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(Atlantic Coast Construction) Safety and Health Policy and Mission

(Atlantic Coast Construction) is committed to providing a safe and healthful environment for all employees, customers and communities in which we do business. Our goal is nothing less than an accident and injury-free workplace. To achieve this, we have implemented a company-wide Safety and Health Policy that will be adhered to by all of our employees. The Safety and Health Program will assist management and employees in controlling hazards, avoiding or minimizing employee and/or customer injuries, and eliminating damage to property.

At **(Atlantic Coast Construction)** our most valuable resource are the people who work for us. Injuries can be prevented. To achieve this objective, **(Atlantic Coast Construction)** will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues. An effective Safety and Health Program will be carried out throughout our organization.

Safety Objectives

- Create a safe and healthful working environment for all employees
- Compliance with all Federal, State and Local health regulations
- Compliance with all our customer's Safety and Health Program requirements
- Achieve a goal of:
 - no injuries
 - no accidents
 - no OSHA violations
 - no property damage

All employees will adhere to the **(Atlantic Coast Construction)** Safety and Health Program/policy. This program is designed to encourage all employees to promote the safety of their fellow employees and customers. To accomplish our safety and health goals, all members of management are responsible and accountable for implementing this policy, maintaining its effectiveness, and enforcing its policies.

(Atlantic Coast Construction) is sincerely interested in the employee's safety. The policy of **(Atlantic Coast Construction)** is to provide safe equipment, adequate tools and training, and the necessary protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which **(Atlantic Coast Construction)** provides.

Safety and Health Hazard Control & Communication

The ability to control hazards regarding health and safety issues is an essential part of a comprehensive Safety and Health program. Hazards are immanent in the construction industry but must be eliminated or minimized in the workplace. All projects will be assessed for hazards before work operations begin. Employees will be trained through the formal Safety and Health Policy, new employee orientation, and training specific to new or current job assignments and/or hazards.

Postings:

As a routine part of the Safety and Health Program, postings required by state and federal law (for example, Safety and Health protection on the Job, state OSHA citations and responses, etc.) will be prominently displayed in employee areas. “Danger,” “Caution,” and “No smoking” signs (just to name a few) shall be utilized to warn employees of immanent hazards. Barricades, flaggers and spotters shall also be utilized when necessary.

Communicating with employees regarding health and safety issues must be a two way street. It must consist of both employer-to-employee **and** employee-to-employer communications. Employees will be trained through the formal Safety and Health Program, new employee orientation, and training specific to new or current job assignments and/or hazards.

Reporting of Safety and Health Hazards:

(Atlantic Coast Construction) has a system for the employee to report a hazard or unsafe condition. The form on the next page will be used for reporting and documenting such hazards. The employee should also notify his/her immediate supervisor verbally of such hazard or condition. The “Safety Suggestion Form” will be sent to the employee’s supervisor or designated Safety Director. A prompt and thorough investigation will be conducted of the situation.

Training:

(Atlantic Coast Construction) has training requirements designed to instruct each employee on general safety procedures as well as safety procedures specific to the employee’s job. These training requirements are described in greater detail in the chapter entitled SAFETY AND HEALTH TRAINING.

Employee Safety Manual:

All employees will be provided with an Employee Safety Manual before they are to begin work and at the time of orientation. They are to read the handbook and acknowledge its receipt by filling out the second page of the handbook. This page will be removed from the handbook and placed in their personnel record.

SAFETY COMMITTEE

The Safety Committee will be composed of rank and file employees and the Safety Director. The Safety Committee will function as an advisory body to develop and recommend to (**Atlantic Coast Construction**) Management matters of policy and procedure affecting administration of (**Atlantic Coast Construction**)' Safety and Health Policy.

The Committee will meet at a mutually convenient time, at the request of the Safety Director, but not less than once every two months. The Committee is responsible for:

- Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of overall accident and loss prevention efforts and to develop recommendations for improvement.
- Reviewing and analyzing accident and property loss investigation reports for:
 - Accuracy and completeness (recommending follow-up investigation if necessary).
 - Provide recommendations for corrective action and provide consistency throughout Site Technologies' operations.
 - Identification of accident problem or trend and determine order of attention.
- Reviewing safety and property inspection reports, job safety analyses, supervisor's safety observation reports, and employees' suggestions for:
 - Possible changes in work practices or procedures.
 - Need for safety procedures.
 - Need for protective device or equipment.
 - Need for training.
- Developing practical safety and property inspection procedures, and assisting in making inspections when requested by the Safety Director.
- Keeping Managers informed of the progress of the Safety Program and informed as to the safety records of employees or other segments of (**Atlantic Coast Construction**)' safety program.
- Assisting in developing the records and statistical data necessary to provide an accurate picture of (**Atlantic Coast Construction**)' safety problems.
- Identify unsafe work practices and conditions and suggest appropriate remedies. Ensure that employees and others (visitors, contractors, etc.) are informed about safety policies, training programs, injury risks and causation, and other health and safety-related matters.
- Maintain an open channel of communication between employees and management concerning occupational and environmental health and safety matters.
- Provide a means by which employees can utilize their knowledge of workplace operations to advise management in the improvement of policies, condition, and practices.

Safety Suggestion Form
(please fill out entirely)

Name: _____

Date: _____

Location: _____

Description of unsafe practice or condition:

Cause of unsafe practice or condition:

Suggestion for improving condition or practice:

Employee Responsibilities

Owners, Management, Office personnel, Foremen and field workers are responsible for compliance with this Safety and Health Policy. A summary of each parties responsibilities is as follows:

Safety Director (Sean Hoffman)

Conduct an aggressive and proactive Loss Prevention Program. He is responsible and accountable to the vice president of operations for the administration and direction of this Plan, and shall take all reasonable actions deemed essential to produce a reduction and/or elimination of accidents, injuries and their causes.

The Safety Director shall:

- Provide leadership, guidance and direction to all (**Atlantic Coast Construction**)' employees regarding the Safety and Health policy.
- Maintain the Safety and Health policy to incorporate the most effective practices for preventing injuries, accidents and damage to property.
- Keep abreast of State, Federal, and local Safety regulations and rely necessary information to employees and applicable worksites.
- Maintain and/or administrate proper safety and health training documentation and the necessary recordkeeping.
- Participate in and coordinate:
 - Hazard exposure assessment
 - Accident investigation
 - Jobsite audits
 - Safety training
 - PPE requirements
 - Subcontractor relations
 - Employee safety compliance issues
 - Substance abuse training
 - Safety policy update and revision
 - Manual update and revision
 - Hazard communication program
- Immediately eliminate hazardous practices performed by (**Atlantic Coast Construction**)
- Coordinate with all Site Technology employees, all aspects of the Safety and Health Policy.
- Relay all information pertaining to the Safety and Health policy to Jim Furis in a timely manner.

Management (office)

Managers shall:

- Establish (along with the Safety Director) rules and policies designed to promote safety and health, accident prevention and hazard awareness.
- Make employees aware of the established safety and health rules of the Safety Policy, and hold each employee responsible and accountable.
- Promote proper safety training, worksheet inspections, accident investigations and hazard control.
- Designate a person to:
 - Oversee and manage the “site” Safety and Health program
 - Oversee and manage proper Safety documentation
 - Relay any pertinent information to the Safety Director
- Manage safety violation and award program
- Coordinate with the Safety Director all new procedures and practices before administration

Project Mangers & Superintendents

Project Managers and Superintendents shall:

- Be “competent” regarding (**Atlantic Coast Construction**)’ Safety and Health Policy
- Pre-plan safety procedures and practices into the project
- Be responsible for all hazard awareness and accident prevention on each job site (i.e. implementing and maintaining the company Safety Policy)
- Provide protection for the general public during any company operations
- Review all written warnings given to workers and take appropriate disciplinary measures
- Be responsible for all Safety Policy documentation
- Review procedures with the Safety Director when problems arise
- Be responsible for all recordkeeping and necessary job site documentation
- Be responsible for subcontractors and their compliance with the company Safety Policy
- Be responsible for proper PPE usage and training
- Be responsible for medical attention for employees on his/her jobsite
- Perform and document daily inspections of the jobsite. *Inspecting for:*
 - employees not complying with the company Safety Policy

subcontractors not complying with the company Safety Policy
any hazardous or unsafe condition on the jobsite

- Correct any hazard or unsafe condition that arises.
- Conduct safety/toolbox meetings at least once a week (documentation required)
- Be responsible for accident reporting (documentation included).
- Be responsible for ensuring all company safety policies are adhered to on the jobsite by all employees, subcontractors, and visitors.
- Coordinate with the Safety Director to maintain, update and/or refine the current Safety Policy.
- Immediately notify office management when an accident, injury or property damage occurs.

Employees

Employees shall:

- All employees share the responsibility of working safe to prevent accidents and injuries to themselves, coworkers and any other person on or near the jobsite.
- Must follow the guidelines of the Safety Policy during work hours.
- Must attend weekly safety meetings
- Responsibility to report all injuries and illnesses to your supervisor regardless of severity
- Responsible for wearing, maintaining, and keeping clean the required Personal Protective Equipment
- Responsibility to ask about safety rules you may be unsure of.
- Required reporting any unsafe acts or site hazards to the supervisor immediately.

Trade Subcontractors

Subcontractors shall:

- Comply with the (**Atlantic Coast Construction**)' Safety and Health Policy
- Ensure that their subcontractors comply with the (**Atlantic Coast Construction**)' Safety and Health Policy
- Meet proper insurance criteria before beginning any work project
- Immediately notify a (**Atlantic Coast Construction**)' management employee if and accident, injury, or property damage occurs

Accident Prevention

Accidents are usually created by the unsafe actions of people. This emphasizes the importance of managing the actions or behaviors of your employees in order to reduce the potential of injuries and increase safe behavior. The behaviors and lifestyles of employees will greatly influence their safety.

(Atlantic Coast Construction) will use the following techniques to manage their employees' safe behaviors:

- Observe employees as they work and identify both the safe and unsafe behaviors.
- Focus on the things employees do that are right or safe and provide immediate and positive feedback. This will help employees recognize what is good about their performance and reinforce their behavior.
- Those actions that are unsafe or undesired need to be brought to the employees' attention immediately. Tell them what the problem is, what the consequences could be and provide guidance on how to improve. If they fail to correct their behavior, other issues may be responsible that cause them (literacy, language, substance abuse or personal conflict). Be prepared to use outside agencies to assist you.
- Encourage employees to spot unsafe actions or conditions and to take part in correcting them. If you set a good example, they will realize it is important and will contribute.
- Celebrate good safety performance by individuals and the Company. Include safety as a measure of your Company's success and, at least once a year, communicate how your Company has done in meeting the goals you have set.

When an Accident Happens

Regardless of intentions, accidents may occur. Part of our effort at controlling workers compensation costs should be aimed at "post-accident" cost control. The procedures established to handle accidents can be simple and inexpensive, and in many cases, can greatly decrease the cost of workers compensation claims.

- Emergency numbers. All phones should be posted with emergency phone numbers. Supervisors should be trained in the procedures to follow when an injury occurs.
- Know where the nearest emergency room is located, and visit it yourself. If a clinic or doctor's office is available, make sure you have the right to direct your employees to a doctor. In some states, the employee has the right to choose his or her own doctor. Know what your state requires, and post the appropriate doctors as required.
- First aid. Look at the number of employees, where they work and the type of injuries they might incur. Provide proper first aid supplies, and make sure someone is available who is trained and will volunteer to assist. Ask your Company doctor to recommend what supplies you need.

- **Claim notification.** Quick reporting of injuries to your workers compensation carrier is the first step in controlling the cost of an accident. If possible, report the injury by phone or fax to your insurance carrier within the first hour after it occurs. Be prepared to offer the information the claim professional will need (to process the claim) and coordinate the medical services.
- **Communication.** Keep in touch with the injured employee and the claim professional. The more you are in touch with both parties, the more you will be able to keep the claim under control and out of the hands of attorneys.
- **Back to work.** Try to work with the employees to get them back to work as soon as possible. Work is a good environment, and if you provide a light-duty job for a temporary period of time, it can actually help reduce the time of recovery and reduce the total cost of the injury. Your claim professional and treating physician will help you consider suitable work that is within the limitations specified by the physician.
- **Investigate.** If left undetermined, the causes of your injuries will continue to add cost to your operations. After an injury or near miss, take time to ask basic questions and determine the immediate and primary causes of the injury. The rule of thumb is to ask the question, "Why?" at least three times in order to get to the basic cause. Be constructive, and don't look for someone to blame. Focus on finding and removing the causes.

Accident Report

(**Atlantic Coast Construction**) has committed to a proactive accident prevention program. A necessary measure will be taken to prevent accidents, injuries and damage to property. In the event however, that an accident takes place, the following procedure shall be followed. The site supervisor will investigate each accident and fill out an accident report form. The prevention of future accidents of a similar nature is the ultimate goal of accident investigation.

Accident investigation

The supervisor will:

- Summon medical attention if necessary
- Notify management
- Investigate the accident immediately
- Use an unbiased and thorough approach
- Interview witnesses and injured workers at the scene (conduct open and private interviews)
- Get signed statements from everyone involved
- Take photos or video of the accident scene (if warranted)
- Determine what caused the accident, what other hazards contributed
- Correct all hazards
- Report all findings to Management

Accident Report Form

Date and Time		Location	
Worker's Tasks		Workers Involved	
Accident Outcome	<input type="checkbox"/> Fatality <input type="checkbox"/> Injury <input type="checkbox"/> Property Damage	Property Damage	

Describe the accident events

Possible Accident Causes (check all that apply)

Improper work technique	<input type="checkbox"/>	Improper servicing	<input type="checkbox"/>	Insufficient lighting	<input type="checkbox"/>
No PPE	<input type="checkbox"/>	Improper lifting	<input type="checkbox"/>	Worker tired	<input type="checkbox"/>
Malfunctioning equipment	<input type="checkbox"/>	Slip, fall	<input type="checkbox"/>	Poor housekeeping	<input type="checkbox"/>
Not paying attention	<input type="checkbox"/>	Poor design	<input type="checkbox"/>	Vision obstructed	<input type="checkbox"/>
Drug or alcohol use	<input type="checkbox"/>	Improper training	<input type="checkbox"/>	New assignment	<input type="checkbox"/>
Failure to secure	<input type="checkbox"/>	No experience	<input type="checkbox"/>	Worker unfit	<input type="checkbox"/>
Improper speed	<input type="checkbox"/>	In a hurry	<input type="checkbox"/>	Eating or drinking	<input type="checkbox"/>
Bypassing safety device	<input type="checkbox"/>	Excessive noise	<input type="checkbox"/>	Dizziness, sick	<input type="checkbox"/>
Improper loading	<input type="checkbox"/>	No guarding	<input type="checkbox"/>	Weather	<input type="checkbox"/>
Horseplay	<input type="checkbox"/>	Defective PPE	<input type="checkbox"/>	Flying debris	<input type="checkbox"/>

Supervisor _____

Safety Education and Training Program

(**Atlantic Coast Construction**) is committed to providing the most efficient safety and health training instruction to all employees. The safety instruction will include, general safety, acceptable working conditions, hazard identification, safety procedures to control hazards, accident prevention, safe work practices, safe tool and equipment use and any other educational material that is specific to that employee's work situation.

Training Areas:

Employee training will consist of new employee orientation, toolbox meetings, group sessions and one-on-one training. The Safety and Health training provided to employees may include, but not limited to:

- (NAME OF COMPANY) Safety and Health Policy
- OSHA 30-hour, 10-hour
- Accident Prevention
- Employee Safety Manual Recognition
- First Aid
- Fire extinguisher use
- Back/Lifting Safe Practices
- Incident Reporting
- Hazard Communication
- Personal Protective Equipment
- Emergency Procedures
- Competent person (Excavations, Fall protection, Scaffolds, Confined Space Entry)
- Job Specific Hazards
- Equipment/Tool procedures

Training Documentation:

All employee training will be documented and filed under the supervision of the Safety Director.

Toolbox Meetings

Policy

(**Atlantic Coast Construction**) has instituted policies and procedures for toolbox meetings to take place on all worksite locations. Toolbox meetings (safety meetings) will take place on site and last 10-30 minutes. Each supervisor will be responsible for his/her toolbox meeting. The information to be addressed in the toolbox meeting can come from sources including:

- Corporate office
- Internet
- Pocket "toolbox meeting" books
- Reference material

- Past safety meetings or safety committee meeting
- Written material from a manufacturer
- Video
- Guest speaker

Toolbox meetings will be frequent and regular (generally once a week and in the morning). If the meeting has to be canceled for a legitimate reason, it will be rescheduled for later that day or the next day, preferably in the morning.

All employees on the site will attend the toolbox meeting and be given a copy of the toolbox meeting written material if available. If an employee misses the toolbox meeting, he/she will be briefed on the meeting and given the written material when he/she returns from absence.

A sign-in sheet will be completed by all employees that attend the toolbox meeting. A copy of that document will be faxed, e-mailed, or taken to the office for filing.

Sample Toolbox meeting topics:

- Rigging
- Back/lifting safety
- Seatbelt use
- Operator inspections
- Ladder use
- PPE maintenance
- Concrete pouring safety
- Cranes safety
- Housekeeping
- Eye protection
- Trench safety
- Electrical safety (GFCI)
- MSDS refresher
- Equipment safety
- Walk/work surfaces

OSHA 30-hour and/or 10-hour Safety Training

Policy

Some of (**Atlantic Coast Construction**)' management and/or supervisors will attend an OSHA 10 or 30-hour safety course. Documentation of the training (usually a laminated OSHA card) is required.

First Aid and Medical Treatment

(Atlantic Coast Construction) provides first aid kits at its facility and all field worksites. They are for each employee to use in the event treatment is needed for minor injuries including scratches, burns, headaches, cuts, nausea, etc. The supervisor will show each employee where the first aid kit is located and how to use the contents of the kit.

If you have a work related injury or illnesses that requires professional medical assistance notify your supervisor and let him/her know before you receive assistance. If you fail to notify your supervisor, you may be ineligible for Worker's Compensation benefits to pay for doctor's bills and/or lost wages. All worksites and/or locations of business should have at least one person trained in emergency First Aid and CPR.

Minor First Aid Treatment

First aid kits are stored in the trucks of foreman (on site) or at field locations. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

*First Aid kits must be serviced weekly

Medical Treatment (Non-Emergency)

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Medical Treatment (Emergency)

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a coworker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

Shock

- Keep the victim lying down
- Cover the victim to preserve body heat
- Do not move unless absolutely necessary

Neck and Spine Injuries:

If the victim appears to have injured his/her neck or spine, or is unable to move his/her arm or leg, do not attempt to move the victim unless he/she is in immanent danger.

Wounds:

Minor - Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major - Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

Burns:

Thermal

- Rinse the burned area, without scrubbing, and immerse it in cold water; do not use ice water.
- Do not treat large burns with water unless they are chemical burns
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes. Check MSDS

Fractures:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a piece of wood, cardboard, or hard narrow device as a splint.

Eye injuries:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

Heat Exhaustion:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

Safety and Health Inspection Checklists

(Atlantic Coast Construction) has incorporated into the Safety and Health Policy worksite checklists. The following checklists shall be utilized at worksites, facilities, and work areas when applicable. Copies of the checklists will be made available by the Safety Director. The policy of **(Atlantic Coast Construction)** is to comply with OSHA regulations, which require frequent and regular inspections. Documentation, although not required by OSHA in most cases, will be a significant aspect of the **(Atlantic Coast Construction)**' Safety and Health Policy.

Mandated Inspection Checklists include:

1) Daily Inspection Checklists

- Daily inspection sheets may be filled out completely before work begins.
- Superintendents and/or Foreman may be responsible for completing the inspection checklists and turning them in to the office at the Friday morning management meeting.
- Superintendents and/or Forman unable to complete the inspection checklists shall designate a responsible employee to perform the task.

2) Equipment Inspection Checklists

- Equipment inspection checklists may be filled out completely before operation begins. Operators shall be responsible for completion.
- Equipment inspection checklists may be turned in to the office at the weekly management meeting.

- Superintendents and/or Forman are responsible for maintaining all inspection checklist documentation.
- Filing of the documentation will take place under the supervision of the Safety Director.
- Copies of the Inspection Checklists are attached.

Daily Inspection Sheet

Supervisor:

Date:

Location:

Inspection Questions	Needs Attention	OK
Are all employees wearing hard hats and safety glasses?		
Is drinking water available?		
Are all employees aware of the emergency action plan?		
Are all guardrails and fall protection devices in order?		
Do all equipment operators have proper training documentation?		
Are GFCI whips being utilized?		
Are all MSDSs available?		
Are extension cords worn or frayed?		
Is the work area free of trash and debris?		
Are fire extinguishers available in work area?		
Are power tools maintained and in proper working order?		
Is the OSHA poster available?		
Is fuel stored in proper safety containers?		
Are equipment operators wearing seatbelts?		
Are ladders set up and used properly?		
When fumes or dust is present, is proper ventilation being utilized?		
Are workers exposed to any Confined Space hazards? Trench hazards?		
Does all scrap lumber have nails removed?		
Are subs following safety requirements?		
Are dust masks being used voluntarily?		
Do all workers know where the Haz/Com book is?		
Are all hand tools free from splits, cracks?		
Are all holes covered or barricaded?		
WORK ZONE		
Is the compaction on work surfaces accurate?		
Is the walking/working area free from trip and fall hazards?		
Are proper barricades installed?		
Are there any unauthorized individuals in your work zone?		

Equipment Operator's Daily Checklist

Operator: _____

Date: _____

Employer: _____

Location: _____

Equipment	OK	Needs Attention	Worksite	No	Yes
Fluid levels			Slippery surfaces		
Steering			Materials		
Brakes			Pedestrians		
Tires, tracks			Utilities		
Hoses, belts			Overhead hazards		
Bucket, blade			Ruts, holes		
Outriggers			Trucks, equipment		
ROPS			Rain, wind		
Horn, alarms			Lightning		
Battery			Spills		
Gauges			Confined areas		
Boom			Slopes, ramps, hills		
Controls			Obstructed vision		
Safety devices			Powerlines		

Notes:

**Inspections shall be completed before operation*

Personal Protective Equipment

(**Atlantic Coast Construction**) will access and evaluate each worksite to determine which hazards are present, or are likely to be present, which necessitate the use of Personal Protective Equipment. (**Atlantic Coast Construction**) however, will institute all feasible engineering and work practice controls to eliminate and reduce hazards before using PPE to protect against the hazards.

Examples of engineering controls:

Ventilation
Enclosure of the process
Change the process

Examples of work practices:

Job rotation of workers
Wet methods (concrete cutting)
Housekeeping and maintenance

(**Atlantic Coast Construction**) is dedicated to providing a safe and healthy workplace. All employees are expected to do their part to achieve this goal. Employees can do their part by using the proper Personal Protective Equipment (PPE) provided to them.

Personal Protective Equipment will be provided, used and maintained in a sanitary and reliable condition wherever it is necessary to prevent injury. Personal Protective Equipment requirements include, but are not necessarily limited to the items below:

Protective Headwear (Hard hats):

Where there is the exposure of overhead danger from falling/flying objects or from electric shock or burns, protective headwear must be worn. Protective headwear is an approved hard hat that meets the requirements of the American National Standards Institute (ANSI Z889.1-1969).

Protective headwear will be issued to the required employees. Employees are responsible for using their hard hats while working. Also, employees must notify their supervisor about a damaged or lost hardhat immediately.

(**Atlantic Coast Construction**) requires employees to wear hard hats at all times on the worksite.

Protective Eyewear (safety glasses, shields):

When there is an exposure to the eyes from flying objects, glare or liquids, protective eyewear is required. Protective eyewear is an approved safety eye protector or safety goggle, which meets the standards of the American National Standards Institute (ANSI Z87.1-1968).

Protective eyewear will be issued to the required employees.

(**Atlantic Coast Construction**) requires employees to wear safety glasses at all times on a worksite (concrete finishing operations are exempt from this requirement).

Foot Protection

Foot protection shall be worn when the foot is exposed to potential hazards (i.e., heavy lifting, nails hot surfaces). Foot protection will meet ANSI specifications Z41.1

Protective Gloves:

When there is an exposure to the hands, protective gloves are required. Protective gloves are construction type work gloves and chemical resistive gloves.

Construction type work gloves are required for, but not limited to, employees that have an opportunity of cutting, pinching, hitting, or burning their hands.

Chemical resistive gloves are required for, but not limited to, employees that have an opportunity of spilling hazardous chemicals or corrosive material onto their hands.

Hearing Protection:

Hearing protection shall be made available and worn when employees are exposed to noise levels at or above the action level of 85dba TWA over the course of a normal workday or when levels exceed the limits below;

Duration per day, hours	Sound level dBA slow response
8	90
6	92
4	95
2	100
1	105
½	110
¼ or less	115

Hearing protection shall also be worn at all times where noise hazard signs are posted

Back Supports:

When employees are exposed to heavy lifting or repetitive lifting, back support devices are voluntary.

Disposable Dust Masks:

When there is the potential of exposure to airborne nuisance dust or particles, disposable dust masks can be utilized. Dust masks are voluntary and shall not be worn to prevent exposure to hazardous materials/chemicals.

Safety Harnesses and Lanyards

When a worker is exposed to fall hazards 6 feet or more above a lower level, that employee will be required to have fall protection. An approved safety harness and lanyard is considered appropriate fall protection. Body belts are no longer a suitable means of fall protection.

Property Maintenance

(Atlantic Coast Construction)' goal is to provide its customers and employees with a safe work environment. The following guidelines will help management determine if repairs to property are necessary. All repairs shall be made in accordance with the proper jurisdiction standards, codes, and requirements.

Guidelines for Property Maintenance and Repair:

Property maintenance and repair will be performed to meet the standards of:

- **(Atlantic Coast Construction)**' Safety Policy
- Any applicable codes, including:
 - Occupational Safety and Health Administration (OSHA)
 - National Fire Protection Association (NFPA) which include
 - National Electric Code
 - Flammable Liquids Code
 - Life Safety Code
 - National Fuel Gas Code
 - Uniform Fire Code (UFC)
 - Building Officials and Code Administrators International Building Code (BOCA)
 - Americans With Disabilities Act (ADA)
 - Environmental Protection Agency (EPA)
- Local jurisdictions, including:
 - City, County, State

Management shall promptly, as appropriate, fix, repair, train employees, and/or give warnings of safety hazards. Management shall promptly fix or repair any item necessary for the continued operation of the business. In the event an accident occurs, the site supervisor shall fill out a **(Atlantic Coast Construction) Accident Report Form.**

Emergency Procedure/Action Plans

This section is the policy and procedures regarding (**Atlantic Coast Construction**)' response to various emergency situations.

The procedures cover the following topics:

1. **Fire Reporting and Response**
2. **Evacuation**
3. **Tornado Preparation and Emergency**
4. **Bomb Threat**
5. **First Aid**
6. **Hazardous Material Spill**

Policy

(**Atlantic Coast Construction**) has developed these procedures that address emergency situations that may arise in the office, field worksites and in route to either of these locations. Management is responsible for implementing Emergency Action Plans to minimize the dangerous outcome of emergencies.

These Emergency Action Plans will meet the following objectives:

1. Provide a means of notifying employees, customers and local authorities of an emergency situation.
2. Provide for a safe and orderly method of evacuation of employees and customers from (**Atlantic Coast Construction**) premises or field locations.
3. Account for all employees who occupied these premises at the time of evacuation.
4. Provide emergency first aid treatment or summon emergency medical assistance for injured individuals.
5. Provide training and needed information to those employees responsible for taking action in the event of an emergency.

When in buildings, signs as required by ordinance, regulation, or law will identify emergency exits. Employees are required to be familiar with the location(s) of alarm pull stations and emergency exits.

Training on Emergency Action Plans will take place during new employee orientation, when changes occur in the action plans, and periodically as coordinated by the Safety Director.

If hazardous materials are involved, disposal must be done in compliance with federal, state, and local environmental laws.

Procedure

1. Fire Reporting and Procedure

If a fire alarm or alert is sounded or a fire is reported by an employee, regardless of the reason for the alarm or the severity of the fire, the following action must be taken immediately:

- Immediately notify the Fire Department by dialing 911 (where applicable) or the local fire emergency number and give all pertinent information
- Evacuate the entire work area
- Take a head count of employees to insure all were safely evacuated

When one or more employees are unaccounted for, employees are not to re-enter the building or worksite to conduct a search. Make the emergency response team aware.

- Immediately after the fire notify management or an immediate supervisor
- If an employee is trained in the use of fire extinguishers and the fire is small, then the employee may attempt to put the fire out with the proper extinguisher

2. Evacuation

- Call the local emergency agency (for example, fire, police, hazardous materials team, 911, etc.)
- Evacuate the entire work area
- Check all areas (restrooms, office, toolroom, garage, storage etc.) to ensure evacuation
- Designate a safe area outside as a gathering point for all employees. Take a head count of employees to insure all were safely evacuated
- Dismisses all non-essential employees
- Let the Safety Director or Management know immediately after the evacuation

3. Tornado Preparation and Emergency

- Move to: a safe shelter if available
lowest floor, preferably a basement
interior room if possible
areas supported by secure, rigid structural frame members
- Tape windows or secure plywood if possible
- Have access to First Aid supplies

4. Bomb Threat

- Take all threats seriously
- Immediately notify Management and the Police/911
- If the threat states that the bomb is the building, evacuate orderly

- Do not investigate the threat. DO NOT Touch any suspicious package

5. First Aid

- If an employee is injured: initiate First Aid if trained and authorized.
- In the event an employee is seriously injured and requires professional medical care: drive the employee to a medical provider.
- If any individual is not mobile or has a life threatening injury or illness: arrange for emergency care/transportation (call 911).

6. Hazardous Material Spill

- If a hazardous materials spill happens: leave the area immediately.
sound alarm, let a supervisor know what has happened.
Do Not ignore the spill and walk away.
- If you are trained in Hazardous Material clean-up: use proper measures to ensure all that all employees are protected or not exposed to the hazard.

Hazardous Material Spill Response

(**Atlantic Coast Construction**) has instituted policies and procedures regarding Management and employee response and actions to a hazardous material spill or leak.

Policy

Federal, state, and local environmental laws dictate the specific handling and disposal methods of hazardous materials. Failure to comply with these laws can be very costly as well as environmentally negligent. (**Atlantic Coast Construction**) will fully comply with all laws and regulations pertaining to the handling and disposal methods of hazardous materials. (**Atlantic Coast Construction**) will train all employees in the proper procedures to follow and what to do when they encounter a hazardous spill or leak.

Overview

There are four classifications of hazardous chemicals that employees will likely come into contact with. These are:

IGNITABLES---TOXICS---CAUSTICS---REACTIVES

IGNITABLES- Ignitable products are either flammable or combustible. A spill of this nature creates two problems: one involving the potential for explosion and/or fire, and the other is the pollution of the environment. Examples are gasoline, paint thinners, petroleum solvents, alcohol, and adhesives.

TOXICS- These products are poisonous to the body and can cause illness or death. Examples are anti-freeze, paint, insecticides, fertilizer, and cleaning fluids.

CAUSTICS- A caustic is anything that burns, strongly irritates, corrodes or simply destroys the skin. Examples are acids and drain cleaners.

REACTIVES- These products react violently when mixed with other products. The most common example is dry or liquid chlorine.

Procedure

Regardless of the nature of the spill, and before starting any cleanup activities, the employee(s) shall always secure the area around the spill. This is to include asking all other unnecessary employees and customers to move a safe distance away from the spill site. The employee(s) shall also barricade or cordon off access to the site with tape or other visual barriers as needed to keep people from wandering into the spill site. Once the area is secure, Management shall be notified of the spill, it's location, and when the area is clean. Management shall also notify public officials as necessary.

Employee(s) that are required and directed to conduct the cleanup shall always check the warning label of an unbroken container or the Material Safety Data Sheet (MSDS) of the product involved in the spill or leak. Either the product label or the MSDS should have cleanup procedures (Section VII of the MSDS

form). If not, or if time does not permit, the employee(s) shall consider the product extremely hazardous and use the following cleanup procedure:

1. Immediately shut off or eliminate all possible sources of ignition to include turning off anything that might produce a spark, flame, or friction.
2. A fire extinguisher must accompany all ignitable spill cleanups.
3. Cover the spill or leak with absorbent materials to reduce evaporation.
4. Ventilate the area as well as possible by opening doors and windows (if inside).
5. If a spill is large, a fan shall be set up at least ten feet from the person cleaning up the spill. The fan shall be behind the person cleaning up the spill to blow the hazardous vapors away from their breathing area.
6. Wear safety goggles, gloves, disposable overshoes, and respirator (as necessary) prior to cleaning up the substance.
7. Small spills (one pint or less) can be cleaned up with absorbent materials (rags, paper towels, etc.), and placed into a plastic bag. These bags will be labeled as a flammable or combustible. The label on the bag must also have the following information: (1) the name of the product in the bag, (2) the quantity of material in the bag, (3) name of manufacturer, (4) and the date of the spill. The words "Hazardous Waste" must be clearly marked on the bag.
8. After the spill area is thoroughly dry, the spill area shall be scrubbed with a mild detergent using a broom or mop.
9. The bags shall then be placed in properly labeled containers for disposal. The Safety and Health Manager shall ensure that storage and disposal shall be in accordance to guidelines of local and state regulations.
10. All efforts shall be taken to prevent hazardous material from entering sewage systems. If infiltration occurs, the fire department shall be notified.

Employee(s) in contact with the hazardous material shall be informed to recognize physical symptoms of accidental exposure (found in MSDS). They shall be told that if they develop a ***skin rash, shortness of breath, asthma or any abnormal condition, they are to see a doctor immediately for an evaluation!***

Hazard Communication

Background

This written hazard communication program not only meets OSHA requirements (29 CFR 1910.1200), but also ensures that **(Atlantic Coast Construction)**' employees are effectively informed concerning potential and existing chemical hazards. Hazard Communication is one important aspect of **(Atlantic Coast Construction)**' Occupational Safety & Health program, which includes:

- Management commitment and active support.
- Engineering controls for safety and health hazards.
- Enforcement of safety rules and programs.
- Recognition, evaluation, and control of occupational safety and health hazards.
- Medical surveillance.
- Assigned safety and health responsibility and accountability.

Purpose

The purpose of the Haz/Com Program is to inform employees of all potential or existing chemical hazards.

Approach

The method used to inform employees include:

- MSDS's (material safety data sheets)
- Container labeling and other forms of warning
- Employee education and training

Application

This Haz/Com program applies to:

- Known occupational safety and health hazards.
- Chemicals known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

Determining Chemical Hazards

The facility or site supervisor is responsible for identifying chemical hazards from material safety data sheets (MSDS's) provided by chemical manufacturers and distributors.

MSDS's

MSDS's are prepared and distributed by manufacturers and distributors of hazardous materials. All chemical manufacturers and distributors must obtain or develop a MSDS for each hazardous chemical they produce or import. A hazardous material is one that is either a physical hazard (i.e., flammable, oxidizer, etc.) or a health hazard (i.e., causes acute or chronic health effects).

The site supervisor maintains the MSDS file for all hazardous material used or handled in the company workplace. He/she reviews each data sheet to make sure it is complete and that there are not obvious errors, and replaces old data sheets with the new ones that accompany shipments of materials.

MSDS's are in English and contain the following information:

- The identity of the chemical.
- The physical and chemical characteristics.
- Primary routes of entry.
- Exposure limits.
- Precautions for safe handling.
- Controls to limit exposure.
- Emergency and first aid procedures.
- Name of manufacturer or distributor.

MSDS Availability

The site supervisor maintains copies of all MSDS's for each hazardous material in the workplace and makes them readily accessible during each workshift to employees when they are in their work area(s). Employees may review the MSDS's for the materials they work with at the time, while they are in their work area. They also may request a copy of an MSDS if they wish. Copies of MSDS's for materials used in each work area are maintained in that work area, during all shifts. Upon request, the National Institute for Occupational Safety & Health (NIOSH) and OSHA have access to our MSDS's.

Material Inventory

A complete list of hazardous chemicals used or stored at this location is attached to this written program.

Labels and Other Forms of Warnings

Chemical manufacturers, importers, and distributors provide labels, tags, or other markings for containers of hazardous chemicals. This identification includes the following information:

- Identity of the hazardous chemical.
- Appropriate hazard warnings.
- Name and address of the chemical manufacturer, distributor, or other responsible parties.

(Atlantic Coast Construction) requires that containers of hazardous materials in the workplace are labeled, tagged or marked with the identity of the hazardous chemical and appropriate hazard warning. Occasionally, signs, placards, process sheets, batch tickets, operating procedures, or similar accessible written materials are used, instead of affixing labels to individual containers.

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers, which are intended only for the immediate use of the employee who performs the transfer.

All labels on incoming containers must not be defaced in any way. Missing or defaced labels must be immediately reported to supervisors so that appropriate label can be reapplied immediately.

Employee Information, Education, and Training

Any information, education, and training program is provided by (**Atlantic Coast Construction** to make sure employees know about hazardous chemicals in the workplace and the appropriate control measures to reduce exposure to them.

New employees receive appropriate safety and health information, education, and training during their initial assignment. This training includes information about hazardous materials and processes in the workplace through the use of printed materials and classroom instruction.

New employee safety and health training program begins upon hire by the personnel department and continues with on-site training by the new employee's department supervision. The specific information in the safety and health training includes:

- General chemical hazards.
- Hazards associated with non-routine tasks.
- Recognition, evaluation, and control of hazardous chemicals.
- Chemical labeling.
- Hazards associated with unlabelled piping and processing systems.
- MSDS's.
- Access to information on hazardous chemicals.
- Compliance with safety and health rules and regulations.
- Requirements of Federal Hazard Communication Regulations.
- Specific hazards present in the work areas.
- The location and availability of the written Hazard Communication Program and all supporting information.
- The measures employees can take to protect themselves from hazards, including pertinent work practices, company emergency procedures, and PPE.

All employees are informed by supervision concerning the Hazard Communication Program and an explanation of the company's labeling system, MSDS's and how appropriate hazard information may be obtained by employees.

Retraining

It is necessary for work area supervision to provide additional employee training concerning workplace hazards when:

- New materials or processes are introduced into the workplace.
- Process or equipment changes are made that could cause new or increased employee exposure.
- Procedures or work practices are introduced, or changed, which could cause changes in the employees' exposure.
- Employees are transferred from one work area to another where different hazards are present.

*A permanent record of all employee training is maintained in the employee's personnel folder.

Non-Routine Tasks

The supervisor of an employee performing a non-routine task, such as cleaning process equipment, is responsible for properly training the employee concerning the potential hazards associated with the task. The employee also shares in this responsibility by making sure that his/her immediate supervisor knows that the non-routine task will be performed.

Contractor

All contractors working on company property are notified by company management of hazardous materials to which the contractor's employees will be exposed to while working on company property. Also, proper controls will be established to ensure that **(Atlantic Coast Construction)**' operations do not expose the contractor's employees to safety and health hazards. Copies of MSDS's for all materials the contractor's employees may be exposed to will be provided to the contractor by the site supervisor.

Program Availability

The company Hazard Communication Program is available upon request to:

- Employees
- OSHA Representatives
- NIOSH Representatives

Bloodborne Pathogens

Bloodborne pathogens are microorganisms present in human blood that can cause disease in humans. They can be spread through contact with infected blood or other body fluids that contain infected blood. If they get into the bloodstream, an individual may become infected.

Most workers cannot reasonably anticipate coming into contact with blood during their day-to-day work duties. That's why it's imperative that all personnel understand the danger of exposure to bloodborne pathogens and ways to minimize their risk.

Required Elements of the Bloodborne Standard

Employers must provide training on the following:

- √ Bloodborne diseases and how they are spread
- √ Exposure control
- √ Engineering and work practices
- √ PPE
- √ Housekeeping
- √ Signs and labels to prevent exposures

Bloodborne Diseases and How They are Spread

Bloodborne pathogens may be present in blood and/or:

- ▶ body fluids containing visible blood
- ▶ semen and vaginal secretions
- ▶ torn or loose skin
- ▶ vomit

Bloodborne pathogens can cause infection by entering the body through:

- ▶ open cuts and wounds
- ▶ skin abrasions
- ▶ dermatitis
- ▶ acne
- ▶ mucous membranes of the mouth, eyes or nose

Bloodborne pathogens can cause also enter the body through a piercing of mucous membranes or the skin barrier by means of a:

- ▶ needlestick
- ▶ human bite
- ▶ cut or abrasion

The most common bloodborne pathogens are HIV, Hepatitis B, and Hepatitis C:

HIV (AIDS)

HIV, the human immuno-deficiency virus, attacks the body's immune system causing it to weaken and become vulnerable to infections that can lead to a diagnosis of acquired immune deficiency syndrome or AIDS.

HIV is transmitted mainly through sexual contact and sharing contaminated needles, but also may be spread by contact with infected blood and body fluids. HIV is NOT transmitted indirectly by touching or working around people who are HIV-positive.

Employees can prevent getting HIV by stopping the passage of the virus from a person who has HIV to them. In many instances, the employee has control over the activities that can transmit HIV. Since HIV is most frequently transmitted by sharing needles or through sexual intercourse, employees can stop transmission by refusing to engage in these behaviors.

Many personnel are concerned that HIV may be spread through contact with blood and other body fluids when an accident occurs at work.

HIV, as noted earlier, has been found in significant concentrations in blood, semen, vaginal secretions, and breast milk. Other body fluids, such as feces, urine, vomit, nasal secretions, tears, sputum, sweat, and saliva do not transmit HIV unless they contain visible blood. However, these body fluids do contain potentially infectious germs from diseases other than AIDS. If an individual has contact with any of these body fluids, they are at risk of infection from these germs. It should be remembered that the risk of transmission of these germs depends on many factors, including the type of fluid contacted, the type of contact made, and the duration of the contact.

Hepatitis B

Hepatitis is a general term used to describe inflammation (swelling) of the liver. Alcohol, certain chemicals or drugs, and viruses such as hepatitis A, B, C, D, E and G may cause hepatitis.

- Hepatitis B is a serious, sometimes fatal disease, caused by a virus that infects and attacks the liver. The virus is transmitted through direct contact with infected blood, semen, or vaginal fluid. It is primarily spread through sexual contact.
- In studies that examine transmission following injections into the skin, HBV is 100 times more contagious than HIV.
- HBV can also be transmitted indirectly because it can survive on surfaces dried and at room temperature for at least a week! That's why contaminated surfaces are a major factor in the spread of HBV.
- Each year there are up to 200,000 new infections and 5,000 hepatitis B related deaths in the U.S. (compared to 40,000 new HIV infections per year).

Transmission of hepatitis B is preventable:

- √ Use latex condoms during sex
- √ Do not share needles
- √ Use universal precautions in the workplace
- √ Get the hepatitis B vaccination

Hepatitis is a general term used to describe inflammation (swelling) of the liver. Alcohol, certain chemicals or drugs, and viruses such as hepatitis A, B, C, D, E and G may cause hepatitis.

- Hepatitis C is a serious, often fatal disease, caused by a virus that infects and attacks the liver. HCV is more common than hepatitis B and ranks slightly below alcoholism as a cause of liver disease.
- However, HCV is not as infectious as HBV because there are generally lower levels of the hepatitis C virus in the blood than of the hepatitis B virus
- HCV is primarily transmitted through blood-to-blood contact -- most commonly through shared needles. The risk of transmitting HCV through sexual contact appears to be low, but precautions should be taken anyway. HCV cannot be transmitted by casual contact such as shaking hands or sharing bathroom facilities.
- Up to 180,000 people may become infected with HCV each year in the U.S.

Transmission of hepatitis C is preventable:

- √ Use latex condoms during sex
- √ Do not share needles
- √ Use universal precautions in the workplace

There is no vaccine for hepatitis C.

There is no drug to prevent HCV infection after an exposure.

Exposure Control

The (written) exposure plan must contain:

1. The exposure determination
2. Procedures for evaluating the circumstances surrounding and exposure incident
3. The schedule and method for implementing sections of the standard covering the methods of compliance

The exposure plan must be reviewed, updated at least annually or whenever new tasks and procedures affect occupational exposure, made available to employees and OSHA and NIOSH.

Preventative Measures

The employer must make the hepatitis B vaccine and vaccination series available to all employees who have occupational exposure as well as provide a post-exposure evaluation and follow-up to all employees who experience an exposure incident.

Engineering and Work Practice Controls

Engineering and work practice controls are the primary methods used to prevent occupational transmission of HBV and HIV.

Engineering control methods

- Remove or isolate the hazard
- Isolate the worker from exposure
- Use of containers for contaminated needles

Work practice control methods

- Restricted areas
 - no drinking
 - no eating
 - no handling contact lenses
- Washing hands after taking gloves off
 - Vigorously wash for 15 seconds using warm water or until no longer soiled
 - When hand-washing facilities are not available, use a waterless antiseptic cleanser
 - Thoroughly dry hands after washing with paper towels or blow dryer
- Bending needles

Personal Protective Equipment

The use of PPE helps prevent occupational exposure to infectious materials. Personal protective equipment is considered appropriate only if it does not permit blood or any other potentially infectious materials to pass through or reach employees' work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Precautions when using PPE:

- Remove PPE before leaving the work area and when a garment becomes contaminated
- Place used PPE in appropriate areas
- Wear gloves when it can reasonably be anticipated that the employee may have contact with blood or bodily fluids
- Never wash contaminated gloves for reuse
- Discard utility gloves when they show signs of deterioration
- Hands should always be washed after gloves are removed.
- Gloves used for this purpose shall be disposed of in a secure, lined container and disposed of daily.
- When gloves are not available, employees shall wash their hands and other affected skin for at least 15 seconds with soap and water after the direct contact (i.e., bleeding wound) has ended. This precaution may prevent exposure to pathogens other than HIV.
- Wear appropriate face and eye protection when there is a potential for sprays, splashes, splatters and any other hazards to the face
- Wear appropriate body coverings, gowns, aprons, caps and/or boots when occupational exposure exists.

Housekeeping

Under this standard, each place of employment shall be kept clean and sanitary. The employer must develop and implement a cleaning schedule that includes appropriate methods of decontamination and tasks or procedures to be performed.

Housekeeping procedures:

- An EPA approved germicide should be used to clean all body fluid spills.
- Clean and decontaminate all equipment and environmental and work surfaces that have been contaminated
- Use disinfectant when cleaning contaminated surfaces
- Remove and replace coverings that have been contaminated
- Inspect and decontaminate storage or waste receptacles
- Always use tongs or a device to pick up contaminated material
- Never manually open, empty or clean contaminated sharps disposal containers
- Handle contaminated laundry as little as possible
- Use appropriate PPE when handling contaminated laundry
- Place wet contaminated laundry in leak-proof, labeled containers
- Bag contaminated laundry at its location of use
- Never sort or rinse contaminated laundry in areas of its use
- Contaminated clothes must be laundered to eliminate potentially infectious agents.

Labeling

Fluorescent orange or orange-red warning labels must be attached to containers of regulated waste, to refrigerators and freezers containing blood and other infectious materials and to other containers used to store, transport or ship blood or other potentially infectious materials.

These labels are not required when:

- Red bags or containers are used
- Containers of blood or blood products are labeled as to their contents and have been released for transfusion or other clinical use
- Individual containers of blood or other infectious materials are placed in a labeled container

The warning label must be orange or orange-red, contain the biohazard symbol and the word BIOHAZARD in a contrasting color, and be attached by a wire, string, adhesive or another method to prevent loss or unintentional removal.

What to do if an Exposure Occurs

A post-exposure medical evaluation and follow-up will be made available immediately for employees who have had an exposure incident.

- Document the routes of exposure and how exposure occurred
- Identify and document the source individual, unless the employer can establish that identification is not feasible or prohibited by state or local law
- Obtain consent and test source individual's blood as soon as possible to determine HIV and HBV infectivity and document the source's blood test results.
- If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infectivity.
- Provide the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious status.
- After obtaining consent, collect exposed employees blood as soon as feasible after the exposure incident and test blood for HBV and HIV serological status.

- If an employee does not give consent for HIV serological testing during the collection of blood for testing, preserve the baseline blood sample for at least 90 days.
- Provide HBV and HIV serological testing, counseling, and safe and effective post-exposure prophylaxis following the current recommendations of the U.S. Public Health Service.

Control of Hazardous Energy (Lockout/Tagout)

Purpose:

This policy and procedure establishes the minimum requirements for (**Atlantic Coast Construction**) Equipment/Machinery Tag Out Program. This program helps safeguard employees from hazardous energy while they are performing service or maintenance on machines and equipment. The standard identifies the practices and procedures necessary to shut down and lock out or tag out machines and

equipment, requires that employees receive training in their role in the lockout/tagout program, and mandates that periodic inspections be conducted to maintain or enhance the energy control program.

Definitions

Affected employee - An employee who performs the duties of his or her job in an area in which the energy control procedure is implemented and servicing or maintenance operations are performed. An affected employee does *not* perform servicing or maintenance on machines or equipment and, consequently, is not responsible for implementing the energy control procedure. An affected employee becomes an "authorized" employee whenever he or she performs servicing or maintenance functions on machines or equipment that must be locked or tagged.

Authorized employee - An employee who performs servicing or maintenance on machines and equipment. Lockout or tagout is used by these employees for their own protection.

Capable of being locked out - An energy-isolating device is considered capable of being locked out if it meets one of the following requirements:

- It is designed with a hasp to which a lock can be attached;
- It is designed with any other integral part through which a lock can be affixed;
- It has a locking mechanism built into it; or
- It can be locked without dismantling, rebuilding, or replacing the energy isolating device or permanently altering its energy control capability.

Energized - Machines and equipment are energized when (1) they are connected to an energy source or (2) they contain residual or stored energy.

Energy-isolating device - Any mechanical device that physically prevents the transmission or release of energy. These include, but are not limited to, manually-operated electrical circuit breakers, disconnect switches, line valves, and blocks.

Energy source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Energy control procedure - A written document that contains those items of information an authorized employee needs to know in order to safely control hazardous energy during servicing or maintenance of machines or equipment. (A more comprehensive explanation is given beginning on page 6.)

Energy control program - A program intended to prevent the unexpected energizing or the release of stored energy in machines or equipment on which servicing and maintenance is being performed by employees. The program consists of energy control procedure(s), an employee training program, and periodic inspections.

Lockout - The placement of a lockout device on an energy - isolating device, in accordance with an established procedure, ensuring that the energy - isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device - Any device that uses positive means such as a lock, either key or combination type, to hold an energy - isolating device in a safe position, thereby preventing the energizing of machinery or equipment. When properly installed, a blank flange or bolted slip blind are considered equivalent to lockout devices.

Tagout - The placement of a tagout device on an energy - isolating device, in accordance with an established procedure, to indicate that the energy - isolating device and the equipment being controlled may *not* be operated until the tagout device is removed.

Tagout device - Any prominent warning device, such as a tag and a means of attachment, that can be securely fastened to an energy - isolating device in accordance with an established procedure. The tag indicates that the machine or equipment to which it is attached is not to be operated until the tagout device is removed in accordance with the energy control procedure.

Energy Control Program

The lockout/tagout rule requires that the employer establish an energy control program that includes

- (1) documented energy control procedures
- (2) an employee training program
- (3) periodic inspections of the procedures

The purpose of the energy control program is to ensure that, whenever the possibility of unexpected machine or equipment start-up exists or when the unexpected release of stored energy could occur and cause injury, the equipment is isolated from its energy source(s) and rendered inoperative prior to servicing or maintenance.

Employers have the flexibility to develop a program and procedures that meet the needs of their particular workplace and the particular types of machines and equipment being maintained or serviced.

Energy Control Procedure

This standard requires that energy control procedures be developed, documented, and used to control potentially hazardous energy sources whenever workers perform activities covered by the standard. The written procedures must identify the information that authorized employees must know in order to control hazardous energy during service or maintenance. If this information is the same for various machines or equipment or if other means of logical grouping exists, then a single energy control procedure may be sufficient. If there are other conditions - such as multiple energy sources, different connecting means, or a particular sequence that must be followed to shut down the machine or equipment - then the employer must develop separate energy control procedures to protect employees.

The energy control procedure must outline the scope, purpose, authorization, rules and techniques that will be used to control hazardous energy sources as well as the means that will be used to enforce compliance. At a minimum, it includes, but is not limited to, the following elements:

- a statement on how the procedure will be used;
- the procedural steps needed to shut down, isolate, block, and secure machines or equipment;
- the steps designating the safe placement, removal, and transfer of lockout/tagout devices and who has the responsibility for them; and
- the specific requirements for testing machines or equipment to determine and verify the effectiveness of locks, tags, and other energy control measures.

The procedure must include the following steps:

- (1) preparing for shutdown,
- (2) shutting down the machine(s) or equipment,
- (3) isolating the machine or equipment from the energy source(s),
- (4) applying the lockout or tagout device(s) to the energy-isolating device(s),

- (5) safely releasing all potentially hazardous stored or residual energy, and
- (6) verifying the isolation of the machine(s) or equipment prior to the start of service or maintenance work.

In addition, before lockout or tagout devices are removed and energy is restored to the machines or equipment, certain steps must be taken to re-energize equipment after service is completed, including: (1) assuring that machines or equipment components are operationally intact; (2) notifying affected employees that lockout or tagout devices are removed from each energy-isolating device by the employee who applied the device. [See sections 6(e) and 6(f) of 29 CFR 1910.147 for specific requirements of the standard.]

Energy-Isolating Devices

The employer's primary tool for providing protection under the standard is the energy-isolating device, which is the mechanism that prevents the transmission or release of energy and to which all locks or tags are attached. (See glossary for a more complete definition.) This device guards against accidental machine or equipment start-up or the unexpected re-energization of equipment during servicing or maintenance. There are two types of energy-isolating devices: those capable of being locked and those that are not. The standard differentiates between the existence of these two conditions and the employer and employee responsibilities in each case.

When the energy-isolating device cannot be locked out, the employer must use tagout. Of course, the employer may choose to modify or replace the device to make it capable of being locked. When using tagout, the employer must comply with all tagout-related provisions of the standard and, in addition to the normal training required for all employees, must train his or her employees in the following limitations of tags:

- Tags are essentially warning devices affixed to energy-isolating devices and do not provide the physical restraint of a lock.
- When a tag is attached to an isolating means, it is not to be removed except by the person who applied it, and it is never to be bypassed, ignored, or otherwise defeated.
- Tags must be legible and understandable by all employees.
- Tags and their means of attachment must be made of materials that will withstand the environmental conditions encountered in the work-place.
- Tags may evoke a false sense of security. They are only one part of an overall energy control program.
- Tags must be securely attached to the energy-isolating devices so that they cannot be detached accidentally during use.

If the energy-isolating device is lockable, the employer shall use locks unless he or she can prove that the use of tags would provide protection **at least as effective as** locks and would assure "full employee protection."

Full employee protection includes complying with all tagout related provisions plus implementing additional safety measures that can provide the level of safety equivalent to that obtained by using lockout. This might include removing and isolating a circuit element, blocking a controlling switch, opening an extra disconnecting device, or removing a valve handle to reduce the potential for any inadvertent energization.

Although OSHA acknowledges the existence of energy-isolating devices that cannot be locked out, the standard clearly states that whenever major replacement, repair, renovation or modification of machines

or equipment is performed and whenever new machines or equipment are installed, the employer must ensure that the energy-isolating devices for such machines or equipment are lockable. Such modifications and/or new purchases are most effectively and efficiently made as part of the normal equipment replacement cycle. All newly purchased equipment must be lockable.

Requirements for Lockout/Tagout Devices

When attached to an energy-isolating device, both lockout and tagout devices are tools that the employer can use in accordance with the requirements of the standard to help protect employees from hazardous energy. The lockout device provides protection by holding the energy-isolating device in the safe position, thus preventing the machine or equipment from becoming energized. The tagout device does so by identifying the energy-isolating device as a source of potential danger; it indicates that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed. Whichever devices are used, they must be singularly identified, must be the *only* devices used for controlling hazardous energy, and must meet the following requirements:

- **Durable** - *Lockout* and *tagout* devices must withstand the environment to which they are exposed for the maximum duration of the expected exposure. *Tagout* devices must be constructed and printed so that they do not deteriorate or become illegible, especially when used in corrosive (acid and alkali chemicals) or wet environments.
- **Standardized** - Both *lockout* and *tagout* devices must be standardized according to either **color, shape, or size**. *Tagout* devices must also be standardized according to **print and format**.
- **Substantial** - *Lockout* and *tagout* devices must be substantial enough to minimize early or accidental removal. *Locks* must be substantial to prevent removal except by excessive force of special tools such as bolt cutters or other metal cutting tools. *Tag means of attachment* must be non-reusable, attachable by hand, self-locking and non-releasable, with a minimum unlocking strength of no less than 50 pounds.
The device for attaching the tag also must have the general design and basic characteristics equivalent to a one-piece nylon cable tie that will withstand all environments and conditions.
- **Identifiable** - *Locks* and *tags* must clearly identify the employee who applies them. *Tags* must also warn against hazardous conditions if the machine or equipment is energized and must include a legend such as the following: **DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE.**

Employee Training

The employer must provide effective initial training and retraining as necessary and must certify that such training has been given to all employees covered by the standard. The certification must contain each employee's name and dates of training.

For the purposes of the standard, there are three types of employees - **authorized, affected, and other**.

The amount and kind of training that each employee receives is based upon (1) the relationship of that employee's job to the machine or equipment being locked or tagged out, and (2) the degree of knowledge relevant to hazardous energy that he or she must possess.

For example, the employer's training program for **authorized** employees (those who are charged with the responsibility for implementing the energy control procedures and performing the service and maintenance) must cover, at minimum, the following areas:

- details about the type and magnitude of the hazardous energy sources present in the workplace, and
- the methods and means necessary to isolate and control those energy sources (i.e., the elements of the energy control procedure(s).)

By contrast, **affected** employees (usually the machine operators or users) and all **other** employees need only be able to (1) recognize when the control procedure is being implemented, and (2) understand the purpose of the procedure and the importance of not attempting to start up or use the equipment that has been locked or tagged out.

Because an "affected" employee is not one who is performing the service of maintenance, that employee's responsibilities under the energy control program are simple: Whenever there is a lockout or tagout device in place on an energy-isolating device, the affected employee leaves it alone and does not attempt to operate the equipment.

Every training program must ensure that **all** employees understand the purpose, function and restrictions of the energy control program and that **authorized** employees possess the knowledge and skills necessary for the safe application, use, and removal of energy controls.

Training programs used for compliance with this standard, which is performance-oriented, should deal with the equipment, type(s) of energy, and hazard(s) specific to the workplace being covered. Retraining must be provided, as required, whenever there is a change in job assignments, a change in machines, equipment or processes that present a new hazard, or a change in energy control procedures.

Additional retraining must be conducted whenever a periodic inspection reveals, or whenever the employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedure.

Periodic Inspections

Periodic inspections must be performed at least annually to assure that the energy control procedures (locks and tags) continue to be implemented properly and that the employees are familiar with their responsibilities under those procedures. In addition, the employer must certify that the periodic inspections have been performed. The certification must identify the machine or equipment on which the energy control procedure was used, the date of the inspection, the employees included in the inspection, and the name of the person performing the inspection. For lockout procedures, the periodic inspection must include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected. When a tagout procedure is inspected, a review on the limitation of tags, in addition to the above requirements, must also be included with each affected and authorized employee.

Application of Controls and Lockout/Tagout Devices

The established procedure of applying energy controls includes the specific elements and actions that must be implemented in sequence. These are briefly identified as follows:

- (1) Prepare for shut down.
- (2) Shut down the machine or equipment.
- (3) Apply the lockout or tagout device.
- (4) Render safe all stored or residual energy.
- (5) Verify the isolation and de-energization of the machine or equipment.

Removal of Locks and Tags

Before lockout or tagout devices are removed and energy is restored to the machine or equipment, the authorized employee(s) must take the following actions or observe the following procedures:

- (1) **Inspect** the work area to ensure that non-essential items have been removed and that machine or equipment components are intact and capable of operating properly;

- (2) **Check** the area around the machine or equipment to ensure that all employees have been safely positioned or removed;
- (3) **Notify** affected employees immediately *after* removing locks or tags and before starting equipment or machines; and
- (4) **Make sure** that locks or tags are removed **ONLY** by those employees who attached them. (In the very few instances when this is not possible, the device may be removed under the direction of the employer, provided that he or she strictly adheres to the specific procedures outlined in the standard.)

Additional Safety Requirements

Special circumstances exist when (1) machines need to be tested or repositioned during servicing, (2) outside (contractor) personnel are at the worksite, (3) servicing or maintenance is performed by a group (rather than one specific person), and (4) shifts or personnel changes occur.

- **Testing or positioning of machines.** OSHA allows the temporary removal of locks or tags and the re-energization of the machine or equipment **ONLY** when necessary under special conditions - for example, when power is needed for the testing or positioning of machines, equipment, or components. The re-energization must be conducted in accordance with the sequence of steps listed below:
 - (1) Clear the machines or equipment of tools and materials.
 - (2) Remove employees from the machines or equipment area.
 - (3) Remove the lockout or tagout devices as specified in the standard.
 - (4) Energize and proceed with testing or positioning.
 - (5) De-energize all systems, isolate the machine or equipment from the energy source, and reapply lockout or tagout devices as specified.
- **Outside personnel (contractors, etc.)** The onsite employer and the outside employer must inform each other of their respective lockout or tagout procedures. Each employer must ensure that his or her personnel must understand and comply with all restrictions and/or prohibitions of the other employer's energy control program.
- **Group lockout or tagout.** During all group lockout/tagout operations where the release of hazardous energy is possible, each authorized employee performing service or maintenance shall be protected by his/her personal lockout or tagout device or comparable mechanism that affords equivalent protection.
- **Shift or personnel changes.** Specific procedures must ensure the continuity of lockout or tagout protection during shift or personnel changes.

Respirator Program

(**Atlantic Coast Construction**) will comply with OSHA's respiratory standard that requires employers to establish and maintain an effective written respiratory program.

These steps include selection, medical fitness, maintenance, training, fit testing, use, program evaluation, etc. This pre-planning is by design and intended to ensure the respirator wearer is safely using the proper respirator. The program evaluation facet allows for continuous improvements or changes to be made, as necessary, to maintain a protective program.

Respiratory protection program

(Atlantic Coast Construction) will develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use. The program will be administered by a suitably trained program administrator. In addition, certain program elements may be required for voluntary use to prevent potential hazards associated with the use of the respirator.

In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, **(Atlantic Coast Construction)** shall establish and implement a written respiratory protection program with worksite-specific procedures. The program shall be updated as necessary to reflect those changes in workplace conditions that affect respirator use. **(Atlantic Coast Construction)** shall include in the program the following provisions of this section, as applicable:

- √ Procedures for selecting respirators for use in the workplace
- √ Medical evaluations of employees required to use respirators
- √ Fit testing procedures for tight-fitting respirators
- √ Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations
- √ Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators
- √ Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators
- √ Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations
- √ Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance
- √ Procedures for regularly evaluating the effectiveness of the program

Where respirator use is not required:

An employer may provide respirators at the request of employees or permit employees to use their own respirators, if the employer determines that such respirator use will not in itself create a hazard. If the employer determines that any voluntary respirator use is permissible, the employer shall provide the respirator users with the information contained in Appendix D to this section ("Information for Employees Using Respirators When Not Required Under the Standard")

**A copy of a sample respirator written program and Appendix D is located at the end of this section*

In addition, the employer shall:

- establish and implement those elements of a written respiratory protection program necessary to ensure that any employee using a respirator voluntarily is medically able to use that respirator, and that the respirator is cleaned, stored, and maintained so that its use does not present a health hazard to the user.

*Exception: Employers are not required to include in a written respiratory protection program those employees whose only use of respirators involves the voluntary use of filtering facepieces (dust masks).

- designate a program administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness.
- provide respirators, training, and medical evaluations at no cost to the employee.

Program evaluation

The employer will:

- conduct evaluations of the workplace to ensure that the written respiratory protection program is being properly implemented, and to consult employees to ensure that they are using the respirators properly.
- shall conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.
- regularly consult employees required to use respirators to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed include, but are not limited to:
 - √ Respirator fit (including the ability to use the respirator without interfering with effective workplace performance);
 - √ Appropriate respirator selection for the hazards to which the employee is exposed;
 - √ Proper respirator use under the workplace conditions the employee encounters; and
 - √ Proper respirator maintenance.

Recordkeeping

- The employer will establish and retain written information regarding medical evaluations, fit testing, and the respirator program. This information will facilitate employee involvement in the respirator program, assist the employer in auditing the adequacy of the program, and provide a record for compliance determinations by OSHA.

Medical evaluation

- Records of medical evaluations required by this section must be retained and made available in accordance with 29 CFR 1910.1020.

Fit testing

- The employer shall establish a record of the qualitative and quantitative fit tests administered to an employee including:
 - √ The name or identification of the employee tested
 - √ Type of fit test performed
 - √ Specific make, model, style, and size of respirator tested
 - √ Date of test
 - √ The pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs
- Fit test records shall be retained for respirator users until the next fit test is administered.

General Provisions

- A written copy of the current respirator program shall be retained by the employer.
- Written materials required to be retained under this paragraph shall be made available upon request to affected employees and to the Assistant Secretary or designee for examination and copying.

(Atlantic Coast Construction) (sample) **Respirator Program**

Purpose

The purpose of this operating procedure is to ensure the protection of all employees from respiratory hazards, through proper use of respirators. Respirators are to be used only where engineering control of respirator hazards is not feasible, while engineering controls are being installed, or in emergencies.

Responsibility

The company Safety Officer is _____. He/she is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of this program. This authority includes hiring personnel and equipment purchases necessary to implement and operate the program.

The Safety Officer will develop written detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions. (**Atlantic Coast Construction**) has expressly authorized the Safety officer to halt any operation of the company where there is danger of serious personal injury. This policy includes respiratory hazards.

Program Elements

Written Program

The Safety Officer will develop detailed written standard operating procedures governing the selection and use of respirators, using the NIOSH Respirator Decision Logic as a guideline. Outside consultation, manufacturer's assistance, and other recognized authorities will be consulted if there is any doubt regarding proper selection and use. These detailed procedures will be included as appendices to this respirator program. Only the Safety Officer may amend these procedures.

Selection

Respirators will be selected on the basis of hazards to which the worker is exposed. All selections will be made by the Safety Officer. Only MSHA/NIOSH-certified respirators will be selected and used.

Training & Fit Testing

The user will be instructed and trained in the proper use of respirators and their limitations. Both supervisors and workers will be so instructed by the Safety Officer. Training should provide the employee an opportunity to handle the respirator, have it fitted properly, test its facepiece-to-face seal, wear it in normal air for a long familiarity period, and finally to wear it in a test atmosphere. Every respirator wearer will receive fitting instructions, including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly.

Respirators should not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, a skull cap that projects under the facepiece, or temple pieces on glasses. No employees of (**Atlantic Coast Construction**), who are required to wear respirators, may wear beards. Also the absence of one or both dentures can seriously affect the fit of a facepiece. The worker's diligence in observing these factors will be evaluated by periodic checks. To assure proper protection, the facepiece fit will be checked by the wearer each time the wearer puts on the respirator. This will be done by following the manufacturer's facepiece-fitting instructions.

Assignment

Where practicable, the respirators will be assigned to individual workers for their exclusive use.

Cleaning & Maintenance

Respirators will be regularly cleaned and disinfected. Those issued for the exclusive use of one worker will be cleaned after each day's use, or more often if necessary. Those used by more than one worker will be thoroughly cleaned and disinfected after each use. The Safety Officer will establish a respirator cleaning and maintenance facility and develop detailed written cleaning instructions. The central respirator cleaning and maintenance facility will store respirators in a clean and sanitary location.

Inspection

Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced. Respirators for emergency use such as self-contained devices will be thoroughly inspected at least once a month and after each use. Inspection for SCBA breathing gas pressure will be performed weekly.

Work Area Surveillance

Appropriate surveillance of work area conditions and degree of employee exposure or stress will be maintained.

Program Evaluation

There will be regular inspection and evaluation to determine the continued effectiveness of the program. The Safety Officer will make frequent inspections of all areas where respirators are used to ensure compliance with the respiratory protection programs.

Medical Evaluation

Persons will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. The **(Atlantic Coast Construction)** physician will determine what health and physical conditions are pertinent. The respirator user's medical status will be reviewed annually.

Certified Respirators

Only certified respirators will be used.

_____ Safety Director, **(Atlantic Coast Construction)**

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards.

If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

OSHA Recordkeeping and Posting Requirements

(Atlantic Coast Construction) will establish policy and procedures regarding requirements for compliance with OSHA record keeping and posting guidelines for occupational injuries and illnesses.

All worksites (facilities and field locations) shall post the “Job Safety and Health Protection” poster (or state equivalent) in prominent places in the workplace.

(Atlantic Coast Construction) shall maintain a record of certain occupational injuries that occur at each business establishment on the OSHA Form Log 300 and 300A. (Log of Work-Related Injuries and Illnesses and Summary of Work-Related Injuries and Illnesses)

At the end of each year, OSHA requires the summary section of the OSHA Form Log 300A to be posted at each business establishment no later than February 1 and remain in place until April 30. (**Atlantic Coast Construction**) will comply with this requirement. The Safety Director is responsible for maintaining the information on the log in a current status and distributing the OSHA Form Log.

Record Retention:

Year-end OSHA Form Log 200, 300, 300A, and 301, retain for 5 years following the applicable year.

MAJOR CHANGES TO OSHA'S RECORDKEEPING RULE

This document provides a list of the major changes from OSHA's old 1904 recordkeeping rule to the new rule employers will begin using in 2002. This list summarizes the major differences between the old and new recordkeeping rules to help people who are familiar with the old rule to learn the new rule quickly.

Scope

The list of service and retail industries that are partially exempt from the rule has been updated. Some establishments that were covered under the old rule will not be required to keep OSHA records under the new rule and some formerly exempted establishments will now have to keep records. (§1904.2)

The new rule continues to provide a partial exemption for employers who had 10 or fewer workers at all times in the previous calendar year. (§1904.1)

Forms

The new OSHA Form 300 (Log of Work-Related Injuries and Illnesses) has been simplified and can be printed on smaller legal-sized paper.

The new OSHA Form 301 (Injury and Illness Incident Report) includes more data about how the injury or illness occurred.

The new OSHA Form 300A (Summary of Work-Related Injuries and Illnesses) provides additional data to make it easier for employers to calculate incidence rates.

Maximum flexibility has been provided so employers can keep all the information on computers, at a central location, or on alternative forms, as long as the information is compatible and the data can be produced when needed.

Work related

A "significant" degree of aggravation is required before a preexisting injury or illness becomes work-related.

Additional exceptions have been added to the geographic presumption of work relationship; cases arising from eating and drinking of food and beverages, blood donations, exercise programs, etc. no longer need to be recorded. Common cold and flu cases also no longer need to be recorded.

Criteria for deciding when mental illnesses are considered work-related have been added.

Sections have been added clarifying work relationship when employees travel or work out of their home.

Recording criteria

Different criteria for recording work-related injuries and work-related illnesses are eliminated; one set of criteria is used for both. (The former rule required employers to record all illnesses, regardless of severity).

Employers are required to record work-related injuries or illnesses if they result in one of the following: death; days away from work; restricted work or transfer to another job; medical treatment beyond first aid; loss of consciousness; or diagnosis of a significant injury/illness by a physician or other licensed health care professional.

New definitions are included for medical treatment and first aid. First aid is defined by treatments on a finite list. All treatment not on this list is medical treatment.

The recording of "light duty" or restricted work cases is clarified. Employers are required to record cases as restricted work cases when the injured or ill employee only works partial days or is restricted from performing their "routine job functions" (defined as work activities the employee regularly performs at least once weekly).

Employers are required to record all needlestick and sharps injuries involving contamination by another person's blood or other potentially infectious material.

Musculoskeletal disorders (MSDs) are treated like all other injuries or illnesses: they must be recorded if they result in days away, restricted work, transfer to another job, or medical treatment beyond first aid.

Special recording criteria are included for cases involving the work-related transmission of tuberculosis or medical removal under OSHA standards.

Day counts

The term "lost workdays" is eliminated and the rule requires recording of days away, days of restricted work, or transfer to another job. Also, new rules for counting that rely on calendar days instead of workdays are included.

Employers are no longer required to count days away or days of restriction beyond 180 days.

The day on which the injury or illness occurs is not counted as a day away from work or a day of restricted work.

Annual Summary

Employers must review the 300 Log information before it is summarized on the 300A form.

The new rule includes hours worked data to make it easier for employers to calculate incidence rates.

A company executive is required to certify the accuracy of the summary.

The annual summary must be posted for three months instead of one.

Employee involvement

Employers are required to establish a procedure for employees to report injuries and illnesses and to tell their employees how to report.

The new rule informs employers that the OSH Act prohibits employers from discriminating against employees who do report.

Employees are allowed to access the 301 forms to review records of their own injuries and illnesses.

Employee representatives are allowed to access those parts of the OSHA 301 form relevant to workplace safety and health.

Protecting privacy

Employers are required to protect employee's privacy by withholding an individual's name on Form 300 for certain types of sensitive injuries/illnesses (e.g., sexual assaults, HIV infections, mental illnesses, etc.).

Employers are allowed to withhold descriptive information about sensitive injuries in cases where not doing so would disclose the employee's identity.

Employee representatives are given access only to the portion of Form 301 that contains information about the injury or illness, while personal information about the employee and his or her health care provider is withheld.

Employers are required to remove employees' names before providing injury and illness data to persons who do not have access rights under the rule.

Reporting information to the government

Employers must call in all fatal heart attacks occurring in the work environment. (§1904.39(b)(5))

Employers do not need to call in public street motor vehicle accidents except those in a construction work zone. (§1904.39(b)(3))

Employers do not need to call in commercial airplane, train, subway or bus accidents. (§1904.39(b)(4))

Employers must provide records to an OSHA compliance officer who requests them within 4 hours. (§1904.40(a))

Safe Work Practices

A proactive Safety Policy is an efficient business practice for the protection of employees, civilians, property, equipment and materials. There are minimum safe work practices that apply to (**Atlantic Coast Construction**)' worksites and facilities. The following safe work practices apply to all (**Atlantic Coast Construction**)' employees, hired trade subcontractors, and suppliers assigned to a project on behalf of (**Atlantic Coast Construction**).

Foreman, Superintendents, and Project Managers through the direction of the Safety Director will ensure that safe work practices are adhered to at all times.

1) HEALTH AND HYGEINE

- Washing shall be provided for all employees handling materials, chemicals, or other substances that could create a health hazard duty to ingestion, inhalation, or absorption.
- Suitable toilets shall be provided for employees.

Number of Employees	Minimum Number of Employees
20 or less	1
20 or more	1 toilet seat and 1 urinal per 40 employees
200 or more	1 toilet seat and 1 urinal per 50 employees

- Employer shall provide washing facilities for employees engaged in operations involving harmful substances.
- Construction personnel shall only eat in designated areas, away from potential hazards.
- Drinking water shall be provided at all times.

2) HOUSEKEEPING

- Each employee shall be responsible for cleaning his/her work areas, vehicles, office, equipment, tools, etc.
- Passageways (aisles, stairways, or any designated path of travel) shall always be kept free from materials and debris.
- Material shall be stacked away from edges or drop-offs and on a level surface capable of supporting the material. Storage areas shall be kept neat and clean.
- Nails shall be removed from scrap lumber or used wood before stacking.
- All trash or scrap shall be removed frequently and regularly from the work area.

3) FALL PROTECTION

- Each employee on a walking/working surface with an unprotected side or edge 6’ or more above a lower level shall utilize some form of fall protection
- Each employee on a walking/working surface 6’ or more above lower level shall be protected from falling through a “hole” (a hole is a gap or void 2” or more in its least dimension)
- Employees shall be protected from objects falling through a hole
- Employees working at/near an “opening” (a gap 30” or more high and 18” or more wide) in a wall 6’ or more above a lower level shall be protected unless the bottom edge of the “opening” is 39” or greater above the inside bottom edge of the wall

- When an employee is exposed to falling objects, a hard hat shall be worn and toeboards, barricades, or screens shall be utilized

Guardrails

- Top height of guardrails shall be 42” plus or minus 3”
- Midrails, screens or mesh shall be installed between the top rail and walking surface
- Guardrails shall be capable of withstanding a force of least 200 pounds applied within 2” of the top edge
- If wire rope (cable) is used for top rails it shall be flagged at least every 6’ with high-visibility material

Covers

- Covers shall support 2x the weight of employees, equipment, and materials that may be imposed on the cover
- All covers shall be secured to prevent accidental displacement
- Covers shall be color-coded or marked “hole” or “cover” to provide warning of the hazard

4) STAIRWAYS & LADDERS

- A stairway or ladder must be provided at all personal points of access where an elevation break of 19” or more exists.
- Stairs shall be kept clear of all debris and/or obstructions.
- Stairrails are required when riser height is 30” or more, or when there are 4 or more risers.
- Ladders shall be inspected before use.
- Portable ladders must extend at least 36” above upper landing surface and shall be secured to prevent slipping.
- All employees will maintain 3-points of contact when climbing a ladder.
- Damaged ladders should be destroyed or taken off site.
- Metal spreader/locking device shall be open, when a stepladder is in use.
- Workers cannot step on the top rung or above of a ladder.
- Portable ladders must be set at an angle of 1:4 (job-made ladders 1:8).
- Ladders must be secured before use.

5) ELECTRICAL SAFETY

- Live parts of electrical equipment 50V or more must be guarded.
- Employees will use GFCI protection with all temporary power.
- Lighting and lamps used for general illumination of the work area shall be protected from accidental contact or breakage.
- All electric powered hand tools shall be of the double-insulated type and be equipped with a three-wire cord to ensure proper grounding.

Extension/Flexible cords

- Extension cords shall be the three-wire type variety, equipped with a sufficient ground prong, and a minimum gauge 12/3 minimum (extra hard usage).
- Extension cords shall be inspected before each use, and cords with cracked, frayed, or worn insulation, or with damaged plugs or sockets, must be removed from service immediately.

Miscellaneous practices

- All electrical cords shall be clear of standing water.
- Defective electrical tools shall be tagged or taken off the worksite.
- Rubber gloves shall be worn when digging near underground powerlines.
- Avoid working in the area of overhead powerlines.

6) MATERIAL HANDLING

- Materials shall be stacked in a neat and orderly way.
- Aisles and passageways must be kept clear of materials.
- Nails shall be removed before stacking lumber.
- All forklift operators shall be trained and carry training documentation.
- Load charts, spec charts, and equipment manuals shall be utilized to prevent overloading.
- Employees shall never stand directly under or near a lifted load.

Back Safety

- Before work activity takes place, workers will utilize stretching exercises to avoid injuries.
- Employees shall always lift materials using proper lifting techniques.
- Employees shall not attempt to manually lift or carry an object for which he/she is uncomfortable due to the weight, size, or condition of the materials.

- Utilize mechanical equipment when lifting heavy materials (i.e. pallet jack, forklift, and crane).
- If there is no mechanical equipment available ASK FOR HELP!

7) TRENCH & EXCAVATIONS

- All utilities must be located before digging
- All surface encumbrances located so as to create a hazard shall be removed or supported
- Employees must be protected in an excavation 5' deep or deeper (unless in stable rock)
- A means of egress (ladders, ramps, etc.) shall be utilized in an excavation 4' deep or deeper - no more than 25' of lateral travel to that means of egress is allowed
- Employees exposed to traffic shall wear warning (high visibility) vests
- Excavations 4' deep or deeper with a potential for a hazardous atmosphere must be tested (air) before entering
- Employees must be protected from loose rock or soil in an excavation
- Spoil piles, tools and materials must be at least 2' from the edge of an excavation
- Inspections by a competent person must be made before entering an excavation and throughout the day as conditions change
- If inspection shows evidence of a potential cave-in, all employees are to be removed from excavation
- When an excavation is deeper than 20', a professional engineer must design (approve) the protective system

8) FIRE PROTECTION AND PREVENTION

- All fires shall be reported immediately to the supervisor.
- All passageways, aisles, stairs, doorways shall be kept clear at all times.
- Know the location of all fire extinguishers and how to use them properly.
- Fire extinguishers should be no further than 100' from an employee at all times.

Flammable or combustible liquids

- Only approved containers shall be used for handling and storing flammable and combustible liquids.
- Containers of flammables and combustibles must be properly labeled.

- No portable storage tanks closer than 20' from any building.
- At least 1 fire extinguisher (not less than 20B:C) shall be located 25' - 75' from outdoor fueling tank.

9) **RIGGING**

- All employees involved in rigging operations shall have proper "rigging" training.
- Rigging equipment shall be inspected prior to use.
- Synthetic web slings must identify name of manufacturer, rated capacities, and type of material.
- Any damaged, discolored, frayed, bird-caged or worn slings, chains or ropes shall be discarded.
- No makeshift fasteners shall be used with rigging equipment.

10) **CONCRETE AND MASONRY**

- All protruding rebar, with potential as a fall hazard, must be guarded.
- Safety glasses or face shields shall be worn when cutting concrete.
- All cutting blades shall be ring-tested before use.
- All concrete cutting operations shall be "wet" unless unavoidable.

11) **HAND AND POWER TOOLS**

- Employees shall always wear the proper PPE when using tools.
- All employees shall be trained in the proper use of the tool.
- Tools shall be inspected before use; defective tools shall be discarded.
- Power operated tools designed for guards, must have guards attached.
- No hand tool shall be worn and permit slippage.
- No mushroomed heads on impact tools.
- Wooden handle shall be kept free of splinters, splits, and cracks.
- Power tools shall be double insulated and have proper on/off switch.
- Pneumatic tools shall be securely attached to hose or whip.

12) WELDING AND CUTTING

Compressed gas cylinders

- All cylinders shall be transported in the vertical position with caps secured.
- Oxygen cylinders in storage at least 20' from fuel gas cylinders unless protected by a noncombustible barrier 5' high.
- Cylinder valves shall be closed before removing regulator.
- Fuel gas hose and oxygen hose shall be clearly distinguishable.
- When parallel sections of oxygen and fuel gas hose are taped together, not more than 4" out of 12" shall be taped.

Arc welding and cutting

- Only cable free from repair or splices a minimum of 10' shall be used.
- Hot electrode holders shall not be dipped in water.

General

- Suitable fire extinguishing equipment shall be immediately available when welding/cutting.
- Proper PPE shall be used when welding operations are in progress.

13) WORK ZONES – WALKING WORK SURFACES

- Employees shall keep work areas neat and clean.
- No project shall progress without proper surface compaction.
- All fall and trip hazards will be eliminated or minimized while work is in progress.
- Barricades shall be utilized to prevent unauthorized entry into all "work zones".
- All impalement hazards shall be capped.

14) CONFINED SPACES

- Workers shall not enter confined spaces unless they are trained and authorized.
- The air in confined spaces shall be tested before any entry.
- All confined space equipment shall be inspected before use.
- All hazards shall be controlled before any confined space entry.
- All team members shall be utilized in a permit-required confined space (entrant, attendant, supervisor, and rescue service).
- Permits shall be utilized in all PRCS.

Discipline Policy

Any employee found violating any of the safety and health policies outlined in the Safety Manual or participating in any hazardous action, damaging company, private or public property, or acting in a blatant unsafe manner will be subject to the following discipline system.

First Violation A written warning
The employee will then be shown the proper procedure (training if necessary)

Second Violation A written warning
Management will review the incident and assess:

- 1) Suspension, without pay
- 2) Subject to termination

Third Violation Management will review

Employee subject to termination

Exceptions:

- a) The discipline policy will be suspended immediately if the employee commits a gross violation of any Safety Manual procedure, partakes in a criminal activity or participates in an act that poses an immediate danger to the life and health themselves or any other individual. These actions will warrant immediate termination.
- b) If an employee commits a substance abuse violation, that employee is subject to the disciplinary measures outlined under the company's Substance Abuse Program.

When an employee commits a violation, the following violation slip will be completed and put in the employee's file. A copy should also be given to the employee.

Safety Policy Violation

Date: _____

Name of Violator: _____

Location of Violation: _____

Type of Violation: _____

Details of Violation:

Number of Similar Violations: One Two Three

Violator's Signature: _____

OSHA Inspection

Purpose

To establish the policy for all (**Atlantic Coast Construction**)’ supervisors to follow if an OSHA Compliance inspection will be conducted.

Overview

The Occupational Safety and Health Administration (OSHA) is authorized to conduct workplace inspections to determine whether employees are complying with standards issued by the agency for safe and healthful workplaces.

Some states currently have their own occupational safety and health programs, and regularly inspect workplaces. Inspections are usually conducted without advance notice and can be conducted for one or more of the following reasons;

- Imminent Danger Situations – Any condition where there is reasonable danger that a danger exists that can be expected to immediately cause death or serious harm.
- Catastrophes and Fatal Accidents – Investigation of fatalities and accidents resulting in the hospitalization of 3 or more employees. Such catastrophes must be reported to OSHA within 8 hours.
- Employee Complaints
- Referrals
- Programmed Inspections – Based on injury rates, previous citation history, and employee exposure to hazards

This policy details the phases of an OSHA compliance inspection, the response and attitude of management to an inspection and steps to insure completion of the appropriate follow-up corrective action.

Policy

(**Atlantic Coast Construction**)’ policy is to demonstrate “**good faith**” effort to comply with all OSHA standards and any health and safety issues raised in an OSHA compliance inspection.

Management is responsible for implementing this policy and correcting all health and safety deficiencies revealed during compliance inspections. The Safety Director will provide technical assistance and coordination of corrective action, as required.

Admitting an OSHA Compliance Officer:

If an OSHA compliance inspector requests to conduct an inspection, the senior management member is to ask to see the officer’s credentials. An OSHA inspector carries either U.S. or the state’s Department of Labor credentials bearing their photograph and a serial number.

DO NOT REFUSE THE COMPLIANCE OFFICER ADMITTANCE

- When the OSHA inspector arrives, immediately contact Management or the Safety Director
- An OSHA Inspection is divided into three parts:
 1. The Opening Conference
 2. The Walk Around Inspection
 3. The Closing Conference
- There are no time limits specifying how long an inspector may remain on the premises.
- Violations are considered to be “alleged violations” until they become a final order of the Occupational Safety and Health Review Commission.
- **(Atlantic Coast Construction)** may contest (appeal), in writing any part of the citation within 15 working days after it has received it.
- The citation must be posted in the work place for three days following its receipt or until the condition creating the alleged violation is corrected. (the inspector will explain this policy)
- Employees or Management will ask for clarification about any point(s) an inspector raises that they don’t understand.
- Management and employees will not admit to violating any safety standard.
- If **(Atlantic Coast Construction)** contests (appeals) an alleged violation, copies of the appeal will be posted at the work site.

Opening Conference:

Before inspecting the premises, the OSHA compliance officer will conduct an opening conference at which they will explain:

- The reason for the inspection (for example. employee or individual complaint)
- Purpose of the visit
- Scope of the inspection
- OSHA Standards that apply

The Walk-around Inspection:

After the opening conference, the OSHA compliance officer will go through the facility or worksite to inspect for safety and health hazards. At a minimum, the OSHA compliance officer will likely ask for documentation of the following:

- Copy of the written Safety Program
- Copy of the written Hazard Communication Program
- Daily inspection sheets
- Compliance with the lockout/ tagout standard (if applicable)
- Record keeping for employee training

When accompanying an OSHA compliance officer on an inspection:

- Be very courteous and professional
- Do not physically interfere with the OSHA compliance officer when they are making the inspection
- Do not give false or misleading information.
- Ask questions when the inspector takes measurements and
- Accompany the OSHA compliance officer at all times during the inspection.
- Answers to an OSHA compliance officer's questions are to be responsive to the question asked. Do not offer any information beyond the scope of the question.
- Avoid making any statement that could be construed as an admission of a violation of any recognized health standard.
- Do not discuss with the OSHA compliance officer any previous safety inspections.
- When the OSHA compliance officer takes photographs, the employee shall also take a photograph of the same infraction or situation.
- The employee shall take notes and write down all of the activities that take place during the inspection.
- Immediately correct minor but apparent safety problems addressed by the OSHA inspector.

Closing Conference:

After the walk around inspection, a closing conference is held between the OSHA compliance officer and the employee or employee representative. The OSHA compliance officer will discuss all unsafe and unhealthy situations observed on the inspection and indicates all apparent violations for which a citation may be issued or recommended. The compliance officer does not indicate any proposed penalties. Only the OSHA area director has that authority, and only after receiving a full report.

During the closing conference the employer may wish to produce records to show compliance efforts and to provide information which can help OSHA determine how much time may be needed to abate an alleged violation.

Post Inspection Activities:

After the compliance officer reports findings, the area director determines what citations, if any will be issued, and what penalties, if any will be proposed.

Time limits to correct violations generally range from 5 to 30 days, unless an extension is requested. Time limits will be given in person at the closing conference or mailed within 30-90 days in a written report of the inspection findings. Follow-up action will be documented in writing, by senior management, listing specific action steps, the individual accountable, and the target date for completion. Management is responsible for completing all corrective action.

OSHA inspection reports, (**Atlantic Coast Construction**)' response, and all correspondence to and from OSHA will be retained permanently by the Safety and Health Manager.

Potential OSHA Compliance Officer Questions

Administrative/Recordkeeping Interview

Do you have a written safety program on site?

Do you have a written Hazard Communication Plan?

Do you have a complete written inventory (list) of hazardous materials?

Has a specific person been assigned responsibility for your safety program?

Do you have a formal disciplinary policy relating to safety?

Do employees wear respirators or dust masks?

Do you have written respirator procedures?

Do you have records showing fit testing of respirators and training?

Do you have written training records?

Do you have documented daily inspections?

Do you have more than 10 employees?

Do you have a written Emergency Action Plan?

Is an evacuation route map posted?

Are your Forms 300, 300A and 301 up-to-date and posted from Feb 1 until April 30?

Where is the OSHA poster located?

Have you assigned responsibility for first-aid to an employee?

Have employees been trained in protective equipment and procedures?

Chemicals Overview

Is the area neat and clean, without spills on the floor?

Are there any containers without legible labels?

Do all secondary container labels list the product, the hazards and the manufacturer?

Is there an MSDS on hand for each hazardous material?

Are MSDSs accessible to all employees at all times?

Pick a product. Ask to see the MSDS. Could an employee have found it in 4-5 minutes?

Housekeeping/General Work Areas Overview

Is the fire extinguisher tag marked for monthly inspections and service in the last year?

Is there trash/debris strewn over the work area?

Are oily rags kept anywhere but in metal cans with closed lids?

Are coffee, drinks or food kept near any hazardous materials?

Are gloves, goggles or safety glasses clean and in good repair?

Are dumpsters overflowing or need to be dumped?

Have all been removed from all scrap lumber?

Is all material stacked properly?

Employee Area Overview

Are there extension cords across aisles or walkways?

Look at ladders. Are there broken steps or parts in bad repair?

Are there any broken or missing electrical switch or outlet covers?

Is there a fully stocked first aid kit?

Do all forklift operators have proper training documentation?

Are all tools and equipment in proper working order?

Are all fall exposures (6' or more) railed or other form of protection being utilized?

Are all workers wearing proper PPE?

Are ladders set up properly?

Are GFCI's being utilized?

Is the working platform of the scaffold system fully decked?

Are trenches deeper than 5' shored or sloped when workers are exposed?

Most Common OSHA Violations

1. Scaffolds, general requirements for all types
2. Fall Protection, scope/application
3. Excavation, general requirements
4. Hazard communication
5. Ladders
6. Head protection
7. Construction, general safety
8. Electrical, wiring methods
9. Excavations, protective systems
10. Electrical, wiring design