral
 - Routine Inspection
2. Call Main Office at 770.563.0281.
3. Advise the OSHA Compliance Officer of this policy and the time needed for a corporate representative to arrive on-site.
4. Supply the OSHA Compliance Officer with the Baker Brothers Installations, Inc. Safety Program and Procedures Manual.

- **OSHA Form 300 – Forms for Recording Work-Related Injury’s and Illnesses**

See Attachment “A”

- **Oasis – Worker’s Compensation Reporting Guide**

See Attachment “B”

Personnel Responsibilities

- **Management Responsibilities**

It is well recognized that safety performance is a controllable entity, along with standards of production, costs control and quality of product produced. It is because of this fact Management will support and maintain the Safety Program and Procedures Manual by the following methods:

1. Impressing to all management levels the responsibility and accountability of each individual for maintaining a safe and healthy work place. This will be done by providing all supervisors with appropriate safety rules, regulations, and procedures.
2. Providing employees with the necessary safety training for all facets of their work operation.
3. Distributing relevant information, reports, accident data, and changes in regulations or codes pertaining to Baker Brothers Installations, Inc. operations.
4. Consistently reinforce, support and monitor all employees in their effective implementation of the Safety Program.
5. Establishing disciplinary procedures for those who violate any of the safety rules, policies and procedures.
6. Ensuring any employee reporting a violation of the safety rules, regulations or procedures is protected from harassment; since all inquiries will be held strictly confidential by management.
7. Providing advanced planning for all projects to maximize the use of engineering and administrative controls which will contribute greatly to the operating of a safe work-site.
8. Ensuring active employee involvement in safety and health concerns through an effective recognition system.

- **Supervisor Responsibilities**

It is important to realize the attitude developed by workers toward safety is a direct reflection of the Supervisor. Therefore, all Supervisors must pay prompt attention and take appropriate actions to all employee's safety suggestions and reports of unsafe condition (s) and practices.

The SUPERVISOR shall:

1. Be responsible for the implementation of the Safety Program.
2. Be responsible for the review and implementation of all safe working conditions and establish an attitude of concern for safety among all employees on the project.
3. Initiate prompt corrective action when hazards are apparent to him or are brought to his attention by others.
4. Initiate prompt disciplinary action as described in the manual's Disciplinary Policy and Procedures.
5. Report immediately to management, any disciplinary actions taken and send a copy of the Disciplinary Letter to management for their review and any additional action.
6. Plan all job specific safety talks for each operation as well as ensure the Company Weekly Safety Meeting Report is held and attended by ALL jobsite personnel. Each safety meeting shall be documented with the date, subject, persons attended and any comments, suggestions or problems.

7. Ensure all client safety requirements are met as well as ensuring work is performed in compliance with all local, state and federal regulations.
8. Ensure adequate safety training has been given to employees under their supervision prior to the assignment of duties and review employee's responsibilities.
9. Investigate all serious accidents and injuries on the jobsite.
10. Ensure all injuries, no matter how minor, are treated immediately and shall file the proper accident reports as outlined in this manual with management within 8 hours of the incident.
11. Conduct daily inspections of work areas to detect unsafe conditions and work practices utilizing check lists and logs.
12. Report any employee complaints regarding safety and health issues to management.
13. Supply all employees with personal protective equipment required for the work they are performing.
14. Ensure those personnel assigned to operate equipment are experienced and qualified to operate their particular piece of equipment.
15. Ensure all assigned personnel are properly trained for their operations.

- **Employee Responsibilities**

The employee plays a vital role in the Safety Program and Procedures Manual. Baker Brothers Installations, Inc. cannot achieve the maximum goal of zero injuries and illnesses without the full cooperation of each employee.

The EMPLOYEE responsibilities are to:

1. Consistently observe work conditions and equipment operations for the purpose of preventing accidents.
2. Comply with all commonly observed safe work practices and safety rules.
3. Use all necessary personal protective equipment and safe work practices required for safe work performance.
4. Correct, where possible, any unsafe work conditions or practices within the scope of their work operations and to report all other unsafe work actions or conditions to their supervisor.
5. Examine tools and equipment before use and to advise their supervisor of any defects or problems.
 - DO NOT USE A DEFECTIVE TOOL OR EQUIPMENT
 - DO NOT USE TOOLS OR EQUIPMENT IMPROPERLY
 - DO NOT USE TOOLS OR EQUIPMENT IN A MANNER IT WAS NOT DESIGNED FOR
6. Stop work when conditions pose an imminent danger to life, limb or property.
 - REPORT SUCH CONDITIONS IMMEDIATELY TO THE SITE SUPERVISOR
7. Attend all company and industry sponsored safety training, information and programs.
8. Encourage co-workers to work safely and to assist them in performing their work in a safe manner.

Safety Rules

- **General Safety Rules**

All Baker Brothers Installations, Inc. employees have a responsibility to themselves and their co-workers. These general safety rules apply to all employees and are in effect in order to (A) provide and maintain safe and healthful working conditions and (B) provide operating practices which will result in efficient operations.

1. Report unsafe conditions or unsafe acts to your supervisor.
2. Report all injuries regardless of how slight to your supervisor. Except in extreme emergencies, the supervisor should be immediately notified before any employee sees a doctor concerning a job-related injury.
3. If medical attention cannot be provided in a reasonable amount of time, then the supervisor is to render First Aid / CPR on a “good Samaritan” basis only.
4. A fully supplied weatherproof First Aid Kit must be readily accessible.
5. In the event first aid is rendered, UNIVERSAL PRECAUTIONS must be adhered to in accordance with the Blood Borne Pathogen Standard (29 CFR 191 0.1030).
6. “HORSEPLAY” is prohibited.
7. Use of gasoline for cleaning equipment and tools or for starting fires is prohibited.
8. Hand tools must not be used for any purpose other than the intended use. All damaged tools or worn part(s) must be reported to the supervisor for replacement or repair.
9. Unsafe tools, defective or frayed electrical cords and unguarded machinery must be reported to your supervisor.
10. Electric power tools must be properly grounded before being put into operation.
11. “NO SMOKING” rules must be observed.
12. No employee will operate any machinery, equipment or tool; unless he has been properly instructed in its use and is thoroughly familiar with all aspects of its operation.
13. Tampering with or the unauthorized removal of a fire extinguisher from its assigned locations is prohibited.
14. Riding on lift and material handling equipment except by operator or maintenance personnel is prohibited.
15. Getting on or off a vehicle or equipment without proper authorizations is prohibited.
16. The operation of any equipment without proper authorization is prohibited.
17. Seat belts must be worn in all moving vehicles, when so equipped.
18. ALL machine guards must be kept in place while machinery is in operation. Tampering with machine guards is prohibited. Removal of guards for necessary repair work must be approved by a supervisor and the guard must be replaced immediately upon completion of repair work.
19. Understand the correct way to lift heavy objects and get assistance if needed.
20. No employee should remove a cover or guard from any opening without specific authority.
21. When working at levels six feet (6) or more above a lower level all employees shall be protected from falling by use of a standard guardrail system or by body harness with an attached lanyard secured to a stationary point.
22. Employees are not permitted to use or possess any intoxicants on Baker Brothers Installations, Inc. property or to be under the influence of any intoxicants or non-prescription drug while on the job.

23. Employees required to use prescription drugs shall inform their supervisor of the type of drug, restrictions, if any, and the duration of use.
24. All questions regarding safety or safety equipment should be directed to the supervisor.
25. Willful violation of these or other safety rules of Baker Brothers Installations, Inc. may be cause for dismissal.
26. ANY EMPLOYEE FOUND INTOXICATED OR ON NON-PRESCRIPTION DRUGS WHILE ON DUTY WILL BE TERMINATED IMMEDIATELY.

- **Guidelines for Emergencies**

The primary concern of Baker Brothers Installations, Inc. is the preservation of life and prevention of injury.

1. NO UNNECESSARY RISK SHOULD BE TAKEN BY PERSONNEL RESPONDING TO EMERGENCY SITUATIONS.
2. All emergency procedures outlined in this manual are given as guidelines to follow; however, in situations where no specific procedures have been established, sound judgment should be followed to determine the safest course to follow.
3. All accident and emergency sites must be immediately secured to prevent unauthorized access or the possibility of further risk to workers or property.
4. All emergencies will be handled by the highest ranking company representative at the job site. The main office will clearly identify the highest ranking company representative to the person reporting the emergency.
5. Project personnel are directed, as a condition of employment, not to discuss or give statements to any one regarding emergencies without the consent of the supervisor.
6. All employees are required to assist, as directed, in any emergency operation.
7. All employees are required to conduct such assistance in the safest possible manner, using all required personal protective equipment.
8. All emergency sites will be inspected after the emergency situation is under control to insure the area is safe, if work operations are to resume.
9. On each job site in the event of an emergency, the supervisor shall designate one area for all Baker Brothers Installations, Inc. employees to gather for a roll call.

- **Personal Protective Equipment**

PERSONAL PROTECTIVE EQUIPMENT MUST BE USED TO MINIMIZE THE POSSIBILITY OF AN ACCIDENT OR INJURIES.

1. Hard hats must be worn by all employees at all times working in areas where there is a possible danger of head injury from impact or from falling or flying objects, electrical shock, burns. Hard hats must be worn by all employees at all times when it is a mandatory job site requirement.
2. Safety glasses must be worn when sledging, hammering and sawing on metal or concrete, chipping, welding, grinding, working in dusty places, handling of acids, and cleaning walls or other operations where eye injuries may result.
3. Ear protection in the form of earmuffs or approved earplugs must be worn on all high-noise level jobs.

4. Work gloves must be worn when handling rough edges and abrasive material or where the work subjects hands to lacerations, punctures or burns. Other hand protection may be designated by the supervisor.
5. Sturdy, heavy duty steel toe shoes are required at all times while working on-site. Canvas and loafer type shoes are strictly forbidden.
6. Employees working around moving equipment are required to wear reflector safety vests.
7. Employees must review MSDS sheets before working with any hazardous substance.
8. Employees should also be warned about the danger of loose clothing, rings, bracelets and jewelry around machinery.

- **Housekeeping Policy**

GOOD HOUSEKEEPING IS MANDATORY ON ALL JOB SITES. THIS MEANS CLEANING UP DEBRIS, TRASH, AND WASTE BEFORE, DURING, AND AT THE END OF EACH DAY ON THE JOB.

1. All fire lanes, aisles, stairways, passages, ramps, ladders must be kept clean and free from obstructions, debris or loose materials. No storage will be permitted in these areas.
2. Work area must be kept neat, orderly and free from tripping hazards.
3. All work areas should be cleaned at the end of each work shift. Any waste material must be removed from work area as soon as possible. Materials no longer needed on in use shall be removed immediately.
4. All protruding nails must be removed or bent over to prevent puncture.
5. To prevent falls, fires and other hazards, all spills including chemical, liquid or material, must be promptly cleaned by appropriate means.

- **Accident Reporting and Investigation**

Supervisors shall report any accident resulting in injury to an employee requiring hospitalization, doctor visit, or lost work days and incidents involving property damage to the management of Baker Brothers Installations, Inc. immediately but no more than 8 hours.

The supervisor must complete a Supervisor's Accident Report as well as coordinate the Witness Accident Statement. The injured employee upon release from hospital or at a time when employee feels able must complete an Employee's Accident Statement.

The OSHA 300 Forms – Forms for Recording Work Related Injuries and Illnesses Report (see Attachment A) must be completed according to the Accident Record Keeping Policy. The form can also be found @

- www.osha.gov/recordkeeping/new-osa300form1-1-04.pdf
- www.bakerbrothersinstallations.com/procedures.html

All reports and recordable information on injuries or illnesses shall be made as soon as possible within 48 hours, but no later than six (6) working days after receipt of the information.

All reports at minimum must give the date of the accident, the name of the person who conducted the accident report / investigation and a telephone number where they can be reached. The report must state exactly what happened, what action was taken and what will happen to ensure there is not a recurrence.

Our accident record keeping policies are as follows:

1. The OSHA Form 301 - Injuries and Illnesses Incident Reports shall be maintained basis from January 1 to December 1 of each year.
2. All recordable information on injuries or illnesses shall be made as soon as possible, but no later than six (6) working days after receipt of the information.
3. All reported OSHA Form 301's shall be summarized. This summary shall consist of the year's total injuries, illnesses, lost workdays, and fatalities. It shall also include the calendar year the information covers, the company name, the establishment address, certification signature, title and date.
4. This summary shall be completed no later than January 31.
5. This summary shall be posted in an area where employees can review the data. Posting shall begin on February 1 and remain until March 1.
6. The OSHA 301 Forms shall be filed and stored for a period of five (5) years.
7. Employee exposure records i.e., Material Safety Data Sheets, Medical Records, Noise exposure records, and respirator Fit Test records must be maintained for a period of thirty (30) years plus the term of employment for each employee.
8. Training records must be maintained for three (3) years from the date on which the training was completed.
9. Upon request, employee-training records will be provided to the employee of the employee's authorized representative within thirty (30) working days.
10. Any operation at a given site for more than one (1) year is considered a fixed establishment, therefore, a separate OSHA 301 Form shall be maintained for that establishment.

- **Accidents Involving Injury**

Worker's Compensation laws provide wage compensation and medical benefit to an employee who has an injury as a result of an on-the-job accident or occupational disease. State workers' compensation statutes are designed to protect workers and their dependents against the hardships from injury or death arising out the work environment. The employer also benefits in most case by receiving immunity from civil court actions.

If an on-the-job injury takes place, the supervisor must contact the Oasis Risk Department Call Center 800.329.7823 and report the injury. Information regarding procedures, guidelines, and forms can be found in Attachment "B" - Oasis – Worker's Compensation Reporting Guide.

The following procedures are to be strictly followed in the event an accident occurs which involves injury:

1. First-Aid should be administered only be trained personnel.
2. Notify community medical response personnel.
3. Designate personnel to assist emergency response personnel in locating the accident site.
4. Remove non-essential personnel and secure the accident site.
5. Assist in medical or rescue operations as directed.
6. Refer all outside inquires to the supervisor.
7. Allow no unauthorized access to the accident site.

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8. Do not give statements regarding the accident or discuss the occurrence without consulting management.
9. Inspect the accident site to identify and abate any unsafe conditions before work resumes.
10. The corporate office will be notified immediately.
11. OSHA must be notified within 8 hours of any fatality or when 3 or more employees have been hospitalized.
12. In the event of any accident involving a fatality, a crew roll call shall be conducted to account for all workers in the area.



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Supervisor Accident Report	
Injured Employee (Last, First, Middle)	
Date and Time of Accident	
Location of Accident	
Describe how the accident occurred:	
Describe specific bodily injury or body part(s) affected:	
Steps taken to ensure there is not another recurrence of the accident:	
Supervisor Name / Position	
Supervisor Signature	
Supervisor Phone Number	
Date	



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Employee Accident Report	
Injured Employee (Last, First, Middle)	
Job Title	
Phone Number	
Date of Birth	
Length of Employment	
Date and Time of Accident	
Location of Accident	
Describe how the accident occurred:	
Describe specific bodily injury or body part(s) affected:	
Employee Signature	
Supervisor Name / Position	
Supervisor Phone Number	
Date	



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Witness Accident Report	
Injured Employee (Last, First, Middle)	
Witness Name (Last, First, Middle)	
Phone Number	
Is witness a BBI Employee – Yes / No	
Relationship to Injured Party	
Date and Time of Accident	
Location of Accident	
Describe how the accident occurred:	
Describe specific bodily injury or body part(s) affected):	
Witness Signature	
Supervisor Name	
Supervisor Signature	
Date	



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Safety Checklists

To be completed by Supervisor before each project begins:

Facility Planning	Yes	No	N/A
Are copies of the following on-site?			
Safety Program & Procedures Manual			
Employee Handbook			
Daily Timesheets, Progress Reports, and Unit Completion Form			
Safety Meeting Forms			
Material Safety Data Sheets (MSDS)			
Disciplinary Action Forms			
Accident Forms			
OSHA 301 Form			
Emergency Planning	Yes	No	N/A
Is medical / emergency services available onsite?			
Is a defined communication system in place and operational?			
Is security, lighting, fencing, and posting of all signs complete?			
Is clean up and waste disposal scheduled?			
Are all electrical / power hand tools in proper working conditions?			
Is an electrical assured grounding or GFCI program in effect?			
Are sanitary facilities and portable water available?			
Is all necessary personal protective equipment available?			
Is a fire extinguisher properly available?			
Is a first aid kit available?			



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Emergency Planning (cont)	Yes	No	N/A
Does this workplace have a rescue or first aid team?			
Are emergency exit routes clear of obstructions?			
Is a fire protection system in place?			
Is emergency lighting available?			
Are all doors and passageways identified?			
Will all doors allow safe exit in the event of emergency?			
Designated area for roll call in the event of an emergency?			
Has location of fire extinguisher been noted to all employees?			
Has location of first aid kit been noted to all employees?			
Personal Protective Equipment	Yes	No	N/A
Hard Hats			
Safety Glasses, Goggles, Face Shields			
Steel Toe Work Shoes or Boots			
Hearing Protection			
Gloves			
Fall Protection, Safety Harnesses, Lanyards			
Flashlights			
Respirators			
Storage Containers for Flammable and Combustible Materials			
Tags for Defective Tools and Equipment			
Approved Ladders			

Safety Inspections

- **Safety Inspection Policy**

Safety inspections must be made to identify and evaluate hazards:

1. Periodically, at minimum weekly.
2. Whenever new substances, processes, procedures or equipment are introduced into the workplace.
3. Whenever management is made aware of a new or previously unrecognized hazard.

The inspections should not be limited to physical hazards. Observations should be made of employee performance to assure that unsafe work practices have not developed. When making inspections, unsafe conditions, which can be handled immediately, must be corrected so as to prevent damage to property or injury to employees. When an imminent hazard or danger is observed, which cannot be immediately abated, all exposed personnel are to be removed from the area immediately.

- **Safety Meetings**

Baker Brothers Installations, Inc. requires all supervisors to conduct a weekly Safety Meeting with all employees on site. The subject of the safety meeting should be correlated with the work being conducted.

Safety Meetings should:

1. Stress the use of Fall Protection.
2. Be held in the current work area and at the beginning of work shift, when possible.
3. Allow workers an opportunity to participate.
4. Be used to review new, difficult or any unusual job aspects.
5. Demonstrate and explain any new equipment.
6. Review safety procedures and work methods that apply.
7. Be used to compliment workers on safety achievements, but DO NOT single out any persons for mistakes.
8. Be used to discuss any recent accident and review safety.
9. Be planned and the specific topic selected in advance.
10. Be used to highlight the company's commitment to safety standards



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Weekly Safety Meeting Report

Project	
Date	
Topic	
Attended By:	
Supervisor Name	

Employee Program

- **New Hire Procedure**

All new employees shall be provided a copy of the Safety Program and Procedures Manual. Each employee will be required to read and sign the form - "Acknowledgement of Receipt" - attesting to the truth of reading the entire manual. The supervisor will discuss any part of the manual with the employee but will emphasize the following:

- **General Safety Rules**
- **Employee Disciplinary Policy**
- **Personal Protective Equipment**

All new employees shall be requested to supply Baker Brothers Installations, Inc. with emergency contact information. This information will be maintained the employee's personnel file.



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General and Emergency Contact Information	
Employee (Last, First, Middle)	
Address	
City, State, Zip	
Home Telephone	
Cell Telephone	
Position	
Emergency Contact - Primary	
Name (Last, First, Middle)	
Address	
City, State, Zip	
Home Telephone	
Cell Telephone	
Email	
Relationship to Employee	
Does contact speak English?	
Emergency Contact - Secondary	
Name (Last, First, Middle)	
Address	
City, State, Zip	
Home Telephone	
Cell Telephone	
Email	
Relationship to Employee	
Does contact speak English?	



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New Hire Training Checklist			
Employee Name			
Supervisor Name			
	Yes	No	Date
Safety Program & Procedures Manual			
Personal Protective Equipment			
First Aid / CPR			
Fire Protection and Prevention			
Fork Lifts and Scissor Lifts			
Hand and Power Tools			
Fall Prevention			
Personal Hoists			
Steel Erecting			
Compressed Gas Cylinders			
Sanitation			
Scaffolds			
Stairways and Ladders			
Ground Fault Circuit Interrupters			
THIS CHECKLIST HAS BEEN REVIEWED BY THE FOLLOWING AND HAS BEEN FORWARDED TO THE MAIN OFFICE OF BAKER BROTHERS INSTALLATIONS, INC.			
Employee Signature			
Date			
Supervisor Signature			
Date			



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Acknowledgement of Receipt

I HEREBY ACKNOWLEDGE AT THE DATE AND TIME NOTED TO MY SIGNATURE BELOW, I RECEIVED THE BAKER BROTHERS INSTALLATIONS, INC. – SAFETY PROGRAM AND PROCEDURES MANUAL.

I HEREBY ACKNOWLEDGE IT IS MY RESPONSIBILITY AS AN EMPLOYEE TO READ, UNDERSTAND, AND HAVE KNOWLEDGE OF THE PROGRAMS, PROCEDURES, AND INFORMATION CONTAINED WITHIN THE MANUAL.

Employee Name	
Employee Signature	
Date and Time	
Supervisor Name	
Supervisor Signature	
Date and Time	

Disciplinary Policy and Procedure

BAKER BROTHERS INSTALLATIONS, INC. MAINTAINS THE RIGHT TO TERMINATE EMPLOYEES IMMEDIATELY, IF IN ITS OPINION THE VIOLATION WAS OF SERIOUS NATURE TO WARRANT.

DISCIPLINARY POLICY

Baker Brothers Installations, Inc. has developed a disciplinary policy to prevent unsafe work practices from developing. We will make every reasonable effort to insure the safety and health of all workers by enforcing the disciplinary policy. In the event any policy or procedure included in the Safety Program and Procedures Manual is not followed or a habitual pattern exists, the worker will be disciplined using the following procedure.

DISCIPLINARY PROCEDURE

The employee's direct supervisor or upper level management will determine whether a safety violation has occurred.

First Violation

- The employee will be re-instructed by his supervisor in the procedure which must be followed.
- The employee must agree to comply with the procedure and implement immediately.
- The supervisor will complete a Disciplinary Letter describing the unsafe act which will be prepared for each employee safety violation.
- One signed copy will be furnished to the employee while the original is maintained by employee's supervisor and forwarded to the home office where it will be kept in the employee's personnel file.

Second Violation

- The employee will be removed from the work area and required to discuss the matter in detail with the supervisor.
- The employee will be re-instructed by his supervisor in the procedure which must be followed.
- The employee must agree to comply with the procedure and implement immediately understanding that a third violation will result in immediate termination.
- The supervisor will complete a Disciplinary Letter describing the unsafe act.
- One signed copy will be furnished to the employee while the original is maintained by employee's supervisor and forwarded to the home office where it will be kept in the employee's personnel file.

Third Violation

- The employee's actions indicate a continuous disregard for the safety policy and procedure which have been adopted to protect employees from needless injury and/or death.
- The employee will be terminated.
- The supervisor will complete a Disciplinary Letter describing the unsafe act resulting in termination.
- One signed copy will be furnished to the employee while the original is maintained by employee's supervisor and forwarded to the home office where it will be kept in the employee's personnel file.



BAKER BROTHERS INSTALLATIONS, INC.
QUALITY RACK INSTALLATION SINCE 1989
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Phone: 770.563.0281
Fax: 480.247.5509

Disciplinary Letter			
Notice	1st	2nd	3rd
Employee Name			
Date of Infraction			
Supervisor Name / Position			
Nature of Infraction			
	Attendance (lateness and/or absence)		
	Violation of Safety Program and Procedures Manual		
	Work performance		
	Other		
Details of Infraction			
Employee Remarks			
Employee Signature / Date			
Employee Signature / Date			



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Employee Evaluation and Performance Review

Employee Name	
Employee Title	
Date	
Review Period	
Reviewer Name	
Reviewer Title	

Rating Ranges – Place “x” in appropriate box.

- 1 - Falls short of expectations
- 2 - Partially meets expectations
- 3 - Meets job expectations
- 4 - Exceeds expectations
- 5 - Far exceeds expectations

Productivity & Quality

	Ratings:	1	2	3	4	5
01. Meets daily productivity goals and standards						
02. Completes work in a timely manner						
03. Strives to increase productivity						
04. Demonstrates accuracy and thoroughness with quality of work						
05. Develops efficient work methods						
06. Demonstrates knowledge and competence of work task						
07. Uses equipment and materials properly						
08. Exhibits ability to learn and apply new skills						
09. Monitors own work to ensure quality						

Teamwork

	Ratings:	1	2	3	4	5
10. Interacts well with co-workers						
11. Willingness to do whatever it takes to get the job done						
12. Offers assistance and support to co-workers						
13. Treats people with respect						
14. Works with integrity and ethically						
15. Exhibits tact and consideration						
16. Inspires the trust of others						



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Accountability and Safety

	Ratings:	1	2	3	4	5
17. Meets attendance and punctuality guidelines						
18. Follows instructions and responds to management direction						
19. Commits to doing the best job possible						
20. Takes responsibility for own actions						
21. Follows safety and security procedures						
22. Reports potentially unsafe conditions						

Communication, Judgment, and Adaptability

	Ratings:	1	2	3	4	5
23. Exhibits good listening skills						
24. Keeps others adequately informed						
25. Communicates well with management and co-workers						
26. Displays willingness to make decisions						
27. Supports and explains reasoning for decisions						
28. Includes appropriate people in decision making process						
29. Adapts to changes in the work environment						
30. Ability to modify approach or method to best fit the situation						

Employee Comments:

Employee Acknowledgment:

I have reviewed this document and discussed the contents with my manager. My signature means I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature/Date

Reviewer Comments:

Reviewer Signature/Date



LETTER OF RESIGNATION (LOR)

Employee Name	
Date	
Social Security Number	
Client Name	
Job Title	

Date of Notice:

Please be advised that my last day of employment will be on _____.
 (Date)

Reason for Resignation:

Signature / Date	
Witness Sign / Date	



Client ID # _____

TERMINATION FORM

Last Name:		Oasis Employee #:	
First Name:	Initial:	Job Title:	

VOLUNTARY			INVOLUNTARY		
<input type="checkbox"/>	101	Quit for Other Employment	<input type="checkbox"/>	120	Temporary/Seasonal Assignment
<input type="checkbox"/>	102	Personal Reasons	<input type="checkbox"/>	123	Excessive Absenteeism/ Willful
<input type="checkbox"/>	104	Relocate/Moved *	<input type="checkbox"/>	124	Destruction of Company Property
<input type="checkbox"/>	105	Quit without Notice/Job Abandonment	<input type="checkbox"/>	125	Job Eliminated ***
<input type="checkbox"/>	107	Did not return from Leave	<input type="checkbox"/>	127	Not Work Authorized
<input type="checkbox"/>	108	Resignation **	<input type="checkbox"/>	129	Violation of Company Policy/ Willful
<input type="checkbox"/>	300	Retirement	<input type="checkbox"/>	12B	Insubordination/ Willful
The below choices can only be used for Clients with multiple companies under Oasis:			<input type="checkbox"/>	12E	Failed to Complete Orientation Period
<input type="checkbox"/>	798	Transfer between Companies	<input type="checkbox"/>	12P	Unsatisfactory Performance/Inability
<input type="checkbox"/>	799	Transfer within Companies	<input type="checkbox"/>	12T	Excessive Tardiness/ Willful
<input type="checkbox"/>			<input type="checkbox"/>	12W	Neglect of Duty/ Willful
<input type="checkbox"/>			<input type="checkbox"/>	400	Death
<input type="checkbox"/>			<input type="checkbox"/>	600	Reduction in Work Force ***
<input type="checkbox"/>			<input type="checkbox"/>	900	No Show on Begin Date
<input type="checkbox"/>			<input type="checkbox"/>	450	Reason:

NOTE: Please consult with OASIS OUTSOURCING prior to an involuntary situation.
 * Please submit change of address to ensure proper delivery of COBRA and W-2.
 ** If voluntary resignation, attach copy of letter of resignation (if available).
 *** Immediately notify Oasis HR (866-468-3802) to control unemployment claims.

If “Last Day Worked” and “Termination Effective Date” are different, please check the applicable reason below so employment records reflect the correct information for unemployment and benefit purposes:

Last Day Worked: _____	Termination Effective Date: _____
<input type="checkbox"/> Separation/Severance (Note: Benefits end on last day of the month in which employee last worked.)	<input type="checkbox"/> End of FMLA Leave
<input type="checkbox"/> Other (Please provide details):	<input type="checkbox"/> End of Non-FMLA leave
	<input type="checkbox"/> End of WC Leave

♦ Stop Auto Pay (Delete default hours)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
♦ Stop scheduled payments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
♦ Stop direct deposit (Make final check “live”)? (Employee must know of change.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
♦ Recommend for rehire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain:		
♦ Was full-time work available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
♦ Did employee refuse work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
♦ If a reduction in workforce (RIF) or job elimination, was employee notified to contact Oasis Outsourcing within 48 hours of this termination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
♦ Length of Resignation Notice (Business Days):		

Supervisor’s Signature: _____ Date: _____



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Controlled Substance and Testing Policy

To help ensure a safe, healthy and productive work environment for our employees and others, to protect company property, and to ensure efficient operations, Baker Brothers Installations has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the company.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on company premises, while on company business (whether or not on company premises) or while representing the company, is strictly prohibited. Employees and other individuals who work for the Baker Brothers Installations are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

Violation of this policy will result in disciplinary action, up to and including discharge. Baker Brothers Installations employs pre-employment drug screenings as part of the application process, random drug screenings, and mandatory drug screenings associated with any on the job site accident while representing Baker Brothers Installations.

Employee Name	
Employee Signature	
Date and Time	

Project Management

- **Daily Reporting Policy**

All supervisors are required to complete and submit to management a Daily Productivity Report on the project they are supervising. These reports are to be emailed or sent via fax (480.247.5509) to management daily.

The Daily Productivity Report is one of the primary mediums used to communicate to management, vendors, and clients the following:

- (a) project's progress / completed goals
- (b) delays and why
- (c) customer requests / change orders
- (d) tools needed
- (e) equipment issues
- (f) site issues – loading / unloading
- (g) other issues
- (h) scheduled meetings / attendees
- (i) tomorrow's projected progress / goals
- (j) other comments

All urgent requests should be immediately brought to the attention of management. The Daily Productivity Report is the “*single key piece of information*” used by management to determine the level of support required in the day-to-day operations of the project. The information contained in the report is used in auditing and reconciling the costs associated with each project.

The following information is required on a daily basis:

1. Total amount of man-hours per day should reflect the daily total from your Sign-in Sheet. This allows for us to compare and keep of the hours reported on the project vs. quoted to complete.
2. Progress of the planned activity for the day should reflect the amount of scheduled work completed for day. If it was not, an explanation of why and a plan to catch up should be provided.
3. Installer Change Orders and / or customer requests for special or new work. Each change order will includes a description of the work required to complete the project or the work requested by the customer as well as the contact information of the person requesting the additional work.
4. Any tools needed - new or repaired - to complete work on the project. It is imperative the supervisor plans ahead so that there will be no work stoppages. The supervisor will replenish and maintain a provided a toolbox with all tools needed for the project along with a list of the provided tools.
5. If any tools are broken on the project, they should be listed and if a replacement is needed.
6. Lift equipment issues. This should include any damages to equipment by Baker Brothers Installations, Inc. employees. The supervisor is required to properly document which the company issued camera and provided to management. The supervisor of each project is responsible for notifying management to have the equipment called off to be returned.



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Daily Productivity Report	
Date:	
Supervisor Name:	
Project:	
Customer Name / Telephone:	
Amount of Man Hours Per Day:	
Numbers of Hotel Rooms Occupied:	
Project Completion Date:	
Please provide the following:	
(a) project's progress / completed goals,	
(b) delays and why,	
(c) customer requests / change orders	
(d) tools needed	
(e) equipment issues,	
(f) site issues – loading / unloading	
(g) other issues	
(h) scheduled meetings / attendees	
(i) tomorrow's projected progress / goals	
(j) other comments	



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Daily Sign-in Sheet	
Date:	
Project:	
Employee Sign-In:	Hours Worked
Total Hours Worked:	
Supervisor's Name:	



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Installer Change Order Form	
Project	
Change Order #	
Date	
Requested By	
The following changes from the original contract have been requested and are described as:	
In order to complete the changes described above, the following materials will be needed:	
In order to complete the changes described above, the following additional labor is required:	
In order for the installer to install, construct, erect or in general accomplish and complete the above described changes, there will be an additional man hour requirements of ____ hours.	
Total Change Order Amount:	
Conditions	
Work on the above described and referenced changes or deviations will not commence until this document is signed by Baker Brothers Installations, Inc.	
Installation Supervisor:	Date:
Approved By Signature:	Date:



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Project Completion Form

Project Name:	
Project Owner:	
Date:	

1 – Completely Satisfied 2 – Satisfied 3 – Not Satisfied 4 – Not Applicable	1	2	3	4
Did the completed project meet all goals and objectives of the scope of work?				
Was the project completed on time and on budget?				
Does the quality of work meet or exceed the customer's expectations?				
Did overall service and abilities meet or exceed the customer's expectations?				
Was the project conducted in a competent and professional manner?				
Was the crew skilled and knowledgeable in completing the scope of work?				
Is the customer willing to use our services again?				

Comments and Suggestions for Improvement

Comments regarding Outstanding Personnel and Service

Baker Brothers Installations, Inc.
 Weekly Payroll Ending
 Job Number:

MM/DD/YY
 999

Date:	Wed 2-Jan	Thurs 3-Jan	Fri 4-Jan	Sat 5-Jan	Sun 6-Jan	Mon 7-Jan	Tues 8-Jan	Total Hrs	Over- time	Per Diem	\$ Rate	Days
Employee Name												
DANSEREAU, DARIN	8	8	8	0	0	8	8	40	0.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
	0	0	0	0	0	0	0	0	-40.0	0	20	5
TOTAL	8	8	8	0	0	8	8	40				

Personal Protective Equipment

To ensure the safety of all employees as well as adhering to OSHA regulations and customer safety requirements, the following items are mandatory for all projects as part of our dress code:

- Hard Hat
- Steel Toe Shoes
- Long Pants - No holes
- Shirt with a Minimum 3" Sleeve

Protective equipment for eyes, face, head, and extremities as well as protective clothing, respiratory devices, and protective shields shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

• **EMPLOYEE-OWNED EQUIPMENT**

Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.

Dress Code

To ensure the safety of all employees as well as adhering to OSHA regulations and customer safety requirements, the following items are mandatory for all projects as part of our dress code:

- Hard Hat
- Steel Toe Shoes
- Long Pants - No holes
- Shirt with a Minimum 3" Sleeve

Depending on the safety regulations for a specific project, the following items may be required and all employees are expected to have in possession as part of the employee's dress code:

- Safety Glasses - OSHA required
- Ear Plugs
- Gloves
- Long Sleeve Shirt

• **DESIGN**

All personal protective equipment shall be of safe design and construction for the work to be performed.

• **OCCUPATIONAL FOOT PROTECTION**

Safety-toe footwear for employees shall meet the requirements and specification in American National Standard for Men's Safety-toe footwear.

- **HEARING PROTECTION**

Wherever it is not feasible to reduce the noise levels or duration of exposure to 85 DBA, ear protective devices shall be provided and used. Ear protective devices inserted in the ear shall be fitted or determined individually by competent persons. Plain cotton is not an acceptable protective device.

- **HEAD PROTECTION**

Hard hats must be worn at all times on the job site to prevent possible danger of head injury from impact, falling or flying objects, electrical shock or bumps.

- **EYE AND FACE PROTECTION**

1. Eye and face protection must be worn when machines or operations present potential eye or face injury from physical, chemical or radiation agents.
2. All eye and face protection shall meet ANSI Standards.
3. Eye and face protection equipment shall be clean and in good repair. The use of this type equipment with structural or optical defects shall be prohibited.
4. Employees whose vision requires the use of corrective lenses in spectacles when required by this regulation to wear eye protection, shall be protected by goggles or spectacles of one of the following types:
5. Spectacles whose protective lenses provide optical correction.
6. Goggles which can be worn over corrective spectacles without disturbing the adjustment of the spectacles.
7. Goggles which incorporate corrective lenses mounted behind the protective lenses.
8. Face protectors shall meet the following minimum requirements:
 - They shall provide adequate protection against the particular hazards for which they are designed.
 - They shall be reasonably comfortable when worn under the designated conditions.
 - They shall fit snugly and shall not unduly interfere with the movements of the wearer.
 - They shall be durable.
 - They shall be capable of being disinfected.
 - They shall be easily cleanable.
9. Every protector shall be distinctly marked to facilitate identification only of the manufacturer.
10. When limitations or precautions are indicated by the manufacturer, they shall be transmitted to the user and care taken to see that such limitations and precautions are strictly observed.

- **LASER PROTECTION**

Employees whose occupation or assignment requires exposure to laser beams shall be furnished suitable laser safety goggles, which will protect for the specific wavelength of the laser and be of optical density (O.D.) adequate for the energy involved.

All protective goggles shall bear a label identifying the following data:

- The laser wavelengths for which use is intended.

- The optical density of those wavelengths.
- The visible light transmission.

- **RESPIRATORY PROTECTION**

In emergencies, or when other engineering controls either fail or are inadequate to prevent harmful exposure to employees, appropriate respiratory protective devices shall be provided by the employer and shall be used.

Respiratory protective devices shall be approved by the U.S. Bureau of Mines or acceptable to the U.S. Department of Labor for the specific contaminant to which the employee is exposed.

RESPIRATOR SELECTION

1. The chemical and physical properties of the contaminant, as well as the toxicity and
2. The concentration of the hazardous material shall be considered in selecting the proper respirators.
3. The nature and extent of the hazard, work requirements, and conditions, as well as the
4. The limitations and characteristics of the available respirators shall also be factors considered in making the proper selection.

SELECTION, ISSUANCE, USE AND CARE OF RESPIRATORS

1. Employees required to use respiratory protective equipment approved for use in atmospheres immediately dangerous to life should be thoroughly trained in its use. Employees required to use other types of respiratory protective equipment shall be instructed in the use and limitation of such equipment.
2. Respiratory protective equipment shall be inspected regularly and maintained in good condition. Gas mask canisters and chemical cartridges shall be replaced as necessary so as to provide complete protection. Mechanical filters shall be cleaned or replaced as necessary so as to avoid undue resistance to breathing.
3. Respiratory protective equipment, which has been previously used, shall be cleaned and disinfected before the employer issues it to another employee. Emergency rescue equipment shall be cleaned and disinfected immediately after each use.

PERMISSIBLE PRACTICE

1. In the control of those occupational diseases caused by breathing air contaminated with harmful mists, fogs, fumes, dusts, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used pursuant to the following requirements.
2. Respirators shall be provided by the employer when such equipment is necessary to protect the health of the employee. The employer shall provide the respirators, which are applicable and suitable for the purpose intended. The employer shall be responsible for the establishment and maintenance of a respiratory protective program, which shall include the requirements in the section following under **REQUIREMENTS FOR A MINIMAL ACCEPTABLE PROGRAM**.
3. The employee shall use the provided respiratory protection in accordance with instructions and training received.

REQUIREMENT FOR A MINIMAL ACCEPTABLE PROGRAM

1. Written standard operating procedures governing the selection and use of respirators shall be established.
2. Respirators shall be selected on the basis of hazards to which the worker is exposed.
3. The user shall be instructed and trained in the proper use of respirators and their limitations.
4. Respirators shall be regularly cleaned and disinfected. Those used by more than one worker shall be thoroughly cleaned and disinfected after each use.
5. Respirators shall be stored in a convenient, clean, and sanitary location.
6. Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced. Respirators for emergency use such as self-contained devices shall be thoroughly inspected at least once a month and after each use.
7. Appropriate surveillance of work area conditions and degree of employee exposure or stress shall be maintained.
8. There shall be regular inspection and evaluation to determine the continued effectiveness of the program.
9. Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. The local physician shall determine what health and physical conditions are pertinent. The respirator user's medical status should be reviewed periodically (for instance, annually).
10. Respirators shall be selected from among those jointly approved by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health (NIOSH).

AIR QUALITY

1. Compressed air, compressed oxygen, liquid oxygen, liquid air, and liquid oxygen used for respiration shall be of high purity. Oxygen shall meet the requirements of the United States Pharmacopoeia for medical or breathing oxygen. Breathing air shall meet at least the requirements of the specification for Grade D breathing air as described in Compressed Gas Association Commodity Specification G-7. 1-1966.
2. Breathing air may be supplied to respirators from cylinders or air compressors.
3. Cylinders shall be tested and maintained as prescribed in the Shipping Container Specification Regulations.
4. The compressor for supplying air shall be equipped with necessary safety and standby devices. A breathing air type compressor shall be used. Compressors shall be constructed and situated so as to avoid entry of contaminated air into the system and suitable in-line air purifying absorbent beds and filters installed to further assure breathing air quality. A receiver of sufficient capacity to enable the respirator wearer to escape from a contaminated atmosphere in event of compressor failure, and alarms to indicate compressor failure and overheating shall be installed in the system. If an oil-lubricated compressor is used, it shall have a high temperature or carbon monoxide alarm, or both. If only a high temperature alarm is used, the air from the compressor shall be frequently tested for carbon monoxide.
5. Air line couplings shall be incompatible with outlets for other gas systems to prevent inadvertent servicing of air line respirators with irrespirable gases or oxygen.
6. Breathing gas containers shall be marked in accordance with American National Standard Method of Marking Portable Compressed Gas Containers to Identify the Material Contained.

USE OF RESPIRATORS

1. Standard procedures shall be developed for respirator use. These should include all information and guidance necessary for their proper selection, use, and care. Possible emergency and routine used of respirators should be anticipated and planned for.
2. The correct respirator shall be specified for each job. A qualified individual supervising the respiratory protective program usually specifies the respirator type in the work procedures. The individual issuing them shall be adequately instructed to insure that the correct respirator is issued.
3. Written procedures shall be prepared covering safe use of respirators in dangerous atmospheres that might be encountered in normal operations or in emergencies. Personnel shall be familiar with these procedures and the available respirators.
4. In the areas where the wearer, with failure of the respirator, could be overcome by a toxic or oxygen-deficient atmosphere, at least one additional man shall be present. Communications (visual, voice or signal line) shall be maintained between both or all individuals present. Planning shall be such that one individual will be unaffected by any likely incident and have the proper rescue equipment to be able to assist the other(s) in case of emergency.
5. When self-contained breathing apparatus or hose masks with blowers are used in atmospheres immediately dangerous to life or health, standby men must be present with suitable rescue equipment
6. Persons using air line respirators in atmospheres immediately hazardous to life or health shall be equipped with safety harnesses and safety lines for lifting or removing persons from hazardous atmospheres or other and equivalent provisions for the rescue of persons from hazardous atmospheres shall be use. A standby man or men with suitable self-contained breathing apparatus shall be at the nearest fresh air base for emergency rescue.
7. Respiratory protection is no better than the respirator in use, even though it is worn conscientiously. Frequent random inspection shall be conducted by a qualified individual to assure that respirators are properly selected, used, cleaned, and maintained.
8. For safe use of any respirator, it is essential that the user be properly instructed in its selection, use, and maintenance. Both supervisors and workers shall be so instructed by competent persons. Training shall provide the men an opportunity to handle the respirator, have it fitted properly, test its face-piece-to-face seal, wear it in normal air for a long familiarity periods, and, finally, to wear it in a test atmosphere.
9. Every respirator wearer shall receive fitting instructing including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly. Respirators shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, a skull cap that projects under the face piece, or temple pieces on glasses. Also, the absence of one or both dentures can seriously affect the fit of a face piece. The worker's diligence in observing these factors shall be evaluated by periodic check. To assure proper protection, the wearer shall check the face piece fit each time he puts on the respirator. This inspection may be done by following the manufacturer's face piece fitting instructions.
10. Providing protection for individuals wearing corrective glasses is a serious problem. A proper seal cannot be established if the temple bars of eyeglasses extend through the sealing edge of the full-face piece. As a temporary measure, glasses with short temple bars or without temple bars may be taped to the wearer's head. Wearing of contact lenses in contaminated atmospheres with a respirator shall not be allowed. Systems have been developed for mounting corrective lenses inside full-face pieces. When a workman must wear corrective lenses as part of the face piece, the face piece and lenses shall be fitted by qualified individuals to provide good vision, comfort, and a gas-tight seal.
11. If corrective spectacles or goggles are required, they shall be worn so as not to affect the fit of the face piece. Proper selection of equipment will minimize or avoid this problem.

MAINTENANCE AND CARE OF RESPIRATORS

1. A program for maintenance and care of respirators shall be adjusted to the type of plant, working conditions, and hazards involved, and shall include the following basic services:
 - Inspection for defects (including a leak check)
 - Cleaning and disinfecting
 - Repair
 - Storage
 2. All respirators shall be inspected routinely before and after each use. A respirator that is not routinely used, but is kept ready for emergency use, shall be inspected after each use at least monthly to assure that it is in satisfactory working condition.
 3. Self-contained breathing apparatus shall be inspected monthly. Air and oxygen cylinders shall be fully charged according to the manufacturer's instructions. It shall be determined that the regulator and warning devices function properly.
 4. Respirator inspection shall include a check of the tightness of connections and the condition of the face piece, headbands, valves, connecting tube, and canisters. Rubber or elastomeric parts shall be inspected for pliability and signs of deterioration. Stretching and manipulating rubber or elastomeric parts with a massaging action will keep them pliable and flexible and prevent them from taking a set during storage.
 5. A record shall be kept of inspection dates and findings for respirators maintained for emergency use.
 6. Routinely used respirators shall be collected, cleaned, and disinfected as frequently as necessary to insure that proper protection is provided for the wearer. Respirators maintained for emergency use shall be cleaned and disinfected after each use.
 7. Replacement or repairs shall be done only by experienced persons with parts designed for the respirator. No attempt shall be made to replace components or to make adjustment or repairs beyond the manufacturer's recommendations. Reducing or admission valves or regulators shall be returned to the manufacturer or to a trained technician for adjustment or repair.
 8. After inspection, cleaning, and necessary repair, respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respirators placed at stations and work area for emergency use should be quickly accessible at all times and should be stored in compartments built for the purpose. The compartments should be clearly marked. Routinely used respirators, such as dust respirators, may be placed in plastic bags. Respirators should not be stored in such places as lockers or toolboxes unless they are in carrying cases or cartons.
 9. Respirators should be packed or stored so that the face piece and exhalation valve will rest in a normal position and function will not be impaired by the elastomer setting in an abnormal position.
 10. Instructions for proper storage of emergency respirators, such as gas masks and self-contained breathing apparatus, are found in "use and care" instructions usually mounted inside the carrying case lid.
- **WORKING OVER OR NEAR WATER**
 1. Where the danger of drowning exists, a U.S. Coast Guard approved life jacket or buoyant work vest (life preserver) must be used.
 2. Prior to and after each use the work vest or life jacket must be inspected for defects. Defective units should not be used.
 3. Ring buoys with 90 feet of line shall be readily available for emergency rescue operations. Distance between ring buoys shall not exceed 200 feet.
 4. At least one life saving boat/skiff must be immediately available when working over or adjacent to water.

First Aid

The on-site supervisor or his designee should render First Aid / CPR on a "Good Samaritan" basis only if medical attention can not be provided in a reasonable amount of time.

In the event first aid is rendered, *UNIVERSAL Blood borne Pathogen Standard 29 CFR 191 0.1030 shall apply.

*UNIVERSAL PRECAUTIONS: Is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, Hepatitis B and other Blood borne pathogens.

A weatherproof first aid kit must be readily accessible on all work-sites.

- The first aid kit must be fully stocked with individual sealed packages of each type item.
- The first aid kit must have the contents inspected weekly.
- All expended items must be replaced immediately.

Equipment for transportation of injured person to hospital must be available or a communication system (telephone) must be provided to call for emergency assistance.

All emergency telephone numbers of physicians, hospitals, fire and police must be accessible and posted on all sites.

Compressed Gas Cylinders

- **Transporting, Moving and Storing of Compressed Gas Cylinders**

At all times when the cylinder is not in use, the valve protection caps must be in place and secure.

When cylinders are to be hoisted, they must be secured on a cradle, sling-board or pallet. No cylinder will be hoisted or transported by means of magnets or choker stings.

All cylinders must be moved by tilting and rolling them on their bottom edges. At no time should they be intentionally dropped, struck, or permitted to strike each other.

During transportation of cylinders in vehicles, the cylinders must be secured in a vertical position.

At no time will the valve protection caps be used for lifting cylinders from one vertical position to another. Bars must not be used under valves or valve protection caps to pry cylinders loose when frozen. **ONLY WARM WATER** can be used to thaw cylinders.

Unless the cylinders are in a special carrier intended for cylinders, regulators must be removed and valve protection caps put in place before cylinders are moved.

A special carrier intended for cylinders, chain or other steadying device must be used to keep cylinders from being knocked over while in use.

The cylinder valve must be closed when work is finished, the cylinders are empty, or when cylinders are moved.

All compressed gas cylinders must be stored and secured in an UPRIGHT position at all times. The cylinders must be stored apart from one another by a minimum distance of 20 feet or by a 5-foot high non-combustible barrier.

- **Placement of Cylinders**

Cylinders must be kept far enough away from the actual welding or cutting operations so that sparks, hot slag or flame will not reach them. If this is not possible fire resistant shields must be provided.

All cylinders must be placed where they cannot become part of an electrical circuit. It is prohibited to strike an electrode against a cylinder to strike an arc.

Fuel gas cylinders must be placed with valve end up whenever they are in use. The fuel gas cylinder must not be placed in any location where they would be subjected to open flame, hot metal or other sources of artificial heat.

AT NO TIME WILL CYLINDERS CONTAINING OXYGEN, ACETYLENE OR OTHER FUEL GAS BE PERMITTED INTO CONFINED SPACES.

- **Treatment of Cylinders**

No cylinder will be permitted, whether full or empty, to be used as rollers or supports. It is strictly forbidden to mix gases or refill a cylinder. The supplier of the cylinder must only do this. At no time during work operations are employees permitted to use a damaged or defective cylinder.

THE CONTENTS OF ANY CYLINDER SHOULD ONLY BE USED FOR PURPOSES INTENDED BY THE SUPPLIER.

- **Use of Fuel Gas**

All employees using fuel gas must be thoroughly instructed in its safe use.

Before connecting a regulator to a cylinder valve, the valve must be opened slightly and closed immediately. This action is termed "cracking" and is intended to clear the valve of dust or dirt that might otherwise enter the regulator. The employee cracking the valve must stand to one side of the outlet, not in front of it. The valve of a fuel gas cylinder must not be cracked where the gas could reach welding work, sparks, flame, or other possible sources of ignition.

The cylinder valve must always be opened slowly to prevent damage to the regulator. A special wrench must be left in position on the stem of the valve, while the cylinder is in use, so that the fuel gas flow can be shut off quickly in case of an emergency. In a manifold or coupled cylinder, a special wrench must always be available for immediate use.

Nothing is permitted to be placed on top of a fuel gas cylinder when in use that may damage the Safety device or interfere with the quick closing of the valve in an emergency. Before a regulator is removed from a cylinder valve, the cylinder valve must always be closed and the gas released from the regulator.

In the event there is found to be a leak around the valve stem, the valve must be closed and the gland nut tightened. If this does not stop the leak, the use of the cylinder must be discontinued, properly tagged and immediately removed from the work area. In the event fuel gas should leak from the cylinder valve, rather than from the valve stem and the gas cannot be shut off, the cylinder must be properly tagged and removed from the work area.

In the event a leak should develop at a fuse plug or other safety device, the defective cylinder must be removed from the work area immediately.

- **Fuel Gas and Oxygen Manifolds**

Fuel gas and oxygen manifolds must bear the name of the substance it contains. Letters at least 1 inch high should either be painted on the manifold or on a sign which can be permanently attached.

Fuel gas and oxygen manifolds must be placed in safe, well ventilated and accessible locations.

AT NO TIME SHOULD FUEL GAS AND OXYGEN BE PERMITTED WITHIN ENCLOSED SPACES.

Manifold hose connections, including both ends of the supply hose that lead to the manifold, must be such that the hose cannot be interchanged between fuel gas and oxygen manifolds and supply connections.

ADAPTERS MUST NOT BE USED TO PERMIT THE INTERCHANGE OF HOSE. Hose connections must be kept free of grease and oil.

When not in use, all manifold and header hose connections must be capped. Placing anything on top of a manifold, which will damage the manifold or interfere with the closing of the valves, is not permitted.

- **Torches**

All clogged torch tip openings must be cleaned with suitable cleaning wires, drills or other devices designed for this purpose. Torches in use must be inspected at the beginning of each working shift for leaking at shutoff valves, hose couplings and tip connections. Any defective torch must not be used. Torches must be lighted with friction lighter or any other approved devices.

AT NO TIME IS IT PERMITTED TO LIGHT A TORCH WITH MATCHES OR OTHER HOT WORK.

- **Hoses**

Fuel hoses and oxygen hoses must be easily distinguishable from each other. The contrast may be made by different colors or by surface characteristics readily distinguishable by the sense of touch. Oxygen and fuel gas hoses must not be interchangeable. Any single hose having more than one gas passage must not be used.

In the event that parallel sections of oxygen and fuel gas hose are taped together, not more than 4 inches out of 12 inches shall be covered by tape in order not to interfere with distinguishing colors.

All hoses in use, carrying acetylene, oxygen, natural or manufactured fuel gas or any gas or Substance which may ignite or enter into combustion, must be inspected at the beginning of each working shift. Any defective hose must be removed from service.

All hose couplings must be of the type that cannot be unlocked or disconnected by means of a straight pull without rotary motion. All hoses, cables and other equipment must be kept clear of passageways, ladders and stairs.

- **Fire Prevention**

All objects to be welded, cut or heated must be moved to a designated safe location. If the objects to be welded, cut or heated cannot be readily moved, then all movable fire hazards in the vicinity must be taken to a safe place or otherwise protected.

When the object to be welded cut or heated cannot be moved and if all the fire hazards cannot be removed then positive means must be taken to confine the heat, sparks and slag to protect the movable fire hazards.

No welding, cutting or heating will be permitted where the application of flammable paints or the presence of other flammable compounds or heavy dust concentration creates a hazard.

The appropriate fire extinguishing equipment must be immediately available in the work area and must be maintained in a state of readiness for instant use.

When the welding, cutting or heating operation is such that the above, 1 thru 4, are not sufficient, additional personnel must be assigned to guard against fire while the actual welding, cutting, or heating operation is being performed and for a sufficient period of time after completion of the work to ensure that no possibility of fire exists. Such personnel must be instructed as to the anticipated fire hazards and trained on fire fighting equipment provided.

When welding, cutting or heating is performed on walls, floors and ceilings, since direct penetration of sparks or heat transfer may introduce a fire hazard to an adjacent area, the same precautions must be taken on the opposite side, as are taken on the side on which the welding is being performed.

For the elimination of possible fire in enclosed spaces, as a result of gas escaping through leaking or improperly closed torch valves, the gas supply to the torch must be positively shut off at a point outside the enclosed space.

Whenever the torch is not to be used or whenever the torch is left unattended for a substantial period of time, such as during the lunch period, the gas supply to the torch must be positively shut off overnight and at the change of shifts, the torch and hose must be removed from the enclosed space. Open-end fuel gas and oxygen hoses must be immediately removed from enclosed spaces when they are disconnected from the torch or other gas-consuming device.

Except when the contents are being removed or transferred, drums, pails and other containers which contain or have contained flammable liquids, must be kept closed. Empty containers must be removed to a safe area away from hot work operations or open flames.

Drum containers or hollow structures, which have contained toxic or flammable substances must before welding, cutting or heating is undertaken on them, either be filled with water or thoroughly cleaned of such substances and ventilated and tested.

Before heat is applied to a drum, container or hollow structure, a vent or opening must be provided for the release of any built up pressure during the application of heat.

- **Ventilation and Protection in Welding, Cutting, and Heating**

Mechanical ventilation must consist of either general mechanical ventilation or local exhaust systems.

Mechanical ventilation must be of sufficient capacity and so arranged in a way that will produce the number of air changes necessary to maintain welding fumes and smoke with safe limits.

Administrative or engineering controls must first be implemented whenever feasible. When such controls are not feasible to achieve full compliance, protective equipment or other protective measures must be used to keep the exposure to air contaminants within the Permissible Exposure Limit. Any equipment and technical measures used for this purpose must first be approved for each particular use by a competent Industrial Hygienist or other technically qualified person. Whenever respirators are used the following attachment will be used as a guideline.

Local exhaust ventilation must consist of freely movable hoods intended to be placed by the welder or burner as close as practicable to the work.

The system must be of sufficient capacity and so arranged as to remove fumes and smoke at the source and keep the concentration in the breathing zone within safe limits.

Contaminated air exhausted from a working space must be discharged into the open air or otherwise clear of the source of intake air. All replacement air must be clean and breathable.

Oxygen must not be used for ventilation purposes, comfort cooling, blowing dust from clothing or for cleaning the work area.

- **Personal Protective Equipment**

Welding, cutting and heating, under normal conditions may be done without mechanical ventilation or respiratory protective equipment, but where, because of unusual physical or atmospheric conditions, an unsafe accumulation of contaminants exists, suitable mechanical ventilation or respiratory protective equipment must be provided.

All employees performing any type of welding, cutting or heating must be protected by Suitable eye protective equipment that meets ANSI standards. In addition to all other appropriate personal protective equipment..

- **Welding, Cutting, and Brazing**

Only authorized and trained personnel are permitted to use welding, cutting or brazing equipment. All operators must have a copy of the equipment operating instruction and are directed to follow them.

Compressed gas cylinders shall be regularly examined for obvious signs of defects, deep rusting, or leakage. Use care in handling and storing cylinders, safety valves, relief valves and the like to prevent damage. Precaution must be taken to prevent mixture of air or oxygen with flammable gases, except at a burner or in a standard torch.

Signs reading: DANGER - NO SMOKING, MATCHES OR OPEN LIGHTS or equivalent must be posted. Cylinders, cylinder valves, couplings, regulators, hoses and apparatus must be kept free of oily or greasy substances. Care must be taken not to drop or strike cylinders.

Before a regulator is removed, the valve must be closed and gas released from the regulator. All employees are instructed never to crack a fuel-gas cylinder valve near sources of ignition. Red is used to identify the acetylene hose, green for oxygen hose and black for inert gas and air hose. All pressure reducing regulators must be used only for the gas and pressures for which they are intended.

The open circuit, (no load) voltage of arc welding and cutting machines must be as low as possible and not in excess of the recommended limits.

Under wet condition, automatic controls for reducing no-load voltage must be used. Grounding of the machine frame and safety ground connections of portable machines must be checked periodically.

Electrodes must be removed from the holders when not in use. All electric power to the welder must be shut off when no one is in attendance.

All wet welding machines must be thoroughly dried and tested before being used. All work and electrode lead cables must be frequently inspected for wear and damage and replaced when needed. All connecting cable lengths must have adequate insulation. When the object to be welded cannot be moved and fire hazards cannot be removed, shields must be used to confine heat, sparks and slag.

Fire watchers will be assigned when welding or cutting is performed in locations where a serious fire might develop. All combustible floors must be kept wet, covered by damp sand or protected by fire resistant shields. When floors are wet down, personnel shall be protected from possible electrical shock.

Employees exposed to hazards created by welding, cutting or brazing operations must be protected with personal protective equipment and clothing. Check for adequate ventilation where welding or cutting is performed.

Fire Protection and Prevention

	DEFINITION APPLICABLE TO PROCEDURE
APPROVED	Equipment listed or approved by a nationally recognized testing laboratory which issues approvals for equipment.
COMBUSTIBLE LIQUID	Any liquid having a flash point at or above 140 degree F and below 200 degree F.
FLAMMABLE	Capable of being easily ignited, burning intensely or having a rapid rate of flame spread.
SAFETY CAN	An approved closed container, of not more than 5 gallons capacity, having a flash arresting screen, spring closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fixed exposure. Equipment for transportation of injured person to hospital must be available or a communication system (telephone) must be provided to call for emergency assistance. All emergency telephone numbers of physicians, hospitals, fire and police must be accessible and posted on all sites.

- **PROCEDURES THAT MUST BE FOLLOWED**

1. All fire fighting equipment must be conspicuously located.
2. All fire fighting equipment must be periodically, at least monthly, inspected and maintained in operating condition. Defective equipment must be immediately replaced.
3. A fire extinguisher rated not less than 2A must be located every 3,000 square feet in all buildings. The travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 100 feet.
4. In multi story buildings, one or more fire extinguishes, rated not less than 2A, must be provided on each floor. One fire extinguisher must be located adjacent to stairway.
5. All fire extinguishers subjected to freezing must be properly protected.
6. Fire extinguisher, rated not less than 10B, must be within 50 feet of the location of more than 5 gallons of flammable or combustible liquids and where 5 pounds or more flammable gas are being used on the jobsite.
7. All fire extinguishers must be inspected and tagged yearly.
8. All fire extinguishers shall be inspected periodically by Site Superintendent or his designee.
9. All fire extinguishers must be properly mounted for easy access.
10. Sprinkler systems and smoke alarms, if used, should be installed and made operational as soon as construction process and applicable law permits. Smoke alarms should be installed in office, storage and maintenance facility buildings.

- **FLAMMABLE AND COMBUSTIBLE STORAGE**

1. Flammable and combustible liquids must be stored and transported in approved and properly labeled containers.
2. Only approved metal safety cans must be used for the handling and use of flammable liquids in quantities greater than one gallon.
3. When 25 or more gallons of flammable or combustible liquids are stored, approved storage cabinets or tanks must be used. All applicable fire protection regulations must be complied with.

4. Smoking, hot work or open flames are prohibited in flammable and combustible storage or transfer areas. These areas must be properly posted.
5. Storage of flammable or combustible liquids outside of buildings must be separated from all structures by a minimum of 20 feet. No more than 1,100 gallons will be stored in any one area. Storage areas must have a dike to contain spills and graded to divert spills away from structures and underground work areas.
6. Flammable and combustible storage areas must be posted as "NO SMOKING" areas. These storage areas must be fenced or contained in order to prevent unauthorized entry.
7. All inside storage areas for flammable and combustibles must meet or exceed the fire resistance and protection requirements. No more than 60 gallons of flammable and 120 gallons of combustible liquids must be stored in an indoor approved storage cabinet.
8. All work areas must be kept free from debris and material that could possibly constitute a fire hazard. All work areas must be cleaned as necessary to prevent any accumulation of materials and trash.
9. All trash and scrap must be properly stored and/or disposed of in accordance with all applicable federal, state and local laws.

Steel Erecting

- **FLOORING REOUIREMENTS**

PERMANENT FLOORING - SKELETON STEEL CONSTRUCTION IN TIERED BUILDINGS

1. The permanent floors must be installed as the erection of structural member's progresses and there must not be more than eight stories between the erection floor and the uppermost permanent floor, except where the structural integrity is maintained as a result of the design.
2. At no time must there be more than four floors or 48 feet of unfinished bolting or welding above the foundation or uppermost permanently secured floor.

TEMPORARY FLOORING - SKELETON STEEL CONSTRUCTION IN TIERED BUILDINGS

1. The derrick or erection floor shall be solidly planked or decked over its entire surface except for access openings. Planking or decking of equivalent strength must be of proper thickness to carry the working load. Planking must not be less than 2 inches thick full size undressed and shall be laid tight and secured to prevent movement.
2. On buildings or structures not adaptable to temporary floors and where scaffolds are not used, safety nets must be installed and maintained whenever the potential fall distance exceeds two stories or 25 feet. The nets must be hung with sufficient clearance to prevent contacts with the surface of the structures below.
3. Floor periphery - Safety Railing - a safety railing of 1/2-inch wire rope or equal must be installed approximately 42 inches high, around the periphery of all temporary-planked or temporary metal-decked floors of tier buildings and other multi-floor structures during structural steel assembly.
4. Where skeleton steel erection is being done, a tightly planked and substantial floor must be maintained within two stories or 30 feet, whichever is less, below and directly under that portion of each tier of beams on which any work is being performed, except when gathering and stacking temporary floor planks on a lower floor, in preparation for transferring such planks for use on an upper floor.
5. When gathering and stacking temporary floor planks, the planks must be removed successively, working toward the last panel of the temporary floor so that the work is always done from the planked floor.
6. When gathering and stacking temporary floor planks from the last panel, the employees assigned to such work must be protected by safety belts with safety lines attached to a centenary line or other substantial anchorage.

FLOORING

1. In the erection of a building having double wood-floor construction, the rough flooring must be completed as the building progresses, including the tier below the one on which floor joists are being installed.
2. For single wood floor or other flooring systems, the floor immediately below the story where the floor joists are being installed must be kept planked or decked over.

- **STRUCTURAL STEEL ASSEMBLY**

1. During the final placing of solid web structural members, the load must not be released from the hoisting line until the members are secured with not less than two bolts, or the equivalent at each connection and drawn up wrench tight.
2. Open web steel joists must not be placed on any structural steel framework unless such framework is safety bolted or welded.

3. In steel framing, where bar joists are utilized and columns are not framed in at least two directions with structural steel members, a bar joist must be field-bolted at columns to provide lateral stability during construction.
 4. Where long-span joists or trusses, 40 feet or longer, are used, a center row of bolted bridging must be installed to provide lateral stability during construction prior to slacking of hoisting line
 5. No load must be installed to provide lateral stability during construction prior to slacking of hoisting line.
 6. No load must be placed on open web-steel joists until these security requirements are met.
 7. Tag lines must be used for controlling loads.
- **BOLTING, RIVETING, FITTING-UP AND PLUMBING-UP GENERAL**
 1. Containers must be provided for storing or carrying rivets, bolts and drift pins and secured against accidental displacement when aloft.
 2. Pneumatic hand tools must be disconnected from the power source and pressure in hose lines must be released before any adjustments or repairs are made.
 3. Air line-hose sections must be tied together except when quick disconnect couplers are used to join sections.
 4. Eye protection must be worn during the course of bolting and riveting.
 - **BOLTING**
 1. When bolts or drift pins are being knocked out, means must be provided to keep them from falling.
 2. Impact wrenches must be provided with a locking device for retaining the socket.
 - **RIVETING**
 1. Riveting must not be done near combustible material unless precautions are taken to prevent fire.
 2. When rivet heads are knocked off, or backed out, means must be provided to keep them from falling.
 3. A safety wire must be property installed on the snap and on the handle of the pneumatic riveting hammer and must be used at all times.
 - **SAFETY NETS**
 1. Safety nets shall be provided when work places are more than 25 feet above the ground or water surface, or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines, or safety belts is impractical.
 - **PLUMBING UP**
 1. Connection of the equipment used in plumbing-up must be properly secured.
 2. The turnbuckles must be secured to prevent unwinding while under stress.
 3. Plumbing-up related equipment must be placed so that employees can get at the connection points.
 4. Plumbing-up guys must be removed only under the supervision of a competent person.

5. Wood planking must be of proper thickness to carry the working load, but must be not less than 2 inches thick full size undressed, exterior grade plywood, at least 3/4 inch thick, or equivalent material.
6. Metal decking of sufficient strength must be laid tight and secured to prevent movement.
7. Planks must overlap the bearing on each end by a minimum of 12 inches.
8. Wire mesh, exterior plywood, or equivalent, must be used around columns where planks do not fit tightly.
9. Provisions must be made to secure temporary flooring against displacement.
10. All unused openings in floors, temporary or permanent, must be completely planked over or guarded.
11. When working on float scaffolds the employee must wear safety belts

Fall Protection

- **DEFINITIONS APPLICABLE TO FALL PROTECTION**

ANCHORAGE	A secure point of attachment for lifelines, lanyards or deceleration devices.
BODY HARNESS	Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.
BUCKLE	Any device for holding the body harness closed around the employee's body.
CONNECTOR	A device, which is, used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabineer, or it may be an integral component of part of the system (such as a buckle or dee-ring sewn into a body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard).
DANGEROUS EQUIPMENT	Equipment (such as pickling or galvanizing tanks, degreasing units, machinery, electrical equipment, and other units), which, as a result of form or function, may be hazardous to employees who fall onto or into such equipment.
DECELERATION DEVICE	Any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.
DECELERATION DISTANCE	The additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body harness attachment point at the moment of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.
EQUIVALENT	Alternative designs, materials, or methods to protect against hazard, which the employer can demonstrate, will provide an equal or greater degree of safety for employees than the methods, materials or designs specified in the standard.
FAILURE	Load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.
FREE FALL	The act of falling before a personal fall arrest system begins to apply force to arrest the fall.

FREE FALL DISTANCE	<p>The vertical displacement of the fall arrest attachment point on the employee's body harness between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.</p>
GUARDRAILSYSTEM	<p>A barrier erected to prevent employees from falling to lower levels.</p>
LANYARD	<p>A flexible line of rope, wire rope, or strap, which generally has a connector at each end for connecting the body, harness to a deceleration device, lifeline, or anchorage.</p>
LIFELINE	<p>A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.</p>
LOWER LEVELS	<p>Those areas or surfaces to which an employee can fall. Such area or surfaces include, but are not limited to, ground levels, floors, platforms, ramps, runways, excavations, pits, tanks, material, water, equipment, structures, or portions thereof.</p>
PERSONAL FALL ARREST SYSTEM	<p>A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.</p>
SAFETY-MONITORING SYSTEM	<p>A safety system in which a "Competent Person" is responsible for recognizing and warning employees of fall hazards.</p>
WORK AREA	<p>That portion of a walking/working surface where job duties are being performed.</p>
ANSI	<p>American National Safety Institute.</p> <p>This section sets forth requirements and criteria for fall protection in construction workplaces covered under 29 CFR 1926.</p> <p>Exception:</p> <p>The procedure do not apply when employees are making an inspection, investigation or assessment of workplace conditions prior to the actual start of construction work or after all construction work has been completed.</p> <p>The following areas are not covered under 29 CFR 1926. Each of the following is covered under their own standard.</p> <ol style="list-style-type: none">1. Scaffolds2. Certain cranes and derricks.3. Employees performing steel erection work in buildings.4. Employees working on certain types of equipment used in tunneling operations.

5. Employees engaged in the construction of electric transmission and distribution lines and equipment.
6. Employees working on stairways and ladders.

- **UNPROTECTED SIDES & EDGES**

General

Each employee on a walking / working surface (horizontal and vertical surface) with an unprotected side or edge which is six feet (6') or more above a lower level *shall be protected* from falling by the use of guardrail systems, safety net systems or personal fall arrest systems.

Leading Edges

Each employee who is constructing a leading edge six feet (6') or more above lower levels shall be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems. Exception: When the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan, which meets the requirements in this section under Fall Protection Plan.

Each employee on a walking / working surface six feet (6') or more above a lower level where leading edges are under construction, but who is not engaged in the leading edge work, shall be protected from falling by a guardrail system, safety net system, or personal fall arrest system. If a guardrail system is chosen to provide the fall protection, and a controlled access zone has already been established for leading edge work, the control line may be used in lieu of a guardrail along the edge that parallels the leading edge.

Hoist Areas

Each employee in a hoist area shall be protected from falling six feet (6') or more to lower levels by guardrail systems or personal fall arrest systems. If guardrail systems, (or chain, gate or guardrail) or portions thereof, are removed to facilitate the hoisting operation, and an employee must lean through the access opening or out over the edge of the access opening, that employee shall be protected from fall hazards by a personal fall arrest system.

Holes

Each employee on working / working surfaces shall be protected from falling through holes (including skylights) more than six feet (6') above lower levels, by personal fall arrest systems, covers, or guardrail systems erected around such holes.

Each employee on a walking / working surface shall be protected from tripping in or stepping into or through holes (including skylights) by covers.

Each employee on a walking/working surface shall be protected from objects falling through holes (including skylights) by covers.

Formwork & Reinforcing Steel

Each employee working on the face of formwork or reinforcing steel shall be protected from falling six feet (6') or more to lower levels by personal fall arrest systems, safety net systems, or positioning device systems.

Ramps, Runways and Other Walkways

Each employee on ramps, runways, and other walkways shall be protected from falling six feet (6') or more to lower levels by guardrail systems.

Excavations

Each employee at the edge of an excavation six feet (6') or more in depth shall be protected from falling by guardrail systems, fences, or barricades when the excavations are not readily seen because of plant growth or other visual barrier.

Each employee at the edge of a well, pit, shaft and similar excavation six feet (6') or more in depth shall be protected from falling by guardrail systems, fences, barricades or covers.

Dangerous Equipment

Each employee six feet (6') or more above dangerous equipment shall be protected from fall hazards by guardrail systems, personal fall arrest systems or safety net systems.

Each employee less than six feet (6') above dangerous equipment shall be protected from falling into or onto the dangerous equipment by guardrail systems or by equipment guard.

Precast Concrete Erection

Each employee engaged in the erection of precast concrete members (including, but not limited to the erection of wall panels, columns, beams and floor and roof 'tees') and related operations such as grouting of precast concrete member, who is six feet (6') or more above lower levels shall be protected from falling by guardrail systems, safety net systems or personal fall arrest systems, unless another provision of this section provides for an alternative fall protection measure.

Exception: When the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan, which meets the requirements under the Fall Protection Plan.

Wall Openings

Each employee working on, at, above, or near wall openings, including those with chutes attached, where the outside bottom edge of the wall opening is six feet (6') or more above lower levels and the inside bottom edge of the wall opening is less than thirty nine inches (39") above the walking/working surface, shall be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

Protection From Falling Objects

When an employee is exposed to falling objects, the employer shall have each employee wear a hard hat and shall implement one of the following measures:

- Erect toe boards, screens, or guardrail systems to prevent objects from falling from higher level.
- Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced.
- Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally displaced.

- **FALL PROTECTION SYSTEMS CRITERIA AND PRACTICES**

General

Fall protection systems required shall comply with applicable provision of this procedure. Employers shall provide and install all fall protection systems required by this procedure for

an employee and shall comply with all other pertinent requirements of this procedure before that employee begins the work that necessitates the fall protection.

Guardrail Systems

Guardrail systems and their use shall comply with the following:

- Top edge height of top rails, or equivalent guardrail system members, shall be 42 inches (42") plus or minus 3 inches (3") above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch (45") height, provided the guardrail system meets all other criteria of this section.
- Mid-rails, screens, mesh; intermediate vertical member's, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/ working surface when there is no wall or parapet wall at least 21 inches (21") high.
- Mid-rails, when used, shall be installed at a height midway between the top edge of the guardrail system and the walking/working level.
- Screens and mesh, when used, shall extend from the top rail to the walking/working level and along the entire opening between top rail supports.
- Intermediate members (such as balusters), when used between posts, shall be not more than 19 inches (19") apart.
- Other structural member (such as additional mid rails and architectural panels) shall be installed such that there are no openings in the guardrail system that are more than nineteen inches (19") wide.
- Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds applied within two inches (2") of the top edge, in any outward or downward direction, at any point along the top edge.
- When the 200 pound test load specified in these procedure is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 29 inches above the walking/ working level.
- Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the mid rail or other member.
- Guardrail systems shall be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.
- The ends of all top rails and mid rails shall not overhang the terminal posts, except where such overhand does not constitute a projection hazard.
- Steel banding and plastic banding shall not be used as top rails or mid-rails.
- Top rails and mid-rails shall be at least one-quarter inch (1/4") nominal diameter or thickness to prevent cuts and lacerations. If work rope is used for top rails, it shall be flagged at not more than six (6') feet intervals with high visibility material,
- When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.
- When guardrail systems are used at holes, they shall be erected on all unprotected sides or edges of the hole.
- When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two (2) sides provided with removable guardrail section to allow the passage of materials. When the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides or edges.

- When guardrail systems are used around holes, which are used as point of access (such as ladder ways) they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.
- Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.
- Manila, plastic or synthetic rope being used for top rails or mid-rails shall be inspected as frequently as necessary to ensure that it continues to meet the strength requirements.

Safety Net Systems

Safety Net Systems and their use shall comply with the following.

- Safety nets shall be installed as close as practicable under the walking/working surface on which employees are working, but in no case more than 30 feet below such level. When nets are used on bridges, the potential fall area from the walking/working surface to the net shall be unobstructed.
- Safety nets shall extend outward from the outermost projection of the work surface as follows:

Minimum required horizontal distance of outer edge of plane of net from the edge of the working surface.

- | | |
|----------------------------------|---------|
| ○ Up to 5 feet | 8 feet |
| ○ More than 5 feet up to 10 feet | 10 feet |
| ○ More than 10 feet | 13 feet |
- Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test specified in the following sections.
 - Safety nets and their installations shall be capable of absorbing an impact force equal to that produced by the drop test.
 - Safety nets and safety net installations shall be drop tested at the jobsite after initial installation and before being used as a fall protection system, whenever relocated, after major repair, and at six month intervals if left in one place. The drop test shall consist of a 400 pound bag of sand 30 + or - 2 inches in diameter dropped into the net from the highest walking/working surface at which employees are exposed to fall hazards, but not from less than forty two inches (42") above that level.
 - When the employer can demonstrate that it is unreasonable to perform the drop test required, the employer, or a designated competent person, shall certify that the net and net installation is in compliance by preparing a certification record prior to the net being used as a fall protection system. The certification record must include an identification of the net and net installation for which the certification record is being prepared, the date that it was determined that the identified net and net installation were in compliance and the signature of the person making the determination and certification. The most recent certification record for each net and net installation shall be available at the jobsite for inspection.
 - Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage, and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after any occurrence, which could affect the integrity of the safety net system.
 - Materials, scrap pieces, equipment and tools which have fallen into the safety net shall be removed as soon as possible from the net and at least before the next work shift.
 - The maximum size of each safety net mesh opening shall not exceed 36 square inches nor be longer than six (6") inches on any side, and the opening, measured center-to-

center of mesh ropes or webbing, shall not be longer than six (6") inches. All mesh crossings shall be secured to prevent enlargement of the mesh opening.

- Each safety net (or section of it) shall have a border rope for webbing with a minimum breaking strength of 5,000 pounds.
- Connections between safety net panels shall be as strong as integral net components and shall be spaced not more than 6 inches (6") apart.

Personal Fall Arrest Systems

Personal fall arrest systems and their use shall comply with the following provisions set forth below. The use of a body belt in a positioning device system is acceptable and is regulated under positioning devices of this procedure.

- Connectors shall be drop forged, pressed or formed steel, or made of equivalent material.
- Connectors shall have a corrosion resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.
- Dee-rings and snap hooks shall have minimum tensile strength of 5,000 pounds.
- Dee-rings and snap hooks shall be proof tested to a minimum tensile load of 3,600 pounds without cracking, breading or taking permanent deformation.
- Snap hooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap hook by depression of the snap hook keeper by the connected member, or shall be a locking type snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member. Effective January 1, 1998, only locking type snap hooks shall be used.
- Unless the snap hook is a locking type and designed for the following connection, snap hooks shall not be engaged:
 - Directly to webbing, rope or wire rope,
 - To each other
 - To a dee-ring to which another snap hook or other connector is attached
 - To a horizontal lifeline, or
 - To any object, which is incompatibly shaped or dimensions in relation to the snap hook such that unintentional disengagement could occur by the connected object being able to depress the snap hook keeper and release it self.
- On suspended scaffolds or similar work platforms with horizontal lifelines, which may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.
- Horizontal lifelines shall be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two (2).
- Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
- When vertical lifelines are use, each employee shall be attached to a separate lifeline. During the construction of elevator shafts, two
 - employees may be attached to the same lifeline in the hoist way, provided both employees are working atop a false car that is equipped with

- guardrails, the strength of the lifeline is 10,000 pounds per employee attached and all other criteria specified for lifelines have been met.
- Lifelines shall be protected against being cut or abraded.
- Self-retracting lifelines and lanyards which automatically limit free fall distance to two feet (2') feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Self retracting lifelines and lanyards which do not limit free fall distance to two (2') feet or less, rip stitch lanyards and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Ropes and straps (webbing) used lanyards, lifelines, and strength components of body harnesses shall be made from synthetic fibers.
- Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached or shall be designed, installed and used as follows:
 - as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
 - under the supervision of a qualified person.
- Personal fall arrest systems, when stopping a fall, shall:
 - limit maximum arresting force on an employee to 1,800 pounds when used with a body harness.
 - be rigged such that an employee can neither free fall more than six (6') feet nor contact any lower level.
 - bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet.
 - have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of six (6') feet or the free fall distance permitted by the system, whichever is less.
- The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.
- Harnesses and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.
- Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.
- The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.
- Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration and defective components shall be removed from service.
- Personal fall arrest systems shall not be attached to guardrail systems, nor shall they be attached to hoists except as specified in other areas of these procedures.
- When a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

Positioning Device Systems

Positioning device systems and their use shall conform to the following:

- Positioning devices shall be rigged such that an employee cannot free fall more than two (2') feet.
- Positioning devices shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.
- Connectors shall be drop forged, pressed or formed steel or made of equivalent materials.
- Connectors shall have a corrosion resistant finish and all surfaces and edges shall be smooth to prevent damage to interfacing parts of this system.
- Connecting assemblies shall have a minimum tensile strength of 5,000 pounds.
- Dee rings and snap hooks shall be proof tested to a minimum tensile load of 3,600 pounds without cracking, breading, or taking permanent deformation.
- Snap hooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap hook by depression of the snap hook keeper by the connected member, or shall be a locking type snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member. As of January 1, 1998, only locking type snap hooks shall be used.
- Unless the snap hook is a locking type and designed for the following connections, snap hooks shall not be engaged.
 - Directly to webbing, rope or wire rope.
 - To each other.
 - To a dee-ring to which another snap hook or other connector is attached.
 - To a horizontal lifeline.
 - To any object, which is, incompatible shaped or dimensions in relation to the snap hook such that unintentional disengagement could occur by the connected object being able to depress the snap hook keeper and release itself
- Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration and defective components shall be removed from service.
- Harnesses and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) not to hoist materials.

Warning Line System

Warning line systems and their use shall comply with the following:

- Warning lines shall consist of ropes, wires, or chains and supporting stanchions erected as follows:
 - The rope, wire, or chain shall be flagged at not more than six (6') foot intervals with high visibility material.
 - The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than thirty four (34") inches from the walking/working surface and its highest point is not more than thirty nine (39) inches from the walking/working surface.
 - After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds horizontally against the stanchion, thirty (30") inches above the walking/working surface,

- perpendicular to the warning line, and in the direction of the floor, roof or platform edge.
- The rope, wire or chain shall have minimum tensile strength of 500 pounds and after being attached to the stanchions, shall be capable of supporting, without breaking, the loads applied to stanchions.
- The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before that stanchion tips over.
- No employee shall be allowed in the area between an edge and a warning line unless the employee is performing work in that area.

Controlled Access Zones

Controlled Access zones and their use shall conform to the following:

- When used to control access to areas where leading edge and other operations are taking place, the controlled access zone shall be defined by a control line or by any other means that restricts access.
 - When control lines are used, they shall be erected not less than six (6') feet nor more than twenty five (25') feet from the unprotected or leading edge, except when erecting precast concrete members.
 - When erecting precast concrete members, the control line shall be erected not less than six (6') feet no more than sixty (60') feet or half the length of the member being erected, whichever is less, from the leading edge.
 - The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
 - The control line shall be connected on each side to a guardrail system or wall.
- When used to control access to areas where overhand bricklaying and related work are taking place:
 - The controlled access zone shall be defined by a control line erected not less than ten (10') feet nor more than fifteen (15') feet from the working edge.
 - The control line shall extend for a distance sufficient for the controlled access zone to enclose all employees performing overhand bricklaying and related work at the working edge and shall be approximately parallel to the working edge.
 - Additional control lines shall be erected at each end to enclose the controlled access zone
 - Only employees engaged in overhand bricklaying or related work shall be permitted in the controlled access zone.
- Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions as follows:
 - Each line shall be fagged or otherwise clearly marked at not more than six (6') foot intervals with high visibility material.
 - Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than thirty-nine (39") inches from the walking/working surface and its highest point is not more than forty-five (45") inches from the walking/working surface.
 - Each line shall have a minimum breaking strength of 200 pounds.
- On floors and roofs where guard rail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones shall be enlarged, as necessary, to enclose all points of access, material handling areas, and storage areas.

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

Safety Monitoring Systems

Safety monitoring systems and their use shall comply with the following:

- The employer shall designate a competent person to monitor the safety of other employees and the employer shall ensure that the safety monitor complies with the following requirements.
 - The safety monitor shall be competent to recognize fall hazards.
 - The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner,
 - The safety monitor shall be on the same walking/working surface and within visual sighting distance of the employee being monitored.
 - The safety monitor shall be close enough to communicate orally with the employee.
 - The safety monitor shall not have other responsibilities, which could take the monitor's attention from the monitoring function.
- No employee, other than an employee engaged in the work or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.
- Each employee working in a controlled access zone shall be directed to comply promptly with fall hazard warning from safety monitors..

Covers

Covers for holes in floors, roofs and other walking/working surfaces shall meet the following:

- Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
- All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that maybe imposed on the cover at any one time.
- All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.
- All covers shall be color-coded or they shall be marked with the work "HOLE" or "COVER" to provide warning of the hazard..

Protection From Falling Objects

Falling object protection shall comply with the following:

- Toe boards, when used as falling object protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.
- Toe boards shall be capable of withstanding, without failure, a force of a least 50-pound applied in any downward or outward direction at any point along the toe board.
- Toe boards shall be a minimum of 3 1/2 inches in vertical height from their top edge to the level of the walking/working surface. They shall have not more than 1/4 inch

clearance above the walking/working surface. The toe board shall be solid or have opening not over one (1 ") inch in greatest dimension.

- Where tools, equipment, or materials are piled higher than the top edge of a toe board, paneling or screening shall be erected from the walking/working surface or toe board to the top of a guardrail system's top rail or mid-rail, for a distance sufficient to protect employee below.
- Guardrail systems, when used as falling object protection, shall have all openings small enough to prevent passage of potential falling objects. During the performance of overhand bricklaying and related work:
 - No materials or equipment except masonry and mortar shall be stored within four (4') feet of the working edge.
 - Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear from the work area by removal at regular intervals.

Lift Equipment

- **POWERED INDUSTRIAL LIFTS**

1. Only trained and authorized operators shall be permitted to operate a powered industrial truck.
2. Do not allow anyone to stand or pass under the elevated portion of any truck, whether loaded or empty.
3. Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized.
4. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
5. Employees are prohibited from placing arms or legs between the upright of the mast or outside the running lines of the truck.
6. When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off and the brakes will be set.
7. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
8. All traffic regulations shall be observed, including plant speed limits. A safe distance (approx. three (3) truck lengths) shall be maintained. The truck shall be operated in such a manner that the driver can always control the vehicle.
9. The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
10. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
11. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
12. Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
13. **STUNT DRIVING AND HORSEPLAY SHALL NOT BE PERMITTED.**
14. The driver shall be required to slow down for wet and slippery floors, and shall not drive through spills. They shall be cleaned up first.
15. Running over loose objects on the roadway surface shall be avoided.
16. While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned in a moderate, even rate.
17. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads, which cannot be centered.
18. Only loads within the rated capacity of the truck shall be handled.
19. The long or high (including multi-tiered) loads, which may affect capacity, shall be adjusted.
20. Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
21. A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
22. Operators will use extreme care when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited, except to pick-up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

23. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to a safe operating condition.
24. Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
25. Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting the engine.
26. All repairs shall be made by authorized personnel only.
27. Battery charging installations shall be located in areas designated for that purpose.
28. Facilities shall be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.
29. Emergency Eye Wash facilities shall be provided.
30. Personal Protective Equipment such as rubber gloves, full face shields and aprons shall be provided and used by employees engaged in battery recharging or changing.
31. **SMOKING IS PROHIBITED IN THE BATTERY CHARGING AREA.**
32. Precautions shall be taken to prevent open flames, sparks or electric arc in battery charging area.
33. Tools and other metallic objects shall be kept away from the top of uncovered batteries.
34. When charging batteries, acid shall be poured into water; water shall not be poured into acid.
35. Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.

Hand and Power Tools

1. All hand and power tools and similar equipment must be maintained in a safe condition at all times.
2. All power-operated tools designed to accommodate guards, must have the guards in place at all times during the use of tool.
3. All equipment using belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains or other reciprocating, rotating or moving parts must be guarded, if these parts are exposed to contact or otherwise create a hazard.
4. All employees using hand and power tools creating an exposure to the employee of falling, flying, abrasive and splashing objects or of harmful dusts, fumes, mists, vapors or gases must wear the proper personal protective equipment necessary to protect them from the hazard.

• SWITCHES

1. All hand-held power 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 must be equipped with only an "on-off" control.
2. The following tools and other hand tool of similar construction must be equipped with a momentary contact "on-off" control and may have a lock-on control, so that turnoff can be accomplished by a single motion of the same finger or fingers that run it on:

Power Drills	Disc Sanders	Horizontal Grinders
TappersBelt Sanders	Vertical Grinders	Angle Grinders
Fastener Drivers	Saber Saws	Reciprocating Saws

3. The following tools must be equipped with a constant pressure switch that will shut off the power when the pressure is released.

• CIRCULAR SAWS CHAIN SAWS

As well as: All percussion tools without positive accessory holding means.

1. No employee will be permitted to use or to issue to others for use, unsafe hand tools.
2. When jaws are sprung to the point that slippage occurs, then no wrench, adjustable, pipe, end or socket wrenches will be used.
3. All impact tools, such as drift pins, wedges, and chisels, must never become mushroomed headed. Any impact tool in this condition must be disposed of and replaced.
4. All tools that have a wooden handle must be kept free of splinter or cracks and the wooden handle must be securely in place to prevent the end of tool from flying off..

• POWER-OPERATED HAND TOOLS

1. All electric power operated tools shall be properly grounded (3 prong) or must be of the approved double-insulated type (UL Listed).
2. At no time during the use of Power Operated Hand Tools may the connected cord be used for hoisting or lowering.

- **PNEUMATIC POWER TOOLS**

1. Pneumatic power tools must at all time be secured to the hose or whip by a positive mean to prevent the tool from becoming accidentally disconnected.
2. All Pneumatic power tools must have safety clips or retainers securely installed and maintained to prevent the attachments from being accidentally expelled.
3. At no time must compressed air be used for any cleaning purpose.
4. When an employee is not fully knowledgeable of the proper use of a certain Pneumatic power tool, he should review the manufacturer's guidelines prior to the use of that tool and these guidelines must not be exceeded.
5. At no time should any of the hoses be used for hoisting or lowering.
6. Airless spray guns (1,000 pounds or more per square inch) must be equipped with automatic or visible manual safety devices which will prevent pulling of the trigger to prevent release of any fluid until the time that the safety device is manually released.
7. A diff-user nut which prevent high pressure, high velocity release, while the nozzle tip is removed, in addition to a nozzle tip guard, must be used to prevent the tip from coming into contact with the operator.

- **FUEL POWERED TOOLS**

1. All fuel-powered tools must be stopped while being refueled, serviced, or maintained. Any flammable or hazardous fuel being transported or handled in a quantity of one (1) gallon or more must be in an approved metal safety can, in accordance with the guidelines of the Hazard Communication Program.
2. At any time when a fuel-powered tool is used in enclosed spaces, the proper PPE (personal protective equipment) must be used and the guidelines for the Hazard Communication Program must be applied.

- **POWDER ACTUATED TOOLS**

1. No employee will be allowed to operate a powder actuated tool until they have been trained in the operation of the particular tool.
2. The powder actuated tool must be tested each day before loading to see that all safety devices are in proper working order. The method of testing shall be followed in accordance with the manufacture's recommended procedure.
3. Any tool found not in proper working order during the inspection or that develops defects during use, must be immediately removed from service and properly tagged until repaired.
4. All Personal Protective Equipment (PPE) must be properly used when working with power actuated tools.
5. No Powder actuated tool will be loaded until just prior to the intended firing time.
6. **IT IS ABSOLUTELY FORBIDDEN FOR A LOADED OR UNLOADED POWDER ACTUATED TOOL TO BE POINTED AT ANY PERSON.**
7. **AT NO TIME WILL THE LOADED POWDER ACTUATED TOOL BE LEFT UNATTENDED.**
8. At no time will driving into easily penetrated materials be allowed. This is to prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.
9. **A POWDER ACTUATED TOOL MUST NOT BE USED IN AN EXPLOSIVE OR FLAMMABLE ATMOSPHERE.**
10. All powder actuated tools must be used with correct shield, guard or attachments as recommended by the manufacturer.

- **ABRASIVE WHEELS AND TOOLS**

1. All grinding machines must be supplied with sufficient power to maintain the spindle speed at safe levels under all normal conditions of operations.
2. All floor and bench-mounted grinders will be provided with work rests. The work rests must be kept at a distance not to exceed one-eighth inch from the surface of the wheel.
3. Cup type wheels used for external grinding must be protected by either a revolving cup guard or a band type guard when possible or a wheel equipped with safety flanges must be used.
4. All safety guards are required to be mounted to maintain proper alignment with the wheel and the guard and its fastenings must be of sufficient strength to retain fragments of the wheel in case of accidental breakage.
5. All abrasive wheels must be closely inspected prior to use and ring tested before mounting to ensure that they are free from cracks and defects.
6. All employees using abrasive wheels must wear appropriate eye protection when the machine is not equipped with permanently attached eye shields..

- **JACKS**

1. All jacks must be used in accordance with manufacturer's directions. All jacks must have the manufacturer's rated capacity legibly marked on the jack and this marked rate shall not be exceeded.
2. All jacks shall have a positive stop to prevent over travel.
3. When it is necessary to provide a firm foundation, the base of the jack shall be blocked or cribbed. Where there is a possibility of slippage of the metal cap of the jack, a wood block shall be placed between the cap and the load.
4. After the load has been raised, it shall be cribbed, blocked, or other wise secured at once.
5. Hydraulic jacks exposed to freezing temperatures shall be supplied with adequate antifreeze liquid.
6. Each jack shall be thoroughly inspected at times which depend upon the service conditions; Inspections shall not be less frequent than the following:
 - For constant or intermittent use at one locality, once every six (6) months.
 - For jacks sent out of shop for special work, when sent out and when returned.
 - For a jack subjected to abnormal load or shock immediately before and immediately thereafter.
7. Repair or replacement parts shall be examined for possible defects.
8. Jacks, which are out of order, shall be tagged accordingly and shall not be used until repairs are made.

Scaffolds

- **DEFINITIONS APPLICABLE TO SCAFFOLDING**

HEAVY DUTY SCAFFOLD	A scaffold designed and constructed to carry a working load not to exceed 75 pounds per square foot.
LIGHT DUTY SCAFFOLD	A scaffold designed and constructed to carry a working load not to exceed 25 pounds per square foot.
SCAFFOLD	Any temporary elevated platform and its supporting structure used for supporting workmen, materials or both.
MIDRAIL	A rail approximately midway between the guardrail and platform, secured to the uprights erected along the exposed sides and ends of platforms.
MAXIMUM RATED LOAD	The total of all loads including the working load, the weight of the scaffold and such other loads as may be reasonably anticipated.
TOEBOARD	A barrier secured along the sides and ends of a platform to guard against the falling of material.
COMPETENT PERSON	Means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary hazardous, or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them.

- **USE**

1. Scaffolds and scaffold components shall not be loaded in excess of their maximum intended loads or rated capacities, whichever is less.
2. The use of shore or lean to scaffolds is prohibited.
3. Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift, and after any occurrence, which could affect a scaffold's structural integrity.
4. Any part of a scaffold damaged or weakened such that its strength is less than they required by:

Each scaffold and scaffold component shall be capable of supporting, without failure, its own weight and at least four (4) times the maximum intended load applied or transmitted to it. Shall be immediately repaired or replaced, braced to meet these provisions, or removed from service until repaired.
5. Scaffold shall not be moved horizontally while employees are on them, unless they have been designed by a registered professional engineer specifically for such movement.
6. The clearance between scaffolds an power lines shall be as follows:

Scaffolds shall not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines than as follows:

 - Insulated Lines Voltage Less than 300 volts

SAFETY PROGRAM AND PROCEDURES MANUAL – BAKER BROTHERS INSTALLATIONS, INC.

- More than 50 kv
- Un-insulated Lines Voltage Less than 50kv
- More than 50 kv.

Hoists

1. Hoists towers outside the structure shall be enclosed for the full height on the side or sides used for entrance and exit to the structure. At the lowest landing, the enclosure on the sides not used for exit or entrance to the structure shall be enclosed to a height of at least 10 feet. Other sides of the tower adjacent to floors or scaffold platforms shall be enclosed to a height of 10 feet above the level of such floors or scaffolds.
2. Towers inside of structures shall be enclosed on all four (4) sides throughout the full height.
3. Towers shall be anchored to the structure at intervals not exceeding 25 feet. In addition to tie-ins, a series of guys shall be installed. Where tie-ins are not practical the tower shall be anchored by means of guys made of wire rope at least one-half inch in diameter, securely fastened to anchorage to ensure stability.
4. Hoist ways doors or gates shall be not less than 6 feet 6 inches high and shall be provided with mechanical locks which cannot be operated from the landing side, and shall be accessible only to persons on the car.
5. Cars shall be permanently enclosed on all sides and the top, except sides used for entrance and exit, which have car gates or doors.
6. A door or gate shall be provided at each entrance to the car, which shall protect the full width and height of the car entrance opening.
7. Overhead protective covering of 2-inch planking, 3/4- inch plywood or other solid material or equivalent strength shall be provided on the top of every personnel hoist.
8. Doors or gates shall be provided with electric contacts that do not allow movement of the hoist when door or gate is open.
9. Safeties shall be capable of stopping and holding the car and rated load when traveling at governor tripping speed.
10. Cars shall be provided with a capacity and data plate secured in a conspicuous place on the car or crosshead.
11. Internal combustion engines shall not be permitted for direct drive.
12. Normal and final terminal stopping devices shall be provided.
13. An emergency stop switch shall be provided in the car and marked 'STOP'.
14. Ropes:
 - a. The minimum number of hoisting ropes used shall be three for traction hoists and two for drum-type hoists.
 - b. The minimum diameter of hoisting and counterweight wire ropes shall be 1/2-inch.
15. Following assembly and erection of hoists, and before being put in service, an inspection and test of all functions and safety devices shall be made under the supervision of a competent person. A similar inspection and test is required following major alteration of an existing installation.

ALL HOISTS SHALL BE INSPECTED AND TESTED NOT MORE THAN 3-MONTH INTERVALS. The employer shall prepare a certification record which includes the date the inspection and test of all functions and safety devices was performed the signature of the person who performed the inspection and test; and a serial number, or other identifier, for the hoist that was inspected and tested. The most recent certification record shall be maintained on file.

16. All hoists used by employees shall be constructed of materials and components, which meet the specifications for materials, construction, safety devices, assembly, and structural integrity as stated in the American National Standard.
17. Hoists used in bridge tower construction shall be approved by a registered professional engineer and erected under the supervision of a qualified engineer competent in the field.
18. When a hoist tower is not enclosed, the hoist platform or car shall be totally enclosed (caged) on all sides for the full height between the floor and the overhead protective covering with 3/4-inch mesh No. 14 U.S. gauge wire or equivalent. The hoist's platform enclosure shall include the required gates for loading and unloading.
19. These hoists shall be inspected and maintained on a weekly basis. Whenever the hoisting equipment is exposed to winds exceeding 35 miles per hour it shall be inspected and put in operable condition before reuse.
20. Wire ropes shall be taken out of service when any of the following conditions exist:
 - a. In running ropes, six randomly distributed broken wires in one lay or three broken wires in one strand in one lay.
 - b. Wear of one-third the original diameter of outside individual wires, kinking, crushing, bird caging, or any other damage resulting in distortion of the rope structure.
 - c. Evidence of any heat damage from any cause.
 - d. Reductions from normal diameter of more than three-sixty-fourths inch for diameters to and including three-fourths inch, one-sixteenth inch for diameters 1 1/4 to 1 1/2 inches inclusive.
 - e. In standing ropes, more than two broken wires in one lay in sections beyond end connections or more than one broken at an end connection.
 - f. Permanent elevators under the care and custody of the employer and used by employees for work covered by this Act shall comply with requirements of the American National.

Floor and Wall Openings

- **POLICY**

This procedure will apply to temporary or emergency conditions where there is a danger of employees or materials falling through floor or wall opening and from stairways or runways.

- **DEFINITIONS APPLICABLE TO SCAFFOLDING**

FLOOR HOLE	An opening measuring less than 12 inches, but more than 1 inch in its least dimension, in any floor, roof or platform through which materials, but not persons may fall.
FLOOR OPENING	An opening measuring 12 inches or more in its least dimension in any floor, roof or platform through which persons may fall.
HANDRAIL	A bar or pipe supported on brackets from a wall or partition, such as on a stairway or ramp, to furnish persons with a handhold in case of tripping.
RUNWAY	A passageway for person, elevated above the surrounding floor or ground level, such as a foot walk along shafting or a walkway between buildings.
STANDARD RAILING	A vertical barrier erected along exposed edges of a floor opening, wall opening, ramp, platform or runway to prevent a person from falling.
TOEBOARD	A vertical barrier at floor level erected along exposed edges of a floor opening, wall opening, platform, runway or ramp to prevent materials from falling.
WALL OPENING	An opening at least 30 inches high and 18 inches wide, in any wall or partition, through which persons may fall, such as a yardarm doorway or chute opening.

- **GUARDING OF FLOOR OPENINGS AND FLOOR HOLES**

1. All floor openings must be guarded by a standard railing and toe boards or cover. A railing must be provided on all exposed sides, except for entrances to stairways.
2. All ladder way floor openings or platforms must be guarded by standard railings with standard toe boards on all exposed sides, except at entrance to opening. The passage through the railing must either be provided with a swinging gate or so offset that a person cannot walk directly into the opening.
3. All hatchways and chute floor openings must be guarded by one of the following:
 - Hinged covers of standard strength and construction and a standard railing with only the exposed side. When the opening is not in use, the cover must be closed or the exposed side must be guarded at both top and intermediate positions by a removable standard railings.
 - A removable standard railing with toe board on not more than two side of the opening and fixed standard railings with toe boards on all other exposed sides. The removable railing must be kept in place when the opening is not in use and should preferably be hinged or otherwise mounted so as to be conveniently replaceable.

4. All pits and trap-door floor openings must be guarded by floor opening covers of standard strength and construction. While the cover is not in place, the pit or trap openings must be protected on all exposed sides by removable standard railings.
5. Manhole floor openings must be guarded by standard covers, which need not be hinged in place. While the cover is not in place, the manhole opening must be protected by standard railings.
6. All temporary floor openings must have standard railings.
7. Floor holes, into which persons can accidentally walk, must be guarded by either a standard railing with standard toe board on all exposed sides or a floor hole cover of standard strength and construction that is secured against accidental displacement. While the cover is not in place, the floor hole must be protected by a standard railing.
8. Where doors or gates open directly on a stairway, a platform must be provided and the swing of the door must not reduce the effective width of the platform to less than 20 inches.

• **GUARDING OF WALL OPENINGS**

1. Wall openings, from which there is a drop of more than 4 feet and the bottom of the opening is less than 3 feet above the working surface, must be guarded as follows:
 - a. When the height and placement of the opening in relation to the working surface is such that either a standard rail or intermediate rail will effectively reduce the danger of falling, one or both must be provided.
 - b. The bottom of a wall opening, which is less than 4 inches above the working surface, regardless of width, must be protected by a standard toe board or an enclosing screen of solid construction.
2. Any extension platform outside a wall opening onto which materials can be hoisted for handling must have side rails or equivalent guards of standard specification. One side of an extension platform may have removable railings in order to facilitate handling materials.

• **GUARDING OF OPEN-SIDED FLOORS, PLATFORMS AND RUNWAYS**

1. Every open-sided floor or platform 6 feet or more above adjacent floor or ground level must be guarded by a standard railing on all open sides, except where there is entrance to a ramp, stairway or fixed ladder. The railing must be provided with a standard toe board wherever, beneath the open sides, persons can pass or there is moving machinery or there is equipment with which falling materials could create a hazard.
2. *STANDARD RAILING For wood railings, the posts must be of at least 2 inch by 4-inch stock, spaced not to exceed 8 feet. The top rail must be of at least 2 inch by 5-inch stock and the intermediate rail must be of at least 1 inch by 6-inch stock. All anchoring of posts and framing of members for railings of all types must be of such construction that the completed structure must be capable of withstanding a load of least 200 pounds, applied in any direction at any point on the top rail, with a minimum of deflection.
3. All runways must be guarded by a standard railing on all open sides and 4 feet or more above the floor or ground level. Wherever tools, machine parts or materials are likely to be used on the runway, a toe board must also be provided on each exposed side.
4. Where employees entering the runways thereby becoming exposed to machinery, electrical equipment or other dangers that are not a falling hazard, additional guarding must be provided.
5. Regardless of height, open-sided floors, walkways, platforms adjacent to dangerous equipment, pickling or galvanizing tanks, decreasing units and similar hazards must be guarded with a standard railing and toe board..

Ground Fault Circuit Interrupters

- **DEFINITIONS APPLICABLE TO SCAFFOLDING**

COMPETENT PERSON A person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees and who has the authorization to take prompt corrective measure to eliminate them.

GROUND-FAULT CIRCUIT INTERRUPTER A device for the protection of personnel that functions to de-energize a circuit or portion thereof within an established period of time when a current to ground exceeds some predetermined value that is less than that required to operate the over current protective device of the supply circuit.

- **GROUND FAULT CIRCUIT INTERRUPTER PROGRAM**

1. This GFCI Program shall be implemented by one or more competent person on-site.
2. This procedure applies to all construction sites covering all cord sets, receptacles that are not a part of the building or structure and equipment connected by cord and plug, which are available for use or used by employees.
3. Each cord set, attachment cap, plug and receptacle or cord sets and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, will be visually inspected before each day's use for external defects, such as deformed or missing pins or insulation damage and for indications of possible internal damage.
4. ANY EQUIPMENT FOUND DAMAGED OR DEFECTIVE SHALL NOT BE USED UNTIL PROPERLY REPAIRED AND TAGGED AS DEFECTIVE OR OUT OF SERVICE.
5. Only heavy-duty extension cords shall be used and be tagged as UL Approved by a testing laboratory.

Sanitation

- **POTABLE WATER**

1. An adequate supply of potable water shall be provided at all sites.
2. Portable containers used for drinking water shall be capable of being tightly closed and equipped with a tap.
3. Any container used to distribute drinking water shall be clearly marked with its contents and this container shall not be used for any other purpose.
4. Single service cups shall be provided in a sanitary container and a receptacle for disposal of used cups shall be provided.
5. A common drinking cup is prohibited.

- **NON-POTABLE WATER**

1. Any outlet for non-potable water shall be clearly posted with a sign noting that water is unsafe and is not to be used for drinking, washing or cooking purposes.
2. There should be no cross connection, open or potential for such between a system furnishing potable water and a system furnishing non-potable water.

- **TOILETS AT CONSTRUCTION JOB SITES**

1. Toilets shall be provided for employees accordingly:

# of Employees	Minimum # of Facilities
20 or less	1
20 or more	1 per every 40 workers
200 or more	1 per every 50 workers

2. Under temporary field conditions one toilet facility shall be available, unless transportation is readily available to transport worker to nearby toilet facilities.

Attachments

- **A - OSHA Form 300 – Forms for Recording Work Related Injuries**
- **B - Worker’s Compensation – Oasis Injury Reporting Guide**

OSHA

Forms for Recording Work-Related Injuries and Illnesses

Dear Employer:

This booklet includes the forms needed for maintaining occupational injury and illness records for 2004. These new forms have changed in several important ways from the 2003 recordkeeping forms.

In the December 17, 2002 Federal Register (67 FR 77165-77170), OSHA announced its decision to add an occupational hearing loss column to OSHA's Form 300, Log of Work-Related Injuries and Illnesses. This forms package contains modified Forms 300 and 300A which incorporate the additional column M(5) Hearing Loss. Employers required to complete the injury and illness forms must begin to use these forms on January 1, 2004.

In response to public suggestions, OSHA also has made several changes to the forms package to make the recordkeeping materials clearer and easier to use:




- On Form 300, we've switched the positions of the day count columns. The days "away from work" column now comes before the days "on job transfer or restriction."
- We've clarified the formulas for calculating incidence rates.
- We've added new recording criteria for occupational hearing loss to the "Overview" section.
- On Form 300, we've made the column heading "Classify the Case" more prominent to make it clear that employers should mark only one selection among the four columns offered.

The Occupational Safety and Health Administration shares with you the goal of preventing injuries and illnesses in our nation's workplaces. Accurate injury and illness records will help us achieve that goal.

*Occupational Safety and Health Administration
U.S. Department of Labor*

What's Inside...

In this package, you'll find everything you need to complete OSHA's *Log* and the *Summary of Work-Related Injuries and Illnesses* for the next several years. On the following pages, you'll find:

- ▼ **An Overview: Recording Work-Related Injuries and Illnesses** — General instructions for filling out the forms in this package and definitions of terms you should use when you classify your cases as injuries or illnesses.
- ▼ **How to Fill Out the Log** — An example to guide you in filling out the *Log* properly.
- ▼ **Log of Work-Related Injuries and Illnesses** — Several pages of the *Log* (but you may make as many copies of the *Log* as you need.) Notice that the *Log* is separate from the *Summary*. 
- ▼ **Summary of Work-Related Injuries and Illnesses** — Removable *Summary* pages for easy posting at the end of the year. Note that you post the *Summary* only, not the *Log*. 
- ▼ **Worksheet to Help You Fill Out the Summary** — A worksheet for figuring the average number of employees who worked for your establishment and the total number of hours worked.
- ▼ **OSHA's 301: Injury and Illness Incident Report** — A copy of the OSHA 301 to provide details about the incident. You may make as many copies as you need or use an equivalent form. 

Take a few minutes to review this package. If you have any questions, **visit us online at www.osha.gov OR call your local OSHA office.** We'll be happy to help you.



An Overview: Recording Work-Related Injuries and Illnesses

The Occupational Safety and Health (OSH) Act of 1970 requires certain employers to prepare and maintain records of work-related injuries and illnesses. Use these definitions when you classify cases on the Log. OSHA's recordkeeping regulation (see 29 CFR Part 1904) provides more information about the definitions below.

The *Log of Work-Related Injuries and Illnesses* (Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the *Log* to record specific details about what happened and how it happened. The *Summary* — a separate form (Form 300A) — shows the totals for the year in each category. At the end of the year, post the *Summary* in a visible location so that your employees are aware of the injuries and illnesses occurring in their workplace.

Employers must keep a *Log* for each establishment or site. If you have more than one establishment, you must keep a separate *Log* and *Summary* for each physical location that is expected to be in operation for one year or longer.

Note that your employees have the right to review your injury and illness records. For more information, see 29 Code of Federal Regulations Part 1904.35, *Employee Involvement*.

Cases listed on the *Log of Work-Related Injuries and Illnesses* are not necessarily eligible for workers' compensation or other insurance benefits. Listing a case on the *Log* does not mean that the employer or worker was at fault or that an OSHA standard was violated.

When is an injury or illness considered work-related?

An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Work-relatedness is

presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies. See 29 CFR Part 1904.5(b)(2) for the exceptions. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment. See 29 CFR Part 1904.5(b)(1).

Which work-related injuries and illnesses should you record?

Record those work-related injuries and illnesses that result in:

- ▼ death,
- ▼ loss of consciousness,
- ▼ days away from work,
- ▼ restricted work activity or job transfer, or
- ▼ medical treatment beyond first aid.

You must also record work-related injuries and illnesses that are significant (as defined below) or meet any of the additional criteria listed below.

You must record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. You must record any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum. See 29 CFR 1904.7.

What are the additional criteria?

You must record the following conditions when they are work-related:

- ▼ any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material;
- ▼ any case requiring an employee to be medically removed under the requirements of an OSHA health standard;
- ▼ tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis.
- ▼ an employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift (STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz) and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS.

What is medical treatment?

Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatments and are NOT recordable:

- ▼ visits to a doctor or health care professional solely for observation or counseling;

What do you need to do?

1. Within 7 calendar days after you receive information about a case, decide if the case is recordable under the OSHA recordkeeping requirements.
2. Determine whether the incident is a new case or a recurrence of an existing one.
3. Establish whether the case was work-related.
4. If the case is recordable, decide which form you will fill out as the injury and illness incident report.

You may use *OSHA's 301: Injury and Illness Incident Report* or an equivalent form. Some state workers compensation, insurance, or other reports may be acceptable substitutes, as long as they provide the same information as the OSHA 301.

How to work with the Log

1. Identify the employee involved unless it is a privacy concern case as described below.
2. Identify when and where the case occurred.
3. Describe the case, as specifically as you can.
4. Classify the seriousness of the case by recording the **most serious outcome** associated with the case, with column G (Death) being the most serious and column J (Other recordable cases) being the least serious.
5. Identify whether the case is an injury or illness. If the case is an injury, check the injury category. If the case is an illness, check the appropriate illness category.

- ▼ diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes; and
- ▼ any procedure that can be labeled first aid. (See below for more information about first aid.)

What is first aid?

If the incident required only the following types of treatment, consider it first aid. Do NOT record the case if it involves only:

- ▼ using non-prescription medications at non-prescription strength;
- ▼ administering tetanus immunizations;
- ▼ cleaning, flushing, or soaking wounds on the skin surface;
- ▼ using wound coverings, such as bandages, BandAids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages.
- ▼ using hot or cold therapy;
- ▼ using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
- ▼ using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).
- ▼ drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- ▼ using eye patches;
- ▼ using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- ▼ using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye;

- ▼ using finger guards;
- ▼ using massages;
- ▼ drinking fluids to relieve heat stress

How do you decide if the case involved restricted work?

Restricted work activity occurs when, as the result of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

How do you count the number of days of restricted work activity or the number of days away from work?

Count the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Do not count the day on which the injury or illness occurred in this number. Begin counting days from the day after the incident occurs. If a single injury or illness involved both days away from work and days of restricted work activity, enter the total number of days for each. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

Under what circumstances should you NOT enter the employee's name on the OSHA Form 300?

You must consider the following types of injuries or illnesses to be privacy concern cases:

- ▼ an injury or illness to an intimate body part or to the reproductive system,
- ▼ an injury or illness resulting from a sexual assault,
- ▼ a mental illness,
- ▼ a case of HIV infection, hepatitis, or tuberculosis,
- ▼ a needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material (see 29 CFR Part 1904.8 for definition), and
- ▼ other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log.

You must not enter the employee's name on the OSHA 300 Log for these cases. Instead, enter "privacy case" in the space normally used for the employee's name. You must keep a separate, confidential list of the case numbers and employee names for the establishment's privacy concern cases so that you can update the cases and provide information to the government if asked to do so.

If you have a reasonable basis to believe that information describing the privacy concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness on both the OSHA 300 and 301 forms. You must enter enough information to identify the cause of the incident and the general severity of

the injury or illness, but you do not need to include details of an intimate or private nature.

What if the outcome changes after you record the case?

If the outcome or extent of an injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs. Remember, you need to record the most serious outcome for each case.

Classifying injuries

An injury is any wound or damage to the body resulting from an event in the work environment.

Examples: Cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, trip, fall or other similar accidents.

Classifying illnesses

Skin diseases or disorders

Skin diseases or disorders are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants, or other substances.

Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; friction blisters, chrome ulcers; inflammation of the skin.

Respiratory conditions

Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.

Examples: Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; farmer's lung, beryllium disease, tuberculosis, occupational asthma, reactive airways dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonitis, toxic inhalation injury, such as metal fume fever, chronic obstructive bronchitis, and other pneumoconioses.

Poisoning

Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.

Examples: Poisoning by lead, mercury,

cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.

Hearing Loss

Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more in either ear at 2000, 3000 and 4000 hertz, and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).

All other illnesses

All other occupational illnesses.

Examples: Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis.

When must you post the Summary?

You must post the *Summary* only — not the *Log* — by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year.

How long must you keep the Log and Summary on file?

You must keep the *Log* and *Summary* for 5 years following the year to which they pertain.

Do you have to send these forms to OSHA at the end of the year?

No. You do not have to send the completed forms to OSHA unless specifically asked to do so.

How can we help you?

If you have a question about how to fill out the *Log*,

- visit us online at www.osha.gov** or
- call your local OSHA office.**

Optional

Calculating Injury and Illness Incidence Rates

What is an incidence rate?

An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your firm's injury and illness experience over time or to compare your firm's experience with that of your industry as a whole, you need to compute your incidence rate. Because a specific number of workers and a specific period of time are involved, these rates can help you identify problems in your workplace and/or progress you may have made in preventing work-related injuries and illnesses.

How do you calculate an incidence rate?

You can compute an occupational injury and illness incidence rate for all recordable cases or for cases that involved days away from work for your firm quickly and easily. The formula requires that you follow instructions in paragraph (a) below for the total recordable cases or those in paragraph (b) for cases that involved days away from work, and for both rates the instructions in paragraph (c).

(a) To find out the total number of recordable injuries and illnesses that occurred during the year, count the number of line entries on your OSHA Form 300, or refer to the OSHA Form 300A and sum the entries for columns (G), (H), (I), and (J).

(b) To find out the number of injuries and illnesses that involved days away from work, count the number of line entries on your OSHA Form 300 that received a check mark in column (H), or refer to the entry for column

(H) on the OSHA Form 300A.

(c) The number of hours all employees actually worked during the year. Refer to OSHA Form 300A and optional worksheet to calculate this number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

Total number of injuries and illnesses × 200,000 ÷ Number of hours worked by all employees = Total recordable case rate

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates.)

You can compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

(Number of entries in column H + Number of entries in column I) × 200,000 ÷ Number of hours worked by all employees = DART incidence rate

You can use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (I) on Form 300A), cases involving skin disorders (column (M-2) on Form 300A), etc. Just substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by

various classifications (e.g., by industry, by employer size, etc.). You can obtain these published data at www.bls.gov/iif or by calling a BLS Regional Office.

Worksheet

Total number of injuries and illnesses		Number of hours worked by all employees		Total recordable case rate
<input type="text"/>	X 200,000 ÷	<input type="text"/>	=	<input type="text"/>

Number of entries in Column H + Column I		Number of hours worked by all employees		DART incidence rate
<input type="text"/>	X 200,000 ÷	<input type="text"/>	=	<input type="text"/>



How to Fill Out the Log

The *Log of Work-Related Injuries and Illnesses* is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the *Log* to record specific details about what happened and how it happened.

If your company has more than one establishment or site, you must keep separate records for each physical location that is expected to remain in operation for one year or longer.

We have given you several copies of the *Log* in this package. If you need more than we provided, you may photocopy and use as many as you need.

The *Summary* — a separate form — shows the work-related injury and illness totals for the year in each category. At the end of the year, count the number of incidents in each category and transfer the totals from the *Log* to the *Summary*. Then post the *Summary* in a visible location so that your employees are aware of injuries and illnesses occurring in their workplace.

You don't post the Log. You post only the Summary at the end of the year.

OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 
U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name XYZ Company

City Anywhere State MA

Identify the person			Describe the case			Classify the case CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:						
(A) Case no.	(B) Employee's name	(C) Job title (e.g. Welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	Remained at Work				Away from work (K)	On job transfer or restriction (L)	(M) Injury or illness type						
						Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other recordable cases (J)	Days	Days	Injury (1)	Skin disorders (2)	Respiratory conditions (3)	poisoning (4)	Hearing loss (5)	All other illnesses (6)	
1	Mark Bagin	Welder	5 / 25 <small>month/day</small>	basement	fracture, left arm and left leg, fell from ladder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Shana Alexander	Foundry man	7 / 2 <small>month/day</small>	pouring deck	poisoning from lead fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Sam Sauder	Electrician	8 / 5 <small>month/day</small>	2nd floor storeroom	broken left foot, fell over box	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Ralph Boccella	Laborer	9 / 17 <small>month/day</small>	packaging dept	Back strain lifting boxes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Jarrold Daniels	Machine opr.	10 / 23 <small>month/day</small>	production floor	dust in eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<small>month/day</small>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<small>month/day</small>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<small>month/day</small>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Be as specific as possible. You can use two lines if you need more room.

Revise the log if the injury or illness progresses and the outcome is more serious than you originally recorded for the case. Cross out, erase, or white-out the original entry.

Choose ONLY ONE of these categories. Classify the case by recording the most serious outcome of the case, with column G (Death) being the most serious and column J (Other recordable cases) being the least serious.

Note whether the case involves an injury or an illness.



Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20__



U.S. Department of Labor Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____

City _____ State _____

Identify the person

Describe the case

Classify the case

Enter the number of days the injured or ill worker was:

Check the "Injury" column or choose one type of illness:

Table with columns (A) Case no., (B) Employee's name, (C) Job title, (D) Date of injury or onset of illness, (E) Where the event occurred, (F) Describe injury or illness, (G) Death, (H) Days away from work, (I) Job transfer or restriction, (J) Other recordable cases, (K) Away from work, (L) On job transfer or restriction, (M) Injury, (1) Skin disorder, (2) Respiratory condition, (3) Poisoning, (4) Hearing loss, (5) All other illnesses.

Page totals > _____

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page ___ of ___

Summary table with columns: Injury, Skin disorder, Respiratory condition, Poisoning, Hearing loss, All other illnesses. Rows: (1), (2), (3), (4), (5), (6)

Summary of Work-Related Injuries and Illnesses



All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types

Total number of . . .	
(M)	
(1) Injuries _____	(4) Poisonings _____
(2) Skin disorders _____	(5) Hearing loss _____
(3) Respiratory conditions _____	(6) All other illnesses _____

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name _____

Street _____

City _____ State _____ ZIP _____

Industry description (e.g., *Manufacture of motor truck trailers*)

Standard Industrial Classification (SIC), if known (e.g., 3715)
____ - ____ - ____

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)
____ - ____ - ____ - ____

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive Title

() - / /
Phone Date

Optional

Worksheet to Help You Fill Out the Summary

At the end of the year, OSHA requires you to enter the average number of employees and the total hours worked by your employees on the summary. If you don't have these figures, you can use the information on this page to estimate the numbers you will need to enter on the Summary page at the end of the year.

How to figure the average number of employees who worked for your establishment during the year:

- 1 Add** the total number of employees your establishment paid in all pay periods during the year. Include all employees: full-time, part-time, temporary, seasonal, salaried, and hourly.

The number of employees paid in all pay periods = **1** _____
- 2 Count** the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees.

The number of pay periods during the year = **2** _____
- 3 Divide** the number of employees by the number of pay periods.

$\frac{\mathbf{1}}{\mathbf{2}}$ _____ = **3** _____
- 4 Round the answer** to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees*.

The number rounded = **4** _____

For example, Acme Construction figured its average employment this way:

For pay period...	Acme paid this number of employees...		
1	10	Number of employees paid =	1
2	0		
3	15	Number of pay periods =	2
4	30		
5	40	$\frac{830}{26} =$	3
▼	▼	31.92	
24	20	31.92 rounds to	4
25	15		
26	+10	32 is the annual average number of employees	
	830		

How to figure the total hours worked by all employees:

Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by your establishment (e.g., temporary help services workers).

Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If this number isn't available, you can use this optional worksheet to estimate it.

Optional Worksheet

- _____ **Find** the number of full-time employees in your establishment for the year.
- X** _____ **Multiply** by the number of work hours for a full-time employee in a year.
- _____ This is the number of full-time hours worked.
- +** _____ **Add** the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal)
- _____ **Round** the answer to the next highest whole number. Write the rounded number in the blank marked *Total hours worked by all employees last year*.

OSHA's Form 301

Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____

Title _____

Phone (____) _____ -- _____ Date ____/____/____

Information about the employee

1) Full name _____

2) Street _____

City _____ State _____ ZIP _____

3) Date of birth ____/____/____

4) Date hired ____/____/____

5) Male

Female

Information about the physician or other health care professional

6) Name of physician or other health care professional _____

7) If treatment was given away from the worksite, where was it given?

Facility _____

Street _____

City _____ State _____ ZIP _____

8) Was employee treated in an emergency room?

Yes

No

9) Was employee hospitalized overnight as an in-patient?

Yes

No

Information about the case

10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)

11) Date of injury or illness ____/____/____

12) Time employee began work _____ AM / PM

13) Time of event _____ AM / PM Check if time cannot be determined

14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

15) **What happened?** Tell us how the injury occurred. *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

17) **What object or substance directly harmed the employee?** *Examples:* "concrete floor"; "chlorine"; "radial arm saw." *If this question does not apply to the incident, leave it blank.*

18) **If the employee died, when did death occur?** Date of death ____/____/____

If You Need Help...

If you need help deciding whether a case is recordable, or if you have questions about the information in this package, feel free to contact us. We'll gladly answer any questions you have.

▼ Visit us online at www.osha.gov

▼ Call your OSHA Regional office and ask for the recordkeeping coordinator

or

▼ Call your State Plan office

Federal Jurisdiction

Region 1 - 617 / 565-9860
Connecticut; Massachusetts; Maine; New Hampshire; Rhode Island

Region 2 - 212 / 337-2378
New York; New Jersey

Region 3 - 215 / 861-4900
DC; Delaware; Pennsylvania; West Virginia

Region 4 - 404 / 562-2300
Alabama; Florida; Georgia; Mississippi

Region 5 - 312 / 353-2220
Illinois; Ohio; Wisconsin

Region 6 - 214 / 767-4731
Arkansas; Louisiana; Oklahoma; Texas

Region 7 - 816 / 426-5861
Kansas; Missouri; Nebraska

Region 8 - 303 / 844-1600
Colorado; Montana; North Dakota; South Dakota

Region 9 - 415 / 975-4310

Region 10 - 206 / 553-5930
Idaho

State Plan States

Alaska - 907 / 269-4957

Arizona - 602 / 542-5795

California - 415 / 703-5100

*Connecticut - 860 / 566-4380

Hawaii - 808 / 586-9100

Indiana - 317 / 232-2688

Iowa - 515 / 281-3661

Kentucky - 502 / 564-3070

Maryland - 410 / 767-2371

Michigan - 517 / 322-1848

Minnesota - 651 / 284-5050

Nevada - 702 / 486-9020

*New Jersey - 609 / 984-1389

New Mexico - 505 / 827-4230

*New York - 518 / 457-2574

North Carolina - 919 / 807-2875

Oregon - 503 / 378-3272

Puerto Rico - 787 / 754-2172

South Carolina - 803 / 734-9669

Tennessee - 615 / 741-2793

Utah - 801 / 530-6901

Vermont - 802 / 828-2765

Virginia - 804 / 786-6613

Virgin Islands - 340 / 772-1315

Washington - 360 / 902-5601

Wyoming - 307 / 777-7786

*Public Sector only



Have questions?

If you need help in filling out the *Log* or *Summary*, or if you have questions about whether a case is recordable, contact us. We'll be happy to help you. You can:

- ▼ Visit us online at: **www.osha.gov**
- ▼ Call your regional or state plan office. You'll find the phone number listed inside this cover.



OASIS GROUP

Workers' Compensation Claims Call Center

Workers' Compensation Injury Reporting Guide

Workers' Compensation Injury Reporting

Oasis Risk Department
2601 Cattlemen Road • Suite 300
Sarasota, FL 34232
Phone 866.757.7475 • Fax 877.957.4326

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About the Risk Department

The Oasis Risk Department provides services to Oasis Outsourcing clients and Oasis Staffing to create a partnership toward effective claims management. We have included the talents and skills of the Call Center and Management teams to facilitate proper reporting and aggressive claims management that results in controlling the dollars paid on Workers' Compensation claims. The Call Center and Claims Management portion of the department operate out of the Sarasota Operations Center of the Oasis Group.

Workers' Compensation

Overview

Workers' Compensation laws provide wage compensation and medical benefits to an employee who has an injury as a result of an on-the-job accident or occupational disease. State workers' compensation statutes are designed to protect workers and their dependents against the hardships from injury or death arising out of the work environment. The employer also benefits in most cases by receiving immunity from civil court actions.

Employee Education

It is important to educate personnel regarding their duties related to workplace injuries. Additionally, your employees should be informed of the procedures to follow in the event of an on-the-job injury. Supervisors must complete required forms and assist the employee if necessary. Providing attention and reassurance to the injured worker will assist with successful return to work.

Workers' Compensation Fraud

Fraudulent claims and activities cause insurance rates to rise. It is important to note that fraud can also occur with employers, medical providers, attorneys, insurance carriers, judges or anyone involved with the workers compensation system. Persons who have knowledge of fraud should report it immediately to the appropriate state agency. A list of fraud indicators is included in the Appendix.

Return to Work

Providing alternate duty for injured workers promotes recovery and provides a positive outlook by allowing the employee to earn money while progressing in the recovery process. It accelerates reintegration into the workforce and minimizes interruptions to normal life. Statistics have shown that an injured worker who remains off duty for 12 weeks has only a 50% chance of returning to work. The ability to provide alternate jobs discourages malingering and minimizes both the emotional and economic impact of workplace injuries for all parties involved.

Call Center Overview

The Risk Department Call Center was created in 2001 to give clients and employees the ability to immediately report injuries and for Oasis to obtain detailed information regarding the work injury. The additional service has led to better facilitation and communication in the early stages of the claim.

Mimi Watnik, Workers' Compensation Claims Assistant

Mimi joined the Records Department of Oasis Outsourcing, Inc. in 1997. Her background is in Medical Technology including Transcription and Coding. She joined the Risk Department in 1998. Mimi is primarily responsible for completion of wage statements and communication of lost time circumstances to the adjuster as well as to other departments internally. Additionally, she answers Hotline calls from injured workers and clients.

Sue Moreland, Workers' Compensation Claims Assistant

Sue was hired in 1998 as a Receptionist for Oasis Outsourcing, Inc. She joined the Risk Department in 1999 and has 18 years of experience in auto insurance underwriting. All certificates of insurance requested by Oasis Outsourcing clients are issued and tracked by Sue. She handles policy issues as they arrive and is responsible for producing loss runs upon client request.

Rebecca Kommers, Workers' Compensation Claims Assistant

Rebecca joined us in March of 2004. She started with Oasis on a temporary basis in 1998 and in 1999, was hired to work in the Records Room. Her prior experiences are widespread and include cabinet making, landscaping, and property management. Rebecca's duties include entry of all claims data into the system for transmission to Cambridge. She is also responsible for follow up calls on claims.

Claims Management Overview

The management of lost time and litigated claims is handled by our staff to include the following individuals:

- Mary L. McDaniel – Manager of Workers’ Compensation
- Wanda Warburton– Claims Administrator
- LaMona Niver – Claims Administrator
- Sue Twigg – Claims Administrator

Injury Reporting Procedures

Timely and accurate reporting of work related accidents is a requirement for all states. It is important for the employee to be aware that all injuries should be reported immediately to the appropriate branch office. All injuries should be reported to the Risk Department within 48 hours.

1. In the event of an emergency, immediately send the employee to the nearest hospital and contact the Risk Department.
2. For non-emergency injuries, give the employee the Risk Department Hotline number and send him/her for treatment, pursuant to the laws and regulations of your state. If you have any questions regarding these laws, please contact the Risk Department. Any calls for authorizations should be directed to the Hotline number.
3. Fill out the WORKERS' COMP INJURY WORKSHEET in its entirety and fax the completed form to the Risk Department. Please retain a copy for your records.
4. Once received, fax the employee's work status report and drug test results to the Risk Department.

Initial Medical Treatment

The laws and regulations regarding initial medical treatment vary by state. In several states, the employer has the right to choose the medical facility that will be used to treat their injured workers. Please contact the Oasis Risk Department if you need further direction regarding the initial choice of medical providers. In the event that you need to locate a medical facility in a given area, please use the CCN network which can be accessed and searched at www.ccnusa.com.

Follow Up

The employee is responsible for supplying the branch office with a work status report after each medical appointment. At that time, work availability should be addressed. Please fax drug screen results and work status reports to the Risk Department and indicate the date the injured employee will be returning to work, if applicable.

National Insurance Crime Bureau

10330 South Roberts Road
Palos Hills, Illinois 60465
708/430-2430

Indicators of Workers' Compensation Fraud Detection - The First Line Of Defense

Although most claims are legitimate, many are inflated or fraudulent, and the adjuster should review all claims for possible fraud. These indicators, or fraud possibility factors, should help isolate those claims meriting closer scrutiny. No one indicator by itself is necessarily suspicious. Even the presence of several indicators, while suggestive of possible fraud, does not mean that a fraud has definitely been committed. Indicators are "red flags" only, not actual evidence.

The Claimant, Prior Claim History and Current Work Status

- Injured worker is disgruntled, soon-to-retire, or facing imminent firing or layoff.
- Injured worker is involved in seasonal work that is about to end.
- Injured worker took unexplained or excessive time off prior to claimed injury.
- Injured worker takes more time off than the claimed injury seems to warrant.
- Injured worker is nomadic and has a history of short-term employment.
- Injured worker is new on the job.
- Injured worker is experiencing financial difficulties.
- Injured worker recently purchased private disability policies.
- Injured worker changes physician when a release for work has been issued.
- Injured worker has a history of reporting subjective injuries.
- Review of a rehab report describes the claimant as being muscular, well tanned, with callused hands and grease under the fingernails.

Circumstances of the Accident

- Accident occurs late Friday afternoon or shortly after the employee reports to work on Monday.
- Accident is not witnessed.
- Claimant has leg/arm injuries at odd time, i.e. at lunch hour.
- Fellow workers hear rumors circulating that accident was not legitimate.
- Accident occurs in an area where injured employee would not normally be.
- Accident is not the type that the employee should be involved in, i.e. an office worker who is lifting heavy objects on a loading dock.

- Accident occurs just prior to a strike, or near end of probationary period.
- Employer's first report of claim contrasts with description of accident set forth in medical history.
- Details of accident are vague.
- Incident is not promptly reported by employee to supervisor.
- Surveillance or "tip" reveals the totally disabled worker is currently employed elsewhere.
- After injury, injured worker is never home or spouse/relative answering phone states the injured worker "just stepped out."
- Return calls to residence have strange or unexpected background noises.

Medical Treatment

- Diagnosis is inconsistent with treatment.
- Physician is known for handling suspect claims.
- Treatment for extensive injuries is protracted though the accident was minor.
- "Boilerplate" medical reports are identical to other reports from same doctor.
- Workers ' compensation insurer and health carrier are billed simultaneously; payment is accepted from both.
- Injured worker protests about returning to work and never seems to improve.
- Summary medical bills submitted without dates or descriptions of office visits.
- Medical bills submitted are photocopies of originals.
- Extensive or unnecessary treatment for minor, subjective injuries.
- Treatment directed to a separate facility in which the referring physician has a financial interest (especially if this is not disclosed in advance).
- Referral for treatment/testing to facility close to referring facility.
- Injuries are all subjective, i.e. pain, headaches, nausea, inability to sleep.
- Injured worker cancels or fails to keep appointment, or refuses a diagnostic procedure to confirm an injury.
- Treatment dates appear on holidays or other days that facilities would not normally be open.
- Injured worker is immediately referred for a wide variety of psychiatric tests, when the original claim involved trauma only. These claims usually present with vague complaints of "stress."

WORKERS' COMPENSATION overview

Director of Risk Services

Ron Headings (West Palm Beach, FL.)

888-627-4735 x6545

underwriting and supervises loss control

WPB -underwriting, overall mgmt

Jacksonville -Loss cntrl, safety

Sarasota -Claims, Certificates

phone:

800-329-7823

fax:

877-957-4326

Manager of Workers Compensation Dept

Mary McDaniel (Sarasota, FL)

x3184

Handles litigated claims, large claims, large settlements and hearings. Addresses compensability issues with clients and TPA.

Dominck Chioffe (Sarasota, FL)

X3178

Business Analysis, reports.

W/C Claims Assistant

Sue Moreland (Sarasota, FL)
fax: 941-554-3250

x3175

For leasing side - takes care of letters of assumption, certificates of insurance loss runs and policy Q/A (in conjunction with Ron Headings and Zurich)

Mimi Watnik (Sarasota, FL)

x3174

Wage statements, answers hotline, return to work letters.

Rebecca Kommers (Sarasota, FL)

x3176

Initial injury intake and authorizations, entry of claim into system and transmission to Cambridge; answers Hotline; internal tasks - filing, storage etc...

Claims Administrator

Wanda Warburton (Sarasota, FL)

x3171

Manage litigated claims along with Cambridge

LaMona Niver (Sarasota, FL)

x3185

Manage litigated claims along with Cambridge.

Sue Twigg (Sarasota, FL)

x3170

Manage litigated claims along with Cambridge.

Loss Runs

Sue Moreland (Sarasota, FL)

x3175

Sarasota claims office

Loss Control and Safety

John Ong (Tampa, FL)

x105

813-690-8337

Sherri Clark (Miami, FL)

561-273-2405

Mike Fulford (Jacksonville, FL)

direct

904-421-2948

Injury Reporting Procedures

1. If there is an EMERGENCY, immediately send employee to the nearest hospital. Call Oasis Risk Department at 866-757-RISK (7475) as soon as possible.
2. For non-emergency injuries, give the employee Oasis Risk Department phone number and send employee for treatment, pursuant to laws and regulations of your state. If you have any questions where to send the employee, please contact the Risk Department.
3. Fill out WORKERS' COMP INJURY WORKSHEET in its entirety.
4. Fax completed WORKERS' COMP INJURY WORKSHEET to Oasis Risk Department at 877-957-4326. (Please retain a copy for future reference.)
5. Once received, fax employee's work status report and drug test results to the Risk Department.

Oasis Risk Department:

866-757-RISK (7475) (phone)

Monday – Friday (except holidays) 8:00 a.m. – 5:00 p.m. (eastern time)

If calling after hours or on holidays, please leave a message and your call will be returned on the next business day.

877-957-4326 (fax)

You can fax information to this number at any time.