

2010 SAFETY PLAN



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Prepared for Washington State Floor Covering Association in partnership with Northwest Independent Contractors Association (NICA).



COMPANY NAME: _____
COMPANY ADDRESS: _____
OWNER/FOREMAN-IN-CHARGE OF SAFETY: _____
CELL PHONE: _____

COMPANY POLICY



A Living Safety Plan:

This safety plan was designed to get dirty, that means you've used it. For safety to be a priority on the job site, it has to be a topic of conversation. This calendar is designed to help remind companies on a monthly basis of their obligation to safety compliance and meetings. But monthly reminders won't be enough, a daily commitment to safety must exist. From personal protective equipment (PPE) to safe lifting techniques, we encourage you to have a safe working environment because everyone wants to go home with all their body parts attached and in good working order.

We want to prevent accidents because they are:

- Painful to those involved
- Often financially devastating to families
- Ruin relationships between workers and owners
- Expensive to owners
- And we are REQUIRED to do so by Labor and Industries (and we don't like fines)

This calendar is designed to help your company comply with Washington State required safety standards and programs with the least amount of paperwork possible. In its entirety; it works as your Written Accident Prevention, PPE, Fall Protection, and Hazardous Communication Plan. Each month, it provides you with required weekly safety meetings topics and a place to have your employees sign for documentation. We've done a lot of work for you, but for it to be considered your plan, you have to use it interactively.

- Make sure you enter the owner or the foreman's name anywhere it's asked for.
- Pay attention to boxes that say "More Training Required" and meet those requirements for your employees.
- Read a section of each month's information for your weekly safety meeting and have employees sign that they attended.
- Keep this calendar after the year is over to document your 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 safety poster, eye wash, a first aid kit, and fire extinguisher are also required on the job site to be in compliance with Safety WACs. Potable water and Sanitation (bathroom) must be available to employees on each construction site.

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 work in a safe 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 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.

Employee Responsibilities:

- Follow all safety rules contained in this program, safety standards, and training you receive.
- Use common sense and take personal responsibility for your actions. If something is not safe, do not do it.
- Report all injuries promptly to the owner/foreman, 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:

SEPARATE TRAINING REQUIRED FOR 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 certified and carry their card. Please see NICA or other certified provider for scheduling further classes.

Nearest First Aid Kit _____

Trained Staff _____

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 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. We cannot guarantee this meets every standard applicable to residential construction, but it meets the majority of them.

Note: This chart represents general construction hazards. To customize it to your company use a high-lighter to show your company's exposures and plans. If you do "nontypical" work for your trade (i.e. a concrete professional who paints), be sure to train on subjects used by the new type of work.

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. Activity: Have employees attend a First Aid/CPR course provided by a certified provider.

Hazard Reporting:

Any employee who observes a safety hazard must immediately report the hazard to the owner/foreman. A "Record of Hazard Observed" form is provided to document that the hazard was reported. The owner/foreman or person who takes final action on the hazard must indicate on the form 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 owner/foreman.

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, in the appendix forms portion of the attached disk. Report all exposures of body fluids to employer.

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 owner. A written report 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. 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. Our Company will do an accident investigation with one or more employees and issue a written report of the findings. Any safety deficiencies will be noted and fixed immediately.

Safety Inspection Procedures:

Our company is committed to proactive safety and safety inspections help to insure this. The owner or owner/foreman will complete the following safety inspections to eliminate possible hazards.

- **Job Site Safety Inspection** – The owner/foreman 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** – An injury, safety survey note, or employee report of a hazard will require the owner or owner/foreman to do a Job Hazard Analysis of a particular task or job. The task or job will be modified as soon as a review by the owner/foreman is complete. Employees will be trained on any revisions.

What Plans and Training are Contractors Required to Provide? Note: If you are doing unusual activities for your trade, it will require further plans and training.	Job Hazard Analysis/ Accident Prevention	First Aid/CPR	Motor Vehicle /Equipment	Fire Extinguisher	Ladders /Scaffolds	Heat Related Illness	Fall Protection	Personal Protective Equipment	Tool Safety /Basic Electrical	Excavation /Trenching	Proper Lifting	Hazard Communication	Respiratory Protection	Lead Safety
General Contractors	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Excavation	x	x	x		x	x	x	x	x	x	x			x
Concrete	x	x	x	x	x	x	x	x	x	x	x	x		
Framing	x	x	x	x	x	x	x	x	x		x			x
Siding	x	x	x	x	x	x	x	x	x		x			x
Roofing	x	x	x	x	x	x	x	x	x		x			x
Plumbing	x	x	x	x	x	x	x	x	x	x	x	x		x
Electrical	x	x	x	x	x	x	x	x	x	x	x			x
HVAC	x	x	x	x	x	x	x	x	x		x		x	x
Insulation	x	x	x	x	x	x	x	x	x		x	x	x	x
Drywall	x	x	x	x	x	x	x	x	x		x	x	x	x
Painting	x	x	x	x	x	x	x	x	x		x	x	x	x
Finish Carpentry	x	x	x	x	x	x	x	x	x		x	x		x
Flooring	x	x	x	x			x	x	x		x	x	x	x

ACCIDENT PREVENTION



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.
5. Wear safety equipment appropriate to your activity. These can include: hard hats, gloves, eye wear, and ear plugs, and These items are provided by our company.
6. Keep electrical items in good repair; do not use electrical equipment while standing or kneeling on wet surfaces.
7. Do not smoke in buildings or within 25' of windows and doors.
8. 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!
9. Firearms or weapons of any kind are not permitted on company property or job sites.
10. Working under the influence or while consuming of alcohol or drugs is prohibited.
11. Horseplay and fighting are prohibited.
12. Remove or bend-over exposed nails in lumber that has been used or removed from a structure.
13. Remove all loose materials from stairs, walkways, ramps, platforms, etc.
14. Do not block aisles, traffic lanes, fire exits, gangways, or stairs.
15. Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
16. Standard guardrails must be erected around all floor openings and excavations must be barricaded. Contact the owner for the correct specifications.
17. 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.
18. Get help with heavy or bulky materials to avoid injury to yourself or damage to the materials.
19. Keep all tools away from the edges of scaffolding, platforms, and shaft openings, etc.

Housekeeping:

20. Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
21. Shavings, dust scraps, oil or grease should not be allowed to accumulate; good housekeeping is a part of the job.
22. Obey all warning signs.
23. Make sure to comply with local fire regulations when disposing of waste material or debris.
24. Keep all solvent waste, oily rags, and flammable liquids in a fire-resistant, covered container until removed from the work site.
25. Regularly remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.

Job Hazard Analysis
(General Example)

Date of analysis: _____ People who participated: _____

Name the Work Process	Tasks/jobs where injuries occur, or can occur	
	How do people get hurt doing it?	What safe practices or PPE are needed?

Job Hazard Analysis (JHA) SAMPLE

Job site: Pleasantville Meadows, DuPont Date of JHA: 5/21/2004

Task or Step	Hazard	Protection or Prevention
Receive & sort building materials		
• Delivery truck backs into position	Workers can be backed over by delivery truck	• A spotter will always be used while backing in a vehicle. • Only vehicle spotter allowed near vehicle • Driver briefed to stop immediately if he/she loses sight of spotter
• Unload truck with rough-terrain forklift	Load slips/falls off forks onto workers	• Forklift operator must have training on the specific machine being used o Operator must use machine's load chart to calculate how to lift the load safely o Workers must stand clear while load is above their heads o Operator must lower load to safe height before traveling/turning
• Workers undo bundles of building materials	When metal bands are cut, materials can shift; bands spring out	• Workers must wear gloves and eye protection before cutting metal bands. • Cut metal bands with cutters, not with a hammer • Stand on side of bundle away from any lean before cutting metal bands.
Laying out plates on deck/assembling exterior walls & interior walls		
• Cutting plates with circular saw	High noise hazard to cutter and workers close-by	• Saw operator & any workers close by will wear ear plugs or ear muffs
• Nailing materials with nail gun	Extreme eye hazard from nails and	• All workers will wear approved eye protection

Page 1 of 2 Job Hazard Analysis
Example: Framing

JANUARY 2010



General Material Handling:

26. Frequently inspect stock piles of sand, gravel, and crushed stone to prevent their becoming unsafe by continued adding or withdrawing from the stock.
27. Always store materials in a safe manner. Tie down or support piles to prevent falling, rolling, or shifting.
28. Do not stack lumber more than 20' high; if handling lumber manually, do not stack more than 16' high.
 - Remove all nails from used lumber before stacking.
 - Stack lumber on level and solidly supported sills, so that the stack is stable and self-supporting.
 - 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.
29. Do not stack bricks more than 7' high. When a loose brick stack reaches a height of 4', taper it back 2" for every foot of height above the 4' level.
 - Never stack bricks, for storage purposes on scaffolds or runways.
 - Always stack blocks; do not throw in a loose pile.
 - Tie down anything that might fall, roll, or shift.

If your company uses rigging, we recommend specific training.



S	M	T	W	T	F	S
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03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MORE TRAINING REQUIRED:

1. Watch: Residential Construction: Framing Safety; Residential Construction: Siding Safety; Residential Construction: Roofing Safety at www.lni.wa.gov/Safety/Traintools/Videos/Online/default.asp.
2. Optional: Accident Prevention. ppt online at www.lni.wa.gov/Safety/Traintools/Online/Courses/default.asp

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:	
Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>

MOTOR VEHICLE/EQUIPMENT



Motor Vehicle Policies:

Owner will:

- Set and enforce a comprehensive driver safety policy.
- Enforce mandatory seat belt use.
- Not require workers to drive irregular hours or far beyond their normal working hours.
- Not require workers to conduct business on a cell phone while driving.
- Develop work schedules that allow employees to obey speed limits and to follow applicable hours-of-service regulations.

Fleet Management:

- Adopt a structured vehicle maintenance program.
- Provide company vehicles that offer the highest possible levels of occupant protection.

Safety Programs:

- Teach workers strategies for recognizing and managing driver fatigue and in-vehicle distractions.
- Provide training to workers operating specialized motor vehicles or equipment.
- Emphasize the need to follow safe driving practices on and off the job.

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.
- Check driving records of prospective employees, and perform periodic rechecks after hiring. Maintain complete and accurate records of workers' driving performance.

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 and speed limits.
- Secure all loads.

Traffic Control:

- If flaggers are used, they must use sign paddles. See WAC 296-155-305 (3)

Equipment Reminders:

- 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).
- Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your owner/foreman.
- Always use your seat belts in the correct manner.
- Obey all speed limits and other traffic regulations.
- Always be aware of pedestrians and give them the right-of-way.

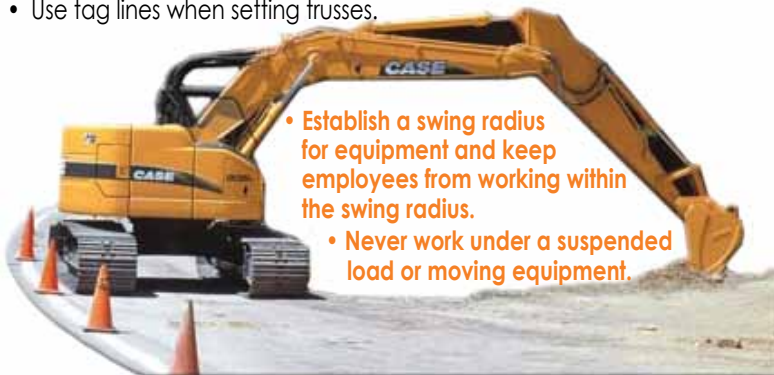
NO TEXTING WHILE DRIVING



FEBRUARY 2010



- 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 must be knowledgeable of all hand signals and obey them.
- 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.
- Employee must wear hard hats if exposed to overhead hazards or working near buckets, booms or crane.
- Train workers on specific equipment using the manufacturer's recommendations.
- Use tag lines when setting trusses.



- Establish a swing radius for equipment and keep employees from working within the swing radius.
- Never work under a suspended load or moving equipment.

S	M	T	W	T	F	S
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07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MORE TRAINING REQUIRED:

1. Optional: Watch "Securing Your Load" online at www.lni.wa.gov/Safety/Train_tools/Videos/Online/default.asp
2. Make an approved operator list for each piece of equipment.

Forklift operators require additional training - See www.lni.wa.gov - search forklift.

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:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>

FIRE EXTINGUISHERS

General Fire Safety:

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.

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

Chances are, you will encounter a fire at least once in your life. Hopefully, you will have read this before an emergency occurs. This article will tell you what you need to know about using a Fire Extinguisher. Do not attempt to extinguish any fire before calling for help. Always leave an exit to escape before using an extinguisher.

1. **Assess the fire.** The fire you 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. You probably won't need a fire extinguisher to put out a candle and you 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. You will need to decide what type of fire you have, and ensure that your fire extinguisher is compatible with the fire you are attempting to extinguish. An all purpose ABC dry chemical (10 lbs extinguisher) is a safe bet for most fires.






3. **Ready the Fire Extinguisher.** Almost all fire extinguishers have a safety pin in the handle (usually looks like a plastic or metal ring, sometimes colored red, that is held in place by a plastic seal). This will vary on the type of fire extinguisher you have. Ensure that you are familiar with how your fire extinguisher works. You must break the seal and pull the safety pin from the handle before squeezing the lever which discharges the fire extinguishing agent.
4. **Aim for the base of the fire.** Shooting into the flame is a waste of your fire extinguisher as you are not putting out the source of the flame. It is very important that you stop the fire at the source or remove the fuel from the fire to put it out. That is why you need to focus your spray at the base of the fire or the source.



- P** **PULL THE PIN** - Break seal and test extinguisher.
- A** **AIM AT THE BASE OF THE FIRE** - Ensure you have a means of escape.
- S** **SQUEEZE THE HANDLE** - To operate extinguisher and discharge the agent.
- S** **SWEEP FROM SIDE TO SIDE** - Completely extinguish the fire.





Fire Extinguisher Chart							
Extinguisher		Type of Fire					Special Notes
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats	
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity.
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use.
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v.
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages.
	Halon	Halon fire extinguishers are not recommended for home use but will knock fire down quickly and can be used on all domestic fire types.					

How to use a fire extinguisher:

Extinguishers come in a number of shapes and sizes. They all operate in a similar manner. Remember the acronym for the fire extinguisher use: **PASS (Pull, Aim, Squeeze, Sweep)**

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07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MORE TRAINING REQUIRED:

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

Weekly Safety Meetings / Job Site Construction Safety Checklist

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Foreman:		Foreman:		Foreman:		Foreman:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Attendee:		Attendee:		Attendee:		Attendee:	
Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>

REMOVAL AND GRINDING SAFETY



General Equipment Safety

- Only move equipment in vehicles and trailers designed to hold the weight of the machinery
- Properly secure equipment with tie down straps and blocks
- Do not operate machinery you have not been trained to operate
- Do not disconnect or disable any safety features on any piece of equipment or machinery
- Wear eye and ear protection when operating ride on or walk behind removal equipment
- Do not allow people to come between your machinery and walls or furniture.
- Do not run your ride on removal equipment over piles of carpet or tile being removed, this could allow the machine to tip over or become unstable.

Propane Equipment Safety

- Turn off Propane when not in use on machines
- Do not operate propane machines without proper ventilation, including piping exhaust out of enclosed areas,
- Wear or use Carbon Monoxide Monitors when operating machinery in enclosed areas.
- Do not allow open flame or smoking around propane machinery

Electric Equipment Safety

- Do not run electric removal equipment with "wet methods" without suspending power cables
- Make sure all cords are properly grounded.
- Inspect cords for damage before use, do not use cords in which the jacket has been damaged.
- Make sure a competent person has approved all electrical connections to the machinery before each use.

Floor Prep Safety

- Do not operate machinery you have not been trained to operate
- Do not disconnect or disable any safety features on any piece of equipment or machinery
- Do not allow people to come between your machinery and walls or furniture.
- Unplug all equipment before replacing parts, wheels, plates, or shot.
- Wear dust masks or respirators when using equipment that generates dust.
- Wear eye and ear protection when operating ride on or walk behind removal equipment
- Wear substantial footwear and be aware of where your feet are at all times in relation to the machine.



Hand Grinder Equipment Safety

Pre-operation inspections should occur before use and include the following:

- The guard (when required) should be present and firmly attached. Guards for most of these types of grinders have a maximum exposure angle of 180° and are located between the operator and the wheel.
- Check the wheel for cracks, chips, gouges or other damage.
- Verify that the rated wheel speed is greater or equal to that of the grinder and the correct wheel size is used.
- Flange nuts and flanges must be in good condition and suit the wheel.
- Look for worn or damaged mounting accessories.
- Grinding wheel holes should fit the arbor correctly.
- Ensure the wheel being used is correct for the application, correctly mounted and tightened before use. Do not over tighten the mounting nut.
- Inspect the electrical cord or air hose for damage.
- Inspect the work area for loose objects that might strike the grinder wheel.

APRIL 2010

General Grinding Safety Rules

- Read the manufacturers operator safety manual before use.
- Don't use a grinder if you have not been properly trained.
- Ensure the grinder/sander being used is suitable for the task.
- Personal protective equipment such as safety glasses or goggles, face shields, hearing protection and gloves must be worn at all times. Consider wearing protective clothing on the arms, legs and feet as well.
- Never clamp the grinder in a vise.
- Use clamps or another method to secure the work piece.
- Never use a grinder without the guard. One exception to this rule is if the wheel is two inches or less, it is not required to have a guard.
- Allow the grinder to come up to full speed before applying it to the work piece.
- Do not allow anyone to stand in front of a spinning grinding wheel at any time.
- Make smooth contact with the work piece and avoid bumping action or excessive pressure.
- When starting a cold wheel, apply it to the work piece slowly until the wheel gradually warms up.
- Direct sparks away from yourself, others in the workplace and flammable or combustible materials.
- Keep coworkers and visitors away from all grinding operations
- Always keep both hands on the tool.

Wear Boots, Respiratory, Eye And Ear Protection When Using Grinders That Make Dust.

- Do not overreach and maintain firm footing and balance.
- Position the grinder in a way that the guard provides the maximum protection to the operator from sparks and/or flying debris.
- Use caution when grinding in corners because a sudden, sharp movement of the grinder may occur when the wheel strikes the secondary surface.
- Maintain an angle of approximately 15° to 30° between the disc and the working surface.
- Do not apply side pressure on the grinding or cutting wheel.
- Never override the ON/OFF switch or secure it in the ON position.
- Use only replacement parts recommended by the manufacturer.
- Wet or damp grinding wheels as well as ones that have been dropped should be discarded.
- If excessive vibration occurs or it operates roughly upon starting, immediately shut the tool off and check the grinder and wheel for damage.
- Newly mounted discs should run freely for at least one minute before cutting or grinding
- Never apply pressure to stop a spinning disc.
- If the disc label is missing or illegible, replace it with a new one.
- Use grinders with adjustable/moveable guards when working in difficult to reach places.
- Use grinders with a safety slip clutch or other electronic clutches that prevent kickback.
- Grinder speeds should be checked periodically (SIPE will do this).
- Unplug the grinder before changing discs and wheels.
- Grinders and grinding wheels should be handled carefully to avoid damage.
- Pneumatic grinders/sander should be operated at or below the recommended PSI.

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:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>

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REMEMBER:

Always use eye protection when sharpening blades

Make sure grinders have proper guards

Make sure a fire extinguisher is available in case sparks cause a fire

HEAT RELATED ILLNESS

Written heat related illness program:

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

- 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 or Heat Stroke? How do you tell the difference? The telling difference is mental confusion or disorientation in ALL heat stroke victims.

You can ask these 3 questions:

- What is your name? • What day is this? • Where are we?
- Wrong answers indicate heat stroke.

What are the symptoms of heat exhaustion and heat stroke?

Heat Exhaustion Symptoms

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

Heat Stroke Symptoms

- 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 you 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.
- If emergency medical personnel are delayed, call the hospital emergency room for further instruction.
- Don't give the worker water to until instructed by medical personnel.

Heat stress fines are serious violations! See specific training required.

Temperature versus Relative Humidity

	55	60	65	70	75	80	85
80	80	80	81	83	84	87	
85		84	86	89	93	99	107
90			91	95	100	107	117
95				101	106	114	125
100					113	121	131
105						127	138
110						134	145

80 F° - 90 F°	Fatigue possible with prolonged exposure and physical activity
90 F° - 105 F°	Sunstroke, heat cramps and heat exhaustion possible.
105 F° - 130 F°	Sunstroke, heat cramps and heat exhaustion likely, and heat stroke possible.
130 F° - or greater	Heat stroke highly likely with continued exposure.

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23	24	25	26	27	28	29
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SPECIFIC TRAINING REQUIRED as of 2008 for supervisors and employees:

1. **Owner/foreman Training:** - Watch: *OHE Owner/foreman Training 2008.ppt* on line at www.lni.wa.gov/Safety/TrainTools/Online/Courses/default.asp.
2. **Employee Training** - Watch: *View OHE Employee Training 2008. ppt* online at www.lni.wa.gov/Safety/TrainTools/Online/Courses/default.asp.

PROPER LIFTING AND BACK CARE

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! (more people or lift equipment)
- Do you need to stretch before preparing to lift?
- 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).

(Hug the object you are lifting.) Keep your feet apart, staggered if possible. Keep the load close to your body.

Moving the Load:

- Keep your back as vertical as possible.
- Keep the load close to you.
- Bow 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.

Remember: The only thing you'll prove by lifting more than you should is that your back is a poor substitute for a forklift. Think before you lift — every time.

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.
- Lack of proper rest.
- Obesity and poor nutrition.
- Stressful work and living habits.

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:

- **Engineering controls** 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 rolls of carpet, 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.





- **Administrative controls** are procedures for safe work methods that reduce the duration, frequency, or severity of exposure to a hazard. Administrative controls include gradual introduction to work, regular recovery pauses, job rotation, job design and maintenance and housekeeping. One example would be redesigning a job that normally requires two hours of continuous handling, to include a five-minute recovery period.
 - **Training** involves educating workers and owner/foremen about the potential risks of back and manual handling injuries, their causes, symptoms, prevention and treatment. Training can also involve education on safe lifting techniques and proper body mechanics. Training should also involve employees by letting them know they can come to management when they recognize a hazard and work together to develop a solution. When physical changes are made to the workplace (new equipment or tools, for example), employees should be trained to use them correctly.
- The best approach 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.

Best Practices for to Reduce Back Injuries in Installing Flooring:

- Handling Materials:** Use carts, hand trucks, and extra help when moving heavy materials
- Removing Flooring:** Use mechanical tools whenever available
Get help when manually pulling carpet
Bend knees when pulling
Use stand up cutting tools
- Installing Carpet:** Use stretchers instead of kickers
Rotate positions often to avoid excessive time on knees

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06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MORE TRAINING REQUIRED:
1. Activity: Practice proper lifting techniques.

Weekly Safety Meetings / Job Site Construction Safety Checklist

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FALL PROTECTION



Written Fall Protection Plan:

The Competent Person for Fall Protection is: _____

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 residential construction work. Additional work practices and equipment are available online. If you use a work process or equipment not covered in this plan, you must receive training on that specific product or process.

The Basics:

A Fall Protection requirement kicks in at 4' above a landing surface if you are on a walking/working surface (any surface 45" 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. This basically means all second story framing need guardrails or fall protection. A fall arrest (harness and rope system) can also be used if necessary. Technically, this means you can "walk walls" up to 9'11½" tall without fall protection (because it is not a walking/working surface), but we do not recommend it.

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 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 toe board can also guard holes. 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. You 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 you do changes to something you are not familiar or trained on; ask the owner or competent person to train you 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 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.
- Be secured to prevent accidental displacement.
- Be marked with the word "Cover" or "Hole".














If a crew member is injured at elevation, the owner/foreman will evaluate the employee's condition and administer first aid. Emergency services will be called as needed. If an injured employee can't return to ground level, the employee 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.

PERSONAL PROTECTIVE EQUIPMENT



	 Safety Glasses	 Knee Pads	 Hearing Protection	 High Visibility Clothing	 Substantial Foot Wear	 Rubber Boots	 Hard Hat	 Gloves	 Dust Mask	 Respirator	 Personal Fall Arrest	 Long Pants & NO Tank Tops	 Disposable Coveralls
Excavation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HVAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drywall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Painting Latex Paints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finish Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FILL OUT BOTH CHARTS TO COMPLETE PPE WRITTEN PLAN

	 Safety Glasses	 Knee Pads	 Hearing Protection	 High Visibility Clothing	 Substantial Foot Wear	 Rubber Boots	 Hard Hat	 Gloves	 Dust Mask	 Respirator	 Personal Fall Arrest	 Long Pants & NO Tank Tops	 Disposable Coveralls
Using a power tool that makes dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using any air powered nailer or stapler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using any kind of saw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working around any building materials being delivered or moved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spraying any primer, paint or finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working around a crane delivery truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working above 10' with fall possibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with any chemicals (includes concrete) that might splash on skin or in eyes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with any chemicals (includes concrete) that might soak through boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with insulation in any form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CUSTOMIZE YOUR SAFETY PLAN HERE Notes:



PPE Written Plan:

A general job hazard analysis for trades who work with construction was used to develop these PPE charts (see disk). If you do activities not on this chart or not typical to your trade, you may need to add additional PPE. However, typical construction projects and trades will fall under these charts.

Use, Maintenance and Cleaning:

Our company provides PPE appropriate for our employees task's. Employees are issued one of each non-disposable PPE item and are required to clean and store them in a safe and consistent place.

Disposable PPE and fall protection equipment is provided and stored in the owner/foreman's truck. Follow the specific manufacturer's instructions for care and use of the personal fall arrest harness.

Follow respirator plan recommendations for use, cleaning, and storage of respirators.

Basic cleaning procedures for hard hats, glasses, ear protection, gloves, and boots are:

- Dust or wipe off dirt or mud with a brush.
- Store in a clean dry place.
- If necessary, use warm soapy water, rinse and dry thoroughly before use.
- Have worn-out or poorly fitting equipment replaced.
- Throw away PPE that has been involved in a fall or accident.



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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MORE TRAINING REQUIRED:

1. Fill out or review a Job Hazard Analysis for the type of work you do.
2. Activity: Demonstrate proper use; Donning, Doffing and cleaning of each piece of PPE used.

Knee Pads

Custom knee pads can do much to reduce knee injuries, as well as back injuries for installers.

Pouches are PPE!

A general job hazard analysis for trades who work with construction was used to develop these PPE charts (see disk). If you do activities not on this chart or not typical to your trade, you may need to add additional PPE. However, typical construction projects and trades will fall under these charts.



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Attendee:		Attendee:		Attendee:		Attendee:	
Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>

TOOLS AND ELECTRICAL



General Tool And Electrical Safety:

1. Keep all tools away from the edges of scaffolding, platforms, shaft openings, etc.
2. 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.
3. Know the correct use of hand and power tools. Use the right tool for the job.
4. 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!
5. Do not "pin-back" guards on skill saws.
6. Ensure table saws have appropriate guards and kick-back devices are installed before use.
7. All electrical power tools and extension cords must be properly insulated. Damaged cords must be replaced.
8. All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
9. Do not operate any power tool or equipment unless you are trained in its operation and authorized by your firm to do so.
10. All power cords must be plugged into a GFCI outlet on construction sites.
11. Use proper personal protective equipment (PPE) while using power tools. Often safety glasses, hearing protection, dust masks and gloves are required with many tools.
12. Employee and owner/foreman training: Employers should ensure that their employees and foreman are trained to recognize the hazards of working near overhead power lines and how to use proper procedures to eliminate or minimize these hazards. Owner/foreman and employees should know locations of all overhead power lines before starting work.
13. Check the height of your vehicle's load and the height of the power lines before you go under.

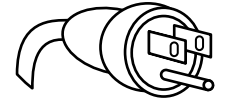
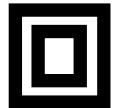


14. Safe distances: Maintain safe working distances from all overhead wires and power transmission lines. When operating mechanized equipment make sure that the equipment, or material being moved, is at least 10' away from power lines. Very high voltage levels (over 50 kv) require distances greater than 10'.
15. Ladder, tools, and equipment: Employees should be aware of the hazards of working with ladders near power lines. Ensure that ladders, scaffolds, pipes, window washing rollers, other types of tools and materials do not come within 10' of power lines.

Safety Tips:

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 fallen 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.
- 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 ground-fault circuit interrupter (GFCI).

Grounded Plug	Double Insulated
	<p data-bbox="1543 1250 1764 1282">Double Insulated</p> 
<p data-bbox="1270 1331 2005 1372">Hand held tools and some other types of equipment must use a 3-wire plug or the tool label must show the tool as insulated by words or symbols.</p>	

SEPTEMBER 2010



These are brief case descriptions of selected fatalities that happened while working near energized overhead power lines in Washington State during the years 1998-2005:

- On August 19, 1998; a painter moving a 32' aluminum extension ladder received a fatal electric shock when the ladder contacted one phase of a 3-phase system of 13,200 volts.
- On February 7, 2000; a carpenter was in a scissor lift taking measurements of a roof with a tape measure when the lift contacted a 72 KV power line. He was electrocuted and another worker on the roof suffered severe burns.
- On April 6, 2005; a cement truck driver was electrocuted when his truck's boom contacted an overhead power line while transferring concrete from his truck to a pumper truck.
- On June 29, 2005; a tree trimmer was electrocuted when a tree branch which he had just cut touched a high voltage power line as he was trying to remove it.
 - Seventeen electrocution fatalities of workers near overhead power lines occurred between 1998 and 2005.
 - Six of the 17 incidents involved workers in construction trades.
 - Eleven fatalities involved the use of mobile equipment such as boom cranes, cherry pickers, loaders, scissor lifts and articulating boom lifts.
 - Sixteen of the 17 victims were not electrical or utility workers – they were performing some other task when they accidentally came into contact with electrical current.



HIGH VOLTAGE:
Always assume power lines are energized and avoid all contact; unless they are verified as de-energized.
STAY AT LEAST 10' FROM ANY ENERGIZED LINES.

S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MORE TRAINING REQUIRED:

1. Activity: Inspect all tools to make sure they are properly grounded and all guards are functioning.

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:	
Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>



LEAD RENOVATION SAFETY

Competent Person

Homes built before 1978 may have lead based paint and are therefore subject to the EPA's Renovation, Repair and Paint (RRP) Rule. The rule is primarily to protect children under 6, pregnant women, and renovation workers who have a high incidental exposure to lead during their work. Our company falls under this rule when working on buildings before 1978; therefore we have instituted this Lead Protection Program for our workers. We do not do Lead Abatement under the OSHA or WISHA standards; this is for occupational exposure under construction activities. This program does not apply when we have tested a project for Lead and it was determined that it did not contain Lead Based Paint (LBP)

JOB HAZARD ANALYSIS: LEAD

Lead can be found in paint chips, construction dust, and fumes. Our most likely exposure to lead on the jobsite is during demolition of painted surfaces, replacing windows and doors, removing and replacing painted baseboards or baseboard materials on painted walls, or prepping surfaces for repaints by pressure washing, sanding, grinding, or using a chemical paint remover. Other ways you could be exposed on the job :

Our job hazard analysis concludes we must also have a written Hazard Communication program and Respiratory Protection program to protect our employees.

PROHIBITED ACTIVITIES: LEAD

Under the RRP rule, the following activities are prohibited: using a heat gun over 1100 degrees, power sanding or grinding without a NIOSH approved HEPA vacuum attachment, and open flame or torch burning on any surface with LBP.

WAYS LEAD CAN ENTER THE BODY > Inhalation; Ingestion

When lead is absorbed into the body in certain doses it is a toxic substance. Lead is not absorbed through the skin, but can enter the body by inhalation and ingestion. (Unless it is in gasoline, then it can be absorbed). When lead is scattered through the air as a dust, fume, or mist it can be inhaled and absorbed by the lungs and upper respiratory tract. Handling food, cigarettes, chewing tobacco, or make-up with hands contaminated with lead will contribute to ingestion. It is for these reason that eating, drinking, and smoking in identified lead areas are avoided. A significant portion of the lead that you inhale or ingest gets into the blood stream. Once in your blood stream, lead is circulated throughout your body and stored in various organs and body tissue. Some of the lead is filtered out of the body by excretion, but some remains in the blood and other tissues. The amount of lead stored in the body will increase if lead absorption is more than body excretion. The lead stored in the body can slowly cause irreversible damage to cells, organs, and the body system.

HEALTH EFFECTS OF LEAD OVEREXPOSURE

If steps are not taken to control exposure, continued absorption of lead could result in: Constipation or diarrhea, lack of appetite, weight loss, nausea, abdominal pain, and adverse effects in the male and female reproductive systems and adverse effects in an unborn fetus. Exposure to lead in large enough quantities can kill in a matter of days. A condition affecting the brain may arise, known as acute encephalopathy that develops into seizures, coma, and death. A short-term exposure of this magnitude is highly unlikely, but not impossible. There is no sharp dividing line between developing acute and chronic health effects. Lead adversely

affects numerous body systems and causes forms of health impairment and disease that arise after periods of exposure as short as days or as long as several years.

LONG TERM OVEREXPOSURE

Chronic overexposure to lead may result in severe damage to your blood forming, nervous, urinary, and reproductive systems. Some common symptoms of chronic overexposure include loss of appetite, metallic taste in the mouth, anxiety, constipation, nausea, excessive tiredness, weakness, insomnia, headache, nervous irritability, muscle and joint pain or soreness, fine tremors, numbness, dizziness, and hyperactivity. At this stage, a qualified physician may diagnose lead poisoning. The medical and scientific community has recognized that lead exposure can have significant adverse health effects on an unborn fetus and the reproductive systems of males and females. Some symptoms of lead overexposure affecting the male reproductive system may include a decrease in sexual drive, impotence, decreased ability to produce healthy sperm and sterility. With respect to females, these effects may include menstrual disturbances, decreased viability of the fertilized ovum and changes in reproductive capacity.

REPORTING OF PROBLEMS

Immediately notify your supervisor if you develop potential signs or symptoms associated with lead poisoning. You should also notify your supervisor if you have difficulty breathing while wearing a respirator or suspect problems with other personal protective equipment.

EXPOSURE ASSESSMENT

The company **may opt to assume the presence of lead above the PEL** during the following construction activities: demolition of painted surfaces, replacing windows and doors, removing and replacing painted baseboards or baseboard materials on painted walls, or prepping surfaces for repaints by pressure washing, sanding, grinding, or using a chemical paint remover. Using EPA's studies of the exposure to workers, we will assume these activities have an exposure level above the PEL but not above 10 times the PEL. If uncommon construction conditions exists, the competent person **WILL** use air monitoring to determine the exposure to the PEL.

To **rule out the exposure of lead at or above the action level** of 30 ug/m³ on an eight-hour TWA, the exposure determination shall be based on the following:

- Personal exposure monitoring
- Objective data demonstrating that the lead containing material, product, process, operation, or activity cannot result in exposure at or above the action level
- Historical measurements of airborne lead that have been taken within the last 12 months.

If the initial exposure determination reveals employee exposure to be at or below the PEL, monitoring will be performed at least every six months. If the exposure determination reveals employee exposure above the PEL, monitoring will be performed quarterly. Additional monitoring will take place if a change in an operations production process occurs which may result in additional exposure to lead. In addition, employees will be given written notification of the results of their exposure assessment within five working days.

OCTOBER 2010

RESPIRATORY PROTECTION

Exposure to hazardous materials requires special precautions against absorption of toxic compounds. While engineering controls (e.g. HEPA vacuums) are the primary means of controlling materials such as lead dust, fumes, vapors, and mists, it is often necessary to rely on respiratory protection. The respirator will give you the proper amount of protection based on the nature of the hazard. Only use respirators tested and certified by the National Institute for Occupational Safety & Health (NIOSH). The cartridges that come with the mask are approved for the environment in which you will be working. Never use a cartridge respirator in an atmosphere containing less than 19.5% oxygen or an atmosphere immediately dangerous to life and health (IDLH). In addition, observe the requirements of the Respiratory Protection Program. In extreme cases a NIOSH-certified air purifying respirators may be required. See out Respiratory Protection Program. Personal Protective Equipment required to protect personnel is to be supplied at no cost to the employees.

PROTECTIVE WORK CLOTHING & EQUIPMENT

Protective work clothing and equipment can include coveralls, coveralls, gloves, hats, shoes, shoe coverlets, face shield or vented goggles. All clothing and equipment will be repaired, replaced, cleaned, laundered, or disposed of as necessary by the company. Contaminated work clothing and equipment must be removed in the designated change room and placed in the provided closed containers to be cleaned or disposed of. At no time may lead be removed from protective clothing or equipment by any means which disperses lead into the workplace air. (such as by blowing off)

HYGIENE

Employees exposed to lead above the PEL must change, and eat in designated areas. After changing, no clothing or equipment worn during the shift should be worn home. It should be disposed of or placed in a bag and laundered SEPARATELY from your family's laundry. WE DO NOT WANT TO POISON OUR FAMILIES. Finally, workers exposed above the PEL must remove PPE, wash both their hands and face prior to eating, drinking, smoking, or applying cosmetics.

MEDICAL SURVEILLANCE

Employees exposed to more than 30 days of work at or above the action level must participate in a medical surveillance program includes blood-lead and zinc level tests.

- At least every six months.
- If the last blood sampling and analysis indicated a blood lead level at or above 40 ug/100g of whole blood, monitoring will continue every two months.
- Monitoring will continue until two consecutive blood samples and analysis indicate a blood lead level below 40 ug/100g of whole blood.

Written notification of test results will be given to employees within five days indicating blood lead levels and be given medical removal protection benefits when blood sampling and analysis indicate a blood lead level at or above 40 ug/100g of whole blood.

The second phase of medical surveillance is medical examinations and consultations for employees who meet the following conditions:

- At least annually for each employee for whom a blood-sampling test conducted at any time during the preceding 12 months indicated a blood level at or above 40 ug/100g.
- Prior to the assignment for the first time to an area in which airborne concentrations of lead are at or above the action level.
- As soon as possible, upon notification by an employee, that he/she has developed signs and symptoms commonly associated with lead intoxication, or desire medical advice concerning the effects of current or past exposure to lead and the ability to procreate a healthy child.
- As medically appropriate for each employee either removed from exposure to lead due to risk of sustaining material impairment to health, or otherwise limited pursuant to a final medical determination. A licensed physician will perform all medical examinations and a laboratory licensed by the Center for Disease Control will perform consultations, sampling and analysis.

Medical Removal Protection (MRP) is a means of protecting employees when, for whatever reasons, such as engineering controls, work practices, and respirators, have failed to provide the needed protection. Employees with a BLL of 50 ug/dL MRP involves the temporary removal of an employee from his or her regular job to a place of lower exposure without loss of earnings, seniority, or benefits.

POSTING WARNING SIGNS

A warning sign must be illuminated, kept clean, and posted in work areas where the exposure to lead exceeds the PEL. The sign must read:

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

EMPLOYEE INFORMATION & TRAINING

Information and training will be given to all employees who may be exposed to lead above the action level, or who may suffer skin or eye irritation from lead. The training program will inform employees of the dangers of lead, work practices, PPE, and other related materials. We will use the Steps to Lead Renovation, Repairing and Painting document, this Lead Protection Program and the Non-Certified worker training under the RRP as our Lead Protection Program training.

RECORD KEEPING

The following records will be kept on file at the corporate office, if applicable:

Exposure monitoring for airborne lead by project if done

Names of employees and social security numbers in Medical Surveillance under this program

Copy of exam results, records will be kept on file for 30 years after termination of employment, whichever is longer

Date of removal and return, whether or not the removal was due to an elevated blood lead level.

MORE INFORMATION

See WAC 296-155-176 for more information.

See <http://lni.wa.gov/Safety/TrainTools/Trainer/Kits/LeadInConstruction/> for more training.

See <http://epa.gov/lead/pubs/renovation.htm> for more information on the EPA's Lead Renovator program.

See <http://nicasafety.com/lead> for more helpful forms and publications.

HAZARD COMMUNICATION

Hazardous chemical communication program:

Owner/Foreman in Charge: _____

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. 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 owner's truck or office for review by any interested employee.

Container Labeling:

The owner of our company is responsible for container labeling procedures, reviewing, and updating. The labeling system used is as follows:

- Manufacturer labels should be kept on all containers.
- The procedures for proper labeling of all containers, reviewing and updating label warnings are as follows: if chemical is transferred from it's original container, the new container must be labeled with the chemical by brand name and description.

Material Safety Data Sheets (MSDS):

It is the responsibility of the company owner to establish and monitor the MSDS program. The owner will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. This person will see that any new information is passed on to all employees.

The procedures to obtain MSDSs and review incoming MSDSs for new or significant health and safety information are as follows:

- Ask retail stores to provide MSDS sheets for all chemicals. Take a copy to the company office to be added to our MSDS book.
- Chemicals with existing MSDS sheets should be updated every 3-5 years.
- Copies of MSDSs for all hazardous chemicals in use will be kept in the owners/foreman's truck or the company office.
- MSDS sheets will be available by request to all employees. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact the owner/foreman.

Note: If an alternative to printed Material Safety Data Sheets is used (such as computer data), provide a description of the format.

Employee Information and Training:

The owner/foreman 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 owner 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.
- Hazardous chemicals present at his or her work places.
- Location of the MSDS file and written hazard communication program.
- Read the health hazards and PPE requirements for most common chemicals used.

The introduction of new chemicals may require additional training for employees.

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
- _____
- _____



NOVEMBER 2010



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 MSDSs (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
- 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 MSDSs for the chemicals the other contractor is bringing into the work place.

List of Hazardous Chemicals:

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing MSDSs located at the company office. MSDS identity: the criteria (e.g., label warnings, MSDS information, etc.) used to evaluate the chemicals are: MSDS sheets. Make additional lists or books if necessary.

Chemical Name	Manufacturer	Location Used

S	M	T	W	T	F	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MORE TRAINING REQUIRED:

1. Watch: [Chemical Hazard Communication Overview online at www.lni.wa.gov/Safety/TrainTools/Videos/Online/default.asp](http://www.lni.wa.gov/Safety/TrainTools/Videos/Online/default.asp)

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:	
Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>	Checklist:	<input type="checkbox"/>

RESPIRATORY PROTECTION

Employee Training:

All employees will be trained on the selection, use, limitations, and maintenance of respirators per the manufacturers instructions. Employees shall only use respirators, cartridges, and filters on the included chart.

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 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 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 evaluations 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).



Respirator 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 beards are allowed on wearers of tight-fitting respirators. 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 (circle protocol you use) or quantitative fit-testing instrument: Irritant Smoke Protocol : Banana Oil Protocol : Bitrex Protocol : Saccharin Protocol

The quantitative 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.

The procedure below has 2 parts; a positive pressure check and a negative pressure check. You must complete both parts each time. It should only take a few seconds to perform, once you learn it. If you can't pass both parts, your respirator is not functioning properly, see your foreman for further instruction.

Positive Pressure Check:

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

FILL IN GENERAL PRODUCT (OR ACTIVITY) BELOW, THEN FILL IN FREQUENCY OF CARTRIDGE OR FILTER CHANGE	FILL IN TYPE OF RESPIRATOR AND CARTRIDGE USED BELOW	Cool Weather/ Normal Work	Warm Weather/ Normal Work	Hot Weather/ Normal Work	Cartridge or Filter Becomes Plugged Damaged, or Soaked
		CHANGE CARTRIDGE/FILTER	CHANGE CARTRIDGE/FILTER	CHANGE CARTRIDGE/FILTER	CHANGE CARTRIDGE/FILTER
SPRAYING INTERIOR LATEX OR SIMILAR		MONTHLY OR EVERY 4 HOUSES	BI-WEEKLY OR EVERY 3 HOUSES	DAILY OR VAPORS CAN BE SMELLED	IMMEDIATELY
SPRAYING EXTERIOR LATEX PAINT OR SIMILAR		MONTHLY OR EVERY 4 HOUSES	BI-WEEKLY OR EVERY 3 HOUSES	DAILY OR VAPORS CAN BE SMELLED	IMMEDIATELY
SPRAYING OIL BASED PAINTS		WEEKLY OR EVERY OTHER HOUSE	DAILY OR EVERY OTHER HOUSE	DAILY OR VAPORS CAN BE SMELLED	IMMEDIATELY
SPRAYING ANY LAQUER PRIMER OR PRODUCT		DAILY OR EVERY HOUSE	DAILY OR EVERY HOUSE	DAILY OR VAPORS CAN BE SMELLED	IMMEDIATELY

*date all cartridges/filters with black pen

MORE TRAINING REQUIRED:

1. Watch: online at www.lni.wa.gov/Safety/TrainTools/Videos/Online/default.asp.
Note: Medical Evaluations and Fit Testing are required for all employees who wear respirators.
2. Fill out respirator selection chart.

DECEMBER 2010



Negative Pressure Check:

1. 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.
2. If you can't use the palm(s) of your hands to effectively cover the inhalation openings on cartridges or canisters, you may use filter seal(s) (if available) or thin rubber gloves.
3. Once the face piece is collapsed, hold your breath for 10 seconds while keeping the inhalation openings covered.
4. The face piece should remain slightly collapsed, indicating negative pressure and no inward leakage.
5. 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.
6. If you detect leakage, reposition the respirator (after removing and inspecting it) and repeat both the positive and negative fit check.

Respirators Program Evaluation:

We evaluate our respiratory program for effectiveness by the following:

1. Checking fit-test results and health provider evaluations.
2. Asking employees who wear respirators: How they fit? Do they feel they are 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:

1. 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.
2. Wash components in warm 110°F maximum water with a mild detergent or with a cleaner recommended by the manufacturer.
3. Rinse components thoroughly in clean, warm 110°F maximum, preferably, running water.

S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Note:** The importance of thorough rinsing can't be overemphasized.
4. Drain components.
 5. Air dry or hand dry components with a clean, lint-free cloth.
 6. Reassemble the face piece components. Replace filters, cartridges, and canisters, if necessary.
 7. Test the respirator to make sure all components work properly.

Record Keeping:

The following records will be kept:

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

Records will be kept at the following location: at the office in employee files and employees will have access to these records.

Employee name and training date in each box	Read Yearly Training Calendar	Fire Extinguisher Training	Watch "Don't Fall for It"/Ladder Activity	Lead Safety/PPE Training	Heat Related PowerPoint Training	Fall Protection Video	Fall Protection Activity	Personal Protective Equipment Activity	Watch Trench Safety Presentation	Hazard Communication Training	Respiratory Protection Training	Respirator Medical Evaluation	Respirator Fit Test	First Aid Card

Customize Your Plan Here:



Washington State Floor Covering Association
 PO Box 2559 | Redmond, WA 98073-2559
 wsfca@comcast.net | www.wsfca.org | 425.885.0012



Northwest Independent Contractors Association
 145 State Highway 28 West | Soap Lake, Washington 98851
 www.nicatrainng.com | www.nicasafety.com | 509.246.9080

Employees:

You have the legal right to a safe and healthy workplace. The law requires your employer to provide a safe and healthy workplace and protects your right to report workplace hazards. Your employer may not fire you or take disciplinary actions against you for raising safety concerns. Learn more about your workplace rights at: www.workplacerrights.ini.wa.gov or call 1-800-423-7233.

Employers:

Free safety consultations are available; L&I's knowledgeable consultants can help you prevent injuries and reduce costs. At your request, a consultant will visit your business and:

- Clarify safety and health rules for your type of business.
- Review or help develop your required safety and health programs.
- Suggest ways to help you save money on your workers compensation coverage.

For more information, visit www.safetyconsultants.ini.wa.gov or the L&I office nearest you.

General Contractors:

You are required to ensure the overall safety of your jobsite. Require Subcontractors to implement a safety plan and train their employees according to WAC 296-155 and other applicable standards!