

(Company Name)  
General Safety Practices and Procedures

## Policy

It is the policy of ( Company Name) that the prevention of occupational injuries and illnesses will be given priority equal with quality, productivity, and related company efforts.

Consistent with accepted safety standards, ( co name) will, provide employees a safe work place. The maintenance of a safe workplace is the responsibility of every employee. Those in management and supervisory positions are expected to promote, monitor and enforce safe work practices adopted as policy by (co name ).

## General Safety Rules

- Report all serious injuries / illnesses immediately.
- Be familiar with understand and follow job site emergency procedures.
- Wear the required personal protective equipment necessary for the job. (PPE is mandatory when specified on a product Material Safety Data Sheet (MSDS)).
- Always work clear of suspended loads.
- Obey all warning signs.
- Follow ***Project Specific*** lockout / tagout procedures ( *when applicable*).
- Inspect all equipment, scaffolds, ladders etc. for deficiencies before using.
- Report all unsafe tools, equipment or hazardous conditions to your supervisor. Never operate damaged equipment.
- Maintain good housekeeping in all work areas.
- Exercise proper lifting techniques
- Operate all vehicles in a safe manner.
- Never perform work under unsafe conditions and alert others to unsafe conditions that may exist.
- Employees shall not be under the influence of, use, sell, purchase, transfer, or possess illegal drugs including marijuana, any legal drug which has been illegally obtained or is not being used for prescribed purposes, or alcohol while performing company business or while on company premises or contracted projects. Violation of this policy will result in disciplinary action up to and including termination.
- Horseplay of any kind will not be permitted.
- Only qualified personnel shall repair company furnished tools or equipment.
- Electrical cords and / or hoses shall be protected or elevated.
- Possession of fire arms on the job is prohibited.
- Do not use ladders as scaffolds. Never climb higher than the second step from the top of a step ladder to access work. Never stand on the top platform.

**No work assignment is so important that it has to be accomplished in an unsafe manner.**

## **Hazard Communication Program**

(Co. name) will provide employees with information regarding hazardous products which they may be exposed to during the course of their employment. Employees are expected to ask their supervisor for instructions if any unusual or suspect materials are encountered in the workplace.

**MSDS:** All products used on (co name) will have a corresponding Material Safety Data Sheet outlining any hazards and safety equipment that may be required when working with the product.

**Training:** Each employee will be trained with respect to (co name) HAZ-COM program and the proper use and application of Material Safety data Sheets for specific products they will work with. This training will be documented.

**Availability :** A copy of ( Co name) Hazard Communication Program and Material Safety Data Sheets providing information concerning products in use on (Co. name ) projects will be available on all Job sites.

## **Reporting Injuries**

- All job related injuries no matter how minor are to be reported to the a supervisor immediately. If necessary, medical treatment will be provided and the incident will be recorded.
- Employees are required to notify their supervisor prior to leaving the job site because of an injury or illness, whether personal or job related.
- Prior to returning to work, following an injury or illness ( personal or job related) the employee must present a medical release to the supervisor from the attending physician
- First-aid should only be administered by those who are trained.

## **Personal Protective Equipment**

- Employees, visitors and vendors in areas where a recognized overhead hazard exists, shall be required to wear an approved Hard Hat.
- Employees shall wear clothing suitable for the work. Long pants, shirts with sleeves (*no tank tops*) and hard soled work shoes are required.
- Employees are required to wear approved eye protection when performing operations that may cause particles to become airborne.
- Hearing protection is required when exposure to a loud and sustained noise is expected.
- The scope of work performed by (co name) will not under normal circumstances require the use of a respirator. If it is determined that specific project conditions require the use of respiratory protection, personnel required to wear a respirator shall be trained, fit tested and medically qualified prior to wearing the equipment.

## **Scaffolding**

- Scaffold shall only be erected, altered or dismantled under the supervision of a competent person.
- All scaffolds erected by (co name) or for (co name) by others shall meet all Federal, State, and Local safety regulations with respect to fall protection, planking and safe access to work platforms.
- Any scaffold with a height that exceeds four times the width of its base support shall be secured to the structure at intervals not to exceed 30 feet horizontally and 20 feet vertically.
- All work platforms shall be planked the full width of the scaffold using scaffold grade planking.
- All scaffolds shall be equipped with at least one access ladder.
- All guardrails shall be constructed of 2 x 4's or the equivalent.
- If it is not possible to erect a standard guardrail on an elevated work platform, a personal fall arrest system must be used.
- All scaffolds and their components shall be capable of supporting without failure, at least 4 times the maximum intended load.
- Rolling scaffolds shall only be used on level surfaces.
- The height of a rolling scaffold shall not exceed 4 times the minimum base dimension.
- All casters must have the ability to lock and must be locked while in use.
- Remove or secure all materials and equipment before moving the scaffold.

## **Ladder Safety**

- Inspect all ladders before use. Ladders with broken rungs, steps, side rails or hardware must not be used.
- Metal ladders are not to be used near electrical circuits, fixtures, or power lines.
- Step ladders are to be used in the fully opened position.
- Only one person is to be on a ladder at one time.
- Ladders found to be damaged are to be taken out of service.

## **Forklift Safety**

- All operators shall be trained in the proper use of equipment. All training will be documented.
- Operators are expected to visually inspect the lift prior to each days use.
- Operators will not allow riders on forklift equipment.
- I the lift is equipped with a seat belt, the operator must use the safety belt while the lift is in operation.

## **Aerial Lift Platforms**

- A personal fall arrest system must be worn by any employee working in the basket of a boom lift. (JLG)
- Lifts are not to be operated within 20 feet of energized electrical lines.
- Ladders are not to be used on aerial lifts.
- All operators shall be trained in the proper and safe use of equipment. All training will be documented.
- A visual inspection of equipment shall be required prior to each days use.

## **Hand and Power Tools**

- All hand and power tools are to be maintained in a safe working condition. Keep tools and accessories clean, sharp and oiled. Manufacturer recommendations are to be followed.
- All safety devices are to be kept in good condition. Bypassing safety equipment is prohibited.
- All electrical tools shall be properly grounded or double insulated.
- Ground fault circuit interrupters must be used on all 120 volt, single phase 15 and 20 ampere. Construction (temporary)receptacle outlets or an assured equipment grounding conductor program must be implemented
- Damaged or defective electrical tools must be taken out of service and red tagged for repair.

## **Lockout / Tagout**

The normal scope of work performed by (co name) employees does not require the implementation of Lockout/Tagout Procedures in the field. However, should (co name) become involved in a project where Lockout/Tagout procedures are required. Procedures will be adopted and employees involved will be trained. All training will be documented.

## **Housekeeping**

- Good housekeeping is mandatory on every project. All employees are expected to keep their work areas clean to improve safety as well as productivity.

## **Fall Protection**

- Any elevated platform that exposes an employee to a fall of 6 feet or more must be properly guarded. If standard guardrails cannot be installed, a personal fall arrest system must be used.
- All floor openings must be properly guarded or covered. Covers are to be secured and labeled.
- All wall openings exposing employees to a fall of 6 feet or more must be properly guarded.
- Where conditions prohibit standard fall protection procedures, a written fall protection plan will be implemented.