



Our Monthly Guide, helping us to meet Construction Safety Written Plan, Safety Meeting, and Training Requirements. Including:

- Accident Prevention
- Motor Vehicle/Equipment
- Fire Extinguisher
- Ladder/Scaffolds/Stairways
- Heat Stress
- Proper Lifting
- Fall Protection
- PPE
- Tools/Electrical
- Excavation and Trenching
- Hazard Communication
- Respiratory Protection



Monthly Safety Plan



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Company Policy



A Culture of Safety

Many companies base their safety program on the concept of compliance. "We've got to be safe or we'll get a fine," is the attitude, and those companies struggle to make their program successful. Our company's safety program is different, we want to be safe as a company because it benefits us. Accidents are costly, cause more than just physical problems, can ruin lifetime working relationships, and make our company less successful. Even if there were no fine involved, we would want to be safe.

For safety to be a priority on the job site, it has to be a topic of conversation. This plan is designed to help remind our team on a monthly basis to meet our obligation of safety compliance and meetings. But monthly reminders won't be enough, a daily commitment to safety must exist.

Nearest First Aid Kit: _____

Trained Staff: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

OWNER or SAFETY SUPERVISOR: _____

CELL PHONE: _____

From personal protective equipment (PPE) to safe lifting techniques, we encourage you to have a culture of safety in our company because we want everyone to go home safe. To help achieve this we're using NICA's safety calendar as our written plan. And this safety plan is designed to get dirty, that means we've used it.

This calendar will help our company comply with Washington State required safety standards and programs with the least amount of paperwork possible. In its entirety, it works as our Written Accident Prevention, PPE, Fall Protection, and Hazardous Communication Plan. Each month, it provides us with required weekly safety meetings topics and a place to have our employees sign for documentation. The basic program is here, but for it to be considered our plan, we have to use it interactively.

- Make sure to enter the safety supervisor's (or owner's) name anywhere it's asked for.
- Read a section of each month's information for our weekly safety meeting and have employees sign that they attended.
- Keep this plan after the year is over to document our safety program.
- A copy (but not the owner's copy) should be available on every job site for employees and inspectors to review.
- The L&I posters, eye wash, a first aid kit, and fire extinguisher are also required on the job site or at a

- location employees visit regularly to be in compliance with Safety WACs.
- Potable (drinkable) water and Sanitation (bathroom) must be available to employees on each construction site.
- A SAFETY BULLETIN BOARD is required for companies with 8 or more employees.

Pay attention to boxes that say "More Training Required" and meet those requirements for those safety topics if we do that kind of work.

Management Responsibilities:

- Development and implementation of an adequate, easy to use safety plan.
- Empower employees to think safely, provide proper safety equipment and training, and provide a safe working environment.
- Ensure hazards are identified, accidents investigated, and corrective actions are taken to prevent reoccurrence of hazardous conditions or behaviors.
- Provide training before work is assigned and document that training.
- Ensure each employee is competent to complete tasks safely.
- Ensure PPE is available and is used by employees.
- Establish clear, easy to follow safety rules and enforce them.
- Set a good example in following safety rules.

- Set up a Safety Committee if we have 11 or more employees.

Employee Responsibilities:

- Follow all safety rules contained in this program, safety standards, and training you receive.
- Take personal responsibility for your actions. If something is not safe, do not do it.
- Report all injuries promptly to the safety supervisor, regardless of the severity.
- Always use PPE in good working condition.
- Do not remove or defeat any safety device or safeguard provided for your protection.
- Participate in Safety. Encourage others to be safe, make suggestions to management, be involved in fixing unsafe conditions.

Safety Meetings:

At the start of each job and weekly thereafter, we will have a safety meeting. The training provided will update employees on current standards and review common safety concerns. Other safety meetings will be held as necessary to document current safety concerns. Document the meetings in the calendar.

General First Aid:

First Aid on the job site is done on Good Samaritan basis. Each job site must have a first aid kit and a first aid trained person. First Aid /CPR requires more training. One employee on each job site must get trained and carry their card.

Hazard Reporting:

Any employee who observes a safety hazard must immediately report the hazard to the safety supervisor. A [Record of Hazard Observed](#) form is provided to document that the hazard was reported. The safety supervisor or person who takes final action on the hazard must indicate on the form

Accident Prevention

What are Focus Four Hazards?

Simply put, these are the types of hazards that cause fatalities in the construction industry. How do worker's die at work?

Falls - Falls from heights above 6' have killed many workers.

Caught In or Between - Workers have been caught in equipment parts or between equipment and objects and have been crushed.

Struck by - Getting hit by anything from a flying nail to a moving vehicle can kill a worker.

Electrocutions- As little as 100 mA can kill a worker. High voltage lines take many lives a year.

Look for conditions at your place of business or job site that could cause any one of these types of accidents. Topics that pose these risks are marked Focus Four Hazards.



General Safety Rules:

1. Operate equipment only if you have been trained on it and operate it in the way the manufacturer recommends. Know the correct use of hand and power tools. Use the right tool for the job.
2. Lift with proper techniques; get help to move heavy objects.
3. Do not throw objects; stack materials safely.
4. Clean up spills and remove trip hazards ASAP.

1. Wear safety equipment appropriate to your activity. These can include: hard hats, gloves, eye wear, respirators, and ear plugs. These items are provided by our company.
2. Keep electrical items in good repair; do not use electrical equipment while standing or kneeling on wet surfaces.
3. Do not smoke in buildings or within 25' of windows and doors.
4. Wear appropriate clothing: long or short sleeve shirts (no tank tops), long pants and suitable footwear. All loose clothing and hair must be tied up or secured while working around equipment. It is very dangerous to have loose clothing or hair exposed!
5. Firearms or weapons of any kind are not permitted on company property or job sites.
6. Working under the influence or while consuming alcohol or drugs is prohibited.
7. Horseplay and fighting are prohibited.



1. Remove or bend-over exposed nails in lumber that has been used or removed from a structure.
2. Remove all loose materials from stairs, walkways, ramps, platforms, etc.
3. Do not block aisles, traffic lanes, fire exits, gangways, or stairs.
4. Avoid shortcuts – use ramps, stairs, walkways, and ladders, as intended.
5. Standard guardrails must be erected around all floor openings and excavations must be barricaded. Contact the safety supervisor for the correct specifications.
6. Do not remove, deface or destroy any warnings, danger signs, or barricades, or interfere with any form of protective device or practice provided for your use or that is used by other workers.
7. Get help with heavy or bulky materials to avoid injury to yourself or damage to the materials.
8. Keep all tools away from the edges of scaffolding, platforms, and shaft openings, etc.
9. Only work where there is adequate lighting. ([WAC 296-800-210](http://wac.wa.gov/296-800-210)).

Housekeeping:

1. Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
2. Shavings, dust, scraps, oil or grease should not be allowed to accumulate; good housekeeping is a part of the job.
3. Obey all warning signs.
4. Make sure to comply with local fire regulations when disposing of waste material or debris.
5. Keep all solvent waste, oily rags, and flammable liquids in a fire-resistant, covered container until removed from the work site.

1. Regularly remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.
2. Keep areas dry when practical.

General Material Handling:

1. Frequently inspect stock piles of sand, gravel, and crushed stone to prevent their becoming unsafe by continued adding or withdrawing from the stock.
2. Always store materials in a safe manner. Tie down or support piles to prevent falling, rolling, or shifting.
3. Do not stack lumber more than 20' high; if handling lumber manually, do not stack more than 16' high.
4. Remove all nails from used lumber before stacking.
5. Stack lumber on level and solidly supported sills, so that the stack is stable and self-supporting.
6. Stack stored lumber on timber sills to keep it off the ground. Sills must be placed level on solid supports. Place cross strips in the stacks when stacked more than 4' high.
7. Never stack brick or blocks, for storage purposes on scaffolds or runways.
8. Tie down any material that might fall, roll, or shift.
9. Do not overload floors or working surfaces. Post weight limits when practical.

Rigging Safety:

As of February 2013, our riggers must meet the qualification requirements prior to performing hoisting activities for assembly and disassembly work. A [qualified rigger](#) is required whenever employees are engaged in hooking, unhooking, guiding the load, or in the initial connection of a load to a component or structure, and are within the fall zone. This requirement must be met by using either Option (1) or Option (2).

January is Accident Prevention Awareness Month

Use the calendar to document the date and time of your weekly safety meetings.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Option (1) - Third-party qualified evaluator. The rigger has documentation from a third-party qualified evaluator showing that the rigger meets the qualification requirements listed in [WAC 296-155-53306](#).

Option (2) - Employer's qualified evaluator. The employer has its qualified evaluator assess the individual and determine that the individual meets the qualification requirements listed in subsection (3) of [WAC 296-155-53306](#) and provides documentation of that determination.

Our riggers will demonstrate that they meet the requirements of the WAC through a written test and through a practical test. All tests must be documented. (An assessment by an employer's qualified evaluator under this option is not portable meaning other employers are not permitted to use this qualification to meet the requirements of this WAC.)

MORE TRAINING REQUIRED:

- 1. Fill Out: [Job Hazard Analysis](#)**
Review tasks each worker performs and determine which topics and training requirements apply to our company in the Monthly Safety Plan.
- 2. Optional: Accident Prevention:**
Online at www.lni.wa.gov/Safety/Traintools/Online/Courses/default.asp
- 3. Optional: Rigging Safety in Construction Environments:**
Order from LNI's [Safety and Health Video Library](#)

Weekly Safety Meetings / Job Site Construction Safety Checklist:

Topic:		Topic:		Topic:		Topic:	
Foreman:		Foreman:		Foreman:		Foreman:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
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Attendee:		Attendee:		Attendee:		Attendee:	
Checklist		Checklist		Checklist		Checklist	

Notes: _____



Motor Vehicle / Equipment

General Vehicle and Equipment Safety Policy:

Our Company will:

- Enforce mandatory seat belt use.
- Prohibit the use of cell phones, tablets, pagers and computers while driving (except for GPS use).
- Not require workers to drive irregular hours or far beyond their normal working hours.
- Develop work schedules that allow employees to obey speed limits and to follow applicable hours-of-service regulations.
- Maintain all vehicles and equipment in proper and safe working condition.
- Provide training to workers operating specialized motor vehicles or equipment.
- Emphasize the need to follow safe driving practices on and off the job.

Preventing Struck-By Fatalities:

1. Keep employees out of the 'swing radius of equipment'. This includes marking the swing radius with cones or barriers.
2. Train employees to recognize how equipment operates, including turning radius and capabilities, blind spots, and other hazards that may not be obvious to new or untrained workers.
3. Make sure no one enters the swing radius of a piece of equipment without making eye contact with and getting the go-ahead from the operator.

Driver Performance:

- Ensure that workers assigned to drive on the job have a valid driver's license and one that is appropriate for the type of vehicle to be driven.

Employees Should:

- Use safety belts.
- Avoid using cell phones while driving.
- No texting while driving. Avoid other potentially distracting activities such as eating, drinking, or adjusting non-critical vehicle controls while driving.
- Obey all traffic signs, speed limits, and maintain safe speeds when roadway conditions change.
- Secure all loads.
- Always be aware of pedestrians and give them the right-of-way.
- Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
- Always remain seated when riding in authorized vehicles (unless they are designed for standing).
- Test brakes before going down a steep hill.



MORE TRAINING REQUIRED:

1. Do not operate any motorized vehicle or equipment unless you are specifically authorized and trained to do so by your safety supervisor. This includes rental equipment.
2. Document all training. Make an Approved Operators list for each piece of equipment our company uses.

Equipment Reminders:

- Always use your seat belts in the correct manner. If the piece of equipment came with a seatbelt, you need to wear it!
- Always inspect your vehicle or equipment daily before and after use.
- Never mount or dismount any vehicles or equipment while they are still in motion.
- Do not dismount any vehicle or equipment without shutting down the engine, setting the parking-brake and securing the load.
- Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
- Each operator is responsible for the stability and security of his or her load.
- Wear high visibility clothing when working on roads or around moving equipment.
- Employees must wear hard hats if exposed to overhead hazards or working near buckets, booms or crane.
- Each operator must be knowledgeable of all hand signals and obey them.



- Use a backup alarm or sound the horn intermittently while backing up.
- Use a spotter whenever possible to back up a vehicle.
- Make sure dump trucks have a device installed on the frame that will hold the bed in the raised position when employees are working underneath.



what action was taken to eliminate or control the hazard. A copy is to be given to the employee who filed the report. The original is to be forwarded to the owner and safety supervisor.

Reporting of Injuries:

Employees are required to report injuries regardless of severity. Only injuries that require medical attention will be recorded for safety purposes. A copy of the L&I accident report and medical form will be kept in each employees file. Report of Injury forms are available on the job site. Report all exposures of body fluids to employer.

OSHA 300: If we have more than 10 employees in a calendar year, our company must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity, days away from work, or medical treatment beyond first aid. This form must be posted from February 1- April 30 each year. (<https://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf>)

Accident Investigation:

A serious accident that results in an injury requiring medical attention, or a near miss that could have caused a serious injury, will be investigated by the safety supervisor. A **Supervisor's Report of Accident** will be issued including the actual injury, conditions bearing on the accident (i.e., weather, new employees, etc.) and recommendations to prevent a similar incident. Any safety deficiencies will be

noted and fixed immediately. If no injury occurred, this will be noted in the report. In the event of a fatality, probable fatality, or one or more employees admitted to a hospital as a result of the accident, L&I must be notified at 800-321-6742 or we can submit a Report of Accident (ROA) online <https://secure.lni.wa.gov/home>.

Safety Inspection Procedures:

Our company is committed to proactive safety and to help to insure this we will perform the following:

Weekly Job Site Inspections: The safety supervisor will do a walk around safety inspection with the [construction safety checklist](#) at the start of each job & weekly thereafter. All safety concerns shall be fixed on the day of inspection.

Job Hazard Analysis: All tasks a worker performs must be reviewed using a [Job Hazard Analysis](#) to determine safe work practices and appropriate PPE. An injury, safety survey note, or employee report of a hazard will require the safety supervisor to do a Job Hazard Analysis of a particular task or job. The task or job will be modified by the safety supervisor.

Safety Posters and Signs: Post the required [Job Safety](#), [Notice to Workers](#), and [Your Rights as a Worker](#) Posters in or inside the company truck where employees can see them. Where possible use safety posters on the job site to remind employees of hazards, like [Always Wear Eye Protection](#), [Caution: Hard Hat Area](#), and [Danger: Construction Area](#).

Disclaimer: This plan is intended for contractors who build or remodel residential construction and provide the training included in this plan to their employees. If your company does tasks (i.e. welding, working with lead based paint, confined space work) beyond the scope of this document you will not be in compliance with safety training or requirements. More information is available at www.lni.wa.gov to find additional requirements. You must "do" the things in this document and your employees must be familiar with all aspects to be considered in compliance during a field audit. This plan does not meet every standard applicable to residential construction, but it meets many of the requirements. The list below represents many of the plans and training you may need in addition to this Monthly Safety Calendar. A pdf version of this plan with live links to forms, training, and other information can be found at www.nicasafety.com.



What Plans and Training are Contractors Required to Provide?	Additional plans or training many contractors may be required to have.	Specialty Training/ Cards that may be required for your workers.
Accident Prevention	Lead Awareness	Competent Person Fall Protection - (Including Ladders)
Motor Vehicle/Equipment	Powered Industrial Trucks - Forklift	Competent Person Excavation/Trenching
Fire Extinguisher	Elevated Work Platform	
Ladders, Scaffolds, Stairways	Asbestos Awareness	Competent Person Scaffolds
Heat Stress	Silica Awareness	Crane Operator
Proper Lifting	Powder Actuated Tools	Qualified Rigger
Fall Protection	Lockout Tagout	Asbestos Worker/ Supervisor
Personal Protective Equipment	Assured Grounding	Lead Worker/ Supervisor
Hearing Conservation Program	NFPA 70E (Arc Flash)	Confined Space- Attendant, Entrant, and Supervisor
Tools and Electrical	Welding - Hot Work	HAZWOPER for Chemical Cleanup or Emergencies
Excavation and Trenching	Hexavalent Chromium	
Hazard Communication	Work in Pre-1978 Housing - Certified Lead Renovator	
Respiratory Protection		
First Aid/CPR		

Reference: WAC 296-155, Part A and Part B-1 ; OSHA 1926 Subpart C - General Safety and Health Provisions

MORE ACTIVITIES REQUIRED:

1. Fill out or review a Job Hazard Analysis for your type of work.
2. Perform a job site safety inspection and fill out a Construction Safety Checklist at the start of each job and weekly thereafter.
3. Post all of L&I's required posters (<http://www.lni.wa.gov/IPUB/101-054-000.asp>)
4. Get workers trained in First Aid/CPR.

Work Zone Traffic Safety:

There must be a traffic control plan for the movement of vehicles in areas where workers might be exposed to passing traffic. The traffic control plan must be set up according to the *MUTCD*, which means the Federal Highway Administration's Manual on Uniform Traffic Control adopted by WSDOT. Work zones need traffic controls identified by signs, cones, barrels and barriers.

Traffic control devices, signals, and message boards must be in place and instruct drivers to follow paths away from where work is being done. If Flaggers are used to control traffic for short duration projects (1 hour or less), they must be **trained and certified** and shall wear high visibility clothing with a fluorescent background and have retroreflective material that meet ANSI 107 class 2 or 3. Drivers should be warned with signs that there will be flaggers ahead. Flaggers should use MUTCD approved STOP SLOW paddles, paddles with lights, or flags (only in emergencies). Employees must contact the Safety Supervisor to setup work zone traffic control plans and assignment of certified flaggers for work zones that are exposed to traffic.

MORE TRAINING REQUIRED:

1. Flaggers require additional training:

[WAC 296-155-305](tel:206296155305)

Flaggers must attend a State accredited Flagger Certification course.

2. Forklift operators require additional training: [WAC 296-863](tel:206296863)

NOTE: Forklift Operators training can be done in-house by a competent person. See www.lni.wa.gov search "forklift".

February is Motor Vehicle/Equipment Month

Use the calendar to document the date and time of your weekly safety meetings.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Weekly Safety Meetings / Job Site Construction Safety Checklist:

Topic:		Topic:		Topic:		Topic:	
Foreman:		Foreman:		Foreman:		Foreman:	
Attendee:		Attendee:		Attendee:		Attendee:	
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Checklist		Checklist		Checklist		Checklist	

Reference: [WAC 296-155 - Part M](#); [OSHA 1926 Subpart O - Motor Vehicles, Mechanized Equipment](#)

Notes: _____

Fire Extinguishers

Fire Extinguisher Basics:

Contractors are required to have water (1/2" hose not more than 100' long) or a fire extinguisher available when combustibles accumulate. They must supply at least 1 fire extinguisher per 3000 sq/ft of construction and have it not more than 100' of travel from employees.

- Know the location of and how to use of fire extinguishing equipment and the procedure for sounding a fire alarm.
- Flammable liquids shall be used only in small amounts at the job site and only in approved safety cans.

It is possible we may encounter a fire at one of our job sites. Pre-training is essential to know how to use a fire extinguisher under pressure. "Life Safety" is the focus in a fire, yours included. Do not attempt to extinguish any fire before calling for help. Always leave an exit for you to escape before using an extinguisher. After thinking through your escape, take these steps.

1. **Assess the fire size:** The fire we encounter can be varied in size. Depending on the amount of fuel, available oxygen, and the heat source present, your fire could be quite large or very small. We probably won't need a fire extinguisher to put out a candle and we won't be able to put out an entire home with one fire extinguisher.
2. **Assess the type of fire:** Fire extinguishers have 3 main classes - **A**, **B**, and **C** as well as two less common classes of fire extinguishers, **D** and **K**. The extinguishing agent can be water, dry chemical, halon, CO2 or special powder.



Class A: Suitable for wood, paper and regular combustible fires and is usually 2 1/2 gallons of pressurized water.



Class B: Suitable for gasoline or oil fires and is usually dry chemical. Extinguishers smaller than 6 lbs are not recommended.



Class C: Suitable for electrical fires and can be halon or CO2. Halon 1211 and 1301 is very expensive and depletes the ozone layer. Halon is being replaced by environmentally clean agents such as FM200.



Class D: Used for water reactive metals such as burning magnesium and is in the form of a powder that must cover the material to extinguish it.



Class K: Special purpose wet chemical agents for use in kitchen fires and deep fryers.

Many Fire Extinguishers will work on a combination of fire classes. We will need to decide what type of fire we have, and ensure that our fire extinguisher is compatible with the fire we are attempting to extinguish. An all purpose ABC dry chemical (10 lbs extinguisher) is a safe choice for most fires on construction sites.

1.

1. **Decide what to do:** Use the RACE (Rescue, Alarm, Confine, Extinguish or Evacuate) to decide what to do after a fire starts. First, rescue people by getting them to evacuate from the area, if it does not endanger our lives. Next, sound the alarm or call 9-1-1. Shut all doors and windows around the area of the fire if we are leaving. Finally, IF we choose to extinguish the fire, remember that all extinguishers operate in a similar manner. Remember the acronym for the fire extinguisher use: **PASS** (Pull, Aim, Squeeze, Sweep)



PULL THE PIN

Break the seal and test extinguisher.



AIM AT THE BASE OF THE FIRE

Ensure that you have a means of escape



SQUEEZE THE HANDLE

To operate extinguisher and discharge the agent.



SWEEP FROM SIDE TO SIDE

Completely extinguish the fire.



RESCUE: anyone in immediate danger from the fire, if it does not endanger your life.



ALARM: sound the alarm by activating a pull station alarm box.



CONFINE: the fire by closing all doors and windows.



EXTINGUISH: the fire with a fire extinguisher, or **EVACUATE** the area if the fire is too large for a fire extinguisher.

March is Fire Extinguisher Awareness Month

Use the calendar to document the date and time of your weekly safety meetings.

Hot Work Permits:

Hot work is any work that involves burning, welding, using fire or spark-producing tools, or that produces a source of ignition.

Welding and cutting operations are common in some types of construction. Having a plan to extinguish a fire might save lives and property. This plan is called a Hot Work Permit.

Keep these safety requirements in mind when performing hot work.



- Do not perform hot work where flammable vapors or combustible materials exist. Work and equipment should be relocated outside of the hazardous areas, when possible.
- Make suitable fire-extinguishing equipment immediately available. Such equipment may consist of pails of water, buckets of sand, hose, or portable extinguishers.
- Assign additional personnel (fire watch) to guard against fire while hot work is being performed. Fire watchers are required whenever welding or cutting is performed in locations where *anything greater than a minor fire might develop*. They are required to stay for a 1/2 hour after the welding or cutting is completed.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Weekly Safety Meetings / Job Site Construction Safety Checklist:

Topic:		Topic:		Topic:		Topic:	
Foreman:		Foreman:		Foreman:		Foreman:	
Attendee:		Attendee:		Attendee:		Attendee:	
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Checklist		Checklist		Checklist		Checklist	

MORE TRAINING REQUIRED:

1. **Watch:** Online at www.fireextinguisher.com and use all the applicable features.
2. **Watch:** "Using a Fire Extinguisher" online at www.ini.wa.gov/Safety/TrainTools/Online/Courses/

Reference: WAC 296-155-Part D; OSHA 1926 Subpart F - Fire Protection and Prevention

Notes: _____

Focus Four Hazards



Ladders, Stairways & Scaffolds

Ladder Safety Rules

- Inspect ladders before use for physical defects.
- Do not paint ladders except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.
- Labels must be original and weight loads must be followed for each class of ladder.

Stepladders:

- Do not place tools or materials on the steps or platform of a stepladder.
- Do not use the top two steps of a stepladder as a step or stand.



- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

Straight or Extension Ladders:

- All straight or extension ladders must extend at least 3' beyond the supporting object when used as an access to an elevated work area.
- Extension ladders should be positioned at a 4:1 ratio from the building for proper climbing angle.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top and bottom.
- All ladders must be equipped with safety (non-skid) feet.

Stairways:

- The stairway to a second or higher floor shall be completed before studs are raised to support the next higher floor.
- Even temporary stairways shall have landings of not less than 30" in the direction of travel and extend at least 22" in width at every 12' or less of vertical rise.
- Stairs shall be installed between 30° and 50° from horizontal.
- Stairways, ramps or ladders shall be provided at all points where a break in elevation of 18" or more occurs in a frequently traveled passage way, entry or exit.
- Ramps used for access must be 18" wide and no steeper than a 20° angle.
- Cleats shall not be nailed to studs to provide access to and egress from roofs or other work areas.
- Variations in riser height or tread depth
 - shall not be over 1/4".
- Where doors or gates open directly on a stairway, a platform shall be provided, and the swing of the door shall not reduce the effective width of the platform to less than 20".
- Slippery conditions on stairways shall be eliminated before the stairways are used to reach other levels.
- Stairways having four or more risers or rising more than 30", whichever is less, need at least one handrail (not more than 37" nor less than 36" from the upper surface) capable of withstanding a force of 200 lbs; and one stair rail system along each open side.
- Mid-rails, screens, or mesh, shall be provided between the top rail of the stair rail system and the stairway steps. When intermediate vertical members, such as balusters, are used between posts, they shall be not more than 19" apart.



- Stair rail systems and handrails shall be surfaced as to prevent punctures or lacerations, and to prevent snagging of clothing.

Scaffolding:

- Only erect scaffolding under the supervision of a designated, competent person. Plan fall protection measures during the erection and dismantling process.
- Do not work on any scaffolding until a designated, competent person has approved the complete installation.
- Use a ladder or stair tower to access the scaffolding platforms. Do not climb on end frames unless the frames are designed with built in rungs. Never use cross braces on tubular scaffolding as a means of access or egress.
- Each scaffold level must be fully planked, with no more than a 1" gap between boards. Only use planking that is scaffold grade or equivalent.
- Planks must overhang end supports no less than 6 inches but no more than 12 inches unless they are cleated or otherwise secured in place. Always lap planks in the same direction.
- Scaffolds and their components must be
 - capable of supporting 4x times the maximum intended load.
- Use additional fall protection when working above 10'.
- Any scaffold damaged or weakened in any way must be immediately repaired or replaced.
- Scaffold platforms must be at least 12" wide on ladder jack and top plate scaffolds. All other scaffold platforms and walk ways should be 18" wide unless otherwise specifically required or exempted.

REMEMBER:

- Secure ladder on both top and bottom.
- Ladders must be extended 3' past the working surface.
- Weight loads must be followed for each class of ladder.
- Extension ladders should be positioned at a 4:1 ratio.
- All scaffolds must be erected level and plumb, and on a solid footing, able to stand the weight of the load. Mudsills must extend 9" in each direction beyond foot plate.
- Do not use scrap lumber, concrete blocks, or bricks to stabilize the scaffolding legs. Where needed, use heavy-duty solid wood under the legs to support maximum loads.
- Do not change or remove scaffold members unless authorized.
- Inspect scaffolding planks on a regular basis. Discard and replace cracked or split planks immediately.
- Inspect metal plank hooks on scaffolding. Replace warped, corroded, or bent hooks. Avoid leaning past the side rails. Relocate the scaffolding if necessary.
- Do not overload scaffolding with materials or workers.
- Ensure that open sides and platforms 10' feet or more in height have guardrails.
- Do not place scaffolding more than 14"

MORE TRAINING REQUIRED:

1. **Learn:** Those assembling scaffolding and using it extensively should review [WAC 296-874](#) in its entirety.
2. **Watch:** "Don't Fall For It! Ladder Safety" or online at: www.lni.wa.gov/Safety/TrainTools/Videos/Online/default.asp
3. **Activity:** Have each employee set a ladder by hand, and then secure at top and bottom. Check for a 4:1 ratio and that it extends at least 3' over the top.

April is Ladder, Stairway & Scaffold Awareness Month

Use the calendar to document the date and time of your weekly safety meetings.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Weekly Safety Meetings / Job Site Construction Safety Checklist:

Topic:		Topic:		Topic:		Topic:	
Foreman:		Foreman:		Foreman:		Foreman:	
Attendee:		Attendee:		Attendee:		Attendee:	
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Checklist		Checklist		Checklist		Checklist	

Reference: [WAC 296-876 Ladders](#); [296-155 Part K Stairways](#); [296-874 Scaffolds](#); [OSHA 1926 Subpart L - Scaffolds](#); [1926 Subpart X - Ladders](#)

Notes: _____

Heat Related Illness

Heat Stress Rule:

May 1st — September 30th each year, our company institutes this heat-stress plan at these outdoor temperature action levels:

- 52° - Non-breathing clothes including vapor barrier clothing or PPE such as chemical resistant suits
- 77° - When wearing double layer clothing
- including jackets, sweatshirts and coveralls.
- 89° - For all other clothing.

When the Heat Stress Rule is in effect:

- Employers must supply adequate water and encourage workers who work in hot weather to drink regularly, even when not thirsty. A small amount of water every 15 minutes is recommended rather than a large amount after hours of sweating.
- Employers must learn the signs and symptoms of heat-related illness.
- Inform workers they should avoid alcohol or drinks with caffeine before or during work in hot weather.
- Try to do the heaviest work during the cooler parts of the day.
- Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.
- Wear lightweight, loose-fitting, light-colored, breathable (e.g. cotton) clothing and a hat.
- Allow workers to take regular breaks from the sun, loosen or remove clothing that restricts cooling.
- Watch workers for symptoms of heat-related illness. This is especially important for non-acclimatized workers, those returning from vacations and for all workers during heat-wave events.

- If exertion causes someone's heart to pound or makes them gasp for breath, become light-headed, confused, weak or faint, they should STOP all activity and get into a cool area or at least into the shade, and rest. The two major heat-related illnesses are heat exhaustion and heat stroke.

Heat exhaustion, if untreated, may progress to deadly heat stroke. Heat stroke is very dangerous and frequently fatal. If workers show symptoms, always take this seriously and have them take a break and cool down before returning to work. Stay with them. If symptoms worsen or the worker does not recover within 15 minutes, call 911 and have them transported and medically evaluated. Do not delay transport.

Heat Exhaustion Symptoms:

- Heavy sweating.
- Exhaustion, weakness.
- Fainting/light-headedness.
- Paleness.
- Headache.
- Clumsiness, dizziness.
- Nausea or vomiting.
- Irritability.

Heat Exhaustion or Heat Stroke?

The telling difference is mental confusion or disorientation in ALL heat stroke victims.

You can ask these 3 questions:

1. What is your name?
2. What day is this?
3. Where are we?

*Wrong answers indicate
HEAT STROKE!*

Heat Stroke Symptoms:

- Altered level of consciousness,
- Sweating may or may not be present.
- Red or flushed, hot dry skin.
- Confusion/bizarre behavior.
- Convulsions before or during cooling.
- Collapse.
- Panting/rapid breathing.
- Rapid, weak pulse.

Note: *May resemble a heart attack.*

What do we do if someone is suffering from heat exhaustion or heat stroke?

Heat Exhaustion:

- Move the worker to a cool, shaded area to rest; do not leave them alone.
- Loosen and remove heavy clothing that restricts evaporative cooling.
- Give cool water to drink, about a cup every 15 minutes.
- Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling.
- Recovery should be rapid. Call 911 if they do not feel better in a few minutes.
- Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks.

Heat Stroke (Medical Emergency):

- Get help immediately, call 911 and transport as soon as possible.
- Move the worker to a cool, shaded area and remove clothing that restricts cooling.
- Seconds count – cool the worker rapidly using whatever methods you can. For example, immerse the worker in a tub of cool water; place the worker in a cool shower; spray the worker with cool water from a garden hose; sponge the worker with cool water; or if the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously. Continue cooling until medical help arrives.



Work Practices to Prevent Heat-Stress

- Allow workers to get used to hot environment by gradually increasing exposure over a 5-day work period.
- Provide workers with plenty of cool water in convenient, visible locations close to the work area. Encourage them to drink water!
- Schedule work on the cooler side of the building during hot days.
- Schedule exterior work in the cooler time of the year, whenever possible.
- Vary work hours to avoid the hottest parts of the days.



SPECIFIC TRAINING REQUIRED

1. **Supervisor Training:** Use the L&I training kit found at: <http://www.lni.wa.gov/safety/traintools/trainer/kits/HeatIllness>
2. **Employee Training:** Use the L&I training kit found at <http://www.lni.wa.gov/safety/traintools/trainer/kits/HeatIllness/>
3. **Watch:** [Heat Stress: A Dangerous Combination](#)

May is Heat Related Illness Awareness Month

Use the calendar to document the date and time of your weekly safety meetings.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Weekly Safety Meetings / Job Site Construction Safety Checklist:

Topic:		Topic:		Topic:		Topic:	
Foreman:		Foreman:		Foreman:		Foreman:	
Attendee:		Attendee:		Attendee:		Attendee:	
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Checklist		Checklist		Checklist		Checklist	

Reference: [WAC 296-62-09510\(2\)](#)

Notes: _____

Proper Lifting/Ergonomics

Proper Lifting:

Introduction: Most of us forget the importance of our backs for the enjoyment of a normal, happy and successful life. However, the back contains one of the most critical muscle groups in the body, as well as the spinal cord and associated vertebrae and disks. Everyone working in the building industry must lift materials to either put them into place or to expedite from one location to another. Back injuries are cumulative; a lot of small injuries lead up to the big one. It is, therefore, important to remember the key elements of proper lifting.

Preparing to Lift:

- Do you need help? Get help! Find more people or lift equipment to do the job.
- Do you need to stretch before preparing to lift? Stretch if you are not warmed up.
- Determine the load capacity and your ability to handle the load.
- Wear gloves if the surface is rough.
- Wear safe shoes and make sure you have a clear walkway.



Making the lift:

- Center the load between your legs or shoulders.
- Do not bend at the waist. Always bend with your legs, not with your back.
- Squat to lift and lower. Keep your back straight. Lift with your legs (You can feel your leg muscles doing the work).
- Keep your feet apart, staggered if possible.
- Keep the load close to your body. (Hug the object you are lifting).

Moving the Load:

- Keep your back as vertical as possible.
- Keep the load close to you.
- Straighten your back in and raise up with your head first.
- Never jerk or twist your body – If you must turn, turn with your feet, not your body.
- When lowering your load, bend with the knees and keep the back straight.
- Wear shoes with non-slip soles.

Remember to follow these rules of lifting and you will give your back a break rather than breaking your back.

Risk Factors for Back Injury:

- Lifting with your back bowed out.
- Bending and reaching with your back bowed out.
- Slouched sitting.
- Twisting or jerking movements with carry a load.
- Lack of proper rest.
- Obesity.
- Poor nutrition.
- Stressful work and living habits.
- Lack of exercise.

Controlling Risk Factors in the Workplace = Ergonomics:

Control methods are changes that can be made to the physical work environment, equipment, tools, work processes, and employees' behavior to reduce the number or level of risk factors. Control methods can be thought of as solutions that eliminate or reduce employees' exposure to risk factors. Most control methods fit into one of three general categories:

1. Engineering controls: These are physical changes or modifications to work stations, tools, or equipment that make it easier for employees to handle materials. They may also improve material handling by using equipment or tools in areas where they weren't used in the past. An example would be using a hand truck to move bags of flour from a pallet to a mixing area, rather than manually carrying them. Another example of an engineering control would be raising the height of a work surface to reduce the amount of bending forward required by the employee to work on materials.



1. Administrative Controls: These are procedures for safe work methods that reduce the duration, frequency, or severity of exposure to a hazard. Administrative

Best Practices to Reduce Back Injuries:

Lifting Header Beams	<ul style="list-style-type: none"> • Use a boom truck to lift and position beam. • Deliver beam near final location & use a crank-power lift.
Lifting Wall Sections	<ul style="list-style-type: none"> • Use wall jacks or pneumatic lifter. • Use a boom truck for wall sections > 10 ft tall.
Lifting Material	<ul style="list-style-type: none"> • Train on proper lifting (walk-up loads from ground, keep close to body, and avoid twisting).
Installing Carpet	<ul style="list-style-type: none"> • Use a carpet stretcher, only use kicker when necessary. • Push carpet roll, cut carpeting to room size in garage or driveway. • Use two people or a hand truck if equipment is too heavy. • Provide and enforce use of knee pads.
Hardwood Floor Installation	<ul style="list-style-type: none"> • Train to alternate body posture and activities. • Training to take frequent mini-breaks to stretch muscles.

When physical changes are made to the workplace (new equipment or tools, for example), employees should be trained to use them correctly.

Best Practices: Usually involves a combination of the three control methods. For example, you may find a mechanical lifting aid that could easily replace the old method of manual lifting, but unless employees receive training on how to use the new device and its advantages, they may use it improperly or not at all.



June is Proper Lifting Awareness Month

Use the calendar to document the date and time of your weekly safety meetings.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Weekly Safety Meetings / Job Site Construction Safety Checklist:

Topic:		Topic:		Topic:		Topic:	
Foreman:		Foreman:		Foreman:		Foreman:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
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Checklist		Checklist		Checklist		Checklist	

Reference: [WAC 296-155, Part A](#)

MORE TRAINING REQUIRED:

- Activity:** Practice proper lifting techniques.

Notes: _____

Focus Four Hazards



Fall Protection

Written Fall Protection Plan:

Falls are the leading cause of death in the construction industry. Many construction workers think it can't happen to them and don't use the proper fall protection equipment. However, most of us know someone who has been hurt or killed in a fall. **Don't let it happen to you!**

Our fall protection plan for residential construction is simple and does not cover all of the fall protection options available. However, it is easy to use for most trades involved in construction work. Additional work practices and equipment are available online. If we use a work process or equipment not covered in this plan, we will provide training on that specific product or process.

The Basics:

New fall protection rules state that **regardless of the height**, workers must be protected from impalement hazards, such as rebar. The next level protection requirements kick in at 4' above a landing surface if you are on a walking/working surface (any surface 45"x45" in all directions). All openings that could result in falls (doors, windows, balconies) need a guardrail 39"-45" in height with a mid rail and a toe board (1"x6"). Any hole, regardless of the distance of the fall, that a worker could fall through or into has to be covered by a cover that can hold at least 200 lbs or twice the weight that it is exposed to and says "hole" or "cover" on it. A guardrail 39"-45" in height with a mid rail and a 1"x6" toe board can also guard holes.

Fall protection **is** required for employees standing in or working in the affected area of a trench or excavation exposed to a fall hazard of ten feet or more and the employees are not directly involved with the excavation process or the employees are on the protective system or any other structure in the excavation.

"OSHA" Fall Protection Rule

Under [OSHA's 29 CFR 1926.501\(b\)\(13\)](#), workers engaged in residential construction six (6) feet or more above lower levels must be protected by conventional fall protection (in other words, guardrail systems, safety net systems, or personal fall arrest systems) or other fall protection measures allowed elsewhere in 1926.501. There is no provision for "leading edge work" as there is under [WAC 296-155 Part C-1](#), Washington's rule.

Leading Edge Work

At the possibility of a 10' fall, no matter the working surface or pitch of the roof you are working on, you must use a fall protection system. For the purpose of this plan, we are only using a harness fall arrest system anchored by a temporary or permanent steel anchor. A competent person must install these anchors. We will be trained on the specific brand we use at this company.

There are many specific line items to the Fall Protection Rule. If the type of work we do changes to something we are not familiar or trained on; ask the safety supervisor or competent person to train us on the new process or equipment.

Fall Protection System Assembly and Maintenance:

Fall protection systems will be assembled and maintained according to

manufacturer's instructions when using a manufactured system. A copy of those instructions is available on-site for reference. Any fall protection system used will meet WISHA regulations as contained in [WAC 296-155 Part C-1](#). Assembly and maintenance instructions unique to this job site such as components, placement of systems, anchor points, areas where systems are particularly subject to damage, etc., are specified below.

Standard Guardrails must:

- Be 39"- 45" above the work surface at top rail with mid-rail and toe board.
- Be able to withstand 200 lbs of pressure on the top rail in any direction.
- Not have significant deflection.
- Be inspected regularly for damaged or missing components.

Fall Arrest Harness:

- Must have anchor points capable of withstanding a 5000 lbs shock unless a deceleration device in use limits falls to 2', in which case, a 3000 lbs anchor point may be used.
- Free fall may not exceed 6'.
- A lower level may not be contacted during a fall.
- Lifelines must be placed or protected to prevent abrasion damage.
- Snap hooks must be double mechanism may not be connected to each other, or to loops in webbing.
- Inspect components for deformation, wear, and mildew.

Covers or Hatches must:

- Be able to support twice the weight of employees and equipment that would be used at the same time or twice the maximum axle load of the largest vehicle that would cross it.



**EMERGENCIES: DIAL 911
KNOW THE LOCATION OF THE
JOB SITE FOR EMS.**

- Be secured to prevent accidental displacement.
- Be marked with the word "Cover" or "Hole".

Training and Site Specific Plans:

- Each job site must have the site specific fall protection plan filled out (available at [nिकासafety.com](#)).
- Each employee shall be trained on the site specific fall protection plan before using fall protection equipment on that plan.
- Each new hire and employee shall be extensively trained yearly on the fall protection written plan.

Rescue Plan:

If a fall occurs, suspension trauma can severely injure or kill the worker within 15 minutes of the fall. Quick action is needed to reduce the potential for long term injury. If a worker is injured at elevation, the Foreman will evaluate the worker's condition and administer first aid. Emergency services will be called for a fall over 6' or as needed. If an injured worker can't return to ground level, the worker will be stabilized on a ladder by placing the worker in a sitting position on a rung. Then the worker will be brought down to a lower level by emergency services. The following equipment must be available on site to facilitate lowering the injured worker: extra ropes, ladders, and equipment. *Note: Demonstrate/ train with workers.*



MORE TRAINING REQUIRED:

1. **Watch:** Fall Protection powerpoint presentations at <http://www.lni.wa.gov/Safety/Topics/AtoZ/FallProtect/training.asp>
2. **Read:** the Manufacturer's Instructions Manual for your Fall Protection equipment.
3. **Activity:** Don Fall Protection gear, attach anchor to roof system and properly attach rope grab system equipment to anchor.

July is Fall Protection Awareness Month

Use the calendar to document the date and time of your weekly safety meetings.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Weekly Safety Meetings / Job Site Construction Safety Checklist:

Topic:		Topic:		Topic:		Topic:	
Foreman:		Foreman:		Foreman:		Foreman:	
Attendee:		Attendee:		Attendee:		Attendee:	
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Checklist		Checklist		Checklist		Checklist	

Reference: WAC 296-155, Part C-1; OSHA 1926 Subpart M - Fall Protection

Notes: _____

Focus Four Hazards



Tools & Electrical

General Tool Safety:

- Keep all tools away from the edges of scaffolding, platforms, shaft openings, etc.
- Do not use tools with split, broken, or loose handles; or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Know the correct use of hand and power tools. Use the right tool for the job.
- Proper guards or shields must be installed on all power tools before use.
- Do not use any tools without the guards in their proper working condition. No “homemade” handles or extensions (cheaters) will be used!
- Do not use a tool without being trained using the manufacturer’s instructions.



ALWAYS WEAR PROPER PPE WHEN OPERATING TOOLS THAT MAKE CHIPS, DUST OR NOISE!

- Provide extra training on [nail gun safety](#).
- Do not “pin-back” guards on skill saws.



- Ensure table saws have appropriate guards and kick-back devices are installed before use.

General Electrical Safety:

- All electrical power tools and extension cords must be properly insulated.
- Damaged cords must be replaced or properly repaired (electrical tape is not allowed).
- All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
- Do not operate any power tool or equipment unless you are trained in its operation and authorized by your firm to do so.
- All power cords must be plugged into a Ground Fault Circuit Interrupter (GFCI) outlet on construction sites.
- Use proper personal protective equipment (PPE) while using power tools. Often safety glasses, hearing protection, dust masks and gloves are required with many tools.

Employee and safety supervisor training:

Employers should ensure that their employees and foremen are trained to recognize the hazards of working near overhead power lines and how to use proper procedures to eliminate or

Supervisor and employees should know locations of all overhead power lines on each job site before starting work. Our Safety Supervisor should also:

- Check the height of your vehicle’s load and the height of the power lines before you go under.
- Maintain safe working distances from all overhead wires and power transmission lines. When operating mechanized equipment make sure that the equipment, or material being moved, is at least 10' away from power lines. For lines rated over 50 kV. minimum, clearance between the lines and any part of the equipment or load shall be ten feet plus 0.4 inch or each 1 kV. over 50 kV., or twice the length of the line insulator but never less than ten feet.

Electrical Safety Tips:

Employees should be aware of the hazards of working near power lines. Electrical hazards can cause burns, shocks and electrocution (death).

- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch fallen overhead power lines. Call the electric utility company to report all down electrical lines.
- If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.

USE PROPER LOCKOUT/TAGOUT PROCEDURES WHEN REPAIRING ENERGIZED EQUIPMENT.



- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition, free of defects, and use a (GFCI).
- Ensure that ladders, scaffolds, pipes, window washing rollers, other types of tools and materials do not come within 10' of power lines.

Focus Four Hazards



Excavation & Trenching

Our Competent Person for Excavations is: _____

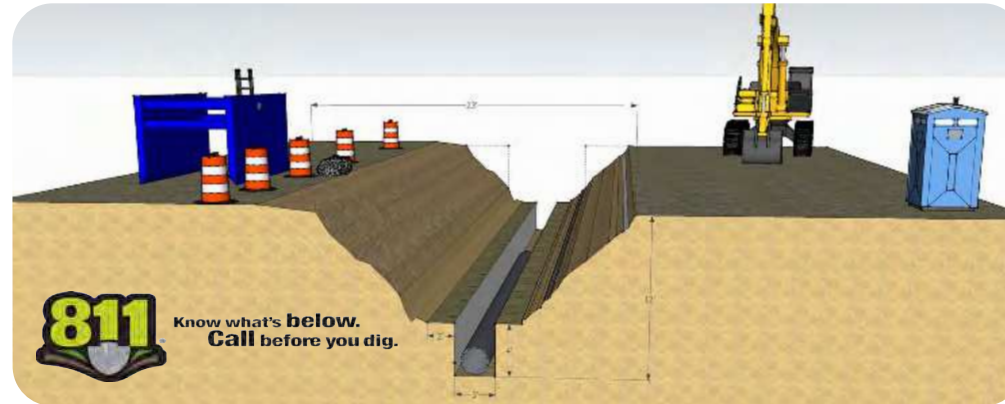
A competent person is one who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous and who has the authority to take prompt corrective measures to eliminate them.

Trenching and Excavating:

All trenching (man made cuts into the ground) operations by our company will be supervised by our Competent Person for excavation and trenching. Any trench over 4' deep or that poses a collapse hazard will have an employee protective system designed by the competent person.

There are three types of Protection Systems that may be used in trenches greater than 4' (5' OSHA):

1. Sloping: The walls of the trench are sloped back during excavation to at least 3/4:1 for Class A, 1:1 for Class B, or 1 1/2:1 for Class C. (See figure)
2. Shoring: Vertical walls of the trench are shored with lumber to prevent a cave in. Shoring must be designed by a Competent Person using established shoring charts in WAC based on soil type and depth*. Note: Poor quality lumber will often fail in a trench collapse. It is critical that the Competent Person uses appropriate material for shoring.



1. Shielding: Trench boxes designed for the soil type and depth of the trench are placed in the trench where the workers WILL be working. No worker is to be in the trench while the trench box is being placed by heavy equipment. Trench boxes need to be installed per manufacturer's instructions. Trench boxes must have a ladder for egress when workers are working within the

1. box. Trench boxes must be set at least level with the ground and no more than 2' off the bottom of the trench. **Note:** These systems need to be protected from fall hazards also.

Determining the System:

The determination design of the supporting system shall be based on careful evaluation by a "Competent Person" of pertinent factors, such as:

- a. Depth and/or cut/soils classification.
- b. Possible variation in water content of the material while excavation is open.
- c. Anticipated changes in materials from exposure to air, sun, water, or freezing.
- d. Loading imposed by structures, equipment, overlaying or stored material.
- e. Vibration from equipment, blasting, traffic, or other sources.

Use a [Excavation Inspection](#) form to document inspections and trench conditions daily.

Other Considerations:

1. Walkways or bridges with standard railings must be provided when employees or equipment are required to cross over excavations.

REQUIREMENTS FOR TRENCHES AT 4' DEPTH

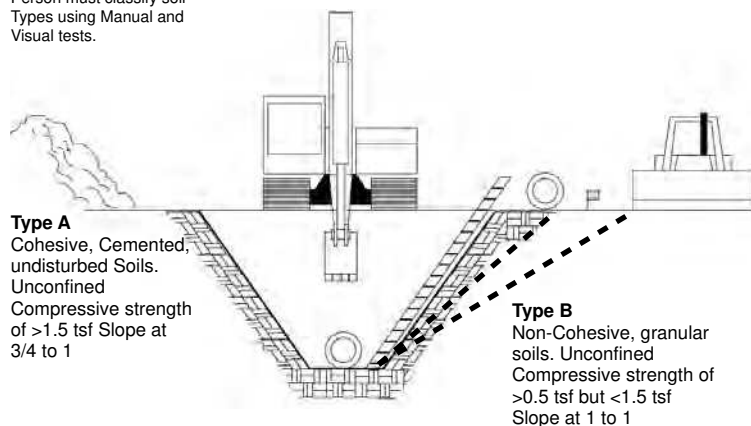
1. Excavation protection systems
 - a. Sloping
 - b. Shoring
 - c. Shielding
2. Air monitoring requirements where hazards could exist
 - a. Oxygen
 - b. Hydrogen Sulfide
 - c. LEL of Flammable Gases
3. Egress requirements
 - a. Travel no more than 25'
 - b. Safe ladder or ramp

1. The walls and faces of all excavations in which employees are exposed to danger from moving ground must be guarded by a shoring system, sloping of the ground, or some other equivalent means.
2. No person must be allowed under loads handled by excavators, backhoes, forklifts, derricks, or hoists. Swing radius should be marked and no person shall be allowed to work or walk through that area without making eye contact with the operator.
3. Don't allow water to accumulate in a trench. Water reduces soil stability; its presence may cause you to lower the soil classification from type A to B or C, or type B to C.
4. Keep excavated materials at least 2' away from the edge of the trench.
5. For trenches that 4' deep, slope the sides no less than 1.5 to 1 unless you classify the soil as type A, B, or C. Other alternatives are to use shoring or a trench box. If you can't accurately determine the soil type you must assume its type C.
6. In trenches deeper than 4', locate a means of exit, such as ladders or steps, so they are no more than 25' of travel from anywhere in the trench. When a box is used, a ladder for

Note: Various conditions require soil to be classified as Type C. A Competent Person must classify soil Types using Manual and Visual tests.

Sloping Angles By Soil Type

Warning: Most Soil conditions in Washington State are Class C!



Type A
Cohesive, Cemented, undisturbed Soils. Unconfined Compressive strength of >1.5 tsf Slope at 3/4 to 1

Type B
Non-Cohesive, granular soils. Unconfined Compressive strength of >0.5 tsf but <1.5 tsf Slope at 1 to 1

Type C
Compacted sand, wet, or previously disturbed Type A/B Soil Unconfined Compressive strength of >0.5 tsf Slope at 1 1/2 to 1

1. Egress must be in the box at all times regardless of situation.
2. Vibrations from construction equipment, nearby construction operations, or traffic, etc., can create hazards. You may need to slope your trench less steeply, inspect your shoring more often, and lower the soil classification from Type A to B or C, or Type B to C.
3. Store all materials at least 2' from the edge of the trench.
4. Keep heavy loads of all kinds as far from a trench as possible.
5. Always check with utility companies or the "one-call system" before digging. Locate all underground utilities near the trenching operation. Support any utilities adjacent to or crossing the trench. Overhead power lines are also a potential hazard.
6. A Competent Person must inspect the trench, adjacent areas, and any protective systems for possible cave-ins, failure of protective systems, hazardous atmospheres, or other hazardous conditions. Inspections must be performed daily: before work begins, throughout the shift, and after every rainstorm or other hazard-increasing occurrence.
7. Hard hats must be worn when there is an overhead hazard or flying and falling objects are present.
8. Where hazardous atmospheres could reasonably exist, air monitoring and ventilation are required at a 4' depth if there is a potential for oxygen deficiency.

October is Excavating & Trenching Awareness Month

Use the calendar to document the date and time of your weekly safety meetings.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Weekly Safety Meetings / Job Site Construction Safety Checklist:

Topic:		Topic:		Topic:		Topic:	
Foreman:		Foreman:		Foreman:		Foreman:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Checklist		Checklist		Checklist		Checklist	

MORE TRAINING REQUIRED:

1. **Additional Competent Person training** is recommended for all excavation workers.
2. **Confined Space training** is required for workers entering enclosed spaces with possibility of hazards

NOTE: *Soil classification must be performed by a competent person using acceptable visual and manual test such as those described in [WAC 296-155-650](http://www.wa.gov/industry/OSHA/29%20CFR%201926%20Subpart%20P%20-%20Excavations)

Reference: [WAC 296-155-650 Part N - Excavation and Trenching;](http://www.wa.gov/industry/OSHA/29%20CFR%201926%20Subpart%20P%20-%20Excavations)
[OSHA 1926 Subpart P - Excavations](http://www.wa.gov/industry/OSHA/29%20CFR%201926%20Subpart%20P%20-%20Excavations)

Notes: _____

Hazard Communication

OUR HAZCOM ADMINISTRATOR IS:

EMAIL: _____

PHONE: _____

Company Policy:

Our company is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules, including the change to the Globally Harmonized System (GHS) of Classification and Labeling of chemicals adopted in 2012 by OSHA and Labor and Industries in 2013. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used, the following hazard communication program has been established. All employees of our company will participate in the hazard communication program. This written program will be available in the HAZCOM Administrator's truck in the Company SDS book or _____ for review by any interested employee.



Exclamation Mark



Health Hazard



Skull and Crossbones



Corrosion



Flame



Flame Over Circle



Gas Cylinder



Exploding Bomb



Environmental Hazard

Container Labeling:

The HAZCOM Administrator is responsible for container labeling procedures, reviewing, and updating. The labeling system for our company is as follows:

- Manufacturer labels should be kept on all original containers.
- Non-original containers must also have GHS Compliant labels that represent the chemical hazards affixed to them. (HAZCOM Administrator can make them using an App, program or purchase the label online).
- Some chemicals, like corrosives, cannot be used in non-original containers.

Safety Data Sheets (SDS):

It is the responsibility of the HAZCOM Administrator to establish and monitor the SDS program. The administrator will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. This person will see that any new information is passed on to all employees at the next weekly safety meeting. The procedures to obtain SDSs and review incoming SDSs for new or significant health and safety information are as follows: Before using a chemical all employees shall check the SDS List and review the SDS for the chemical. If the SDS is not available the employee should do the following:

- Search the internet or ask at point of purchase for the chemical's (MSDS until 2015) SDS sheet and download or email a pdf copy to the HAZCOM PROGRAM ADMINISTRATOR who will save it in the folder labeled "_____ " on the company office computer. That copy of the SDS will be printed and placed in the company SDS books.
- Update the "List of Hazardous Chemicals" in this HAZCOM program with name of the Chemical. Add it to the List of Hazardous Chemicals Cover Page in our Company SDS book also.
- Chemicals with existing SDS sheets should be updated every 3-5 years.

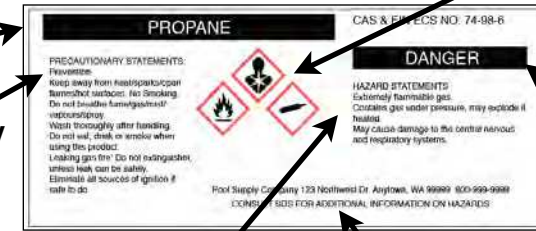
GHS Labels must have these 6 elements:

Product Identifier

Precautionary Statements

Hazard Statements

Supplier's Identification



Hazard Pictograms

Signal Word

Danger - More Severe Hazards

Warning - Less Severe Hazards

- Copies of SDSs for all hazardous chemicals in use will be kept in the HAZCOM ADMINISTRATOR's truck or the company office in a book labeled HAZCOM PROGRAM AND GHS COMPLIANT SDS.
 - Optional - Create a List of Hazardous Chemical Cover page with hyperlinks to each SDS and make available on electronic media for tablets or smartphones on job sites.
- SDS sheets will be available by request to all employees. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact the HAZCOM Administrator.

Employee Information & Training:

The HAZCOM Administrator is responsible for the employer/employee training program. The procedures for how employees will be informed and trained are as follows:

- Employees will be trained yearly on the company hazard communication program and individually if non-routine tasks apply. The HAZCOM Administrator will make sure that before starting work, each new employee of our company will attend a health and safety orientation that includes information and training on the following:
- An overview of requirements contained in the hazard communication standard [WAC 296-901](#).

- Hazardous chemicals present or used at our work places.
- The location of the SDS files and written hazard communication program.
- How to read SDS with a focus on sections (2) physical and health hazard identification, (4) first aid measures, (6) accidental release procedures, (7) handling and storage procedures (8) PPE requirements for chemicals or groups of chemical used.
- Symptoms of overexposure to a chemical and procedures to follow if you are overexposed to a chemical, such as contact HAZCOM Administrator and seek immediate medical care.
- How to read a GHS compliant label.

The introduction of new chemicals may require additional training for employees. Document this training on a Training Roster and keep on file.

Hazardous Non-Routine Tasks:

Prior to starting work on such projects, each affected employee will be given information by the job foreman about the hazardous chemicals they may encounter during these activities:

- Painting
 - Spraying any chemical or coating
 - Cleaning with new chemical products
 - Applying glues
- _____
- _____

Multi-Employer Work Places:

It is the responsibility of our company to provide other employers or sub-contractors with employees at the work site with the following information:

- Copies of SDSs (or make them available at the job shack or trailer) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
 - Optional - USB Drive of SDS for other Employers
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.
- It is also the responsibility of our company to identify and obtain SDSs for the chemicals the other contractor is bringing into the work place, if SDS are not available and our employees are exposed.

List of Hazardous Chemicals:

Our company has a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing our HAZCOM PROGRAM AND SDS Book located in the HAZCOM Administrator's truck or at the company office.

Program Review:

The criteria (e.g., label warnings, SDS information, etc.) we use to evaluate a our SDS list of chemical hazards is a yearly inventory of chemicals at our Principal Place of Business and the opportunity for employees to report chemicals they may have picked up without the HAZCOM Administrators knowledge during weekly safety meetings or at the yearly HAZCOM training.



November is Hazard Communication Month

Use the calendar to document the date and time of your weekly safety meetings.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Weekly Safety Meetings / Job Site Construction Safety Checklist:

Topic:		Topic:		Topic:		Topic:	
Foreman:		Foreman:		Foreman:		Foreman:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Checklist		Checklist		Checklist		Checklist	

MORE TRAINING REQUIRED:

1. **Watch:** Chemical Hazard Communication Overview online at www.lni.wa.gov/Safety/TrainTools/Videos/Online/default.asp
2. Find links to GHS HAZCOM training tools and videos at nिकासafety.com

Reference: WAC 296-901;
OSHA 1926 Subpart D - HAZCOM

Notes:

Respiratory Protection

Respirator Program Administrator:

Employee Training:

All employees will be trained on the selection, use, limitations, and maintenance of respirators per the manufacturers instructions.

Respirator Selection:

Employees shall only use respirators, cartridges, and filters on the included chart. If an additional product or activity requiring a respirator is done by a worker, the Competent Person will use a respirator selection guide, the SDS sheet, or the manufacturer's recommendation for the proper respirator cartridge and filter and update the selection and change schedule chart below.

Medical Evaluations:

Every employee of this company who must wear a respirator will be provided with a medical evaluation before they are allowed to use the respirator. We will use: _____ as our medical evaluator.

Our non-readers or non-English reading employees will be assisted by the program administrator. Completed questionnaires are confidential and will be sent directly to the medical provider without review by management. If the medical questionnaire indicates to our medical provider that a further medical exam is required, this will be provided at no cost to our employees by a qualified medical provider. We will get a recommendation from this medical provider on whether or not the employee is medically able to wear a respirator.

Additional Medical Evaluation will be done in the following situations:

- Our medical provider recommends it.
- Our respirator program administrator decides it is needed.
- An employee shows signs of breathing difficulty.
- Changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

Respiration Fit Testing:

All employees who wear tight fitting respirators will be fit-tested before using their respirator. Fit-testing will be repeated annually. Fit-testing will also be done when a different respirator face piece is chosen; when there is a physical change in an employee's face that would affect fit; or when our employees or medical provider notify us that the fit is unacceptable. No facial hair is allowed between the skin and the sealing surface of the mask. Respirators are chosen for fit-testing following procedures in the WISHA Respirators Rule. Fit-testing is not required for loose fitting, positive pressure (supplied air helmet or hood style) respirators. We do fit-testing using one or more of the following fit-testing protocols or quantitative fit-testing instrument:

The fit-testing instrument we use is:

Documentation of our fit-test results is kept in your employee file at the office or: _____

Our respirators will be checked for proper sealing by the user whenever the respirator is first put on, using the following seal check procedures:

User Seal Check Procedures:

Important Information for Employees: You need to conduct a seal check each time you put your respirator on; before you enter the respirator use area. The purpose of a seal check is to make sure your respirator (which has been previously fit-test by your employer) is properly positioned on your face to prevent leakage during use and to detect functional problems. If you can't pass both parts, your respirator is not functioning properly, see your foreman for further instruction.

Fill-in General Product used or Activity Below	Fill-In Specific Make and Model of Respirator and Cartridge Used Below	Fill-In Frequency of Cartridge Change Cool Weather/Normal Work (Change Pre-filter Daily)	Fill-In Frequency of Cartridge Change Warm Weather/Normal Work (Change Pre-filter Daily)	Fill-In Frequency of Cartridge Change Hot Weather/Normal Work (Change Pre-filter Daily)	Cartridge Or Filter Becomes Plugged, Damaged or Soaked Change Cartridge/Filter
Spraying Interior Latex Paint		Monthly or Every 4 Houses	Biweekly or Every 3 Houses	Daily or When Vapors can be Smelled	Immediately

Positive Pressure Check:

- If removable, take exhalation valve cover off.
- Cover the exhalation valve completely with the palm of your hand while exhaling gently to inflate the face piece slightly.
- The respirator face piece should remain inflated (indicating a build-up of positive pressure and no outward leakage). If you detect no leakage, replace the exhalation valve cover (if removed), and proceed to conduct the negative pressure check.
- If you detect evidence of leakage, reposition the respirator (after removing and inspecting it), and try the positive pressure check again.



Negative Pressure Check:

- Completely cover the inhalation opening(s) on the cartridges or canister with the palm(s) of your hands while inhaling gently to collapse the face piece slightly.
- If you can't use the palm(s) of your hands to effectively cover the inhalation openings may use filter seal(s) (if available) or thin rubber gloves.



- Once the face piece is collapsed, hold your breath for 10 seconds while keeping the inhalation openings covered.
- The face piece should remain slightly collapsed, indicating negative pressure and no inward leakage.
- If you detect no evidence of leakage, the tightness of the face piece is considered adequate, the procedure is completed and you may now use the respirator.
- If you detect leakage, reposition the respirator (after removing and inspecting it) and repeat both the positive and negative fit checks.

Respirators Program Evaluation:

1. We evaluate our respiratory program for effectiveness by the following:
 - Checking fit-test results and health provider evaluations.
2. Asking employees who wear respirators:
 - How they fit? Do they feel the respirator is adequately protecting them? Do they notice any difficulties in breathing while wearing them? Do they notice any odors while wearing them, etc?
3. Periodically checking employee job duties for changes in chemical exposure.
4. Periodically checking maintenance and storage of respirators.
5. Periodically checking how employees use their respirators.
6. Other: _____

Respirator Storage, Cleaning, Maintenance and Repair:

Our non-disposable respirators will be stored in the following clean locations: in plastic bags, in the company truck or trailer. Respirators will be cleaned and sanitized every 7 days or whenever they are visibly dirty (does not apply to paper dust masks which are disposed daily). Respirators will be cleaned according to the manufacturers and attached instructions.

Respirator Cleaning Procedure:

- Remove filters, cartridges, canisters, speaking diaphragms, demand and pressure valve assemblies, hoses or any components recommended by the manufacturer. Discard or repair any defective parts.
- Wash components in warm 110°F maximum water with a mild detergent or with a cleaner recommended by the manufacturer.
- Rinse components thoroughly in clean, warm 110°F maximum, preferably, running water. **Note:** *The importance of thorough rinsing can't be overemphasized.*
- Drain components.
- Air dry or hand dry components with a clean, lint-free cloth.
- Reassemble the face piece components. Replace filters, cartridges, and canisters, if necessary.
- Test the respirator to make sure all components work properly.

Respirator Records:

Records will be kept at the company office in employee files and employees will have access to their own records.

- A copy of this completed respirator program.
- Employees' latest fit-test results.
- Employee training records.
- Written recommendations from our medical provider.

December is Respiratory Protection Awareness Month

Use the calendar to document the date and time of your weekly safety meetings.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Weekly Safety Meetings / Job Site Construction Safety Checklist:

Topic:		Topic:		Topic:		Topic:	
Foreman:		Foreman:		Foreman:		Foreman:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Checklist		Checklist		Checklist		Checklist	

Reference: WAC 296-863 and WAC 296-842-14005;
OSHA 1926 Subpart E - Respiratory Protection

Notes: _____

MORE TRAINING REQUIRED:

1. **Train:** <http://www.lni.wa.gov/Safety/TrainTools/Trainer/Kits/Respirators>
2. **Fill Out:** Respirator Selection and Chart.
3. **Medical Evaluation:** Available online at www.respexam.com (\$ for this service)
4. **Fit Testing:** Professional or in-house using a Fit Test Kit.

Note: Medical Evaluations and Fit-Testing are **required** for all employees who wear respirators.

