



## **PROJECT-SPECIFIC SAFETY PLAN**

**April 2014 REV.1**



## ***PROJECT-SPECIFIC SAFETY PLAN (PSSP)***

### ***1.1 WORKPLACE SAFETY AND HEALTH POLICY***

#### ***POLICY STATEMENT:***

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The Company's policy is:

- to provide a safe and healthful place of employment for every employee;
- to abide by accident prevention regulations set forth by the federal, state, and local governments;
- to provide rules and regulations for the safety of employees and to warn them under certain conditions, as to the hazards of their position or employment. This includes supervision.
- to furnish reasonably safe machinery or instruments. Included is the duty to inspect and repair.
- to exercise ordinary care to select careful and competent fellow workers.

We are sincerely interested in the safety and welfare of our employees. Accident prevention is essential in maintaining an efficient operation.

It is our policy that the rules listed on the following pages should be strictly observed at all times. Although these rules are considered to be very important, it is impossible to publish a rule to cover every circumstance. If a rule that might cover any specific safety hazard condition has been omitted, that shall be no excuse for carelessness or a disregard of common sense in the performance of your work.

You are urged to cooperate fully. Abuse or a disregard of these rules is a violation of Company policy and will be treated accordingly. Remember, your help in preventing accidents benefits you and your fellow employees. We should all strive for a record of zero accidents.

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### ***1.2 THE PROJECT-SPECIFIC SAFETY PLAN (PSSP)***

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SSI has the project goal of ZERO accidents and ZERO injuries, with work tasks designed to minimize or eliminate hazards to personnel, processes, equipment, and the general public. No worker should ever perform a task that may endanger their own safety and health or that of others.

This PSSP outlines the Environment, Safety, and Health (ES&H) requirements and guidelines developed for SSI. These requirements are written to help protect site personnel, visitors, and the general public from exposure to potential ES&H hazards on this job site. There are several plans and actions that are included to ensure that we act to protect the environment, the general public, as well as our workforce during the construction phase of this project. Site-specific individual ES&H Plans required for this SSI project are described in Section 2.2 (Project-Specific Safety Plan Application).

This plan shall be updated if there are major changes to project conditions, situations, or exposures, and those revisions shall be noted on the document. An employee acknowledgement form documents that each employee understands the PSSP and will implement these safety and health requirements on this job site. A copy of that form can be found in Appendix B of this plan.

## **2.2 PROJECT-SPECIFIC SAFETY PLAN APPLICATION**

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The following independent ES&H written plans are located in Appendix A of this PSSP and ensure that the SSI is in compliance with regulatory requirements.

The following stand-alone plans are included:

- ☒ Fall Protection Plan-a written plan requiring 100% fall protection on this project is required for all workers where construction activities exceed a 6 foot minimum and is in compliance with 29 CFR 1926 Subpart M, Appendix E.
- ☒ Hazard Communication Plan-a written Hazard Communication Plan, describing how the standard will be implemented. All of the elements must be addressed and these include: labeling, MSDS, Employee Information and Training, and HCS communication on multi-employer worksites. A checklist for compliance per OSHA requirements is included to be certain that we are in compliance with 29 CFR 1910.1200.
- ☒ The Scaffold Plan- shall establish performance objectives in compliance with the requirements of the Occupational Health and Safety Administration (OSHA) 29CFR 1910.28 Safety Requirements for Scaffolding and the American National Standards Institute (ANSI) A10.8-1988 Scaffolding Safety Requirements as it pertains to SSI employees working with scaffolding. This policy shall provide the necessary information and training to protect the health and safety of SSI employees.
- ☒ Personal Protective Equipment Plan- Purpose to provide protection of personnel through the use of protective equipment and to comply with the OSHA 1926 Subpart E standard.
- ☒ Lock Out Tag Out Plan - The procedure herein established (III - VIII) will insure that machines and equipment are properly isolated from hazardous or potentially hazardous energy sources during servicing and maintenance and properly protect against re-energization as required by 29 CFR 1910.147.

☒ Fire prevention plan - The following fire prevention plan is provided only as a guide to assist employers and employees in complying with the requirements of the Occupational Safety and Health Administration's (OSHA) Fire Prevention Plan Standard, 29 Code of Federal Regulations (CFR) 1910.39, as well as to provide other helpful information. It is not intended to supersede the requirements of the standard.

## **2.3 FALL PROTECTION**

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### **FALL PROTECTION FOR CONSTRUCTION ACTIVITIES**

Fall protection is a term that can be defined as any means used to protect workers from falls during work in areas where fall hazards exist. OSHA regulates fall protection for construction activities under 29 CFR 1926.500 to .503, Subpart M, as well as Subpart L, Scaffolds, Subpart X, Stairways and Ladders, and others.

#### **SUMMARY**

#### **OSHA's REVISED STANDARDS ON FALL PROTECTION Subpart M**

##### **1926.501 Duty to Have Fall Protection**

- Employers must determine whether walking/working surfaces are structurally capable of supporting workers safely.
- Workers on walking/working surfaces with unprotected sides or edges six feet or higher above a lower level must be protected from falling by the use of guardrails, nets, or fall arrest systems.
- Workers constructing or working near leading edges at six feet or higher above a lower level must be protected from falls by use of guardrails, nets or fall arrest systems.
- Workers in hoist areas must be protected from falling more than six feet by guardrails, or personal fall arrest systems.
- Workers must be protected from falling more than six feet through holes (including skylights) by hole covers, guardrails or personal fall arrest systems.

- Workers on the face of form work or reinforcing steel must be protected from falling six feet or more by personal fall arrest systems, nets, or positioning devices.
- Workers on the edge of excavations deeper than six feet must be protected from falling by guardrails, fences, or barricades when excavations are not easily visible.
- Workers less than six feet above dangerous equipment must be protected from falling into or onto the equipment by guardrails or equipment guards.
- Workers six feet or higher above dangerous equipment must be protected from fall hazards by guardrails, personal fall arrest systems, or nets.
- Bricklayers performing overhand bricklaying and related work six feet or higher above lower levels must be protected from falling by guardrails, nets, personal fall arrest systems, or must work in a controlled access zone.
- Bricklayers reaching more than ten inches below the level walking/working surface on which they are working, must be protected from falling by guardrails, nets, or personal fall arrest systems.
- Roofers working on low-slope roofs with unprotected sides and edges six feet or more above lower levels must be protected from falls by guardrails, nets, personal fall arrest systems, or any of the following combinations:
  - warning lines and guardrails
  - warning lines and safety nets
  - warning lines and personal fall arrest systems
  - warning lines and safety monitoring.
- Roofers on roofs 50 feet or less in width may be protected by safety monitoring alone.
- Roofers on steep roofs with unprotected sides and edges six feet or higher above lower levels must be protected from falling by guardrail systems with toeboards, nets, or personal fall arrest systems.
- Workers near wall openings which are six feet or higher above lower levels and which are less than 39 inches above the walking/working surface must be protected from falling by guardrails, nets, or personal fall arrest systems.
- Workers on walking/working surfaces six feet or higher above lower levels, which are not otherwise addressed, must be protected from falling by guardrails, nets, or personal fall arrest systems.
- Where workers are exposed to falling objects,
  - erect toeboards, screens or guardrails to prevent objects from falling
  - erect a canopy structure and keep objects away from the edge of the higher level
  - barricade the area to which objects could fall and keep objects away from the edge of the higher level

- Hard hats are required 100% on all SSI projects

### **1926.502 Fall Protection Systems Criteria and Practices**

- The top edge of guardrails must be between 39 and 45 inches high.
- Mid rails, screen, mesh or intermediate vertical members must be installed between the top edge of the guardrail and the walking/working surface when there is no wall or parapet wall at least 21 inches high.
- Guardrails must be capable of withstanding a force of at least 200 pounds applied within two inches of the top edge in any outward or downward direction.
- With 200 pounds of downward force, the top edge of the guardrail must not deflect to less than 39 inches.
- Mid rails, screen, mesh or intermediate vertical members must be capable of withstanding a force of at least 150 pounds applied in any downward or outward direction at any point along the mid rail or other member.
- Guardrails must be surfaced in a way that will prevent punctures, lacerations and snags.
- The ends of top rails and mid rails must not overhang terminal posts unless an overhang would not create a projection hazard.
- Steel and plastic banding must not be used on top and mid rails.
- Top and mid rails must be at least one-quarter inch nominal diameter or thickness.
- When guardrails are used in hoisting areas, a chain, gate or removable guardrail section must be placed across access opening when hoisting operations are not taking place.
- When guardrails are used at holes, they must be erected on all unprotected sides or edges.
- When guardrails are used to protect holes, which are used for passage of materials, not more than two sides can be protected by removable guardrail.
- Safety nets must be installed as close as possible, but not more than 30 feet below the walking/working surface.
- Safety nets must extend outward from the outermost projection of the work surface (see regulations for distances).
- Drop tests must be performed on safety nets by dropping a 400 pound 30-32 inch diameter bag of sand into the net from the highest walking/working surface (but not less than 42 inches).

- When it is unreasonable to perform a drop test on a net, the employer or a designated competent person must certify that the net installation is in compliance with this standard.
- Nets must be inspected at least once a week and defective nets and parts must be removed from service.
- Effective January 1, 1998, body belts are not acceptable as part of a fall arrest system.
- Lanyards and vertical life lines must have a minimum breaking strength of 5,000 pounds.
- Personal fall arrest systems, when stopping a fall, must limit the maximum arresting force on the worker to 1,800 pounds when used with a body harness.
- Personal fall arrest systems, when stopping a fall, must limit the maximum arresting force on the worker to 900 pounds when used with a body belt.
- Personal fall arrest systems must be rigged so that the worker can neither fall more than six feet nor contact any lower level.
- Positioning devices must be rigged to prevent free falls more than two feet.
- Warning lines must be erected around all sides of a roof work area.
- Controlled access zones must be defined by a control line or other means that restricts access.
- When using safety monitoring systems, a competent person must be used to monitor the safety of the workers.
- The employer must provide training for each worker that may be exposed to fall hazards.
- The employer must keep a written certification record to verify compliance with training requirements.
- The employer must provide retraining when workers do not have the understanding and skills required by initial training.

## **FALL PROTECTION FOR CONSTRUCTION ACTIVITIES**

### **I. Statement of Company Policy**

SSI is dedicated to the protection of its employees from on-the-job injuries. All employees of SSI have the responsibility to work safely on the job. The purpose of the plan is to

supplement our existing safety and health program and to ensure that every employee who works for SSI recognizes workplace fall hazards and takes the appropriate measures to address those hazards.

- a. Controlled Access Zone
- b. Steel
- c. Roof Sheeting
- d. Wall Sheeting

Each employee will be trained in these procedures and will strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the competent person of their concern and have the concern addressed before proceeding.

It is the responsibility of the competent person to implement this Fall Protection Plan. Continual observational safety checks of work operations and the enforcement of the safety policy and procedures shall be regularly enforced. The crew supervisor or foreman is responsible for correcting any unsafe practices or conditions immediately

It is the responsibility of the employer to ensure that all employees understand and adhere to the procedures of this plan and to follow the instructions of the crew supervisor. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees. Any changes to the Fall Protection Plan must be approved by qualified person.

### **III. Enforcement**

Constant awareness of and respect for fall hazards and compliance with all safety rules are considered conditions of employment. The crew supervisor or foreman, as well as individuals in the Safety and Personnel Department, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

### **IV. Accident Investigations**

All accidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program that documentation take place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident occurring, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

## **V. Changes to Plan**

Any changes to the plan will be approved by the qualified person. This plan shall be reviewed by a qualified person as the job progresses to determine if additional practices, procedures or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers shall be notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes shall be maintained at the job site.

## **Steel Erection**

SSI shall take the following steps to protect workers who are exposed to fall hazards while working from the top plate installing structure/rafters:

- 100% Tie off will be utilized, meaning any person working at heights taller than 6ft must always be connected to stable connection point which is able to withstand an impact fall.
- Only trained workers will be allowed to work on roof structure installation
- Workers shall have no other duties to perform during structure erection procedures
- All structures will be adequately braced before any worker can use the structural members as a support
- Workers will remain on the top of structure by using the previously stabilized structural member as a support while other members are being erected
- Workers will leave the area of the secured structural member only when it is safe to secure another member
- The first two structural members will be set from man lifts.

The workers responsible for detaching structural members from cranes and/or securing structural member at the peaks, traditionally are positioned at the peak of the structure.

SSI shall take the following steps to protect workers who are exposed to fall hazards while securing structure at the peak of the structure:

- 100% Tie off will be utilized, meaning any person working at heights taller than 6ft must always be connected to stable connection point which is able to withstand an impact fall.

- Only trained workers will be allowed to work at the peak during roof structural member installation
- Once the structure installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects
- Workers shall have no other duties than securing/bracing the structural members
- Workers positioned at the peaks or in the webs of structure or on top shall work from a stable position, either by using a manlift or other equivalent surface that provides additional stability or by positioning themselves in previously stabilized structure and leaning into and reaching through the structure
- Workers shall not remain on or in the peak/ridge any longer than necessary to safely complete the task

## **Roof Sheeting Operations**

All workers will ensure that they have secure footing before they attempt to walk on the sheeting, including cleaning shoes/boots of mud or other slip hazards.

To minimize the time workers must be exposed to a fall hazard, materials will be staged to allow for the quickest installation of sheeting.

SSI shall take the following steps to protect workers who are exposed to fall hazards while installing roof sheeting:

- 100% Tie off will be utilized, meaning any person working at heights taller than 6ft must always be connected to stable connection point which is able to withstand an impact fall.
- Once roof sheeting installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects;
- The competent person shall determine the limits of this area, which shall be clearly communicated to workers prior to placement of the first piece of roof sheeting;
- The competent person may order work on the roof to be suspended for brief periods, as necessary, to allow other workers to pass through such areas when this would not create a greater hazard;
- Only qualified workers shall install roof sheeting;

- Initial roof sheeting will use the safety monitor system, until enough sheeting has been put down to allow the fall protection to be installed.
- The bottom row of roof sheeting may be installed by workers using lifelines and SRLs;
- Additional rows of roof sheeting may be installed by workers positioned on previously installed rows of sheeting using lifelines and SRLs.

When wet weather (rain, snow, or sleet) is present, roof sheeting operations shall be suspended unless safe footing can be assured for those workers installing sheeting.

When strong winds (above 30 miles per hour) are present, roof sheeting operations are to be suspended unless wind breakers are erected.

### **Wall Sheeting**

During the construction and erection of exterior walls, employers shall take the following steps to protect workers:

- 100% Tie off will be utilized, meaning any person working at heights taller than 6ft must always be connected to stable connection point which is able to withstand an impact fall.
- Man lifts will be used to attach wall sheets, and a crane will be used to position sheets to be attached.
- Only trained workers will be allowed to erect exterior walls:
- A warning line six feet from the perimeter will be clearly marked prior to any wall erection activities to warn of the danger area;
- Materials for operations shall be conveniently staged to minimize fall hazards;

Workers constructing exterior walls shall complete as much cutting of materials and other preparation as possible before sheet is lifted into position.

## **FALL PROTECTION**

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- (1) Floor and roof openings shall be covered with materials that are capable of supporting at least two times the load expected to be imposed. The cover shall be identified by signage that says HOLE - DO NOT REMOVE and secured to avoid displacement. In lieu of a cover, a standard guardrail with toe board can be erected around same.

- (2) All floor edges where fall distance is 6' or greater, and roof edges shall be protected by a standard guardrail, if cable is used in lieu of a wooden guardrail. The cable must be kept taut so that a minimum of 2" deflection from horizontal is maintained including sag. Guardrail will consist of top rail 42" high, mid rail and toe board minimum 4" high, vertical post to be 8' on center maximum.
- (3) A full body harness shall be worn by all employees when working **six (4)** feet or more above the ground or floor when no other type of fall protection is provided. **100%** tie off is mandatory.
  - a. Fall protection requirements for ladder to comply with 29 CFR 1926, Subpart X. For California projects see Article 25, Section 1669-1672.
  - b. Fall protection requirements for scaffolding to comply with 29 CFR 1926, Subpart L. For California projects see article 16, Section 1621.
- (4) A full body harness shall be worn by all employees working outside a protective guardrail (100% tie-off).
- (5) Full body harness shall be worn and tied off to a designated anchorage point when working out of extensible and articulating boom platforms.
- (6) Full body harness shall be worn by employee working out of suspended scaffolding. Lanyard will be secured to an independent life line separate from any line that is attached to the scaffolding.
- (7) Safety nets shall be provided when work places are more than **25'** above the ground or floor where the use of other fall protection devices is impractical.
- (8) Positioning belts of the **two (2) D ring type** **SHALL NOT** be used for fall protection.

## **Rescue Procedures**

A rescue plan must be a part of the Job Safety Analysis (JSA) for any job that is to be performed that requires work at height. This rescue plan includes the following rescue types and circumstances.

### **Rescue Methods/Options of Fallen Personnel**

In the unlikely event that a fall arrest occurs on-site, personnel with the use of a man lift or ladders where feasible, will rescue all employees.

### **Self-Rescue**

If the person working at heights makes proper choices in the equipment to be used and implements that equipment properly:

1. Worker will climb back up to the level from which he fell (a few inches to 2 or 3 feet).
2. Worker will return to the floor or ground and be reviewed for possible medical attention.
3. Remove all necessary components of his fall arrest system from service and document (bag and tag) the components involved in the fall with name, date and activity at time of fall and give it to their manager.

### **Assisted Rescue with mechanically aided aerial lift**

1. A worker will get into the aerial lift and make sure there is a second fall protection device such as shock absorbing lanyard or self-retracting lifeline available for the rescued worker.
2. The aerial lift will be maneuvered into position (raise up under the worker to be rescued) to perform the rescue.
3. Attach the second lanyard or self-retracting lifeline in the aerial lift to the worker being rescued.
4. Disconnect the rescued worker from the impacted fall arrest equipment.
5. Lower the worker to the ground and take care of the rescued worker medically as needed.
6. Remove all necessary components of his fall arrest system from service and document (bag and tag) with name, date and activity at time of fall and give them to the manager.

Alternate rescue would be through the local emergency services.

## **2.4 PERSONAL PROTECTIVE EQUIPMENT**

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### **PERSONAL PROTECTIVE EQUIPMENT**

## Purpose

Provides for the protection of personnel, including the eyes, face, head and extremities, through the use of protective equipment, clothing, respiratory devices, shields and barriers, where such protection is warranted by reason of hazards of process or environment, including chemical, radiological or mechanical hazards or irritants, encountered in a manner capable of causing bodily injury or impairment through inhalation, absorption or physical contact, and where direct control of hazards by engineering, administrative or other means is infeasible or impractical.

## Scope

The use of Personal Protective Equipment, or PPE, affects all workplaces where hazards are present, or are likely to be present, which necessitate the use of PPE. PPE should not, however, be used as a substitute for engineering or administrative control of hazards where such controls are possible.

## Introduction

PPE use requires hazard awareness and training on the part of the user. Employees must be aware that the equipment does not eliminate the hazard and, should the equipment fail, that exposure will occur. To reduce the possibility of failure, equipment must be properly fitted and maintained in a clean and serviceable condition.

The basic elements of a PPE management program should include an in-depth evaluation of the equipment needed to protect against identified hazards in the workplace. Management should then use the results of this evaluation to develop and implement standard safe operating procedures for personnel, and train employees on the protective limitations of PPE, as well as its proper use and maintenance.

## Site Specific Requirements

**These PPE items are required 100% at all times by all employees and subcontractors on this project:**

- ✓ **Hard Hats**
- ✓ **Safety Vests**
- ✓ **Safety Glasses**
- ✓ **Leather Boots**

## **General Requirements**

It is the responsibility of SSI to perform the required workplace hazard assessment and to verify its performance through a written document certifying its completion. This written certification shall identify the workplace evaluated, the person certifying that the evaluation has been performed, and the date of the hazard assessment.

If hazards, or the likelihood of hazards, requiring the use of PPE are identified during the hazard assessment, SSI is then required to:

1. Select and require the use of PPE that will protect affected employees from identified hazards;
2. Communicate to affected employees the PPE selection decisions made;
3. Select PPE that properly fits each affected employee; and,
4. Train affected employees as to the proper use, maintenance and limitations of selected PPE.

### **Notes:**

1.) The requirements for the performance of workplace hazard assessments, selection of PPE and training of affected employees under the Occupational Safety and Health Administration (OSHA)'s general requirements for PPE, found in 29 CFR 1910.132, are only applicable for eye and face, head, foot and hand hazards.

2.) In instances where employees provide their own PPE, SSI is still responsible for insuring the adequacy of the PPE in controlling identified hazards, and for its proper use and maintenance by employees.

## **Eye and Face Protection**

Employees shall be provided with eye and face protective equipment when tools and equipment or work operations present actual or potential hazards from physical, chemical or radiation agents. Some of the hazards needed to be controlled through the use of eye and face protection area as follows:

**Dusts, fumes and mists.** Sources of these hazard types include grinding and buffing, welding, compressed air cleaning, sawing and cutting.

**Flying objects and particles.** Sources of these hazard types include grinding, compressed air cleaning, sandblasting chiseling, chipping, hammering, sawing and cutting, drilling and machining.

**Gases, vapors and liquids.** Sources of these hazard types include handling or mixing of acids, caustics and other chemical materials, and handling of hot liquids.

**Heat, glare and radiant energy.** Sources of these hazard types include welding, cutting, soldering and brazing.

Other potential eye and face hazards that could be encountered at various workplaces would include electrical, molten metal and laser hazards.

The type of eye and face protection selected shall be suitable to the work being performed and the hazard present. While safety glasses are the most common form of protective equipment for the eyes, other forms of eye and face protection, including flexible and rigid goggles, metal and plastic frame safety glasses, eyecup, coverspec and plate lens type tinted welding goggles, face shields and welding helmets, are better suited to many tasks. It is important to remember that each eye, face, or face-and-eye protector is designed for a particular hazard. In selecting the protector, always consider the type and degree of hazard present and select the protector accordingly.

In general, safety glasses with installed side shields are the required minimum for protection against flying particle hazards. Goggles should be worn whenever dust, mist, fume or other fine particle hazards are present. Face shields, worn in conjunction with safety glasses or goggles, should be used for protection against splashing hazards. The following Table outlines some recommended protective equipment for various hazards, however, the Table is not a complete listing of all hazards that could potentially be encountered.

#### **EYE AND FACE PROTECTOR SELECTION GUIDE**

<b>Operation</b>	<b>Hazards</b>	<b>Recommended Protector</b>
Acetylene burning, cutting and welding	Sparks, harmful rays, molten metal, flying particles	Tinted welding goggles
Chemical handling	Splash, contact burns, fumes	Flexible fitting goggles (add face shield for severe exposure)
Chipping	Flying particles	Flexible fitting or rigid goggles, safety glasses, chipping goggles
Electric (arc) welding	Sparks, intense rays, molten metal	Plate lens welding goggles, welding helmet (welding helmet in combination with tinted safety glasses advisable)
Furnace operations	Glare, heat, molten metal	Tinted welding goggles (add face shield for severe exposure)
Grinding-light	Flying particles	Flexible fitting or rigid goggles, safety glasses, face shield

Grinding-heavy	Flying particles	Flexible fitting, rigid or chipping goggles (add face shield for severe exposure)
Laboratory	Chemical splash, glass breakage	Flexible fitting goggles (face shield when in combination with safety glasses)
Machining	Flying particles	Flexible fitting or rigid goggles, safety glasses, face shield
Molten metals	Heat, glare, sparks, splash	Tinted welding goggles (face shield in combination with tinted safety glasses)
Spot welding	Flying particles, sparks	Flexible fitting or rigid goggles, safety glasses, face shield

**Note:** Protective equipment for those persons requiring prescription lenses shall either incorporate the corrective lenses into its design or be capable of being worn over the corrective lenses without disturbing the proper positioning of either the corrective or the protective lenses.

### **Head Protection**

Protective helmets shall be provided for the protection of heads of occupational workers exposed to impacts and penetrations from falling or flying objects, impacts against stationary objects and, to a lesser degree, to limited electrical shock or burn hazards. All persons working in or visiting hard hat areas shall be provided with and required to wear protective headgear.

Head protection, in the form of protective hats, must do two things; it must resist penetration and absorb the shock of a blow. This is accomplished by making the hat shell of a material hard enough to resist the blow and by utilizing a shock-absorbing lining composed of a headband and crown straps to keep the shell away from the wearer's skull.

Each type and class of head protector is intended to provide protection against a specific hazardous condition. An understanding of these conditions will help in selecting the right protective hat for the particular situation or hazard.

Protective hats are made in the following types and classes:

Type 1 - Helmets with full brim, not less than 1 and ¼ inches wide; and,

Type 2 - Brimless helmets with a peak extending forward from the crown.

For industrial purposes, the following three classes are recognized:

Class A - General Service: Limited Voltage Protection.

Protective hats and caps under Class A are intended for protection against impact hazards, and they are typically used in mining, construction, shipbuilding, tunneling, lumbering and manufacturing.

#### Class B - Utility Service: High-Voltage Protection.

Class B utility service hats and caps protect the wearer's head from impact and penetration by falling or flying objects and from high-voltage shock and burn, and are used extensively by electrical workers.

#### Class C - Special Service: No Voltage Protection.

The safety hat or cap in Class C is designed specifically for lightweight comfort and impact protection. This class is usually manufactured from aluminum and offers no dielectric protection. Class C helmets are used in certain construction and manufacturing occupations, oil fields, refineries and chemical plants where there is no danger from electrical hazards or corrosion. They also are used on occasions where there is a possibility of bumping the head against a fixed object.

In general, hard hat areas are those areas with the potential for head injury. As such, all construction areas, or other areas having work operations performed above ground level where other personnel are required to work or transit below such areas, shall be considered hard hat areas. Hard hat areas shall also be designated as general areas, such as dredging, construction, alteration, demolition, quarry or similar field activity work sites, rather than specific areas of a work site. All points of entry into a designated hard hat area shall be posted with a sign warning personnel of the requirement to wear hard hats while in the area.

Protective headgear shall be visually inspected daily for signs of damage (e.g. dents, cracks, etc.) that might reduce the degree of safety originally provided, and shall also be periodically inspected for signs of ultraviolet degradation as evidenced by cracking or flaking of the helmet's exterior shell. Drilling holes or in any way changing the integrity of a hard hat is prohibited.

#### **Foot and Hand Protection**

The feet and hands are vulnerable to many types of workplace hazards including sharp, falling or rolling objects, rotating, pressing or cutting machinery, vibration, heat and cold, wetness, slippery conditions, chemicals and electricity. In turn, the presence of these hazards can potentially result in injuries such as cuts, punctures, abrasions, bruises, sprains, fractures, compressions, thermal and chemical burns, repetitive stress or motion disorders, skin diseases and infections.

Foot and hand protection involves guarding your toes, ankles, feet, fingers, wrists and hands (and in some cases forearms) from injury, and there are a variety of safety shoes, specialty work boots, sleeves and gloves available to protect against workplace hazards and suit specific applications. As with other forms of PPE, it is important that selection and

application criteria be based on the type of identified hazard(s), the required job function to be performed, and the performance characteristics of the PPE.

Examples of foot protection include steel-toe and steel-insole shoes for protection against falling objects, crushing injuries, sharp objects and puncture wounds, rubber or plastic boots for protection against water, oils, acids, corrosives and other chemicals, foundry or welding boots with elastic sides instead of laces to allow quick, "kick-off" removal in case hot metal or sparks get inside, and electrical hazard, conductive and non-conductive shoes for work around high voltage power sources and energized electrical circuits.

Examples of hand protection include rubber insulating gloves for electrical work, canvas or leather work gloves for material handling activities, heat resistant gloves for welding and other hot work, rubber, vinyl or neoprene gloves for chemical handling and laboratory work, and Kevlar, PVC and metal mesh gloves for working with sharp instruments including knives and saws.

### **Other Forms of PPE**

Other forms of PPE exist for whole body protection (coveralls, Tyvek suits), torso protection (vests, aprons), respiratory protection (dust masks, respirators), fall protection (body harnesses, lanyards) and hearing protection (ear plugs, ear muffs), among others. These types of protection, including criteria governing the selection, use and maintenance of protective equipment, and employee training, are covered under other existing OSHA standards. SSI and its employees need to be aware of all existing or potential workplace hazards so that methods for controlling personnel exposures can be developed and implemented to insure proper precautions are observed.

### **Employee Training**

PPE training requirements included under the OSHA general standard require employers to provide training to affected employees who are required to use PPE. At a minimum, this training shall include the following:

1. When the use of PPE is necessary;
2. What type(s) of PPE is necessary;
3. How to properly don, adjust, wear and remove PPE;
4. The limitations of the PPE in protecting against hazards; and,
5. Proper care, maintenance, useful life and disposal of PPE.

Employees are required to demonstrate an understanding of the training given and the ability to properly use required PPE before being allowed to perform any work requiring its use. If SSI has any reason to believe the employee, having already been trained, does not possess the understanding and skill needed to properly use the required PPE in the performance of their work, then the SSI shall retain all such employees. Other circumstances requiring retraining of employees include, but are not limited to, situations where changes in the workplace render previous training obsolete, or changes in the type(s) of PPE to be used render previous training obsolete.

SSI shall verify that each affected employee has received and understood the required training through the use of a written certification that includes the name of the affected employee, the date of training, and the topics covered. Employees should be required to acknowledge having received the training by signing a copy of the training certification for placement in their personnel files.

### **Applicable Regulations**

OSHA regulations governing the selection and use of PPE can be found in the Code of Federal Regulations (CFR), Title 29, Subpart I-Personal Protective Equipment, §1910.132 General Requirements, §1910.133 Eye and Face Protection, §1910.135 Occupational Head Protection, §1910.136 Occupational Foot Protection, and §1910.138 Occupational Hand Protection.

## **2.5 HAZARD COMMUNICATION**

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The purpose of this program is to ensure that potential hazards and hazard control measures for chemicals used by this company are understood by company employees.

The written program is available for employee review at any time. It is located in the site safety trailer. A copy of the program will be provided to any employee or employee representative, upon request.

### **Container Labeling**

SSI will verify that all containers received for use will:

- be clearly labeled as to the contents, matching identification on MSDS.
- note the appropriate hazard warnings.
- list the name and address of the manufacturer.

No containers will be released for use until the above data is verified.

### **Material Safety Data Sheets**

Copies of MSDS's for all hazardous chemicals to which employees may be exposed will be kept the jobsite safety trailer.

SSI will be responsible for ensuring that:

- MSDS's for the new chemicals are available.
- MSDS's will be available for review to all employees during each work shift.
- Copies will be available on request.

### **Employee Training and Information**

Each employee will be provided the following information and training before working in areas where hazardous chemicals exist. In addition, if a new hazardous material is introduced into the workplace, affected employees will be given new information and training concerning that material.

#### **A. Minimum Information Provided:**

1. All operations and locations in the work area where hazardous chemicals are present.
2. The location and availability of the written hazard communication program, including list(s) of hazardous chemicals used and related material safety data sheets.
3. The method the company will use to inform employees of potential hazards of non-routine tasks (jobs that are not routine for an individual because of infrequency, location or type.)

#### **B. Minimum Training Provided:**

1. Methods and observations used to detect the presence or release of a hazardous chemical in the work area (such as company monitoring programs, continuous monitoring devices, visual appearance, odor or other characteristics of hazardous chemicals).
2. The physical and health hazards of chemicals in the assigned work area.
3. The measures to take to protect against such hazards, including specific company procedures concerning work practices, emergencies and care and use of protective equipment.
4. Details of the company hazard communication program, including explanation of the labeling system, the material safety data sheets and how to obtain and use the appropriate hazard information.

Upon completion of the training, each employee will sign a form acknowledging receipt of the written hazard communication program and related training.

### **Hazardous Non-Routine Tasks**

If company employees are required to do hazardous non-routine tasks, such as welding in confined spaces, or cleaning of tanks, the employer must address how the employee doing the work will be informed about the specific hazards to which they will be exposed, what personal protective equipment will be provided and who will be responsible to oversee the operation or operations. If the company does not have any hazardous non-routine tasks, line through this section and state "NO HAZARDOUS NON-ROUTINE TASKS".

### **Chemicals in Unlabeled Pipes** (If Applicable)

If the company has chemicals in unlabeled pipes, the company must inform the employees of the hazards associated with those chemicals. If the company does not have any chemicals in unlabeled pipes, line through this section and state "NO CHEMICALS IN UNLABELED PIPES".

### **Informing Contractors**

It is the responsibility of SSI to provide contractors and their employees with the following information:

1. Hazardous chemicals to which they may be exposed while on the job site.
2. Measures the employees may take to lessen the possibility of exposure.
3. Steps the company has taken to lessen the risks.
4. Where the MSDS's are for chemicals to which they may be exposed.
5. Procedures to follow if they are exposed.

### **Contractors Informing Employers**

Contractors entering this workplace with hazardous materials will supply this employer with MSDS's covering those particular products the contractor may expose this company's employees to while working at this site.

## **2.6 SCAFFOLDING**

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### **Scope**

This policy establishes health and safety requirements for the proper construction, inspection, maintenance, operation, and permits for scaffolds used on SSI jobsites.

### **Purpose**

The scaffold policy shall establish performance objectives in compliance with the requirements of the Occupational Health and Safety Administration (OSHA) 29CFR 1910.28 Safety Requirements for Scaffolding and the American National Standards Institute (ANSI) A10.8-1988 Scaffolding Safety Requirements as it pertains to SSI employees working with scaffolding. This policy shall provide the necessary information and training to protect the health and safety of SSI employees.

### **Application**

This policy shall apply to every SSI employee that is responsible for constructing, maintaining, operating, or using scaffolds. Outside Contractors shall have their own policy on scaffolding that cannot be less stringent than SSI company policy. If they do not have a policy, they shall comply with the provisions of this policy for the safety of all employees.

## General Requirements

1. A competent person designated for the job shall inspect the scaffold daily.
2. Scaffolds shall be furnished, erected, or used when persons are engaged in work that cannot be performed safely from the ground.
3. Scaffolds shall be designed and erected to safely support the intended load.
4. The footing for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load. Barrels, boxes, brick, concrete block, and other unstable objects shall not be used to support scaffolds or planks. Screw jacks are the most common means of scaffold leveling on a sound, rigid surface. Not more than 12 inches of the screw jack shall extend below the bottom of the nut/top of caster. In addition, mudsills of 2x10 material at least 18 inches long must be provided when erecting scaffold on any surface other than concrete.
5. Anchorage, guying, tying off, or bracing of scaffolds shall be affixed to substantial and structurally sound structures, or the equivalent, using anchor bolts or equivalent.
6. Guardrails (including toe boards and top rails) shall be installed on all open sides and ends of platforms more than 6 feet above the ground or floor or other platform.

Exceptions to this include the following:

- a) During erection or dismantling of the scaffolding
  - b) If the walls of a room completely surround the scaffolding
  - c) When outriggers are installed within 3 inches of the wall under construction
  - d) Cross bracing can be used in place of a midrail when the crossing point of 2 braces is at least 20" but not more than 30" above the platform. It is acceptable as a toprail provided the crossing point of the 2 braces is between 38" and 48" above the working platform of the scaffold. The end points at each upright shall not be more than 48" apart.
7. Scaffold Access shall be provided (except during erecting or dismantling) by one of the following:
- a) Scaffold frame with a maximum spacing between the climbing surfaces of the frame not to exceed 16.5" and the length of the climbing surface shall not be less than 10".
  - b) Internal integrated stair unit
  - c) Hook-on attachment ladders specifically designed for its intended purpose

d) Direct access of adjacent structure or personnel hoist

- Ladders should be positioned so that the scaffold cannot be tipped. Persons climbing or descending scaffold ladders shall have both hands free for climbing.
- Cross braces shall not be used as a means of access or degrees.

8. Platforms are working surfaces and shall be fully planked or decked. The planks shall be laid with their edges close together so that the platform will be tight with no spaces through which tools or fragments of material can fall.

a) Spaces cannot be more than 1" wide except around uprights.

b) Plank lapping - the plank shall lap its end supports at least 12" but not more than 18". Where the ends of the planks form a flush floor, the butt joint shall be at the centerline of a pole and the butt ends shall rest on separate bearers. When 2 or more scaffolds are used on a building or structure, they shall not be bridged to one another but shall be maintained at even height with platforms butting. Intermediate beams shall be provided where necessary to prevent dislodgment of planks due to deflection and the ends shall be nailed or cleated to prevent dislodgment.

c) Platform movement - when moving platforms to the next level, the old platforms shall be left undisturbed until the new bearers have been set in place, ready to receive the platform planks.

- If the platform cannot be fully planked or decked with standard units, the platform shall be planked as fully as possible. However, the remaining open space between the platform and guardrail shall not exceed 9.5".

9. Set-up - the poles, legs, and uprights of the scaffold shall be plumb and be securely and rigidly braced to prevent swaying and displacement.

a. Scaffold enclosures - when partially or fully enclosed, precautions should be taken to assure the adequacy of the number, placement, and strength of ties attaching the scaffolding to the building because of the possibility of increased load conditions resulting from effects of weather and wind.

b. Electrical Hazards – scaffolds shall not be set up or used in the vicinity of power or other electrical lines or electrical conductors until such are insulated, de-energized (lock-out/tag-out) or otherwise rendered safe against electrical contact.

c. Surface Hazards - all exposed surfaces shall be free of sharp edges, burrs, nails, or similar safety hazards.

d. Vehicle Hazards - where moving vehicles are present, the scaffold area shall be marked with warning such as, but not limited to, flags, roped-off areas, barricades, fences, or a combination thereof.

e. Securing Scaffolds – When the height to base ratio exceeds 4:1, scaffolds shall be secured to a building or structure at intervals not exceeding 30' horizontally and 26' vertically.

f. Falling Object Protection – All employees working on a scaffold must wear head protection. In addition, to protect employees below, the area must be barricaded. Due to the nature of our work, toe boards would not provide adequate falling object protection.

g. Snow and ice on the scaffold must be removed and the planking sanded before the scaffold is to be used.

h. Tools, materials, and debris shall not be allowed to accumulate so as to create a hazard on scaffold platforms.

10. Fabricated frame scaffolds including components such as braces, brackets, trusses, screw legs, ladders, etc. shall be designed to support their own weight and at least 4 times the maximum intended load

11. Frames or panels shall be properly braced by cross bracing for securing vertical members together laterally. The cross braces shall be of sufficient length as to square and align vertical members - all brace connections shall be made secure

12. Panel or frame legs shall be set on adjustable bases and mud sills or other foundations adequate to support the maximum intended load and the scaffold must be plumb and level.

## **MATERIALS AND PLANKING**

- The scaffold uses stress grade lumber (or metal such as aluminum if structural integrity is maintained).
- The wood is not cracked, warped, knotted, or defective.
- All lumber is visually inspected for defects before and during use. No defective lumber is used.
- The planking is at least 2" x 10" scaffold grade plank.
- The 2" x 10" spans no more than 10 feet if the working load is 25 pounds per square foot (light trades). It spans no more than 8 feet if the load is 50 psf (medium trades), or 7 feet for 75 psf (heavy trades).
- Manufactured planks longer than 10 feet are labeled with their maximum load.
- The platforms are planked solid, except open area under the back railing.
- Planks don't overhang their support by more than 18 inches unless access is prevented by a barrier.
- Metal is not rusted or corroded.
- Nails are not smaller than 8-penny.
- Bolts are of a size and in sufficient number at each connection to develop the designed strength of the scaffold.

## **EXTENSION PLANKING:**

- Has 5 fingers on each side and is at least 1" x 2-1/8" select straight-grained Douglas fir or equivalent.
- Is not longer than 12½ feet, with overlap between the 2 halves not less than 1/8 the length of the extended planking. A substantial stop is provided to maintain this overlap.
- Is not used as a platform on ladder-jack, suspended, or other unstable scaffolds.

## **ERECTION AND DISMANTLING OF THE SCAFFOLD**

- Each level is maintained plumb.
- Scaffolds are built from the bottom up and dismantled from the top down.
- The scaffold is secured to the structure during erection. Ties to the structure are installed as soon as the scaffold is completed to each tie-in area.
- The scaffold is secured to the structure during dismantling. Ties are removed only as the work progresses downward, unless other methods are used to prevent the scaffold from falling over.
- The Scaffold is secured to the structure during dismantling. Ties are removed only as the work progresses downward, unless other methods are used to prevent the scaffold from falling over.
- When dismantling, structural members are not removed below the level being dismantled.
- If platforms are sloped, the slope is no more than 2 feet vertical to 10 feet horizontal. Platforms are also secured so they can't slip from supports.
- When a platform turns a corner, planks are laid so as to avoid tipping.

## **INTEGRITY OF SCAFFOLD**

- Braces, uprights, or supports are not removed unless other members of equivalent strength are substituted.
- The scaffold is not overloaded.
- Planks are capable of sustaining the load.
- The scaffold is tied off and secure.

## **ACCESS**

- There are safe, unblocked means of access to all scaffold platforms (such as a ladder, walkway, or stairs).
- Ladders or stairways are located so as not to make the scaffold unstable.
- If a ladder is used for access, it is securely attached to the scaffold and extends at least 3 feet above the platform level.

## **GUARDRAILS**

- There are top rails, between 42" and 45" high, for all open sides and ends that are 7½ feet high or more. Rails are constructed of 2" x 4", double 1" x 4", or equivalent.
- There are midrails halfway between the work platform and the guardrail. Midrails are constructed of at least 1" x 6" or equivalent.
- There are vertical posts spaced at 8 foot intervals or closer. Posts are constructed of 2" x 4" or equivalent.
- Guardrails will withstand at least 13 pounds per linear foot.
- There are toeboards at least 4 inches high on all open sides and ends of platforms if there are workers below. If material is piled high, there are also panels or screens.

## **PRE CONSTRUCTION SCAFFOLD MEETING**

- A pre construction scaffold meeting must be held on the project site before any scaffold erection is to begin.
- This meeting, held by any SSI superintendent or SSI authorized supervisor will instruct on proper permit procedures and what SSI expects from all scaffold erected on a SSI jobsite.

## **SCAFFOLD PERMIT**

- The SSI Safety Officer must be notified when a permit is requested.
- A Scaffold permit must be obtained from an SSI authorized supervisor before a scaffold is erected on any SSI jobsite.
- The Competent person responsible for the scaffold erection will fill out a "Scaffold Checklist" upon any scaffold erection. If the scaffold is taken down and moved to a new location a new checklist is required.
- After Scaffold erection, an initial inspection is done by the on site superintendent or other SSI authorized supervisors.
- Each scaffold permit requires a daily inspection be done by the competent person of the company erecting the scaffold at the beginning of each work shift. This is to be noted on the back of the permit with date and initials.
- If a scaffold is taken down and moved the permit can move with the scaffold as long as the competent person of the company erecting the scaffold has inspected and signed the daily inspection on the back of the permit. There must also be a new "Scaffold Checklist" completed for re-erected scaffold.
- Only the employees of the permit holders are permitted to use the scaffold
- Each Permit is to be located in plane view attached to the scaffold or main area where scaffold is erected.
- If a scaffold is found erected without a permit, or in non compliance, a red scaffold tag will be used to show hazards and requirements before it can be used.



in the area, shall be instructed in the purpose and use of the lockout or tagout procedure. Each supervisor shall be responsible for instructing their employees.

## **PROCEDURES:**

### **Preparation for Lockout or Tagout:**

Make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s), or other energy isolating devices apply to the machinery or equipment to be locked or tagged out.

**WARNING:** More than one energy source (electrical, mechanical, chemical, or others) may be involved. Locate and lockout/tagout all energy sources.

### **Sequence of Lockout or Tagout Procedures:**

1. Notify all affected employees that a lockout or tagout procedure is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
2. If the machine, equipment, or operation is active, shut it down by the normal stopping or deactivation procedure.
3. Operate the switch, valve or other energy isolating device(s) so that the machine or equipment is isolated from its energy source(s).

**WARNING:** Stored energy (such as that in springs, elevated machine parts or members, rotating flywheels, hydraulic systems, and air, gas, steam, chemicals, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc..

4. Lockout/tagout the energy isolation devices with assigned individual locks or tags. Additional safety measures may be required depending upon the location of the hazard and the type of operation being performed.

**NOTE:** Only locks and tags approved by the supervisor or safety coordinator may be used for this purpose.

5. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the machinery or equipment will not operate.

**WARNING:** Return operating control(s) to off or neutral position after the above test.

6. The machinery or equipment is now locked out or tagged out.

#### **Restoring Machines or Equipment to Normal Operations:**

1. After the repairs and/or maintenance is complete and the machinery or equipment is ready for normal operation, check the area around the machines or equipment to insure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled, and all employees are in the clear, the person who installed the lock or tag will remove their lockout or tagout devices. Operate the energy isolation device to restore energy to the machine or equipment.

#### **Procedure When More Than One Person is Involved:**

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the lock box or cabinet.

## LOCKOUT/TAGOUT PROCEDURE

\_\_\_\_\_  
Authorized Employee

\_\_\_\_\_  
Date of Revision

\_\_\_\_\_  
Authorized Employee

A. Job Task \_\_\_\_\_

B. Equipment \_\_\_\_\_

C. Hazardous Energy Sources and specific shutdown and lockout/tagout points:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

D. Method of Control: Locks \_\_\_\_\_ Tags \_\_\_\_\_

E. Affected Employee Notification will be given to (list employee names or job position):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

F. Shutdown Procedures (list)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

G. Startup Procedure (list)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

H. Equipment Testing Required: Yes \_\_\_\_ No \_\_\_\_ If yes, list any special required procedures: \_\_\_\_\_

## **SECTION 3 – PROJECT SAFETY MANAGEMENT RESPONSIBILITIES AND AUTHORITY**

### **3.1 SAFETY RESPONSIBILITIES**

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The safety responsibilities of our personnel assigned to this job site include:

#### **SSI OWNER REPS**

Assigning overall project safety responsibility and authority to a specific organization or individual, (or specifically retaining that responsibility); Designating an individual or organization to develop a coordinated project safety plan and monitor safety performance during construction; Designating responsibility for the final approval of shop drawings and details through contract documents; and Including prior safety performance as a criterion for SSI selection.

#### **SSI SUPERINTENDENT**

The construction superintendent is responsible for ensuring that all project subcontractors comply with project safety and health requirements. The construction superintendent is further responsible for coordinating with project subcontractors and other site contractors those safety and health plan elements addressing worksite hazards to which employees of other contractors may be exposed. Superintendent has overall control of job and safety.

#### **SSI SITE SAFETY MANAGER**

Perform regular physical inspections of grounds, buildings, equipment, and operations; identifying hazards and incidents of regulatory non-compliance, and recommends corrective measures. Provides ongoing safety and loss prevention training to all employees to reduce the frequency and severity of accidental losses.

#### **SSI SAFETY DIRECTOR**

Provide the resources, direction, and audits to integrate safety into the management system. Establish and maintain a safety education and training program. Periodically conduct safety surveys, meetings, and inspections. Advise supervisors, employees, and the safety committee on safety policies and procedures. Assure that all newly hired employees have been given a thorough orientation concerning the Company's Safety Program. Coordinate with Human Resources pre-employment physicals and maintain the company's drug-testing program. Prepare and maintain safety records, analysis, evaluations, and reports to improve the Company's safety performance and comply with all government agencies, insurance carriers, Workers Compensation laws and internal procedures.

## SECTION 4 – ADMINISTRATIVE PHASE

### 4.1 PROJECT SAFETY AND HEALTH COMMITTEE

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SSI has a Project Safety Committee including representation from the following subcontractors on this job site. Weekly safety meetings are required, and are documented with dated sign-in sheets. Safety topics discussed in the superintendent's weekly meeting are incorporated into each subcontractor's tool box safety meetings. Each subcontractor is required to hold their respective tool box safety meetings and submit copies of their agenda and sign in sheets to our project superintendent.

Member representation on this site.

- Project Superintendent
- Site Safety
- Safety Director

**Charter of the Safety & Health Committee:** The Safety & Health Committee represents the mutual interests of our company and our subcontractor personnel to reinforce our joint commitment to completing this project with zero injuries. Injuries that occur on this site are reported immediately to our Project Superintendent. A review of all incidents, including near misses is discussed during the Safety and Health Committee meeting. All potential unsafe conditions, relevant safety training programs, safety awareness topics, safety audit results, and related safety issues are also incorporated into our Superintendent's project safety meeting. Foremen are encouraged to relate any specific safety concerns and issues to the Project Superintendent, who has the responsibility for ensuring that an appropriate corrective action plan (CAP) is developed and implemented.

### 4.2 SAFETY ORIENTATION

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SSI will implement a safety orientation program. The SSI Safety Director will meet with our Project Superintendent/Safety Manager for a pre-construction meeting to review our project-specific safety plan, job site safety procedures and requirements for work on this Mercy job site.

Topics will include:

- PSSP Requirements
- Safety Rules and Disciplinary Policies
- Incident Reporting and Record Keeping Policies
- Safety Metrics
- Safety Inspections and Audits

## **4.3 TRAINING**

---

SSI has a comprehensive safety and health training program tailored to the scope of work for this project. All employees and SSI subcontractors receive a project safety orientation upon assignment to the project. Topics include but are not limited to:

### **SSI CONTRACTOR SAFETY ORIENTATION VIDEO**

Training records are maintained electronically and/or on site in the job site office. Should OSHA visit our job site, these training records are one indication of our implementation of an active safety program on this site.

## **4.4 AUDITS AND INSPECTIONS**

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The Project Superintendent/Safety Manager has implemented a safety audit and inspection program for this job site. The Project Manager/Superintendent/Safety Manager review safety inspection/audit findings and the corrective action plan initiated.

## **4.5 MEETINGS**

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SSI shall hold weekly safety meetings prior to the start of each work week. The meeting shall have a duration of 10 to 15 minutes and must be documented.

## **4.6 MEASUREMENT AND REPORTING**

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### **4.6.1 Emergencies**

To accurately report all incidents, SSI has posted an emergency communications system for the events listed below: This will also be posted in the site safety trailer.

<b>ALL INCIDENTS</b>	<b>PROJ SUPT.</b>	
<b>HAZARDOUS MATERIAL EXPOSURES</b>	<b>PROJ SUPT.</b>	
<b>FIRES/EXPLOSIONS</b>	<b>FIRE DEPT.</b>	<b>911</b>
<b>MEDICAL EMERGENCIES</b>	<b>FIRST AID/MEDICAL</b>	<b>911</b>

### **4.6.3 Incident Reporting**

SSI shall investigate all incidents and forward copies of the incident report, including the FORM 1A-1(r 1-1-02) First report of Injury, to the SSI safety representative within 4 hours of the incident. An incident report must be provided for: near misses, first aid, recordable injuries, third party property damage or personal injury, and builders risk claims.

Employees involved in or witnessing an injury or near miss must immediately report it to the responsible supervisor, who in turn immediately relays the report to the Project Superintendent. No supervisor may decline to accept or relay a report of injury or significant near miss from a subordinate.

The Project Superintendent must ensure that all incidents are reported to SSI safety representative within four hours of occurrence. The Project Superintendent reviews and attaches

a copy of the subcontractor's incident report to his report which demonstrates our "due diligence" in incidence reporting as well as initiating and monitoring corrective action plans. Copies of all incidents reported, including near misses, must be maintained on site as well as in our office.

The Superintendent or Project Safety Manager must notify the local OSHA office immediately if an accident involves the death of an employee or hospitalization of three or more workers.

#### **4.7 INCIDENT INVESTIGATIONS**

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All accidents and significant near misses are investigated by the Project Superintendent/ Safety Manager.

All incidents shall be investigated within 4 hours of occurrence and an incident report filed immediately following the occurrence. If there is insufficient information to answer all questions, the incident will be reported anyway. The missing information will be provided to the SSI Safety Director when it becomes available. Corrective actions must be implemented and any worker compensation or liability claims are reported to our insurance carrier immediately.

#### **4.8 RESPONSIBILITY/IDENTIFICATION OF KEY LINE PERSONNEL**

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##### *Executive Manager*

Ken Hart

##### *Field Operations Manager*

Greg Nally

##### *Safety Director*

Joe Ransom

THE PERSONNEL LISTED ABOVE HAVE THE AUTHORITY AND RESPONSIBILITY FOR IMPLEMENTING THE PROVISIONS OF THIS PROJECT-SPECIFIC SAFETY PLAN.

## **4.9 MEDICAL REQUIREMENTS AND WORKERS COMPENSATION**

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SSI's Safety Manager has established and implemented the following medical requirements for this project:

### **4.9.1 Functional Capacity Evaluations (FCEs)**

- ☒ No FCEs required.
- ☐ FCEs are to be determined by the Safety Manager.
  - Position 1 TBD
  - Position 2 TBD
  - Position 3 TBD
  - Position 4 TBD
  - Position 5 TBD

### **4.9.2 Substance Abuse**

#### **Drug Free Workplace Policy**

The following represents the policy of SSI regarding employee substance abuse. The policy will be enforced uniformly with respect to all employees and subcontractors.

#### **The purposes of the Policy are:**

- To establish and maintain a safe, healthy working environment for all employees, visitors, subcontractors and guests.
- To ensure the positive reputation of SSI and it's staff within the community.
- To reduce the number of accidental injuries to persons and/or property.
- To reduce absenteeism and tardiness and improve productivity.
- To provide rehabilitation assistance for any employee who seeks such help.
- To eliminate the liability, cost and expense of the company for injuries to persons or damages to property caused by employees who are impaired by the improper use of legal drugs or alcohol or the use of illegal drugs/inhalants or controlled substances.

## ***POLICY ENFORCEMENT***

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The specific elements of the policy are as follows:

- All employees and subcontractors are prohibited from being under the influence of illegal drugs/inhalants or controlled substances during working hours.
- The sale, use, possession, distribution, transfer or purchase of illegal drugs/inhalants or controlled substances on company property or while performing SSi business (whether on or off company property) is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
- The sale, use, possession, distribution, transfer or purchase of illegal drugs/inhalants or controlled substances while on duty, on or off SSi property, is cause for immediate termination or removal from project.
- No alcoholic beverages will be consumed on SSi property. Alcohol intoxication on SSi property or while performing SSi business (whether on or off SSi property) is expressly prohibited and cause for termination.
- If it is suspected that drugs and/or alcohol are affecting the employee's work ability, impairing the employee's decision making ability, or endangering the safety of others, the employee's supervisor is to take immediate corrective action. The employee is to cease contact with all other employees, submit to drug testing, and SSi will provide transportation home.
- No prescription drug will be brought on SSi property by any employee or subcontractor other than for whom it is prescribed; such drugs will be used by said employee/subcontractor only in the manner, combination and quantity prescribed. When any prescription or over-the-counter drugs might affect behavior and performance, an employee/subcontractor is encouraged to advise his/her supervisor that such drugs are being taken for medical reasons. When such use of drugs adversely affects job performance, medical evaluation may be required and the employee may be temporarily relieved of his/her duties. While on such leave, the employee may be entitled to any unused and earned paid time off.
- Any employee/subcontractor whose abuse of alcohol, illegal drugs/inhalants, controlled substances or prescription drugs results in excessive absenteeism or tardiness or is the cause of on-the-job accidents or poor or unsatisfactory performance of work related duties may be requested to enter an appropriate alcohol, drug/controlled substance abuse program for rehabilitation. Failure to enter and complete such a program is cause for termination of employment.

- Any employee who is convicted of an illegal drug or alcohol related violation, whether under city, county, state or federal criminal law, or who pleads guilty or no contest to such charges must inform SSi within two (2) days of such conviction or plea. Failure by an employee to report criminal convictions as provided in this paragraph, will result in disciplinary action and is cause for termination of employment.
- For purposes of this Policy, an alcoholic beverage is any beverage that has any alcoholic content.
- Drug means substance, other than alcohol, capable of altering an individual's mood, perception, pain level or judgment; a prescribed drug is any substance prescribed for individual consumption by a licensed medical practitioner. An illegal drug is any drug or controlled substance the sale or consumption of which is illegal. "Controlled substance" is defined to mean those drugs in Schedules I through V of Section 202 of the Federal Controlled substances Act, 21 U.S.C. Section 812, and includes, but is not limited to, marijuana, hashish, cocaine (including "crack", "ice", and other cocaine derivatives), morphine, heroin, amphetamines, and barbiturates.
- Notwithstanding any provision of this policy to the contrary, it will be within SSi discretion to determine the disciplinary measures to be taken when an employee/subcontractor violates this policy. Each employee/subcontractor should be aware and always keep in mind that one of the disciplinary measures the company will consider and may impose in each case of a violation of this policy is the termination of employment of the employee who has violated this policy.

### **Policy Compliance Measures**

In order for SSi to monitor and implement this Policy, SSi intends and will perform and request that employees undergo drug testing from time to time. An employee/subcontractor may undergo a drug/alcohol test under the following circumstances: 1) condition of initial employment; 2) following a work related accident; 3) being observed using a prohibited substance on the job; 4) when exhibiting a severe and prolonged reduction in productivity; or 5) if SSi has other reasonable suspicion as grounds for testing such employee. Further, an employee may be required, if SSi has other reasonable suspicion, to submit to a search of any SSi vehicle used for SSi business, and to submit to a search of a desk, file, locker, clothing or other equipment or material provided by the company.

An employee/subcontractor may also be randomly selected from a pool of all current employees for a periodic drug/alcohol test.

An employee/subcontractor who fails or refuses to submit to alcohol and drug testing or a search as provided above, will be subjected to disciplinary action and refusal is cause for termination of employment or removal from project.

### **Alcohol and Drug Rehabilitation**

Any employee who feels that he/she has developed an addiction or dependency on alcohol or drugs is encouraged to seek assistance. Requests for assistance will be maintained confidentially. To obtain treatment assistance, an employee may write in confidence to or ask for a personal appointment with the SSi Safety Director.

Notwithstanding any provision of this Policy to the contrary, rehabilitation itself is the responsibility of the employee; an employee seeking medical attention for alcoholism or drug addiction may be entitled to benefits under the company's group medical insurance plans if he/she is a participant under such plans.

An employee who voluntarily seeks alcohol or drug rehabilitation prior to the point in time that he/she violates the Policy, or in situations where the company has determined that rehabilitation is in the best interests of SSi, may be granted rehabilitation leave in accordance with SSi medical leave of absence policy. To be eligible for continuation in employment on a rehabilitation basis, the employee must have been employed for at least one year and must otherwise qualify for Family and Medical Leave benefits and maintain regular predetermined contact with his/her supervisor. He/she must also provide certification that he/she is continuously enrolled in the treatment program.

Failure on the part of an employee to complete a treatment program prior to proper discharge is cause for termination of the employee.

Upon successful completion of the rehabilitation program, the employee may return to active status, without reduction of pay or seniority, subject to and conditioned upon SSi medical leave of absence policy. For the employee's benefit, a statement from the rehabilitation organization may be required assuring that returning to the job will not endanger the employee's well-being or create employee, visitor or guest risks.

SSi will have no liability or obligation to guarantee the compensation or benefits of any employee except as expressly provided in this policy.

### ***RANDOM TESTING***

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The positions that will be subject to random drug testing include:

- Every position at SSi.
- No position will be exempted from random testing.

## ***IMPLEMENTING RANDOM TESTING***

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In implementing the program of random testing Human Resources will:

- Ensure that the means of random selection remains consistent in the manner or methodology used to determine random testees.
- Evaluate periodically whether the numbers of employees tested and the frequency with which those tests will be administered, satisfy SSI duty to achieve a drug-free work force.
- Use a third party to randomly select employees for testing.

### **Random Testing Methodology**

All current employees of SSI will be subject to random testing on each random testing occasion.

A periodic random testing drawing will occur each month in order to determine if:

- Testing is to occur that month.
- How many tests are to occur that month.
- In each month a percentage value, ranging from 0% to 5% will be drawn to determine the total number of employees subject to testing during that month.
- The drug testing date will be randomly chosen from a random drawing of all Monday through Friday workdays in the month the test is to occur.
- Employees selected for random drug testing will be identified either by social security number or employee ID number and submitted, confidentially, to the Manager of Employment/Employee Relations by the third party.

### **Notification of Selection**

An individual selected for random testing, and the individual's first-line supervisor, will be notified the same day the test is scheduled, preferably, within four hours of the scheduled testing. The supervisor will explain to the employee that the employee is under no suspicion of taking drugs and that the employee's name was selected randomly.

### **Testing Coordinator**

- All drug/alcohol tests will be conducted by SSI Safety Director.
- All drug/alcohol tests will be reviewed by a SSI Safety Director.

### **Positive Test Results**

In the event that the results of the employee's drug test are positive, indicating use of drugs or controlled substances, the sample will be sent for additional tests to confirm and verify the initial

test results. Should the second test results also be positive, the employee will be subject to disciplinary procedures as described in this policy.

### **Reasonable Suspicion Testing**

#### **Grounds**

Reasonable suspicion testing may be based upon, among other things:

- Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;
- A pattern of abnormal conduct or erratic behavior;
- Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
- Information provided either by reliable and credible sources or independently corroborated; or
- Newly discovered evidence that the employee has tampered with a previous drug test.

Although reasonable suspicion testing does not require certainty, mere “hunches” are not sufficient to meet this standard.

#### **Procedures**

If an employee is suspected of using illegal drugs, the appropriate supervisor will gather all information, facts, and circumstances leading to and supporting this suspicion.

When Human Resources concurrence of a reasonable suspicion determination has been made, the employee's supervisor will promptly prepare a written report detailing the circumstances which formed the basis to warrant the testing. This report should include the appropriate dates and times of reported drug related incidents, reliable/credible sources of information, rationale leading to the test, and the action taken.

#### **Positive Test Results**

In the event that the results of the employee's drug test are positive, the sample will be sent for an additional test to confirm and verify the initial test results. Should the second test results also be positive, the employee will be subject to disciplinary procedures as described in this policy.

**Drug Free Workplace Policy  
Acknowledgment**

Employee/Subcontractor Name: \_\_\_\_\_ SS# \_\_\_\_\_  
(print)

I acknowledge that I have been provided a copy of the SSi Drug Free Workplace Policy. I understand that a violation of this Policy may subject me to disciplinary action up to and including separation from employment or will make me ineligible for employment at SSi.

I understand that I may be required to submit to a blood, urine, breath or other diagnostic test after the occurrence of any work related accident while on or off company property during the course of work.

I authorize the healthcare provider and their respective employees and agents administering the prohibited substance screen to release the results to SSi or any person or firm acting on behalf of SSi.

Furthermore, I release SSi, its healthcare provider and their respective employees and agents from any and all claims that I may now, or in the future, have arising from or relating to the drug free workplace policy and/or any action taken by SSi based on a failed test result.

I acknowledge or affirm that I have received a copy of the Drug Free Workplace Policy and have been told to read it. If I cannot read and understand it, I will have it read to me. I have been instructed to direct any questions about the policy to my manager/supervisor.

Applicant/Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **4.9.3 Medical Services**

The following clinic and/or hospital provide emergency medical treatment to workers injured on this job.

**MERCY HOSPITAL – 7001 ROGERS AVE, FORT SMITH AR      1-479-314-4620**

### **4.9.4 Emergency Medical Response**

SSI displays posters with emergency telephone numbers and locations of emergency facilities in visible locations and at selected phone locations throughout the project area (including subcontractor facilities). The following information is provided:

**MERCY HOSPITAL – 7001 ROGERS AVE, FORT SMITH AR      1-479-314-4620**

**POLICE DEPT – 100 S 10TH ST, FORT SMITH AR      1-479-782-9131**

**FIRE DEPT – 200 N 5TH ST., FORT SMITH AR      1-479-783-4052**

### **4.9.5 Workers Compensation Program**

We are insured by Brown Hiller Clark. If a workers compensation loss occurs, our Human resources representative handles all communication with the insurance carrier. The worker compensation policy covering our employees on this project is:

**BROWN HILLER CLARK - 5500 EUPER LANE FORT SMITH AR      POLICY# WC3573789**

## **SECTION 5 – CONSTRUCTION PHASE**

### **5.1 SITE RISK ANALYSIS**

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Before work begins, the Project Manager leads a team that performs a risk analysis at each work site to identify potential hazards that require specific control measures. Potential hazards are listed below:

- Asbestos
- Confined Spaces
- Crane Set Up and Critical Lifts
- Excavations and Trenching
- Falls
- Fire

- Heavy Material Movement
- Industrial Hygiene
- Lead
- Marine Safety/Work over Water
- High Voltage
- Underground Utilities
- Traffic

## **5.2 FIVE HAZARD CONTROL MEASURES**

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Site hazards and hazards resulting from construction activities are controlled using one or more of the control measures listed below:

1. **Engineer/design to eliminate or minimize hazards.** A major component of the design phase is to select appropriate safety features to eliminate a hazard and render it fail-safe or provide redundancy using backup components.
2. **Guard the hazard.** Hazards that cannot be eliminated by design must be reduced to an acceptable risk level by safety guards or isolation devices that render them inactive.
3. **Provide warnings.** Hazards that cannot be totally eliminated by design or guarding are controlled through using a warning or alarm device.
4. **Provide special procedures or training.** When design, guarding, or warnings cannot eliminate hazards, subcontractors must develop procedures, training, and audits to ensure safe completion of work. Training cannot be a substitute for hazard elimination when life-threatening hazards are present.
5. **Provide personal protective equipment (PPE).** To protect workers from injury, through the use of PPE, such as hard hats, gloves, eye protection, life jackets, and other protective equipment with the understanding that bulky, cumbersome, and heavy PPE is often discarded or not used, rendering this method ineffective without proper controls.

## **5.3 CONSTRUCTION SITE INSPECTION**

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The construction site inspection conducted by the Project Superintendent is designed to identify and correct unsafe acts or conditions while work is in progress. The Project Superintendent responsible for the work or the Safety Manager must conduct routine construction safety inspections. The original inspection documentation should be on file in the job site office. The Construction Safety and Health Inspection Checklist is included in Appendix B.

The Superintendent or Safety Manager inspecting the work area and making daily observations and notes of noncompliance should include findings/corrective actions on their daily construction report. Items found to be out of compliance must be assigned corrective action and tracked to completion.

## **5.4 DAILY SITE WALK CHECKLIST**

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The Project Superintendent or site safety manager conducts a daily safety site walk using the Construction Safety and Health Inspection Checklist to identify problem areas. Items found to be out of compliance must be assigned corrective action and tracked to completion.

## **5.5 SAFETY AND HEALTH ENFORCEMENT**

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SSI and our subcontractors shall enforce all applicable requirements of OSHA 29 CFR1910 and 1926 as well as EM 385.1, where applicable. Written progressive disciplinary system regarding safety violations must be available for review in order to document the actions taken to control hazards on this job site.

## **5.6 NOTICE OF VIOLATION OF SAFETY AND HEALTH REGULATIONS**

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SSI uses a formal Notice of Subcontractor Violation of Safety and Health Regulations Program to ensure that violations are issued as the result of an “immediately dangerous to life and health” (IDLH) situation or when the subcontractor repeatedly fails to comply with safety and health requirements.

## **5.7 COMPETENT FIRST AID PERSON**

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At least one competent person must be available at the work site at all times to render First Aid. This person must have a valid certificate in First Aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent verifiable training program.

# **SECTION 6 – CONSTRUCTION SAFETY TRAINING**

## **6.1 ZERO INCIDENT TECHNIQUES**

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Consistent with our safety program, all managers and supervisors, including subcontractor personnel, must complete specific safety training as required.

## **6.2 DAILY JOB SAFETY ANALYSIS**

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Our Project Superintendent conducts daily JSA’s with the crew to review the day’s work and to remind them of safe work procedures established for the tasks at hand. JSA’s are informal and brief, usually 5 minutes, and all workers must participate. Daily Safety Planning enable foremen and employees to formally document JSA participation as well as the day’s activities, associated risks, and relevant control measures.

## **6.3 WEEKLY TOOLBOX SAFETY MEETINGS**

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We conduct safety meetings at the beginning of each work week. These meetings include topics relevant to upcoming work and may include reviews of recent incidents. The Project Superintendent/Safety Manager documents safety meetings and attendance which are maintained on site.

## **6.4 OSHA OUTREACH PROGRAMS**

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SSI uses qualified instructors to conduct OSHA 10-/30-hour construction safety training. All supervisory staff must complete the 30-hour course. Participants successfully completing the course receive a certificate of completion from OSHA.

## **SECTION 7 – RECORDKEEPING AND POSTING**

SSI and our subcontractors must comply with the recordkeeping requirements of OSHA:

- OSHA 300 Logs Medical treatment and follow-up

Cranes maintenance and inspection

- Heavy equipment maintenance and inspection
- Fall protection
- Safety training
- Site safety inspections/audits

OSHA posters are located in conspicuous places such as the main bulletin board located in the job site safety office.

**SSI shall keep Operator Certifications on site. All files will be kept current.**