

**DEPARTMENT OF
ARCHITECTURE & CONSTRUCTION**

**SAFETY
AND COMPLIANCE
HANDBOOK**

Acknowledgement and Commitment Form

This verifies that the St. Luke's Department of Architecture and Construction has furnished me with a copy of the Safety and Compliance Handbook. I understand that I must read and understand the responsibilities, instructions and hazards associated with the job for which I was hired to perform.

In accepting employment with or working under the authority of the St. Luke's Construction Department I am expected to abide by these rules. If I have any questions regarding the material contained in this book I must contact my foreman for clarification. I further understand that a violation of these rules or failure to perform work in a safe manner in compliance with St. Luke's rules could be cause for removal from the project or termination.

Signature

Print Name

Company Name

Have you been trained in the tasks you will perform while working at St. Luke's Construction sites?

☐ Yes

☐ No

Date

Welcome

We would like to take this opportunity to welcome you to St. Luke's. The personal safety and health of each person working for or under the authority of SLRMC is of primary importance. St. Luke's Construction is proud of our safety record and partnership with OSHA. We have also received many awards for providing excellent patient care. The continued success of our hospital depends on all of us!

This handbook was prepared to assist you in maintaining the high standards we have set for ourselves in both your safety and the comfort and safety of our patients. These guidelines may be used by foremen, superintendents, employees and sub-contracted employees to help prevent accidents and injuries.

Everyone working for or under the authority of the St. Luke's Construction Department is required to follow the compliance rules contained in this handbook, along with all OSHA standards. If you would like to see a copy of the OSHA standards please ask the Compliance Coordinator at the St. Luke's Construction office.

If you have any questions regarding the content of this handbook, please ask your foreman or call the Construction Office at 381-2023.

Thank you.

St. Luke's Safety and Health Program

You are responsible for working safely and productively, always aware of hazards in their jobs and following recognized safe work practices.

The objective of our Safety and Health Program is to prevent occupational injuries and illnesses, minimize loss to property and equipment, and eliminate OSHA violations. We will strive to have the best Safety and Health conditions possible in every work place.

Our Safety and Health Program includes:

1. Our work sites shall be inspected for safety hazards and OSHA violations on a frequent and regular basis. These inspections will be conducted by a St. Luke's representative. All workers are expected to cooperate by correcting any hazards and/or violations as soon as possible.
2. All workers shall maintain a positive attitude when working with the St. Luke's safety auditors.
3. Everyone will attend regular safety meetings and strive to maintain safe work practices and procedures on all job sites.
4. Our goal is to have an injury free work place. To reach this goal everyone needs to take responsibility for their actions and the workspace around them.
5. We promptly investigate every injury or health incident to find the cause and correct any problems.
6. We impose disciplinary actions for unsafe conduct and recognize and reward good safe conduct.
7. We maintain a work place free of drugs and alcohol.

We recognize safety and health responsibilities are shared.

1. We accept the responsibility for the leadership of our Safety and Health Program and its effectiveness.
2. Our supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, including subcontractors. They are responsible for insuring that safety and health is managed in the same manner and with the same emphasis as production, cost, and quality control.
3. Supervisors should help identify operational oversights that could contribute to accidents which often result in injuries and property damage.

4. All construction workers, including subcontractor employees, will be responsible for genuine cooperation with all aspects of our Safety and Health Program, including following all OSHA Standards, and continuously practicing safe procedures while performing their duties.
5. It is the duty of each construction worker to know the safety rules, and conduct his/her work in compliance with OSHA standards. Disregard for the safety and health rules shall be grounds for disciplinary action up to and including removal from the job site or termination.
6. It is the duty of each employee to make full use of the safeguards provided for their protection.
7. All construction workers shall be aware of the location of first aid, fire fighting equipment and other safety devices.
8. Until they are properly trained, employees are not to perform potentially hazardous tasks, or to use any hazardous material. Employees are to follow all safety procedures when performing those tasks.

Jobsite Safety Orientation

1. Employees will receive safety orientation before duty assignment.
2. If you have not been trained, ask your supervisor for training before attempting to use tools or equipment, or starting any hazardous duties.
3. If your safety training is not adequate, you are required to report this to the Project Superintendent.
4. Employees are not required to perform an unsafe task that disregards established Safety Rules.

Employee Responsibilities and Appearance

All employees and sub-contracted employees are required to work in a manner that will prevent accidents and injuries to themselves, their coworkers and the general public.

Everyone working under the authority of the St. Luke's Department of Architecture and Construction must:

1. Report all unsafe conditions and acts to your supervisor.
2. Come to work neat and clean. Wear appropriate clothing, nothing that could offend others.

3. St. Luke's is a non-smoking facility. Chewing Tobacco and Sunflower seeds are not permitted.
4. Offensive language is not permitted on any St. Luke's campus.

General Safety Guidelines

1. Everyone should come to the jobsite with all the safety equipment and PPE they will need to perform the duties they are assigned to that day.
2. Always clean up immediate area when work is finished.
3. Pick up tools and cords, keep loose material secure. Clean up spills. Keep debris and other material away from deck edges overhead where they could fall off and injure someone below.

Safety Rule Violation Policy

1. An employee, who believes he/she is being required to perform a task that does not comply with Safety Rules, has the right to refuse to perform the task without fear of reprisal.
2. Some infractions of Company rules may be grounds for immediate dismissal (i.e., using drugs/alcohol or fighting on the jobsite).
3. Any employee who commits an unsafe act greatly endangering him or herself, co-workers and/or causes property damage, can face immediate termination without further warnings.
4. SLRMC reserves the right to issue disciplinary warnings to employees and subcontract employees under their authority, including termination or removal from the jobsite.

PPE

1. SLRMC requires all employees to wear PPE (personal protective equipment) when required by OSHA regulations or when dictated by hazard.
2. Employers are required to pay for some (PPE). Here are a few examples of what they are responsible for:

Hard hats

Goggles

Hearing Protection

Face Shields

Non-specialty Gloves

Reflective Work Vests

Respiratory Protection

Fall Protection

3. Exceptions to what your employer must provide are safety-toe footwear, prescription safety eyewear, everyday clothing and weather-related gear.
4. You are required to know what PPE you need to perform your job, to make sure you have it and use it.
5. Below are some common examples of PPE however you may be required to provide items not listed below to safely perform your job.
 - Hard Hat
 - Long pants (no shorts)
 - Long Sleeve Shirt
 - Protective Footwear
 - Eye Protection
 - Gloves
 - Respiratory Protection
 - Hearing Protection
 - Fall Protection
 - Reflective Work Vests

Project Postings and Paper Work

- a) Signs will be posted at the entrance to all jobsites.
- b) Project paperwork is generally located near the entrance of the project or on the job cart. It has information such as:
 - c) Emergency Numbers
 - d) St. Luke's Foreman Name and Number
 - e) Evacuation plan which includes direction for evacuation routes
 - f) MSDS
 - g) Safety Manual
 - h) First Aid Kits
 - i) Fire Extinguisher

FIRST AID AND MEDICAL SERVICES

1. The superintendent should know the location of the nearest emergency medical facility for incidents that cannot be treated by simple first aid procedures.
2. Non-emergency first aid and supplies will be available at each jobsite.
3. Subcontractors are responsible for transporting their employees to the appropriate medical facilities in all non-emergency situations. Call an ambulance if the person is not mobile. Injured people will NOT drive themselves to seek medical attention.
4. Injury Management – Employees who have an on-the-job injury or illness (requiring treatment beyond first aid) will return to work only with written work release form, listing restrictions and/or limitations from a qualified Physician.
5. Accident Reporting – immediately report all accidents, injuries and illness incidents to your supervisor and to the St. Luke's Supervisor. If you cannot locate a St. Luke's Supervisor please call the Construction Office at 381-2023.

Demolition Procedures

St. Luke's Foremen have a Demolition Survey that needs to be filled out before demolition can begin.

The St. Luke's Safety Manual has a list of demolition rules and procedures that need to be followed.

Wearing gloves is mandatory during demolition on all St. Luke's projects.

HAZARDOUS CONDITION REPORTING

1. Employees will immediately notify their supervisor of potential or existing hazardous conditions.
2. Employees will not suffer reprisal for reporting a hazardous condition. The Superintendent will respond to reports and inform the employee of the response.
3. Superintendents will coordinate with employees for correction and control of recognized hazards

Accident Reporting

All accidents and incidents must be reported to a St. Luke's Foreman, the Construction Office, or the St. Luke's Compliance Coordinator immediately.

Discipline Plan

Workers or companies who violate safety and health rules or use unsafe work procedures will be corrected by using one or more of the actions below.

Action A – Add the violation to the weekly safety audit findings and fax it to the violator's company.

Action B – Issue the violator a verbal warning.

Action C – Issue a documented warning. This can be done by letter, a phone call or a meeting with the company.

Action D – Issue a Letter of Non-Compliance which requires an action by the violator's company.

Action E – Remove the violator or violators from the jobsite.

General Requirements for All Contractors

Turn in before work begins

Safety Manual (must be in a white 3 ring binder).

MSDS separate from Safety Manual (must be in a white 3 ring binder and include only MSDS that you use on St. Luke's projects.)

Competent Person Forms (must have at least one competent person from each company and on site at all times).

St. Luke's Compliance Hand Book read, signed, and turned into the office for every worker.

On-going Requirements

Worker must wear appropriate Personal Protective Equipment

Must have 1st Aid kits and Blood Borne Pathogen supplies on project.

Weekly Safety Meetings must be conducted, documented and a sign in sheet must be turned in to a St. Luke's supervisor. (All employees must attend a weekly safety meeting).

St. Luke's Compliance Hand Books read, signed, and turned into the office for each new employee on the project.

Daily Equipment Inspection checklists filled out.

Safety Rules

1. Employees will comply with SLRMC safety rules & OSHA Safety and Health Standards.
2. Employees will only operate equipment, machinery, and tools after receiving training and/or approval.
3. An SLRMC authorized, competent person will inspect all tools, equipment, materials and safety equipment before use and on a regular basis. Supervisors will appoint authorized employees to perform these inspections.
4. All employees will wear the appropriate eye, ear, face and foot protection. Short pants, cutoffs, canvas deck shoes and tank tops are prohibited.

5. Only OSHA approved safety glasses are permitted on jobsites. A face shield is required when using a grinder, chop saw or when using compressed air. If you get a foreign particle in your eye, do not rub it. Go to the nearest first aid or eye wash station and flush the eye thoroughly. Seek assistance from your supervisor.
6. Ear protection is required at all times when using an abrasive grinder. Ask your supervisor for disposable earplugs. Other tasks may also require hearing protection. Ask your Foreman if you are not sure if it is required or not.
7. Good quality leather boots or shoes will be worn at all times on our jobsites.
8. Hard hats will be worn when there is potential of injury from falling objects, electrical shock or work is being done overhead. Never wear hard hats backwards.
9. Inspect PPE on a regular basis. PPE with signs of excessive wear or damage must be replaced immediately. Never use damaged or defective PPE.
10. All loose articles of clothing, jewelry, hair, etc., will be secured out of the way before using any power tools.
11. Fighting, horseplay or engaging in practical jokes is prohibited.
12. SLRMC does not assign, allow or require employees to work alone in a hazardous condition area.
13. Drinking water will be clearly labeled in sanitary metal or plastic “cooler type” containers. A common drinking cup is prohibited.
14. SLRMC provides disposable drinking cups and a waste container.
15. Toilet facilities will be furnished – one for every 20 employees.
16. Signs, signals, barricades will be posted to warn of hazards to workers and the public.
17. All vehicle operators must have current license to operate the vehicles they are driving and know how to inspect it before use.
18. Clean up all work areas daily at the end of each shift and more often if necessary.
19. Always consider what you can do to make the work area safer.

20. Floor openings or holes (exceeding 2" X 2") will be guarded by a railing or a floor cover and secured against accidental displacement.
21. Open sided floors, roof platforms and runways 6' or more above the ground or adjacent level are required to have a guardrail, midrail and toeboard for a fall arrest system.
22. Scaffolding will be erected by a competent person and inspected daily before use.
23. Extension ladders will be tied off, level and extended 3' beyond the landing area.
24. Only use stepladders in the folded out position and level before using.
25. Never sit or stand on the top step of stepladders.

Fire Safety

1. Unauthorized fires or fires for heating are not allowed.
2. Gasoline, diesel fuel, flammable solvent, and LP gas will be stored in approved cans with contents marked. Flammable material will be stored only in approved containers.
3. Fire extinguishers will be located within 100 ft. of any work area. They will be checked regularly.
4. Employees are not required to fight fires. In case of eminent danger from a fire, follow the company "Emergency Evacuation Plan" for field operations.
5. Shut-off vehicles/equipment before fueling. Fuel vehicles or equipment at a safe distance from buildings. A fire extinguisher will be kept within 25-75 ft. from fueling area.

FIRE PREVENTION

1. Smoking is prohibited.
2. A housekeeping program will be strictly adhered to on all jobsites.
3. Do not allow trash, i.e. flammable/combustible items, to accumulate. Dispose of trash daily.

4. Inspect areas where cutting or welding will be done before work starts. Remove flammable or combustibles from the area including below.
5. Before cutting or welding overhead, barricade the area and post warning signs. Control sparks at the point of origin.
6. Shut off tank valves on acetylene and oxygen torch set-ups, bleed and roll up hoses, disconnect gauges, and cap bottles before leaving the jobsite.
7. An approved fire extinguisher must be in the immediate area when performing hot work.

Excavations and Trenches

1. Excavations and trenches, exceeding 4 ft. deep, must be benched, sloped, or have protective shields to prevent sloughing and cave-in.
2. A means of exit (ramp or ladder), will be provided for excavations or trenches over 4 ft. deep. Exits will be no greater than 25 ft. apart.
3. Employees will not work in excavations where water has or is accumulating until precautions are in place. Notify your supervisor.
4. Where the stability of adjoining buildings, walls, roadways or other structures is endangered by excavation operations, support systems such as shoring, bracing or underpinning will be provided.
5. Sidewalks, pavements, etc. will not be undermined until a support system is provided.
6. Adequate protection will be provided to protect employees from loose rock or soil in excavations and trenches.
7. Always keep excavated soil, materials and equipment at least 2 feet from the edge of excavations and trenches.
8. A competent person will make daily inspections of excavations and trenches, their adjacent areas and protective systems.

9. Each employee in an excavation will be protected from cave-ins by an adequate protective system, except:
 - Excavations made entirely in stable rock
 - Excavations less than 4 feet deep, and after examination of the ground and soil by a competent person provides no indication of a potential cave-in.
10. All excavations 6 ft. deep or more Shall be barricaded, or have guardrails to protect employees from falling in.

Masonry Construction

1. During masonry operations limited access zones will be established on all masonry walls without scaffolding.
2. Limited access zones must be the height of the wall plus 4 ft., marked with barrier tape (Caution) or signs (Do Not Enter) and remain in place until temporary braces or permanent supports have been installed to secure the wall.
3. Temporary wall braces will be installed on all masonry walls that exceed 8 feet in height until permanent supports have been installed.
4. All operator-driven motorized equipment (i.e. forklifts) must have audible backup alarms.
5. Seatbelts must be worn while driving a forklift.

Aerial Lifts

1. Test aerial lift controls daily before use.
2. Only authorized employees may operate an aerial lift.
3. Employees working in aerial lifts with a rotating base, boom or basket extending beyond the base will wear a safety harness with lanyard attached to the basket or boom.
4. Never tie off to an adjacent pole, structure or equipment outside the basket.
5. Stand firmly on the floor of scissor lifts. Never sit or climb on the edge of the basket. Never use planks, ladders, etc. for work positions.
6. Never exceed manufacturer boom or basket limits.
7. Close and secure safety chains and gates when working in or moving an aerial lift.

Cranes and Hoists

1. All crane activity needs to be scheduled with the SLRMC Superintendent or Foreman at least 1 week before the crane is scheduled.
2. Sub-contractors will have a qualified person inspect all crane, hoisting, and rigging equipment before and during each use to insure safe operating condition.
3. Sub-contractors will have an approved person supervise crane and lifting operations.
4. Only trained employees will perform crane and hoisting operations.
5. Remove all rigging equipment when not in use to prevent trip and fall hazards.
6. Barricade areas within the swing radius of a rotating crane to prevent entry.
7. A fire extinguisher will be accessible in the cabs of cranes.
8. When a load is suspended, crane operators will remain at the controls at all times.
9. Maintain at least 10' clearance between electrical lines over 50 kV and any part of the crane or load plus 1" for each additional 1 kV.
10. All overhead wires are considered energized, unless the utility company indicates otherwise and it is visibly de-energized and locked out.
11. If contact with an overhead power line occurs, while operating a crane, stay in the cab. Do not attempt to step from the crane to the ground. This may result in a fatal electrocution.
12. Use tag lines when lifting loads.
13. At no time will any employee be allowed to work under a crane suspended load.
14. Use softeners to protect nylon type slings or wire rope chokers or cable when there is a possibility of damage being done to them while in use.

Grinders

1. Wear full-face shields, leather gloves and hearing protection when using grinders.
2. The grinding disc or wire wheel must be kept at least 6" away from any body part.

EQUIPMENT MAINTENANCE

1. Maintain all equipment and tools in good condition. Do not use damaged or defective equipment. Report any damage or defect to a supervisor immediately.

DEMOLITION PROCEDURES

1. Before starting demolition operations a demolition survey will be completed by a competent person to determine the condition of the framing, floors, walls, and the possibility of collapse. Adjacent structures must be checked. The written survey must be posted at the jobsite. (*See SLRMC Safety Program*)

POWDER ACTUATED TOOLS

1. Only employees trained in the operation of the specific tool will operate a powder-actuated tool. Operators must carry a training verification card.
2. Test the tool each day before loading to see that safety devices are in proper working condition. Test according to the manufacturer's recommended procedure.
3. Any defective tool or tool that develops a defect during use shall be immediately removed from service and not used until properly repaired.
4. Wear the appropriate PPE.
5. Do not load tools until just before the intended firing time.
6. Never point powder-actuated tools at anyone.
7. Keep hands clear of the open barrel end.
8. Never leave loaded tools unattended.
9. Avoid driving into easily penetrated materials or use a substance behind it so the pin or fastener doesn't pass completely through and injure someone on the other side.
10. Never drive a fastener into a spalled area caused by an unsatisfactory fastening.
11. Never use tools in an explosive or flammable atmosphere.

12. Use all tools with the correct shield, guard, or attachment recommended by the manufacturer.

LOCKOUT-TAG PROGRAM

Contact your Supervisor if a lockout is required

1. Lockout/tagout is designed to prevent injuries from the unexpected startup or movement of machines or equipment components during maintenance or adjustment.
2. Lockout/Tagout is required to isolate machines and equipment from energy sources (electrical, mechanical, hydraulic, steam, pneumatic, etc.)
3. Employees must be trained in lockout/tagout. Only qualified, trained individuals are authorized to lockout machines and equipment.
4. Personalized locks will be issued to authorized personnel only, and clearly marked by number or color code system that identifies the user.
5. **WARNING:** Under no circumstances may anyone, other than the person who locked out the device, remove a lock.
6. Never attempt to operate a switch, valve, or other energy-isolating device that is locked or tagged out.

FALL PROTECTION PROCEDURES

1. A personal fall arrest system (incl. full body harness, shock absorbing lanyards, & anchor point) or alternate fall protection systems is required for all work over 6 ft. from the ground or floor.
2. Anchor points and lifelines will be able to withstand tensile loading of 5000 lb.
3. Secure lifelines above the point of operation to an anchorage point capable of supporting a minimum tensile of 5000 pounds.
4. Inspect safety harness, lanyards and lifelines before use and maintain good working condition.
5. Never use defective equipment.

6. Protect all roof openings with standard guardrails, safety nets, or security covers clearly marked with, "HOLE – DO NOT REMOVE".
7. Awareness of fall hazards and compliance with safety rules is a condition of employment.
8. Never work in areas where there is a potential to fall, unless you have received Fall Protection Training.

SCAFFOLD SAFETY

1. A competent person must supervise scaffolding erection.
2. Scaffolds over 10 ft. high will have guardrails, midrails and toeboards.
3. Guardrails will be 2x4 inch lumber or equivalent and 42 inches above the walking/working surface.
4. Midrails will be 2x4 in. and equally spaced approximately 21 inches high, between the guardrail and the toeboard.
5. Toeboards will be a minimum of 3 ½ inches in height.
6. Scaffold platforms will be fully decked with 2x12" scaffold grade lumber or equivalent and extend the entire width of the scaffold.
7. Use approved access ladders on all scaffold.
8. Assemble scaffolds on a secure, level footing.
9. Scaffold platforms will be free of slippery conditions, tools, material, and debris.
10. Securely brace or attach scaffolds to the building at intervals not exceeding 30 ft. horizontally and 26 ft. vertically.

LADDER SAFETY

1. A competent person must train employees in:
 - The fall hazards of ladders.
 - Inspecting and maintaining the ladders.

- Construction, uses, and placement of ladders.
 - The intended load capacities of ladders.
 - All ladders will be capable of supporting at least 4 times the maximum intended load.
2. All ladders will be inspected before use and be maintained in good, working condition.
 3. Never use defective ladders. Any defective ladder will immediately be marked “Do Not Use”, removed and replaced.
 4. Stepladders will have a spreader or locking device to hold the front and back sections in an open position during use.
 5. Ladder components will be surfaced to protect employees from punctures, lacerations, and snagging of clothing.
 6. Wooden and/or aluminum ladders are not allowed.
 7. Keep ladders free of oil, grease and other slip hazards.
 8. Ladders will be used only for the purpose for which they were designed.
 9. Use portable extension ladders and wood job made ladders at an angle where A is $\frac{1}{4}$ of B (the horizontal distance from the top support to the foot of the ladder is $\frac{1}{4}$ of the working length of the ladder). *Example: If the ladder is 20 feet long, the base of the ladder should be 5 feet from the structure.*
 10. Only use ladders on stable, level surfaces unless secured to prevent displacement.
 11. Ladders will not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement.
 12. Secure or barricade ladders to prevent displacement.
 13. Keep the top and bottom areas of ladders clear.
 14. The top of a portable extension ladder will be placed with the two rails supported equally.
 15. Never move, shift, or extend ladders while in use.

16. Face the ladder when moving up or down.
17. Use at least one hand to grasp the ladder when moving up or down the ladder.
18. Do not carry materials that could cause you to lose balance and fall.
19. Portable ladders will be secured at the top or have side rails extending 3 feet above the top surface.

CONFINED SPACE ENTRY PROCEDURES

1. **WARNING:** Entering a confined space is extremely dangerous. Workers and their rescuers have died when not following confined space entry procedures.
2. Refer to the SLRMC Safety and Health Manual for confined space entry procedures.
3. Contact your supervisor before entering a confined space.

RESPIRATOR PROTECTION POLICY

1. It is our intention to maintain a workplace free of hazards due to air contamination.
2. When working in an area with airborne hazards, either leave the area or use respiratory protection.
3. Users must verify physical fitness to wear respirators.
4. Wear respiratory protection to prevent exposure to silica dust from concrete and masonry work.
5. Respirator users will be trained in the proper selection, use, inspection, maintenance, and cleaning of respirators and their limitations.

CHEMICAL HAZARD COMMUNICATION (Ask your Supervisor for HAZ-COM information or Material Safety Data Sheets)

To comply with OSHA's Hazard Communication (HAZ-COM) Rules, 29 CFR 1910.1200 and 1926.59, this Chemical Hazard Communication Program has been developed and implemented.

(See SLRMC Chemical Hazard Communication, in the Safety Program.)

1. The program is available for review at the Construction Office located at 214 E. Jefferson, Boise, ID and at all St. Jobsites. If you need further information, call (208) 381-2023.
2. Our Chemical Hazard Program includes a chemical information list, MSDS, labels and employee information and training.
3. Your rights include access to information regarding any potentially hazardous chemicals in the workplace.
4. If you have questions or need information regarding any products you handle, contact your Supervisor.

CONTAINER LABELS

Supervisors will ensure all hazardous chemicals are labeled, tagged or marked with the identity of the contents and appropriate hazard warnings, and the warning is legible, in English and prominently displayed on each container.

MATERIAL SAFETY DATA SHEET TERMS

A. SECTION 1

1. Chemical Name and Synonyms – The product identification, the chemical/generic name of elements and compounds or for compounded products and mixtures.
2. Trade Names and Synonyms – The name the product is marketed under and the common commercial name.
3. Chemical Family - Refers to a grouping of chemicals that behave and react with other chemicals in a similar manner.
4. The chemical formula or single elements or compounds.
5. CAS Number – the Chemical Abstracts Service number
6. EPA – The code number assigned by the Environmental Protection Agency, if applicable
7. DOT Classification – The appropriate classification as determined by the regulations of the Office of Hazard Material, Department of Transportation.

B. SECTION II

1. Hazardous Ingredients – the major components as well as any minor one(s) having potential for harm which are considered when evaluating the product.
2. Threshold Limit Value (TLV) indicates the permissible exposure concentration, limits established by a governmental regulatory agency, or an estimate if none has been established.

C. SECTION III

1. Boiling Point (°F)-The temperature in degrees at which the substances will boil.
2. Vapor Pressure – The pressure of saturated vapor above the liquid given in mmHg at 20°C.
3. Vapor Density – The relative density or weight of a vapor or gas (with no air present) compared with an equal volume of air at ambient temperature.
4. Solubility in Water – The solubility of a material by weight in water at room temperature. The terms negligible, less than 0.1%, 0.1 to 1%, moderate 1 to 10%, applicable 10% or greater.
5. Appearance and Odor – The general characteristics of the material, i.e., powder, colorless liquid, aromatic odor, etc.
6. Specific Gravity (H₂O – 1) – The ratio of the weight of a volume of the material to its weight of an equal volume of water.
7. Percent, Volatile by Volume (%) – the percent by volume of the material that is considered volatile. (The tendency or ability of a liquid to vaporize).
8. Evaporation Rate – The ratios of the time required to evaporate a measured volume of a liquid to the time required to evaporate the same volume of a reference liquid (ethyl ether) under ideal test conditions. The higher the ratio, the slower the evaporation rates.

D. SECTION IV

1. Flash Point (Method Used) – The temperature in degrees °F at which a liquid will give off enough flammable vapor to ignite in the presence of a source of ignition.
2. Conditions to Avoid – Conditions that could cause it to become unstable.
3. Incompatibility (Materials to Avoid) – Materials which will react with the substance.
4. Hazardous Decomposition Products – Refers to explosive reactions and indicates when it may occur and under what storage conditions.

E. SECTION V

1. Health Hazard Data – Possible health hazards as derived from human observation, animal studies or from the results of studies with similar products.
2. Threshold Limit Value (TLV) – The value for airborne toxic material used as guides in the control of health hazards and represent concentrations to which nearly all workers, may be exposed eight hours per day over extended periods of time without adverse effects.
3. Effects of Overexposure – the effects on or to an individual who has been exposed beyond the specified limits.
4. Emergency and First Aid Procedures – Gives first aid and emergency procedures in case of eye and/or skin contact, ingestion and inhalation.

F. SECTION VI

Stability – Whether the substance is stable or unstable.
Unstable substances will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, pressure, or temperature.

G. SECTION VII

1. Spill or Leak Procedures – Steps to be taken in case material is released or spilled. Method and materials to use to clean up or contain.

2. Waste Disposal Method – Method and type of disposal site to use.

H. SECTION VIII – SPECIAL PROTECTION INFORMATION

1. Respiratory Protection – Specific type should be specified, i.e. dust mask, NIOSH approved cartridge respirator with organic-vapor cartridge.
2. Ventilation – Type of ventilation recommended, i.e., local exhaust, mechanical, etc.
3. Protective Gloves – Refers to the glove that is required to be worn when handling the product, i.e., cotton, rubber
4. Eye Protection – Refers to the type of eye protection that is required to be worn when handling or around the project.
5. Flammable Limits – the range of gas or vapor concentration (percent by volume in air) which will burn or explode if an ignition source is present. (LEL) means the lower explosive limits and (UEL) the upper explosive limits given in percent.
6. Extinguishing Media – Specifies the fire fighting agent(s) that should be used to extinguish fires.
7. Special Fire Fighting Procedures/Unusual Fire and Explosion Hazards – Refer to special procedures required if unusual fire or explosion hazards are involved.

WORKING INSIDE AN OCCUPIED HOSPITAL

The following information must be used when working inside an occupied Medical Office Building or Hospital.

SAFETY AND INFECTION CONTROL FOR
SUBCONTRACTOR EMPLOYEES

Important Phone Numbers

Construction Office	381-2023	
Emergency		381-5555
Safety Hotline	381-4444	
Security Dispatch		381-2353

ALL WORKERS WILL COMPLY WITH SLRMC’S SAFETY
RULES AND OSHA SAFETY AND HEALTH STANDARDS

Rules for Working Inside the Occupied Hospital

1. Body piercings (other than ears) and tattoos must be covered.
2. Offensive language is not permitted on any St. Luke's campus.
3. Speak softly when inside the occupied hospital.
4. Always clean up immediate area when work is finished.
5. Replace ceiling tile when you leave the area for any reason.
6. Always check with nursing staff before entering a patient room when working inside the occupied hospital.

You must yield to patients who are on the elevator. They may be on a gurney or in a wheelchair. If you are on an elevator and it stops to let a patient on you must exit the elevator. If you are waiting for an elevator and it stops with a patient onboard you must wait for the next elevator.

7. You are responsible to keep people out of the work area, your tools and equipment. Lock doors to the work area when you leave. If the work area is not lockable, use caution tape or other barriers to prevent injury to staff and public.

HIPPA (Health Insurance Portable Privacy Act)

HIPPA is a federal privacy act for hospitals. Information you may see or hear is confidential, and must be kept that way. Information related to a patient's condition, medical history, or the care they are receiving should not be shared with others. Do not read any patient information you may encounter. This information is strictly confidential and should be communicated among staff and physicians only on a need to know basis. Any violations of this policy are grounds for termination.

Company Requirements

Before you can begin work, we must have received and approved your:

Safety Manual (must be in a white, 3 ring binder).

MSDS separate from Safety Manual (must be in a white, 3 ring binder and include only MSDS that you use on St. Luke's projects.)

Competent Person Forms (must have at least one Competent person from each company and on site at all times).

St. Luke's Compliance Hand Books read, signed, and turned into the office.

List of employees that need a badge (if project is located on one of the main campuses).

Chemical list and approximate amount that will be on St. Luke's property.

On-Going Requirements

Worker must wear appropriate Personal Protective Equipment

Workers must wear badges at all times (if project is located on one of the main campuses).

Must have 1st Aid kits and Blood Borne Pathogen supplies on project.

Weekly safety meeting conducted and documented (Meeting sign-in sheets must be turned into office).

Written Pre-Task Plans submitted as needed.

St. Luke's Compliance Hand Books read, signed, and turned into the office for any new employees.

Daily Equipment Inspection lists filled out.

General Safety

Anyone working on a St. Luke's project must wear a SLRMC name tag. If you need a tag, contact the Construction Office.

Use barriers, caution signs and/or caution tape to prevent access by unauthorized people.

When working in an occupied unit or adjacent to an occupied unit, check in at the nurse station or receptionist's desk before you begin working.

Coordinate utility shutdowns with the Construction Office.

Never leave ladders, tools or materials unattended in public areas.

Be aware of noise, dust, and odors that your work may cause. Take appropriate precautions prior to starting any work.

All St. Luke's employees have the authority to stop your work at anytime. If you are asked to discontinue work, comply with the request, get the person's name and phone number and report it to the Construction Office.

All required OSHA, Federal, and State postings are kept at each job-site except for the downtown Boise sites. Those postings are kept in the Construction Office Conference Room.

At the end of your work shift, use appropriate procedures to keep the general public out of your work space such as putting caution tape around the perimeter of the project. If the project is in a public setting, use several strands of caution tape and/or barriers and signs if necessary.

Infection Control Practices

There are certain infection control requirements that must be met when working inside an occupied hospital. These are based on the construction activity type and infection control risk group. Check with the Construction Office to see which infection control requirements you must meet before your work begins.

Because our patients are already sick, they are much more susceptible to getting even sicker from “normal” levels of dust and dirt in the air. When patients are around you must be very careful to protect them by immediately containing and cleaning up, even the smallest of messes.

Gowns and/or shoe covers may be required. If they are necessary they will be provided for you, check with the Construction Office for the requirements of your project.

If you remove a ceiling tile PUT IT BACK.

Clean trash cart wheels each trip. All trash carts must be covered.

Clean tool and material carts at least daily, including their wheels.

Maintain negative air pressure and clean staging areas.

Wash your hands! Hand washing is the best way to stop the spread of diseases. To be effective, wash at least 15 seconds with warm soapy water. Rinse well, and dry thoroughly. Turn the faucet off with the used paper towel.

Disruptive Activities

All construction activities must limit noise, dust, and hazardous environments to other trades, the general public, patients and visitors. The St. Luke’s foreman, or the Construction Office should be notified immediately of any situations that could cause exposure. Examples are core drilling, jack hammering, material transportation, debris hauling, disarming fire alarms, and turning off any other systems like water, electricity and airflow, etc.

Electrical Safety

Each day, you must examine and ensure that all electrical equipment is free from hazards and/or damage. Do not use electrical equipment if it is defective.

Extension cords are not to be used as a substitution for permanent wiring. Do not run cords through doors or allow them to be run over by equipment, hand trucks or trash carts without proper protection.

All power tools and extension cords must be GFCI protected.

Do not use electrical tape to repair cords. Take damaged cords out of service when plug ends have pulled away from the insulation, or if they have cuts or tears in the outer insulation. All ground pins must be in place.

Outages

St. Luke's has specific procedures to follow if any system needs to be taken out of service. A request must be submitted at least five working days before the outage occurs. Please coordinate this request with the Construction Office.

Hazard Communication

The Hazard Communication standard requires all Employers to provide information on all hazardous substances that may be present in the work place. Subcontractors or Vendors bringing hazardous materials on to St. Luke's job-sites are required to supply us with a Material Safety Data Sheet (MSDS) for each of the hazardous materials.

We will need a list of hazardous chemicals that will be used by your employees on our project.

Each container of hazardous chemicals in the workplace must be labeled, tagged or marked with the identity of the contents and appropriate hazard warnings.

Biohazard

This sign indicates the potential of exposure to blood or body fluids, which may be infectious. Do not touch anything with this symbol on it. Always wear gloves when there is potential contact with blood or body fluids. (i.e. retrieving a tissue from the floor), and always use a barrier with broken glass (i.e. dust pan and broom).



Radiation Safety

Check with the supervisor of the department before entering a room with the

Radiation sign on the door.



ILSM

ILSM stands for Interim Life Safety Measures. These measures include a list of items that must be inspected each day on every job-site. A copy of this list is posted in each job-site.

If deficiencies are found they must be corrected immediately.

JCAHO

St. Luke's must follow guidelines set down by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). JCAHO is to hospitals what OSHA is to construction. JCAHO rules for construction include keeping exits unobstructed, having free access to emergency departments, working fire alarms, etc. If you would like to review this list ask the Construction Office.

Smoking

All St. Luke's Regional Medical Center buildings and campuses are non-smoking buildings. There is no smoking allowed on any St. Luke's property including outdoors and no tobacco products including chewing tobacco are allowed. Sunflower seeds are also not permitted.

St. Luke's Emergency Plans

Signal F is St. Luke's code word for fire. If you see a fire, or are told we are having a Signal F drill, it is your responsibility to RACE ...

Remove all people from immediate danger.

Activate nearest alarm.

Call emergency # 55555.

Extinguish fire or evacuate.

When a Signal F is called, remain in your work area unless the fire is in your immediate area in which case, you would follow the steps listed above.

Code Blue is St. Luke's way of announcing someone in the hospital is in need of immediate medical attention. If a code blue is called in your work area you must immediately stop working and clear the corridor. If you are on a ladder you must get down and move the ladder to the side. If you are delivering materials, move them to the side and keep the corridor as clear as possible. Do not continue work until the all clear signal is announced.

Plan A is St. Luke's code name for an infant or child abduction. Be alert for any unusual behavior such as someone carrying an infant down a stairwell. If an abductor is observed or suspicious activity is noted, immediately notify security at 55555 with a description and location.

During a Plan A all exits to the hospital will be secured. You may not be able to enter or exit the hospital during this time. If you are pushing a supply or trash cart you may be asked by security or other hospital personnel to let them search the cart. You must cooperate with their requests.

If you see the suspected abductor try to get them into a public area and safely detain him or her with assistance from hospital staff. Never put yourself in danger if you feel the situation is unsafe. Do not make physical contact with the person.

Plan D is St. Luke's code name for a Disaster. A Plan D is called when a potential or actual community disaster occurs and a substantial number of injured patients are expected to arrive at St. Luke's in a short period of time. Examples of a disaster would be

an earthquake or an airplane crash. All construction employees and contractors should report to the construction office either in person or by phone.

Code White is St. Luke's code name for a bomb threat. If a suspicious letter or package is found, do not open it. Remove personnel from the immediate area and call Security at 55555.

Plan R is St. Luke's code name used when an internal and/or natural disaster has occurred and it becomes necessary to relocate and/or evacuate patients, visitors, and/or personnel. When this happens, stop work, clear the hallways and report to the construction office.

NOTE: If any of the above signals are called, you may be delayed entering or exiting the building. You may also be asked to evacuate. You must comply with these requests.