

# Modern Siding LLC

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# INTRODUCTION

## Safety & Health Program

Modern Siding, LLC. recognizes the benefit and requirement to develop a formal *Safety & Health Program*, tailored to the needs of the particular operation and to the type of hazards involved. The following has been developed to assure that every reasonable effort has been made by Modern Siding, LLC. to prevent accidents at our work sites. This program must be used in conjunction with the Washington Administrative Code, Safety Standards for Construction Work.

### Contents

Section 1	Accident Prevention Plan
Section 2	Project Safety
Section 3	Occupational Health
Section 4	Subcontractor Safety
Section 5	Appendix

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# Section 1

## Accident Prevention Plan

If you want to have a reasonable probability of success at whatever you try to accomplish, you need to have a plan.

### Section 1 Contents

- Management Commitment
- Project Safety Analysis
- New Employee Safety Orientation
- Project Safety Rules
- Accident Investigation
- Corrective Action Program
- Project Safety Audits
  - Supervisors Safety Audit
  - Weekly Tool Box Meetings
  - Weekly Walk Around Audit
- First Aid and Sanitation

### Objective:

To provide information that will assist supervisors, employees and subcontractors in the management of safety in the workplace.

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# Management Commitment

The key element to success in any *Safety & Health Program* is management. It must assume the leadership role in establishing the importance of safety in all operations of the company. Modern Siding, LLC. Management has made a firm commitment to the following:

- ☑ Develop a formal *Safety & Health Program*.
- ☑ Provide a safe and healthful working environment.
- ☑ Establish training programs to improve the skill and competency of all employees in safety and health.
- ☑ Provide the necessary safety equipment and training to effectively protect workers from hazards that cannot be removed from the work place.
- ☑ Inform all employees of all hazards or anticipated hazards in the work place.
- ☑ Evaluate the work place frequently enough to identify potential hazards and take corrective action.
- ☑ Protect workers from *Unsafe Acts or Unsafe Conditions* created by other employees or employers.
- ☑ Use safety meetings, committees or other effective means that include employees or employee representatives in the overall *Accident Prevention Plan*.
- ☑ Establish a *Corrective Action Program* for *Unsafe Acts* and *Unsafe Conditions*.

## ***Roles and Responsibilities***

### **❖ Employers, Managers, Engineers, Staff**

Everyone at this level will provide the technical support, leadership and encouragement to make the *Safety & Health Program* work.

- ☑ Implement the Management Commitment to safety and health.
- ☑ Provide and promote the *Accident Prevention Plan*.
- ☑ Provide the support and necessary training to all supervisors to implement the *Written Accident Prevention Program*.

### **❖ Supervision, Lead Persons, Foreman Superintendents**

All supervisory staff, at all levels, is designated to manage Modern Siding, LLC. *Safety & Health Program* at the project level. They will manage the program through the following actions:

- ☑ Read and implement the *Accident Prevention Plan*.
- ☑ Present *New Employee Safety Orientation* training to all employees new to the project or with a new work assignment.
- ☑ Provide appropriate and timely training to all employees.
- ☑ Investigate all incidents or accidents to prevent them from occurring again.
- ☑ Evaluate the work areas frequently for health and/or safety hazards.
- ☑ Promote safety by telling workers how important it is to Modern Siding, LLC. and to their own well being.
- ☑ Conduct *Weekly Safety Meetings* for all employees, NO Exceptions.

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- ☑ Use the *Corrective Action Program*, as needed, to promote the importance of safety in the work place.
- ☑ Make it a policy for workers to feel free to talk with any Modern Siding, LLC. supervisor about their safety concerns.

## ❖ Employees, Workers

Safe workers are an asset to Modern Siding, LLC., while those who fail to follow safe practices and company policy, become a burden. Every employee of Modern Siding, LLC. must:

- ☑ Accept safety as part of every job.
- ☑ Know and observe the *Project Safety Rules* or standards that apply to their job.
- ☑ Use the safety equipment and devices provided for their protection.
- ☑ Properly care for all Personal Protective Equipment issued for their safety and health.
- ☑ Cooperate with their supervisor and other employees in every attempt to eliminate accidents.
- ☑ Use only tools, ladders or other equipment that are in safe condition.
- ☑ Use tools, ladders or other equipment only for their intended purpose and protect them from damage.
- ☑ Feel free to report *Unsafe Conditions* or *Unsafe Actions* to their supervisor.
- ☑ Report all occupational injuries or illnesses to their supervisor on the day they became aware it was occupational in nature.

# Project Safety Analysis

Hazard prevention is always more effective than hazard correction.

Identification of potential hazards before the job begins and during the project is essential to accident prevention.

## ***Site Specific Safety Plan***

Due to the speed at which construction jobs proceed, time does not allow a single operation to continue long enough to become safe through trial and error. Planning before the job begins will enable supervision to anticipate hazards and develop an appropriate plan to prevent accidents.

A *Site Specific Safety Plan* will include but is not limited to the following topics:

- Safe access and movement**
  - Work areas
  - Walkways, runways and passageways
  - Ladders stairways and elevators
  - Protection for floor and roof openings
  - Illumination
  
- Materials and Material Handling**
  - Roads, Streets and Storage areas:
    - Turning space
    - Parking areas
    - Unloading areas
  - Materials storage areas
  - Trash and debris storage/disposal
  - Trained equipment operators
  
- Utilities and Services**



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Locations of:

- Temporary buildings
- High voltage lines
- Sanitary facilities and drinking water
- Phones and other communication services

**Scheduling work for safety**

Provide personal protective equipment:

- Hard Hats
- Eye Protection
- Hearing Protection
- Respiratory Protection
- Traffic Vests
- Fall Protection Equipment

**Coordination of safety with other contractors**

**First Aid kit(s) for the project**

**Tools and Equipment**

- Tools and extension cords inspected
- Ladders and scaffolds appropriate for the job

**Supervision and Workers**

- The right person for the right job
- Training provided as necessary
- First Aid trained personnel assigned to the project

**Safety Management**

- Copy of the Company's *Safety and Health Program*
- The *Site Specific Safety Plan*

Forms for documentation:

- Accident Investigation and Reports
- Training Records
- Safety Meeting Records

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Project Weekly Safety Audits  
Fall Protection Work Plans  
Hazard Communication Program  
Equipment Inspection Records  
Safety meetings planned  
New employee orientation and training  
Weekly audits planned  
Provisions for taking immediate action to correct Unsafe Acts or Unsafe  
Conditions

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# New Employee Safety Orientation

The New Employee Safety Orientation training provided can be the most important first step to Accident Prevention. Do not underestimate this valuable opportunity!

## *New Employee*

Consider the following to describe a *New Employee*.

- **Workers new to the company**
- **Workers new to a project**
- **Workers new to a crew**
- **Workers assigned a new task**

## *Orientation*

Remember, this is an important step in Accident Prevention and it should not be taken lightly. This should be viewed as a time saving tool used by supervision as well as an Accident Prevention tool.

Consider the following as you prepare to conduct your *New Employee Safety Orientation*:

- Delegate this task only if necessary and then only to a qualified person.
- Conduct the orientation in a timely manner; do not put it off.
- Allow enough time to do it correctly.
- Encourage questions.
- Demonstrate, as needed, the proper use of Personal Protective Equipment.
- Be certain to document this important employee training.

☞ Section 5, Appendix B contains a checklist for your **NEW EMPLOYEE SAFETY ORIENTATION** training requirements.

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# Project Safety Rules

The *Project Safety Rules* are to be posted at a prominent location at each project. The rules are to be maintained in legible condition. These rules apply to all Modern Siding, LLC employees, all subcontractors and their employees and sub-tier contractors.

## **KNOW YOUR JOB**

Follow instructions. If you do not know the correct and safe way to do the job, ask your supervisor.

## **USE THE RIGHT TOOLS**

Be sure they are in good condition. Use tools only for the purpose for which they were intended.

## **KEEP YOUR WORK AREA CLEAN AND ORDERLY**

Keep walkways free of tools, material and scrap. Store no material on stairways or in walkways. Keep cords and hoses off stairways. Always use designated walkways, not short cuts.

## **DRESS APPROPRIATELY FOR CONSTRUCTION WORK**

Long trousers, shirts with sleeves four inches over the shoulder and sturdy work shoes or boots appropriate for the task are the minimum acceptable requirements for this project. Loose or ragged clothes should not be worn.

## **USE PERSONAL PROTECTIVE EQUIPMENT**

Wear your hard hat in designated areas or any area where head protection is necessary due to hazards. Use safety eyewear, face protection, hearing protection, respirators and gloves as the job demands for your protection.

## **FALL PROTECTION**

If your elevated work area is not protected by a guardrail system for fall protection, you must be protected by fall arrests, fall restraint or positioning device systems as specified in a Written Fall Protection Work Plan posted at the work site. Details for a Written Fall Protection Work Plan are in WAC 296-155 Part C-1 of the Safety Standards for Construction Work.

## **INSPECT ALL LADDERS AND SCAFFOLDS BEFORE USE**

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Follow the manufacturer's instructions for the safe use of this equipment. If you have not received training for the safe use of this equipment, see your supervisor.

**MATERIAL HANDLING EQUIPMENT & AERIAL LIFTS**

Operate only equipment you have been trained and authorized to operate. Observe all warning signs and manufacturer's instructions. Do not operate unsafe equipment.

**HANDLE MATERIALS SAFELY**

Know the correct way to lift. Get help when necessary.

**TRENCHING AND EXCAVATION WORK**

This work must be under the direction of an experienced supervisor that is knowledgeable in the safety requirements and the potential hazards. Do not enter any excavation unless you are under the direct supervision of this person.

**ELECTRICAL SAFETY**

Electrical equipment must be installed or repaired only by trained, authorized personnel. All electrical tools, extension cords and equipment must be effectively grounded or double insulated. Inspect your tools, cords and equipment daily or before each use. Remove from service any tool, cord or equipment that needs repair.

**OBEY ALL WARNING SIGNS**

"Keep Out", "No Smoking", "Hard Hats Required", are examples of Warning signs that must be observed.

**REPORT ALL ACCIDENTS**

Get first aid immediately. Notify your supervisor as soon as possible of the accident, the extent of your injury, and the *unsafe condition* or *unsafe act* that caused your injury.

**ILLEGAL DRUGS, CONTROLLED SUBSTANCES, ALCOHOL**

All workers at this project are prohibited from being under the influence, or otherwise being involved with illegal drugs, controlled substances or alcohol.

**HAZARDOUS CHEMICALS**

All hazardous materials used or in storage at this site are subject to the provisions of the Hazard Communication Standards in WAC 296-62 Part C. Any employee that may use or be exposed to such hazardous material must receive training and indoctrination to the Material Safety Data Sheet (MSDS) for that hazardous material. All containers

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must be properly labeled. Hazardous Materials are only to be stored in areas designated by Modern Siding, LLC. **ANY SPILL OR ACCIDENTAL**

**RELEASE OF ANY CHEMICAL MUST BE REPORTED TO MODERN SIDING, LLC. IMMEDIATELY.**

**HIV (AIDS), HBV (HEPATITIS), BLOOD BORNE PATHOGENS**

Contact with blood or other body fluids when coming to the aid of an injured worker, or during the act of clean up, handling or disposing of contaminated materials can be hazardous. Contact your supervisor immediately if any contact is made. Take precautions to prevent contact, and wash all skin as soon as possible after any contact.

**FOLLOW JOB SAFETY RULES.**

**Modern Siding, LLC.** reserves the right to remove from the project, any worker that fails to comply with the *Project Safety Rules*. Workers are to report any *unsafe conditions* or *unsafe acts* immediately to their supervisor.

☞ **Section 5, Appendix C, contains a copy of Modern Siding, LLC. PROJECT SAFETY RULES for reproducing as needed for each project and to provide copies to new employees.**

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# Accident Investigation

**Accidents are *caused* - they do not occur without reason. There are two reasons accidents happen: either workplace conditions are unsafe or workplace actions are unsafe. We can prevent accidents, only when we correctly study the cause.**

## ***Unsafe Conditions***

- Lack of proper Personal Protective Equipment
- Unguarded tools or equipment
- Defective tools or equipment
- Improper layout of work areas or storage areas
- Poor housekeeping
- Inadequate lighting, ventilation or noise control
- Unnecessary exposure to hazardous substances
- Temperature or humidity extremes
- Lack of safety or emergency supplies
- Absence of safety awareness

## ***Unsafe Actions***

- Removing safety devices
  - Not wearing Personal Protective Equipment
  - Using the wrong tool, appliance or equipment
  - Using defective tools, appliances or equipment
  - Using tools or equipment without authorization
  - Disregard for proper work procedures
  - Failure to remove or report a hazard
  - Inattention while working
- 
- Working at an unsafe speed (examples: running, or throwing objects)

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- Failure to comply with supervisor's instructions and/or training

Hazards must be defined as either a Safety hazard or a Health hazard.

In addition to finding the cause for a specific accident, the *Accident Investigation Report* will be used along with other accident reports to analyze trends or problem areas in the *Accident Prevention Plan*. These important reports may be used to develop new safety rules, develop new safety training programs or make equipment or procedure changes.

## ***Safety Hazards***

Safety Hazards lead to injury from sudden and unplanned events such as amputation caused by unguarded equipment or electrocution caused by damaged electrical equipment. A worker suddenly overcome by vapors from chemical exposure can also be considered a Safety Hazard.

Remember: Safety Hazards create injuries from a sudden and unplanned event.

## ***Health Hazards***

Health Hazards cause illness. Long or short-term exposures to noise can cause hearing loss and is considered a Health Hazard. Respiratory conditions, skin conditions, cancer, birth defects and sight impairment, are examples of illnesses to be considered Health Hazards when they are related to exposure to chemicals or conditions in the work place.

Back or other muscle injuries that develop over a period may be considered illnesses.

Correct determination as to whether the injury was a result of a Safety or Health Hazard, may only be determined through your correct documentation and thorough investigation.



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## ***Accident Investigations***

### *Investigate for Cause.*

If the true cause can be determined, then we may make the appropriate changes to prevent similar accidents from occurring in the future.

### *Investigate for Consequences.*

There will be questions that need to be answered for purposes of insurance, productivity, compensation and litigation. The accuracy of the investigation will be vital for all the above reasons.

The completion of insurance forms or other “Accident Report Forms” do not substitute for an investigation that contains all the known facts contained in a supervisor's *Accident Investigation Report*.

## ***Accident Report***

The following basic information will need to be included in your report:

1. Who was injured?
2. How serious *is* the injury, and what *is* the nature of the injury?
3. When, during the work process, did the accident occur?
4. Where did the injury and/or accident take place?
5. What caused the accident and or injury?
6. Which specific machines, tools or equipment were involved?

The supervisor, the injured worker and witnesses are the key people in the development of the *Accident Investigation Report*.

Here are a few important questions to ask each of these people.

(If you are the supervisor, then ask yourself and put your answers in your report.)

- Where was the injured person when the accident occurred? Is this location their normal assigned work area or were they outside their normal assigned area?

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- ☑ At what time did the incident occur, and how long had the worker been there before the incident?
- ☑ What was the injured worker doing prior to and at the time the accident occurred? Is this something the worker has done in the recent past and was it being done in a typical way?
- ☑ Were there any tools, equipment or materials involved in the accident? Were these tools, equipment or materials being used in a normal, correct way? Were the tools, equipment or material in good condition?
- ☑ Were appropriate procedures being followed? Were the instructions for safety documented to show that the employee knew the correct procedures?
- ☑ What were the work site conditions at the time? Was weather or other conditions adverse to safety? Were unsafe conditions noticeable?
- ☑ What actions by the worker or others might have prevented this accident?

Be certain to include all relevant actions or events that followed the accident. Each person involved, as witness, supervisor or injured worker, may have a different view as to what happened.

Each accident may have more questions that need to be answered as the investigation continues.

The goal for the supervisor is to identify conditions and actions that need to be changed.

👉 **Tip:** *Read your final report. Do you have more information in your report about what happened after the accident than before the accident? If this is the case, then you need to continue your investigation and document more of the events leading up to the accident.*

👉 Section 5, Appendix D, Part 1a & b contains **SUPERVISOR'S WORKSHEET ACCIDENT INVESTIGATION QUESTIONS** to assist in gathering answers to questions for the Accident Investigation Report.

👉 Section 5, Appendix D, Part 2 contains your **ACCIDENT INVESTIGATION REPORT** form to be used for all injury related accidents.

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# Corrective Action Program

**Even the best of safety programs with the strongest commitment to accident prevention will be ineffective without an enforcement policy.**

Compliance to safety rules will deteriorate to the lowest level of enforcement.

Employee misconduct is not to be taken lightly. Modern Siding, LLC is responsible for the actions of their employees. Our Corrective Action policy must be applied in a firm, fair and consistent manner. Modern Siding, LLC retains the right to immediately terminate the employment of any employee for any violation of our **Safety & Health Program** that could result in serious injury to the employee or others.

The following is our 3-step program for Corrective Action:

## **Step ONE**

When the supervisor first observes an *Unsafe Act* or actions that lead to an *Unsafe Condition*, the supervisor will first instruct the worker and correct the problem immediately. This is the first step to assure that the worker understood previous training or instructions. These training or retraining sessions should be documented in the supervisors project diary.

## **Step TWO**

When it is noted that the same worker is again disregarding instructions regarding safety, the supervisor must advise the employee of the serious nature of the worker's actions, and disciplinary action will be used if the worker demonstrates further disregard for safety. The supervisor should document this event in writing and provide a copy of this documentation to the employee.

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## ***Step THREE***

This is the most difficult of all the steps to implement. However, for the safety of the worker, coworkers and the financial well being of Modern Siding, LLC, it is often the only course of action left. Modern Siding, LLC will be the consequence for repeated employee misconduct.

- ★ **Employee will be terminated from employment indefinitely.**

## ***Supervisor Alert***

You are the supervisor on site and have the authority to take Corrective Action to prevent *unsafe acts* or *unsafe conditions*. You must always be aware of your responsibilities to safety.

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# Project Safety Audit

You can only influence the safety of your project and those you supervise if you are aware of the conditions that affect safety.

All Modern Siding, LLC. supervisors will conduct regular audits for safety, maintain focus on safety as they tour the project and promote safety with those they supervise.

## *Supervisor's Project Safety Audit*

The following checklist is only a start to conducting an audit that fits each project site and those supervised. Supervisors should add topics to this list as they find them.

Consider both *Unsafe Conditions* and *Unsafe Acts* as the audit is conducted:

- |   |   |
|---|---|
| <input type="checkbox"/> Housekeeping                     | <input type="checkbox"/> Crew Lunch/ Change Areas     |
| <input type="checkbox"/> Electrical Installations         | <input type="checkbox"/> Bulletin Boards and Posters  |
| <input type="checkbox"/> Chemical Use and Storage         | <input type="checkbox"/> Emergency Numbers Posted     |
| <input type="checkbox"/> Back Safety                      | <input type="checkbox"/> Walking and Working Surfaces |
| <input type="checkbox"/> Handling and Storage of Material | <input type="checkbox"/> Trenches and Excavations     |
| <input type="checkbox"/> Hand Tools                       | <input type="checkbox"/> First Aid and Sanitation     |
| <input type="checkbox"/> Power Tools                      |   |
| <input type="checkbox"/> Cut Off Saws                     |   |
| <input type="checkbox"/> Welding and Cutting              |   |
| <input type="checkbox"/> Power Actuated Tools             |   |
| <input type="checkbox"/> Fall Protection                  |   |
| <input type="checkbox"/> Fire Protection                  |   |
| <input type="checkbox"/> Vehicles                         |   |
| <input type="checkbox"/> Aerial Lifts                     |   |
| <input type="checkbox"/> Ladders                          |   |
| <input type="checkbox"/> Scaffolds                        |   |
| <input type="checkbox"/> Personal Protective Equipment    |   |
| 1. Eye Protection   |   |
| 2. Head Protection  |   |
| 3. Respiratory Protection                                 |   |
| 4. Hand, Feet and Body Protection                         |   |
| 5. Face Protection  |   |
| 6. Hearing Protection                                     |   |

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*Special Precautions*

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

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

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

 Section 5, Appendix E; part 1, contains a copy of this *SUPERVISOR'S PROJECT SAFETY AUDIT* Check List.

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## ***Weekly Tool Box Meetings***

*Weekly Tool Box Meetings* are a great opportunity to listen and respond to the employees' safety and health concerns. *Weekly Tool Box Meetings* will also be used to provide training on the safety and health topics that will be current in the work the following weeks.

- ☑ Attendance is mandatory for all employees on site.
- ☑ The meetings must be announced in advance.
- ☑ Participation in the meetings must be encouraged.
- ☑ Review the weekly *Walk Around Audit* conducted since the last weekly meeting.
- ☑ Review any Labor & Industry visits or citations.
- ☑ Review any accidents or close calls since the last weekly meeting to help correct any unsafe acts or conditions.
- ☑ Document all topics discussed and training provided at the *Weekly Tool Box Meetings* in your *Weekly Project Safety Audit Report*.
- ☑ Document the attendance and keep copies of all weekly meetings at the project.

## ***Weekly Walk Around Safety Audit***

*Weekly Project Safety Audits* are not only an excellent safety practice, but are also a part of the codes we must adhere to during the course of a project. The required audit, called a "Weekly Walk Around" helps to identify Unsafe Acts or Unsafe Conditions.

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Here is a recap of the requirements:

- ☑ Every employer *shall* conduct *Weekly Walk Around* safety inspections.
- ☑ At the beginning of each job, and at least weekly thereafter a *Weekly Walk Around* safety inspection shall be conducted jointly by one member of management and one employee elected by the employees, as their authorized representative.
- ☑ The employer shall document the *Weekly Walk Around* safety inspections, jointly with the *Weekly Tool Box Meeting*, and such documentation shall be available for inspection at the job site. The *Weekly Walk Around* and *Weekly Tool Box Meeting* is documented on a single report called the *Weekly Project Safety Audit Report*.
- ☑ The records of all *Weekly Project Safety Audit Reports* are to be maintained until the completion of the project.

**Suggestion:** During the *Weekly Tool Box Meeting* have those attending select a representative for the *Weekly Walk Around* inspection. Immediately following the *Tool Box Meeting* conduct the *Weekly Walk Around*. Document the audit and keep this record as your **WEEKLY PROJECT SAFETY AUDIT REPORT**. Remember to document those things you find to be in good order also. If housekeeping is Good, then say so on your *Weekly Walk Around*.

☞ Section 5, Appendix E; part 2 contains your **WEEKLY PROJECT SAFETY AUDIT REPORT** form to document the required *Weekly Tool Box Meetings* and the *Weekly Walk Around Audit*.

☞ Section 5, Appendix E; Part 3 contains your **WEEKLY PROJECT ACCIDENT/INCIDENT REPORT** form to document any accidents or incidents for evaluation at the *Weekly Tool Box Meetings*.



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# First Aid and Sanitation

## *First Aid*

All employees must be given quick and effective First Aid in the event of an on-the-job injury.

Modern Siding, LLC. will, at all times, provide a First Aid Trained Person or persons at or near those places where our employees are working.

All crew leaders, supervisors and/or any person in direct charge of a crew will have a valid First Aid Card. (A crew is a minimum of one person in charge and one other worker).

Modern Siding, LLC. ***encourages everyone to be trained in First Aid. It is not just for work!***

## *First Aid Kits*

First Aid supplies, appropriate for the types of injuries that could occur, will be at every work site and during all shifts.

- ☑ The size and quantity of First Aid Kits will be determined by the number of personnel normally dependent upon each kit.
- ☑ First Aid Stations or First Aid Rooms may be required, depending on the number of personnel dependent on First Aid at a project or site.
- ☑ Inspections during regular safety audits will ensure that First Aid Kits and the required contents are maintained in serviceable condition.
- ☑ First Aid Kits must be maintained in a waterproof container and the supplies are to be individually wrapped, to keep them dry and sterile until use.
- ☑ If employees are exposed to injurious chemicals or materials, Modern Siding, LLC. will provide facilities for quick drenching or flushing of the eyes or skin.

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- ☑ Protection for First Aid personnel is essential. An ample supply of gloves, CPR masks and other shields and supplies for their protection from infectious diseases will be provided.

Note: For additional requirements for First Aid, see WAC 296-155 Part B-1.

- ☞ Section 5, Appendix F contains your *PROJECT EMERGENCY ACTION PLAN* form to be completed and posted at each project.

## ***Sanitation***

Sanitation facilities will be provided by Modern Siding, LLC at all sites, unless specifically designated the responsibility of our subcontractors. All construction projects require that certain basic facilities be provided for Sanitation. These facilities are always to be located as close as practical to the work force. Here is a brief recap of those requirements:

- ☑ A sufficient supply of clean water for drinking, with a sufficient supply of drinking cups provided and maintained in a clean condition. A receptacle for the used drinking cups must also be provided.
- ☑ Wash water in sufficient supply and of the proper temperature is to be provided. Hand soap and towels are to be provided along with a receptacle for the used towels. The area is to be maintained hazard free (no slipping hazards or unsanitary conditions).
- ☑ Toilets are to be provided in sufficient numbers for the crew size. Where there are twenty or more employees consisting of both men and women, individual facilities shall be provided for both men and women. Toilets are to be maintained clean and sanitary. All doors shall be lockable from the inside. Toilet tissue is to be provided in a sufficient supply and dispensed from a tissue holder.

- ☑ For each of the above, the following requirements apply:

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1. On multi-story structures, facilities shall be furnished on at least every third floor.
2. At all sites, facilities shall be located within 200 feet horizontally of all employees.

All lunchrooms, washrooms and rest rooms shall be kept in a clean and sanitary condition. Garbage cans in lunchrooms and rest rooms shall be equipped with fitted covers and the contents disposed daily.

↳ **Note:** *These requirements do not apply to mobile crews or to normally unattended work locations, as long as employees have transportation immediately available to them, which can take them to facilities meeting the listed requirements.*

Note: For additional requirements for Sanitation, see WAC 296-155 Part B-1.

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## Section 2

# Project Safety

Modern Siding, LLC. emphasizes certain safety practices as most important for reducing accidents and injuries. As part of our effort to eliminate workplace hazards, this section is used in conjunction with the Washington Administrative Code, Chapter 155, Safety Standards for Construction Work.

### Section 2 Contents

- Ladder Safety
- Scaffold Safety
- Aerial Platforms
- Forklifts
- Fall Protection
- Electrical Safety
- Tool Safety
- Trenching and Excavations
- Signs Signals & Barricades
- Fire Prevention & Protection
- Welding and Burning

**Objective:**

To provide safety information on a select group of topics which are most appropriate for Modern Siding, LLC. projects.

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# Ladder Safety

## ***Hazards that lead to ACCIDENTS!***

Accidents related to ladders are a major cause of injury and death in the construction industry. If we can recognize the hazards, we can take action to prevent these tragedies.

The following are some of the primary reasons accidents occur while using a ladder:

- ☑ Ladders are not held, tied off or otherwise secured from slipping, kicking out or failing.
- ☑ Slippery surfaces and bad weather cause poor footing on rungs or steps.
- ☑ Workers take unsafe positions on ladders, such as leaning out too far.
- ☑ The ladder is placed on poor footing or at improper angles, which causes the ladder to slide.
- ☑ The ladder has defects or is broken from improper storage, use or handling.
- ☑ Near electrical lines, ladders are improperly handled or improperly positioned.

## ***Select the right Ladder***

A Ladder's purpose is so obvious that few people bother to take the time to learn the safe methods for climbing and using this simple tool.

### ❖ **Basic Tips for Workers**

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- Select the right ladders for the job.
- Use a ladder for the purpose it was designed.
- Read and follow the safety instructions and warnings on the ladder.
- Promptly remove any defective ladder from service.

## ***Inspect your Ladders!***

**Each time a worker uses a ladder, they must be sure to inspect for damage or defects.**

- Are steps and side rails secure and tight fitting?
- Is hardware and fittings securely attached?
- Do the movable parts move freely without binding or having excess play?
- Are safety feet installed and working correctly?
- If the hoist ropes are frayed or missing, you must replace them!

## ***Install it Correctly!***

### **❖ Extension Ladders**

- Place ladder only on firm footings keeping the rungs level.
- Keep the proper angle using the 4 to 1 rule. (Ladder set back one foot for each four foot of vertical)
  
- Install your ladder with at least 3 feet extending above the landing at the top of the ladder, when the ladder is used as an access to any upper levels.
- The top of the ladder must be TIED OFF, and the bottom of the ladder secured.

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## ❖ Step Ladders

- ☑ Use ladders of a proper height. The top cap, top step or the pail shelf, are not to be used for standing.
- ☑ Step Ladders are only to be used in the fully opened position with the spreaders locked in place.
- ☑ Avoid high traffic areas such as doorway, hallways or driveways, unless precautions are taken.
- ☑ Know the rated capacity of your ladders to prevent damage and failure.
- ☑ Always face the ladder when ascending or descending, and keep your hands free for climbing.
- ☑ Inspect step ladders frequently and do maintenance as necessary.

### ***Climbing it Right!***

- ☑ Always maintain a 3-point contact when climbing; two hands and one foot, or both feet and one hand.
- ☑ Never carry anything in your hands while climbing.
- ☑ Always face the ladder when climbing or working from a ladder.

### ***Special Ladder Considerations!***

## ❖ Wooden Ladders

- ☑ Never paint a wooden Ladder. Paint hides signs of deterioration and may accelerate rotting by trapping moisture in the wood. Treat the ladder with a clear, non-toxic wood preservative or coat with a clear varnish.

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- ☑ Inspect frequently for splits, shakes or cracks on rails and rungs, also check for warping or loosening of rungs, loosening of metal hardware and deformation of metal parts.

## ❖ **Aluminum Ladders**

- ☑ Treat aluminum ladders with care; they are more liable to damage than wooden ladders.
- ☑ Never use an aluminum ladder where electrical contact is possible.
- ☑ Check all parts of the ladder for dents, bends and loose rungs. Any defect to this ladder must be repaired by a Competent Person or be destroyed. For this reason, it is very important for us to treat our aluminum ladders with care.

## ❖ **Fiber Glass Ladders**

- ☑ Fiberglass-reinforced plastic side rails do not conduct electricity well and are resistant to corrosion but heat-sensitive. They must not be exposed to temperatures above 200 degrees.
- ☑ Inspect before each use for cracks and “blooming.” (Tufts of exposed fiberglass where the mat has worn off).

Note: For additional requirements for Ladder Safe, see WAC 296-155 Part J.



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# Scaffold Safety

A Scaffold is any temporary elevated platform, and its supporting structure, used for supporting workers, or materials or both.

## ***Competent Person/Supervisor***

“*Competent Person*” is a title many do not recognize, yet it applies to anyone that is knowledgeable, can recognize the hazards and has the authority to correct any unsafe conditions, or stop any work until conditions are made safe.

If you are knowledgeable through experience or training in the assembly, use, maintenance and disassembly of the type of scaffold being used, then you have met the first requirement.

By reviewing the WAC 296-155 Part J-1 and familiarizing yourself with the specific codes that apply to the type of scaffold you are using, you may be adding to your knowledge with the ability to recognize the hazards.

As a supervisor, you should already be provided with the authorization to control the work, and the safety of those you supervise. Exercise this authority whenever an Unsafe Condition exists or and Unsafe Act is committed.

Your experience and knowledge is now needed to provide training to those you supervise that will be using the Scaffolds. Be certain to document this training.

## ***Selection/Scaffold Types***

The first error that can be made in using a Scaffold system is to use the wrong type of Scaffold for the location or the work to be done.

Approximately thirty different types of Scaffolds are covered by specific sets of safety codes in the regulations. While some of these types of Scaffolds are seldom seen in the workplace, many new types of Scaffold systems are being introduced which are not listed in the regulations.

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For manufactured Scaffold systems, always keep on site a copy of the manufacturer's procedures for assembly, use and safety.

- ☑ The Scaffold must fit the location, allowing complete assembly and following all safety and manufacturer's instructions.
- ☑ The Scaffold must be capable of supporting the loads expected to be applied to the platform.
- ☑ Workers must be able to access and work from the platform safely.
- ☑ A system must be provided to safely raise materials or tools to the platform.
- ☑ Protection from overhead hazards must be provided to the workers on the scaffold.
- ☑ Workers below must be protected from overhead hazards.

## ***Basic Scaffold Safe***

The following are a few basic safety Instructions that apply to Scaffolds commonly found in your work place. These basic instructions should not be substituted for the regulations that apply to your specific Scaffold type or the manufacturer's rules for their Scaffolds.

The following are listed for the purpose of discussion and training in Hazard Recognition:

- ☑ Guardrails, mid-rails and toe-boards shall be installed on all open sides of Scaffolds. For manufactured Scaffold systems, guardrails, mid-rails and toe-boards should be constructed from components furnished by the manufacturer.
- ☑ Scaffold planks must be scaffold grade, or the equivalent.
- ☑ Scaffold planks shall be cleated or secured and must extend over the end supports by at least 6 inches but not more than 12 inches.

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- ☑ All Scaffolds should be fully planked and constructed with a safety factor of four (4) times the maximum intended load.
- ☑ All Scaffold members shall be visually inspected before each use. Damaged scaffold members must be removed from service or repaired immediately.
- ☑ Access ladders are required. Climbing the end frames is prohibited unless the design incorporates an approved ladder.
- ☑ Adequate mudsills or other ridged footing, capable of supporting the maximum intended load, shall be provided
- ☑ Scaffolds shall be secured to the building or structure at intervals not to exceed 30 feet horizontally and 26 feet vertically.
- ☑ Scaffolds shall not be overloaded. Materials should be brought up only as needed. Excess materials and scrap shall be removed from the Scaffold immediately.
- ☑ Cement Blocks, bricks, boxes and similar unstable objects cannot be used as work platforms or to support Scaffolds.
- ☑ Where persons are required to work under a Scaffold, a screen of 18 gauge, ½-inch wire mesh or equivalent protection is required between the toe-board and the guardrail.
- ☑ Overhead protection is required if employees working on Scaffolds are exposed to overhead hazards.
- ☑ The height of freestanding Scaffold towers shall not exceed 4 times the minimum base dimension.

## ❖ **Rolling Scaffolds**

- ☑ No one is allowed to ride rolling Scaffolds. Rolling Scaffolds shall only be used on level surfaces.

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- ☑ The height of Rolling Scaffolds shall not exceed four times the minimum base dimension.
- ☑ The work platform should be planked tight for the full width of the Scaffold. Cleat or secure the underside of planks to prevent their movement.
- ☑ Caster brakes must be locked when the Rolling Scaffold is being used or is not in motion.
- ☑ Obtain assistance when moving Rolling Scaffolds. Make certain that the route is clear. Watch for holes and overhead obstructions.
- ☑ Secure or remove all loose materials and equipment before moving Rolling Scaffolds.

Note: For additional requirements for Scaffold Safety, see WAC 296-155, Part J-1.

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# Aerial Platforms

There are three basic types of Aerial Platforms, each with its own unique features for operation and safety. It is your responsibility to choose the correct Aerial Platform for the task and to train the operator in the operation and safety of that Aerial Platform.

## *Types of Aerial Platforms*

1. Manual Vertical Aerial Platform
2. Powered Vertical Aerial Platform
3. Boom Supported Aerial Platform

## *Safe Operations*

For the Safe Operation of these machines, all operators must be *trained, qualified and authorized* as an operator.

- ☑ **Trained:** Understands the written instructions provided by the manufacturer.
- ☑ **Qualified:** Received training, including actual operation of the Aerial Platform.
- ☑ **Authorized:** Has supervisory permission to operate the Aerial Platform.

## *Know the Rules*

Be certain that all operators Know the rules that apply to the safe operation of Aerial Platforms.

Emphasize the following:

- ☑ Check the work area for hazards that might cause a tip over. Look above, below and all around.

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- ☑ Maintain specified distances from electric power lines and electrical equipment.
- ☑ Keep everyone clear of a working platform. Never allow anyone to stand or pass under a raised platform. Make certain everyone is clear of the machine before you begin to lower the platform.
- ☑ Wear approved Personal Fall Protection Equipment and use only the anchor point provided by the manufacturer for this purpose.
- ☑ Never modify or remove any part of the equipment unless authorized by the manufacturer.
- ☑ If any machine is to be unattended, lower the platform, shut off the engine, engage the parking brake and take necessary steps to prevent the unauthorized use in accordance with the manufacturer's instructions.

## ***Personal Protection***

Personal Protective Equipment may be required for the safe operation of the Aerial Platform or to meet job conditions.

Be prepared, or take the time to provide the Personal Protection needed:

- ☑ Approved Fall Protection Equipment (used with the specified anchorage point).
- ☑ Hard Hat
- ☑ Work Shoes or Boots
- ☑ Eye Protection
- ☑ Hearing Protection
- ☑ Wet Weather Gear
- ☑ Respiratory Protection
- ☑ Appropriate Work Gloves

👉 **Note:** *Workers should not be allowed to operate this equipment with loose clothing or any accessories, including jewelry that could catch on moving parts.*

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## ***Protective Devices***

Keep all Protective and safety devices in place and in proper working order. Make certain all guards, railings, covers and safety signs are installed on the Aerial Platform as required by the manufacturer.

Work Platforms may be equipped with:

- Chain, gate or bar closures
- Safety Bars
- Stabilizers or outriggers
- Extending Axles
- Turntable Lock
- Emergency Controls
- Interlock Devices
- Continuously Activated Control
- Ground Controls
- Control Lever Locks
- Audible and or Visual Alarm

## ***Inspect the Equipment***

Operators must Inspect each Aerial Platform before they use the platform. Operators cannot operate any Aerial Platform that has not passed the manufacturer's Inspection check list.

Keep all machines in good operational condition.

- Check for missing, damaged or unreadable safety signs, warnings or operational directions.
- Inspect for broken, missing, damaged or loose parts.
- Check pivot pins for damaged or missing retaining devices.

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- ☑ Inspect tires for cuts, bulges and pressure as specified by the manufacturer.
- ☑ Perform all the maintenance procedures outlined by the manufacturer.
- ☑ Look for cracked welds and other evidence of structural damage.
- ☑ Look for evidence of hydraulic system leaks or damage.
- ☑ Check outriggers, stabilizers and extending axles, if so equipped.
- ☑ Check upper and lower control stations including auxiliary/emergency controls.
- ☑ Inspect the platform, guardrails and gates for damage.

## ***Fueling***

Use caution when Fueling this equipment! Be certain to follow all the manufacturer's instructions for safe Fueling.

### ❖ **General Fueling Safety**

- ☑ Never Fuel this equipment with the engine running.
- ☑ Lower the platform and place in the stowed position.
- ☑ Never Fuel in an area where there are sparks, open flame or other sources of ignition.

### ❖ **Liquid Fuels**

- ☑ Use bonding devices to prevent any sparks when using Liquid Fuels.
- ☑ Never over fill a tank and always replace the fuel cap.
- ☑ Never fuel around any open flame or sparks.

### ❖ **LPG Liquid Petroleum Gas**



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- ☑ Close the valve on the tank when the aerial platform will be idle for any period of time.
- ☑ Only trained and authorized persons are to perform any filling operation of LPG tanks.
- ☑ Park LPG powered equipment outside when this equipment is not in use, or remove the LPG tanks and store them outside.
- ☑ Never use a damaged LPG tank and never mount a tank when the mounting hardware is damaged.

## ❖ **Batteries**

Charge Batteries only in well-ventilated areas.

- ☑ Wear appropriate protective gear when working around Batteries.
- ☑ Lead-acid Batteries produce flammable and explosive gases. Never allow smoking, flames or sparks around Batteries.
- ☑ Follow the manufactures instructions and procedures for refueling or charging Batteries.

**WARNING: Exhaust fumes can disrupt clear thinking, be responsible for muscle and back injury and they can kill.**

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## ***Operating Practices***

- ☑ If there is more than one person on the platform, only the designated Operator should operate the controls.
- ☑ Operate the controls smoothly.
- ☑ Never jam operational controls from one position to another.
- ☑ Avoid sudden stops, starts, turns or changes in direction.
- ☑ Never play games with an Aerial Platform.
- ☑ Never attempt to work the controls except from the Operators control station.
- ☑ Never override any hydraulic, mechanical or electrical safety device.
- ☑ Never leave the work platform without first lowering it to the ground, unless elevated entrance and exit is approved by the manufacturer, and placing the controls in neutral.
- ☑ Always keep all parts of the body inside the platform railings when driving or positioning the platform.
- ☑ Do not use "high" speed in confined areas.
- ☑ Never attempt to free a machine that has become entangled with any adjacent structure or equipment by using the platform controls. Call for assistance.
- ☑ Keep the platform floor clean and free of trip hazards
- ☑ Keep both feet on the platform floor.

Note: For additional requirements for Aerial Platforms, see WAC 296-155, Part J.

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# Forklifts

## ***Qualified Operator Training***

Modern Siding, LLC. will permit only Qualified Operators to operate Powered Industrial Trucks (Forklifts).

All Qualified Operators will have demonstrated their qualifications by completing training and evaluation by a Qualified Instructor.

### ❖ **Training will consist of:**

- ☑ Instruction provided by the Qualified Instructor;
- ☑ Practical demonstrations performed by the trainer;
- ☑ Practical demonstrations performed by the trainee;
- ☑ An evaluation of the Operators performance in the workplace.

### ❖ **The content of the instruction**

#### **Truck-related topics**

- ☑ Operating instructions, warnings and precautions for the types of trucks the Operator will be authorized to operate
- ☑ Differences between the truck and the automobile
- ☑ Truck controls and instrumentation: Where they are located, what they do and how they work
- ☑ Engine or motor operation
- ☑ Steering and maneuvering
- ☑ Visibility (including restrictions due to loading)
- ☑ Fork and attachment adaptation, operation and use limitations

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- Vehicle capacity
- Vehicle stability
- Any vehicle inspection and maintenance that the operator will be required to perform
- Refueling and/or charging and recharging of batteries
- Operating limitations
- Any other operating instructions, warnings or precautions listed in the Operator's Manual for the types of vehicle that the employee is being trained to operate

### ❖ **Workplace-related topics**

- Surface conditions where the vehicle will be operated
- Composition of loads to be carried and load stability
- Load manipulation, stacking and un-stacking
- Pedestrian traffic in areas where the vehicle will be operated
- Narrow aisles and other restricted places where the vehicle will be operated
- Hazardous (classified) locations where the vehicle will be operated
- Ramps and other sloped surfaces that could affect the vehicle's stability
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

### ❖ **Refresher Training and Evaluation**

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- ☑ Refresher Training, including an evaluation of the effectiveness of that training, must be conducted at least every three years.

## ***Record Keeping***

Modern Siding, LLC. will maintain Records showing that each operator has been trained and evaluated as required by this section. These Records will include the name of the operator, the date of the training, the date(s) of the evaluation and the name of the person(s) giving the training or evaluation.

- ☞ Section 5, Appendix G, contains the ***FORKLIFT TRAINING RECORD***, to be maintained by Modern Siding, LLC. as a record of training and evaluation for the safe operation of forklifts.

## ***Safe Industrial Truck Operation***

### **❖ Operation of the truck**

- ☑ A powered Industrial Truck found to be in need of repair, defective or in any way unsafe, will be taken out of service until it has been restored to safe operating condition.
- ☑ Fuel tanks will not be filled while the engine is running. Spillage must be avoided.
- ☑ Spillage of oil or fuel must be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- ☑ Powered Industrial Trucks must not be operated with a leak in the fuel system.
- ☑ Open flames must not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.
- ☑ Powered Industrial Trucks must not be driven up to anyone in front of a bench or any other fixed object.

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- ☑ Employees are not allowed under the elevated portion of any powered Industrial Truck, whether loaded or empty.
- ☑ Employees are not allowed to ride on powered industrial trucks unless a safe place to ride is provided.
- ☑ The employee must not have any body part placed between the uprights of the mast or outside the running lines of the Truck.
- ☑ When leaving a powered Industrial Truck unattended: load engaging means must be fully lowered, controls must be neutralized, power must be shut off and brakes set. Wheels must be blocked if the Truck is parked on an incline.
  1. A powered Industrial Truck is unattended when the operator is 25 feet or more away from the vehicle, which remains in view, or whenever the operator leaves the vehicle and it is not in view.
  2. When the operator of a powered Industrial Truck is dismounted and within 25 feet of the truck, still in view, the load engaging means must be fully lowered, controls neutralized and the brakes set to prevent movement.
  3. A safe distance must be maintained from the edge of ramps, platforms while on any elevated dock, or platform.

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# Fall Protection

There is a high probability of serious injury or death from a free-fall from any height.

## ***Competent Person Supervisor***

**“Competent Person”** is a title that can apply to anyone that is knowledgeable, can recognize the hazards and has the authority to correct any unsafe conditions or stop any work until conditions are made safe.

The Fall Protection Competent Person must be able to answer the following questions with a firm YES!

1. Are you knowledgeable and capable of identifying existing and potential fall hazards?
2. Are you knowledgeable of all the Fall Protection equipment to be used, including the manufacturer’s recommendations and instructions for proper use, inspection and maintenance?
3. Are you familiar with the WAC Chapter 155, Part C-1?
4. Can you identify anchorage points for Fall Protection equipment that will meet the minimum strength requirements for Fall Protection?
5. Do you have the authority to instruct workers and supervise the work to be performed while using Fall Protection in the form of fall restraint, fall arrest or positioning systems?

If you have answered these questions with a firm YES, then you have also met the minimum requirements for developing the required *Fall Protection Work Plan*.

☞ Section 5, Appendix H, Part 1, contains a ***FALL PROTECTION COMPETENT PERSON AUTHORIZATION*** form to be completed by and maintained by the Modern Siding, LLC. Project Management Representative.

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## ***Fall Protection Work Plan***

The *Written Fall Protection Work Plan* is a written planning document to be developed by a Competent Person for each fall hazard in the work place that is 10-feet or greater in height. The following is a list of what the *Written Fall Protection Work Plan* must contain:

- ☑ Identifies the work site, the employer and the Competent Person;
- ☑ Identifies all fall hazards;
- ☑ Describes the method of protection to be provided for each fall hazard;
- ☑ Describes the correct procedures for assembly, maintenance, inspection and disassembly of the system(s) used;
- ☑ Describes correct procedures for handling storage and securing tools and material;
- ☑ Describes the methods for providing overhead protection for workers;
- ☑ Describes a method for prompt and safe removal of an injured worker.

In addition to completing the *Written Fall Protection Work Plan*, all workers must be trained on the content of the plan and a copy must be kept at the job site for inspection.

- ☞ Section 5, Appendix H, Part 2a, 2b & Part 3 contains the *WRITTEN FALL PROTECTION WORK PLAN* and the *FALL PROTECTION EMERGENCY ACTION PLAN* to be completed by the authorized *Competent Person*. A copy of these plans will be made available at all times at the work site and used for the training of all workers covered by the work to be performed at the site identified in the plan.



## Common Fall Hazards

While not all of the Fall Hazards listed here require a **Written Fall Protection Work Plan**, they are **FALL HAZARDS**.

- Open sided floors 4-feet, or more, above adjacent ground or floor.
- Open sided ramp 4-feet, or more, above adjacent ground or floor.
- Wall opening(s) 4-feet, or more, above the adjacent ground or floor; with the bottom of the opening less than 3-feet above the working surface.
- A swing fall, when using fall arrest equipment, when the worker's arc of fall causes impact with a wall or object.
- Falls onto dangerous equipment or impalement hazards.
- Exposure to a fall distance of 10-feet or greater from any work location not covered by any other provisions of the Washington Administrative Code.
- Working from a ladder with a fall distance of 25-feet or greater to the adjacent floor or ground elevation, when the use of both hands is required to perform the job duties.
- Working from a ladder with a fall distance of 25-feet or greater when using eye protection, respirators or pressure equipment.
- Failure of any worker to:
  - Observe prescribed safety precautions;
  - Follow the **Written Fall Protection Work Plan**;
  - Observe warning lines, or barricades;
  - Report, correct or identify any unsafe condition that is creating a fall hazard.

## ***Basic Fall Protection***

### **Fall Restraint**

### **Fall Arrest**

### **Positioning Systems**

#### **❖ Fall Restraint**

##### **METHODS OF FALL RESTRAINT**

- Standard Guardrails
- Safety Harness with securely rigged restraint lines
- Warning line system
- Warning line system with a monitor
- Temporary Floor hole covers

#### **❖ Fall Arrest**

##### **METHODS OF FALL ARREST**

- Safety Harness, with securely rigged life lines
- Catch Platforms
- Safety Nets

#### **❖ Positioning Systems**

##### **METHODS OF POSITIONING SYSTEMS**

Safety Harness: with positioning hardware that limits a fall to less than 2-feet, and allows hands free activity by the worker while on a vertical work surface.

## ***Fall Protection Training***

Supervisory duties in Fall Protection include the Training of all workers that need to be protected from fall hazards.

The following list provides basic guidelines for Training that should be given during *NEW Employee Orientation Weekly Tool Box Meetings* and when implementing any *Written Fall Protection Work Plan*. Be certain to document this important Training.

- ☑ The nature of fall hazards in the work place.
- ☑ Prescribed Fall Protection measures.
- ☑ Guarding guidelines.
- ☑ Fall Protection equipment and systems, use and limitations.
- ☑ Proper methods for tying-off and determining anchor points.
- ☑ How to determine fall distance.
- ☑ Proper care and storage of Personal Fall Protection Equipment.
- ☑ How to inspect and determine when equipment is fit for service.
- ☑ Recognition of factors that may reduce the strength of Fall Protection equipment, including:
  - The effects of knots;
  - Dangers from cuts or abrasions or chemical exposure;
  - Effects of angles in horizontal life lines.

☞ Section 5, Appendix H, Part 4 contains the *FALL PROTECTION TRAINING RECORD* to be signed by Employees who have received training, on both the provisions of the *Written Fall Protection Plan* and the proper use of the Fall Protection systems. A copy of the *Fall Protection Training Record* must be kept with the *Written Fall Protection Work Plan*.

# Electrical Safety

## ***Hazards Associated with Electricity***

You may find that many people are not aware of the Hazards created by Low Voltage Electricity, the same voltage that powers your television, stereo, home lighting and most home appliances. The frequency of these fatal accidents is greater than all other High Voltage power sources combined.

### ❖ **Electrical Hazards**

- 60/1000 of an ampere, just enough to light an ordinary Christmas tree light, may kill, if it passes through the chest.
- 20/1000 of an ampere can freeze a worker to an Electrical contact so they cannot let go.
- Burns to a workers eyes or skin can result from Electrical arcing or from electrical fires.
- Falls can occur when a worker is in an elevated location and is suddenly shocked or receives an arcing flash.
- Mechanical injuries can occur when machinery is involved.
- Many lives are lost and millions in property damage occur each year due to faulty wiring or overloading of circuits.

### ❖ **Controlling Electrical Hazards**

↳ **Note:** *It is the policy of Modern Siding, LLC. that all temporary power cords, extension cords, lighting equipment and tools be used in conjunction with a Ground Fault Circuit Interrupter.*

- ☑ **Training:** Training is to be provided to workers regarding the safe use of electricity and how to identify hazards. This training is to be provided at frequent intervals and as a topic at Tool Box Meetings.

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- ☑ **Isolation or Insulation of Conductors:** Use only tools and extension cords that are in good repair. Allow only authorized persons to make any repairs.
  - ☑ **Grounding, GFCI's:** Currently, an Assured Equipment Grounding Program, may be used to inspect cords and tools for a continuous ground path. The best protection however is provided when Ground Fault Circuit Interrupters are used.
  - ☑ **Equipment Inspection:** Workers are always to inspect their electric tools, cords or other appliances before they use them. Lock-up or tag-out any tools not safe for service.
  - ☑ **Lock-Out / Tag-Out Program:** In the event workers are to work around any electrical equipment that cannot be isolated or insulated for the workers safety, a Lock-Out / Tag-Out program must be implemented to protect those workers.
- ☞ **Note:** *employees are not to work around any open electrical panels or equipment with exposed current carrying parts.*

## ***Working with Electricity***

### ❖ **Low Voltage Equipment**

The basic rules for electrical safety are straightforward. Consider that all electrical wires and equipment are live until they are tested and proven otherwise, and **Never** allow anyone to make any repairs or adjustments to any electrical equipment unless they are trained and authorized.

### ❖ **Electrical Panels**

- ☑ All Panels, including temporary panels, must be securely mounted, protected from weather and water, accessible to workers and kept clear of obstructions.
- ☑ Check that fuses or breakers are of the recommended amperage.

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- ☑ Review regulated procedures for tagging and lock-out. Are devices available to comply?

## ❖ **Cords & Plugs**

- ☑ Inspect Plugs, extension and tool Cords for damage, and check for unauthorized repairs or missing ground pin.
- ☑ Improperly installed or broken strain relief fittings can lead to further Cord or tool damage.
- ☑ Look for heavy-duty type Cords with 3-wire grounded connections.
- ☑ Never allow flexible Cords to be wired directly into outlets.
- ☑ Ask workers about electrical safety and the safety requirements for their job.
- ☑ Be certain that precautions are in place to protect Cords from damage caused from traffic.
- ☑ If hazardous atmospheres are present, check to see that proper electrical equipment is installed and that flexible Cords are not taken into these areas.
- ☑ Workers should know they are required to inspect each extension Cord, tool Cord or Plug before they use it.

## ❖ **Temporary Lighting**

- ☑ Inspection of all wiring and fixtures should be conducted before installation.
- ☑ Employees should be instructed as to the safety precautions for installing or stringing Temporary Lights.
- ☑ Caution must be used when hanging or tying-up any electrical cord.

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- ☑ Use only the recommended size and wattage of light bulbs. Using larger wattage bulbs can cause damage to the cord resulting in fire or shock. Larger bulbs can cause burns or fires.
- ☑ Temporary Lights are not to create any other hazards, such as tripping hazards or the hazards created by low hanging cords.
- ☑ Lighting should not be placed so as to blind workers with the bright light.
- ☑ Lighting cords must not be placed where they could be damaged.  
*Example:* When temporary cords pass through doorways, damage can occur to the cord if the door is accidentally closed on the electric cord.
- ☑ Never allow Temporary Lighting to be used as extension cords. Temporary Lights should not be on the same circuit as other operations. The trip of a breaker or blown fuse can leave workers in the dark.
- ☑ Maintain Temporary Light systems. Dark hallways, stairways and basements can be dangerous places without adequate lighting.
- ☑ Temporary Lighting that is laying on the floor is creating several hazards including the potential for fire.
- ☑ Keep all combustible and flammable materials away from Temporary Lighting.
- ☑ Three-wire grounded systems are best. Use plastic cages to protect bulbs from damage, and use metal cages only on those systems that allow the metal cages to be grounded.
- ☑ Never use nails or staples to hang temporary cords. Use only non-conducting materials to tie up the cords.

## ❖ **Electric Powered Tools**

- ☑ Only tools that are grounded-type or double insulated should be available to workers.
- ☑ All tools should be inspected before they are available for use, and thereafter before each use.

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- ☑ Double insulated tools are also to be inspected, checking to be sure casings are not cracked or damaged and that cords are not in need of repair.
- ☑ Use GFC1 protection for any electrical tools used in damp or wet locations.

## ❖ **High Voltage**

Employers must provide adequate safeguards before requiring or allowing any employee to work near High Voltage lines.

Work that may require protection against accidental contact with High Voltage Lines includes:

- Excavation;
- Demolition;
- Construction
- Structural repairs;
- Well drilling;
- Pile driving;
- Use of scaffolds or hoisting equipment.

## ❖ **High Voltage Power Lines**

- ☑ Know the location of all utilities both above and below ground.
  - ☑ The clearances for overhead Lines and the depth of underground lines must be known. Never rely on guesswork or estimates.
  - ☑ Recommend the use of a Digging Permit System to locate all underground utilities and to establish a tracking method for new or temporary installations.
- 
- ☑ Use warning signs to warn of the dangers of High Voltage and other utilities.



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- ☑ Check rooms and other enclosures for High Voltage equipment. Maintain good housekeeping, both inside and outside of these rooms or enclosures.
- ☑ Avoid storing material near High Voltage equipment; especially, flammable or combustible materials.
- ☑ High Voltage Lines or equipment may be the property of the local utility company. You must contact the owner of these High Voltage Lines or equipment, if any insulation is needed or if the Lines need to be moved.
- ☑ During bad weather, move workers away from High Voltage Lines or equipment.
- ☑ Use extreme caution when operating cranes, aerial lifts and material handling equipment around Power Lines. Follow regulated clearances and the manufacturer's requirements for safe operation of this equipment in proximity to High Voltage Lines.

## ❖ **Testing for Proper Grounding**

- ☑ Be certain that workers understand the importance of the Test and inspections for Proper Grounding.
- ☑ Provide the necessary Testing instruments, and be certain they are maintained in proper working order.
- ☑ Use the Testers only on cords, tools or receptacles for which they were designed.
- ☑ Provide tags to "Tag Out" any defective cord, tool or equipment.

Note: for further information on Electrical Safety, see WAC 296-155 Part 1.

# Tool Safety

## *Hand Tools*

Hand Tools are not generally associated with serious, life threatening injuries; however, they are responsible for countless cuts, lacerations and eye injuries that require treatment by a physician.

Consider the following safety tips for Tools commonly used in the trade.

### ❖ Saws

- Store with the teeth down at all times.
- Use care when climbing ladders or moving about the work area.
- Take care when climbing blind into a wall or ceiling spaces, by checking for concealed pipes or wiring.

### ❖ Knives

- Use retractable blade Knives.
- Retract the blade when finished with the cut.

### ❖ Hammers

- Check the handle for splits or cracks.
- Be certain the head is tight on the handle and properly fitted.
- Strike with the head at a 90 degree angle to prevent the glancing blow that can send a nail flying.

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**❖ Lines**

- ☑ The sudden release of a plum Line has caused serious eye injuries. Be certain the Line is secure, including nails or other anchors used to hold them in place.

**❖ Level**

- ☑ The Level in itself is harmless; however, when dropped from any height they can cause an injury.

**❖ Snips**

- ☑ Wear eye protection when cutting with Snips.
- ☑ Don't use Snips to cut heavy wire.
- ☑ Keep the jaws closed, and the tip pointed down when not in use.
- ☑ Wear gloves when handling sheet metal.

**❖ Nippers & Cutters**

- ☑ Wear eye protection. Even the teeth or blades from this tool may break, causing injury.

**❖ Finishing Knives and Trowels**

- ☑ Taping Knives, Broad Knives and Finishing Knives all have one thing in common; they become exceedingly sharp with use.
- ☑ Store them carefully with sharp edges protected.
- ☑ When dropped, they can seriously injure workers below.

## ***Power Tools***

Power Tools such as drills, routers and saws all require the same basic safety precautions.

### ❖ **Basic Power Tool Safety**

- ☑ Be certain that electric Tools are properly grounded or double insulated.
- ☑ Never remove or tamper with any safety device.
- ☑ Study the manufacturer's instructions before operating any new or unfamiliar Tool.
- ☑ Always use a ground fault circuit interrupter (GFCI) with any portable electric Tool operated outdoors or in wet locations.
- ☑ Before making any adjustments or changing attachments, always disconnect the Tool from the power source.
- ☑ When operating electric Tools in confined spaces or for prolonged periods, wear hearing protection.
- ☑ Make sure that the Tool is held firmly and the material is properly secured before turning on the Tool.

## ***Power Actuated Tools***

Used improperly, Power Actuated Tools present obvious hazards. For that reason, regulations require that operators be trained before using this Tool.

### ❖ **Hazards**

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1. Flying Particles - This is the major Hazard. On impact, materials may break up, blow apart or spall off.
2. Ricochets - These usually result when the Tool is not held at right angles to the material or the fastener hits a hard base material such as stone or steel.
3. Noise - Power Actuated Tools create an extreme pulse of sound when fired. Operators and others in the area must wear hearing protection.
4. Explosions - There is always the risk of explosion or fire when the Tools are used in atmospheres contaminated by flammable vapor, mist or dust. The work areas for Power Actuated Tools should be well ventilated.
5. Strains and Sprains - These types of injuries occur from repeated use of the Tool in awkward, cramped or unbalanced positions.

### ❖ **Frequent Violations of Codes**

- The Tool is not stored in a lockable container with the appropriate warnings on the outside and inside of the container.
- The operator of the Tool is not carrying an approved operator's card for the Tool being used.
- A copy of the manufacturer's instructions is not in the Tool container.
- The Tool and the power loads are not locked in a container and stored in a safe place when not in use or in direct control by the authorized operator.
- The Tool is left unattended in a place where it would be available to unauthorized persons.
- Signs are not posted in plain sight to all workers in the area: "Power Actuated Tool in Use."
- Tool is found loaded but is not in the hands of the operator for immediate use.
  
- Clip fed Tool is found loaded with a clip but is not in the presence of the operator for immediate use.

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- ☑ Personal Protective Equipment is not being worn by the operator or others in the immediate area. (PPE required may include Eye or Face Protection or both and Hearing Protection)
- ☑ Power loads are not being kept in separate compartments or containers.
- ☑ Power loads, misfires and waste loads, are not being controlled by the operator for proper disposal.

Note: For additional rules on Tool Safety, see WAC 296-155 Part G.

# Trenching & Excavations

## ***General Safety/Excavations***

All work in Trenches or Excavations is to be under the direction of a *Competent Person* as described in the WAC 296-155-650.

The following general considerations are to be given to safety before any work is performed in or around any Trench or Excavation.

1. Underground utilities must be located and marked before digging begins.
2. Look up for utilities that may be over head before bringing in equipment that could contact high voltage lines.
3. Trenches or Excavations over 4-foot deep must have a safe exit, such as a lamp or ladder, within 25-feet of every worker in the trench.
4. All Trenches over 4-foot deep must be engineered or have a protective system mat in compliance with WAC 296-155-657.
5. All Excavated material must be kept at least 2-feet from the edge of the Excavation.
6. No one is allowed to work under loads handled by hoisting or digging equipment.
7. No one is to work on the sides of sloped or benched Excavations above other employees unless the lower worker is protected from failing material.
8. As a precaution, a top person should be used to detect moving ground or other hazards to workers in the Trench or Excavation.
9. Hard Hats are required in every work area in and around any Excavation.

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10. Back-up alarms are required on all trucks and material handling, or Excavating equipment, unless a trained and authorized signal person is used to direct this equipment when backing.
11. All workers that are in or adjacent to an area that contains public streets or highways will be required to wear hi-visibility clothing and hard hats.
12. Any Excavating under the base or footing of a foundation or wall requires a support system designed by a Registered Professional Engineer.
13. In addition to the physical hazards presented in Trenches and Excavations, another hazard may be present in the form of a HAZARDOUS ATMOSPHERE. A hazardous atmosphere can be harmful when working near a landfill in Excavations or around sewers. These locations will be evaluated before any Excavation work is started and evaluations by the *Competent Person* will be made during any Excavation work in hazardous atmospheres.

☞ Section 5, Appendix 1, contains the *TRENCHING and EXCAVATIONS COMPETENT PERSON EVALUATION* form systems. Modern Siding, LLC. may use this form, when necessary, to evaluate and/or determine if the person designated as Competent Person, for a Trenching and Excavating project, is competent within the description and intent of the Trenching & Excavation Standard.

Note: For additional rules on Trench and Excavation Safety, see WAC 296-155 Part N.



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# Signs, Signals & Barricades

## *Signs & Posters*

Modern Siding, LLC. will use Regulatory, Warning and Guide signs as allowed and approved in the Manual for Uniform Traffic Control Devices (MUTCD) and the Washington State Standards for Construction Work as these standards apply to roads, streets and highways.

Project Signs will be posted as necessary as a method to Caution, Warn of Danger, Provide Notice or Information and to promote Safety and Health Practices.

A bulletin board or Poster will be used as a method of pasting the Project Safety Rules and required State and Federal Posters when site conditions allow. The posting of the required State and Federal Posters will be on display at shop facilities at the Modern Siding, LLC. main office.

## *Signals*

When Flaggers are used as a method of traffic control, only trained and authorized Flaggers will be allowed to perform flagging duties. These Flaggers will be properly attired and using only authorized equipment.

## *Barricades*

When Barricades are needed for traffic channeling or as a warning, only Barricades conforming to MUTCD or local regulations will be used.

Barricades will be used on project sites as a means to restrict access or warn of potential hazards. The nature of the Barricades and their purposes will be reviewed at project *Weekly Tool Box Meetings*.

Note: For additional rules on Signs, Signals and Barricades, see WAC 296-155 Part E.

# Fire Prevention & Protection

## *Fire Prevention*

Any fire at a construction site has the potential to take a life, cause great harm to workers and to damage the reputation and financial security of the employer.

The following are some of the primary steps towards preventing a work site fire.

- ☑ All open fires are prohibited.
- ☑ Minimize the amount of Flammable/Combustible material brought to the project.
- ☑ Keep all Flammable/Combustible Liquids stored in approved containers and in approved storage areas or cabinets.
- ☑ Dispensing of all Flammable/Combustible Liquids will be from approved containers or dispensing devices.
- ☑ Approved Portable Heaters will be operated only in accordance with the manufacturer's instructions.
- ☑ Gasoline is never to be used as a solvent.

## *Fire Extinguishers*

- ☑ A minimum of a 2A rated fire extinguisher or equal will be provided for each 3000 sq. ft of construction area.
- ☑ A 10B rated fire extinguisher will be provided within 50 feet of flammable/combustible liquids or 5 gallon liquid or 5 pounds of gas.
- ☑ Fire extinguishers are to be accessible at all times.
- ☑ Used or damaged fire extinguishers are to be replaced immediately after use or when damage is discovered.

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- ☑ Replacement fire extinguishers will be made readily available.
- ☑ Fire extinguishers will be inspected weekly. The inspection of the fire extinguishers may be noted on the *Weekly Walk Around Audit* report.
- ☑ In multi-floor buildings, at least one extinguisher will be located on each floor with at least one located at the stairway.

Note: For additional rules on Fire Protection & Prevention, see WAC 296-155, Part D.

# Welding & Burning

## ***General Safety Precautions***

The use of any Welding or Burning equipment shall be limited to workers authorized and knowledgeable in the safe operation of the equipment. This includes the proper use of protective equipment and the correct storage, handling and use of compressed gas cylinders and welding machines.

The following guide for the use of this equipment shall be followed by all employees.

### ❖ **Storage and Care of Equipment**

- ☑ The contents of fuel gas and oxygen cylinders are under high pressure. Never strike, roll or expose cylinders to extreme heat. Extreme heat can cause fire and explosion.
- ☑ Store and secure cylinders upright at all times. Keep protective caps in place over valve assemblies.
- ☑ Cylinders containing different gases are to be stored separately. Flammable and non-flammable (or other fuel gas) cylinders in storage must be separated from each other by 20-feet or by a 5-foot high barrier that has a ½-hour fire rating.
- ☑ Coil and hang up loose hoses when not in use to keep them clean and free from risk of puncture. If a hose breaks or is punctured, repair it only with a proper coupler. Makeshift repairs are dangerous.
- ☑ Hoses are to be protected from damage when exposed to vehicle traffic.
- ☑ Keep torch tips clean of grease, oil and slag. Use only devices designed for this purpose.
- ☑ Cylinders in use are to be secured upright in a rack or cart designed for this purpose.

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- ☑ Do not locate cylinders where they can become part of an electrical circuit. Do not strike electrodes against cylinders to strike an arc.
- ☑ All portable welding equipment must be properly grounded.
- ☑ Do not use valve protection caps for lifting or hoisting. Lift cylinders in a secure cradle or basket. Never hoist by choker slings or magnets.
- ☑ Do not use pry bars under valves or valve protection caps to pry cylinders from frozen ground.
- ☑ When handling any leaking cylinder, remember that your clothing can be saturated with oxygen or fuel gas. Stay away from all ignition sources.

## ❖ **Using the Torch**

- ☑ Make sure all equipment is clean and working properly. Inspect valve openings on cylinders for damage and to be certain they are clean.
- ☑ Regulator assemblies are fragile. Treat them carefully, and store them to prevent damage when not in use.
- ☑ Inspect all hose and hose connections for damage. Use only friction lighters or other approved devices for lighting the torch.
- ☑ Wear protective goggles, leather gloves, full length work pants without cuffs and a shirt with sleeves.
- ☑ Never use oxygen to blow off clothing or the work area.
- ☑ Never burn directly on concrete floors or cement block. The heat can cause an expansion in this material that can shatter with great force.
- ☑ Always turn off the oxygen valve first and the fuel valve last. Take precaution to protect combustible materials from heat or sparks.

## ❖ **Electric Arc Welding**

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- ☑ Take nothing for granted when setting up or when the arc is struck and the work is under way.
- ☑ Know the equipment and make sure it works properly.
- ☑ The Welding machine should be in a location free of wet ground, with cables in good condition and properly connected. Protect cables from damage due to traffic.
- ☑ Periodic inspections of equipment for loose or corroded connections, damaged cables and loose or defective jaws on electrode holders and ground clamps will ensure safety.
- ☑ Ultraviolet rays can burn skin and cause weld flash or burns to the eyes. Skin exposed even for short periods of time will develop a burn. It is extremely important to prevent exposure by wearing the proper clothing and protective equipment.
- ☑ Wear eye protection when chipping slag.
- ☑ Protect nearby workers by erecting screens or shields.
- ☑ Provide adequate ventilation to prevent the accumulation of hazardous fumes from Welding.
- ☑ Handle electrode holder, cable connections and Gable carefully to protect insulation and prevent short-circuits.
- ☑ Remove electrodes from holders when not in use.
- ☑ Never ground to other machines or equipment, electrical circuits or pipes containing gas or flammable liquids.

Note: For additional rules on Welding and Burning Safety, see WAC 296-155, Part H.

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# Section 3

## Personal Protective Equipment/ Occupational Health

Exposure to some hazards may only be controlled by the use of Personal Protective Equipment or Administrative Controls.

### Section 3 Contents

Personal Protective Equipment  
Hazard Communication  
Right to Know

#### **Objective:**

To provide safety information on select types of Personal Protective Equipment and supplemental information the Modern Siding, LLC written **Hazard Communication Manual**

# Personal Protective Equipment

## ***PPE: Personal Protective Equipment***

Nearly one fourth of all disabling injuries involve the head, eyes, hands or feet.

### **Hard hats, goggles, face shields, earplugs, work boots/shoes, respirators**

What do all these items have in common? They are all forms of Personal Protective Equipment (PPE) having the potential to significantly reduce the number of disabling injuries.

The Bureau of Labor Statistics show:

1. Hard hats were worn by only 16% of those workers who sustained head injuries;
2. Only 1% of workers that suffered face injuries were wearing face protection;
3. Only 23% of the workers with foot injuries wore safety shoes or boots;
4. About 40% of the workers with eye injuries wore eye protection.

The majority of these workers were doing their normal jobs at regular work sites.

Safety regulations require employers to furnish and require employees to use Protective Equipment where there is a “reasonable probability” that injury can be prevented by such equipment.

While the use of PPE is important, it is only a supplementary form of protection, necessary where all hazards have not been controlled through other means such as engineering controls. Engineering controls are especially important in hearing and respiratory protection which has specific standards calling for employers to take all feasible steps to control the hazards.



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## ***General Requirements***

- It is the responsibility of the employer to assure that workers wear no less than a short sleeve shirt, long pants and shoes.
- When employees are exposed to the danger of moving vehicles, they will need to wear a work vest of highly visible material, or apparel equal to the protection provided by the work vest.
- Workers are not to wear loose clothing jewelry or hair styles that could expose them to dangers from moving machinery or other hazards where contact could be hazardous.

## ***Head Protection***

Hard hats are classified by the ***American National Standards Institute*** (ANSI) to match the hazard and the level of protection they are to provide.

Head protection is required if workers are exposed to head injury from moving, falling or flying objects, or when working near high voltage electrical equipment.

The following three classifications are to be considered when selecting the proper head protection for the work to be done:

**Class A:** Offers protection from the force of impact from falling objects or electrical shock from LOW VOLTAGE conductors. (Voltages up to 2,200 volts)

**Class B:** Offers protection from the force of impact from falling objects or electrical shock from HIGH VOLTAGE conductors. (Voltages up to 20,000 volts)

**Class C:** Offers protection from the forces of falling objects.

## **❖ Basic Tips for Workers**

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- ☑ Inspect the hard hat shell and suspension frequently.
- ☑ Wear the hard hat as directed in the manufacturer's instructions.
- ☑ Adjust the suspension to fit properly.
- ☑ Never make any modification to the shell or suspension.
- ☑ Use only approved attachment devices.

↳ **Note:** *The hard hat shell and the suspension are designed to work as a unit to protect the person wearing the hard hat. Hard hats are tested to withstand impact that would be approximately equal to a two pound hammer dropped 20-feet. An improperly maintained or modified hard hat would greatly reduce the designed protection*

### ❖ **Basic Tips for Supervision**

- ☑ It is important for supervisors to inspect hard hats periodically.
- ☑ Individual hard hats are to be made available at all construction sites to all employees at no cost to the employee.
- ☑ All employees are to maintain their hard hats on site and readily available at all times even when it has been determined that some tasks do not require head protection or that some locations are not hard hat areas.

## ***Eye and Face Protection***

Workers need protection from flying particles, chemicals, lasers and light rays (welding arcs).

This required protection must be manufactured in accordance with ANSI Standards, (Z87.1) Practice for Occupational and Educational Eye and Face Protection.

↳ **Note:** *Everyday prescription eye wear and sunglasses are seldom made to meet requirements of the ANSI Standards. Goggles and some other forms of eye wear are designed to wear over regular prescription eye wear. It is recommended that*

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*employees have their prescription eye wear meet the requirements for industrial eye protection.*

Eye and face protection must be selected based on the type and degree of hazard(s) present, and should:

- ✓ be reasonably comfortable;
- ✓ fit properly;
- ✓ be durable;
- ✓ be cleanable, or disposable in nature;
- ✓ be sanitary;
- ✓ be in good condition.

### ❖ **Basic Tips for Workers**

- ☑ Coverage from front and side is required for Eye Protection.
- ☑ Safety glasses or goggles should always be worn under Face shields and welding helmets.
- ☑ You need specially numbered filtering lenses for radiant energy exposure.
- ☑ Tinted lenses can limit your vision when moving from bright to dim areas.
- ☑ Tinted lenses may be needed to protect you from glare when working in a bright environment.

## ***Hearing Protection***

Exposure to high noise levels can cause irreversible Hearing loss or impairment. It can also create physical and psychological stress. Loud noises can be damaging without causing any pain.

Workers must have their Hearing protected when:

- ☑ Sound levels reach 85 decibels or higher for an 8 hour time period;
- ☑ Impulse or impact noise levels are at or above 140 decibels.

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## ❖ Basic Tips for Workers

You may need Hearing protection when:

- The sounds in the work area are irritating;
- You need to raise your voice to be heard by someone closer than two feet;
- There are short bursts of very loud sound in the work area.

## ❖ Hearing Protectors

### **Earplugs**

Earplugs offer the most protection when compared to earmuffs, but only when they are properly inserted into the ear.

Follow specific instructions provided with this Hearing Protection to achieve maximum protection. Improperly inserted earplugs can be almost as damaging as not wearing any at all.

Earplugs that are disposable are to be discarded after each use. Clean hands are a must when inserting the earplugs. Earplugs contaminated with dirt or chemicals can also cause serious health or hearing problems. Re-useable earplugs need to be properly cleaned before re-using.

### **Earmuffs**

While they may look like a better form of Hearing Protection, they actually offer less protection than the lesser expensive earplugs.

Because the earmuffs fit over the outside of the ear, the seal formed by the cups and the sponge-like material must be maintained 100% of the time during use. If this seal is broken due to facial hair, eyeglasses, earrings or by movement of the head, the protection may be lost or only partially effective.

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Keep earmuffs clean, and inspect frequently for any deterioration of the sound dampening material inside the ear cups. Also, inspect for cracks in the cup outer shell.

## ***Hand and Arm Protection***

Recognition of Hand and Arm hazards in your work place is the first step to providing the correct protection for workers.

### ❖ **Hazards to Hands**

- Cuts and abrasions
- Punctures
- Hot or cold exposures
- Chemical exposure or absorption
- Potentially infectious materials
- Electrical shock

### ❖ **Glove Selection**

- Rubber, vinyl or neoprene Gloves are for use with chemicals. It does matter which material is used for protection from different chemicals. The *Material Safety Data Sheet* (MSDS) provided by the manufacturer of the chemical, cleaner or petroleum product will provide information on correct Glove selection. These materials are also used to protect workers from infectious materials.
- Cloth Gloves provide traction for holding slippery objects, insulated against moderate heat or cold and protect hands from sharp edges.
- Leather Gloves protect the hands from sparks, abrasive surfaces and some designs also protect hands from cuts and some puncture hazards.
- Metal mesh Gloves protect hands from knives, blades or other sharp instruments.
- Aluminized fabric Gloves are used for protection against intense heat or molten material.
- Insulated Gloves are often made of rubber and worn under protective leather gloves for protection against electrical shock and burns.

## ***Foot Protection***

The correct selection of Foot Protection depends on the work to be performed.

### ❖ **Hazards to the Feet**

- Falling or moving objects
- Hot or cold extremes
- Cuts or punctures
- Chemical exposures or absorption
- Potentially infectious materials
- Electrical shock
- Slipping hazards

### ❖ **Basic Tips for Workers**

- Keep your work shoes or boots in good repair.
- Select work shoes or boots appropriate for the job you will be performing.
- Dress shoes, casual shoes, sandals and soft soled athletic shoes are not appropriate for construction work.
- Rubber or synthetic footwear may be needed when working with chemicals.
- Special designed footwear may be needed when: Working with electricity, environments, potentially flammable or explosive environments.
- Steel-toe footwear, meeting the American National Standards for Safety-Toe Footwear or special guards for use with shoes may be required for some work area duties.

## ***Respiratory Protection***

Respirators protect workers from a wide variety of hazards, including dust, fumes, mists, gases and vapors.

Proper work practices and engineering controls may be used to reduce these hazards; however, sometimes the only practical control is Respiratory Protection equipment.

Any decision to use Respiratory Protection for workers is not one to be taken lightly. The use of a Respirator by any worker must be guided by a written standard operating procedure, to be administered by one person designated as the *Respiratory Program Administrator*.

Key elements of the written standard operating procedure.

- ☑ Identification of respiratory hazards in the work place.
- ☑ Determination of appropriate engineering or administrative controls to reduce the hazards.
- ☑ Selection and qualification of workers to wear Respirator Protection.
- ☑ Selection of the respirator based on: characteristics of the hazard, anticipated exposure and limitations of the respirator.
- ☑ Employee(s) are trained to assure knowledge of the hazard(s), and are proficient with the respirator to be worn.
- ☑ Fitting and testing to assure maximum Respiratory Protection.
- ☑ Proper storage, inspection and maintenance procedures for the Respirator.
- ☑ Periodic monitoring of the workers using the Respirators.
- ☑ Monitoring the work area conditions for changes in exposure.
- ☑ Annual evaluation of the program effectiveness.

Note: For additional requirements for PPE, See WAC 296-155, Part C.



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# Hazard Communication

## ***“Right to Know”***

The *Hazard Communication Standard* established the requirements controlling chemicals. This is accomplished by a process of training workers, maintaining chemicals in a safe environment and properly identifying the chemicals.

Modern Siding, LLC maintains a *Hazard Communication Manual* for each project, and for mobile and shop facilities. The following is supplemental information to the Modern Siding, LLC Hazard Communication Manual.

The steps to a successful *Hazard Communication Program*.

1. Inventory all chemical products in the workplace, and maintain a list.
2. Assure that all chemical containers are properly labeled.
3. Maintain a *Material Safety Data Sheet* (MSDS) for each hazardous chemical.
4. Provide training to all employees.
5. Develop a written *Hazard Communication Plan*.

## ***Inventory of Chemicals***

Create a list of all the Chemicals at the work site that you control, and those which may create an exposure hazard to your workers. You may need to contact other contractors for some of this information. In addition, you may need to provide information to other contractors about Chemicals you control, when their employees could be subject to exposure.

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Determine which Chemicals in your workplace are “hazardous.”

1. Check the MSDS for hazard information
2. Read labels and check for words such as CAUTION, WARNING or DANGER.
3. A partial list of products that are usually hazardous.

Acids	Adhesives
Aerosols	Battery Fluids
Catalysts	Caustics
Cleaning Agents	Degreasing Agents
Degreasing Agents	Detergents
Flammables	Foaming Resins
Fuels	Fungicides
Industrial Oils	Insecticides
Herbicides	Janitorial Supplies
Lacquers	Office Copier Chemicals
Paints	Pesticides
Process Chemicals	Shellacs
Solvents	Surfactants
Varnishes	Water Treatments
Wood Preservatives	

↪ **Note:** *Consumer products are not considered hazardous where the employer can demonstrate they are used in the workplace in the same manner as normal consumer use, and where the use of the consumer product results in a duration and frequency of exposure to employees, which is not greater than exposure experienced by consumers.*

4. Be aware that lists from other sources may identify Hazardous Chemicals. *WISHA Chapter 296-62 (PEL limits) or regulated carcinogenic. ACGIH (TLV) NTP or IARC confirmed or suspect carcinogens.*
5. If you still are not sure whether a Chemical is hazardous, assume it is and request more information from the manufacturer or supplier.

## Labels for Containers

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**At the workplace check all containers for proper Labeling.**

- The name of the manufacturer, or other responsible party.
- Appropriate hazard warnings (DANGER, CAUTION, HARMFUL if inhaled, etc.).
- Contains the identity of the hazardous chemicals.

↪ **Note:** *When chemicals are transferred from one container to another, containers must also be properly Labeled, unless these are intended for immediate use by the employee that makes the transfer.*

## ***MSDS Material Safety Data Sheets***

Each employer is required to have a MSDS for each hazardous chemical product in the workplace.

The MSDS must be kept in a central location at the primary workplace or; in the case where workers carry out their duties at more than one geographical location, the employer must insure that employees can immediately obtain MSDS information in the event of an emergency or upon request.

### **❖ Basic Tips for Supervisors**

- When ordering any Chemical product, ask to receive the MSDS with the product, or better yet, before the product is shipped.
- When the material is delivered, make sure it is the product ordered and that all required Labels are intact.

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- ☑ Read each MSDS carefully. If you have any questions or the MSDS is incomplete, call the manufacturer.
- ☑ Be prepared to control any exposure according to the MSDS by using Administrative Controls, Engineering Controls and Personal Protective Equipment.
- ☑ Add the product name to your site Chemical List.
- ☑ Update worker *Hazard Communication* training.
- ☑ File the MSDS for quick and easy access. Provide copies to other contractors, as needed.

↪ **Note:** *Many products that contain hazardous materials can sometimes be substituted with non-hazardous materials or at least ones with a lesser hazard.*

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## ***MSDS Training***

It is important to note that employees may be directly exposed to chemicals or potentially exposed. To be certain you have evaluated each worker's exposure correctly, follow each chemical from delivery to disposal. Then, determine which employees are exposed and which could be.

### **❖ Training**

You must inform all employees of:

- The requirements of the *Hazard Communication Standard*;
- All operations in their work area that involve Hazardous Chemicals;
- How to read labels and the purpose of warning labels;
- The location of the written *Hazard Communication Program*.

You must provide Training for all employees who are or could be exposed to Hazardous Chemicals.

- How they can detect the presence or release of hazardous chemicals.
- Physical and health hazards of Hazardous Chemicals in the work area.
- How they can protect themselves through work practices, emergency procedures and with personal protective equipment.
- Details of the Hazard Communication Program, including: Labeling, MSDS and how to obtain additional information about the product being used.
- How and when to report leaks or spills.

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↪ **Note:** *The information and training provided to your employees must be to the types of hazards and exposures they encounter.*

## ❖ Follow Up

Be sure the employees know how to handle the chemicals they are using. Periodically, supervisors are to observe workers to assure they are following the training instructions given. Check to see that employees are using Personal Protective Equipment and that engineering controls are properly in place.

## ❖ Basic Tips for Workers

- ☑ Become familiar with your employer's Hazard Communication Program.
- ☑ Use only chemicals which have been covered by specific training.
- ☑ Read labels and warnings on all containers.
- ☑ Report to your employer, any indications of a spill or leak of any and all chemicals.
- ☑ Report to your employer any symptoms that could be related to chemical exposure.
- ☑ Never tamper with or change any engineering controls used for exposure control without specific permission from your employer.
- ☑ Follow instructions given to control exposures by administrative methods.
- ☑ Use Personal Protective Equipment properly and maintain this equipment as your training has instructed.
- ☑ Be aware of how to get more information about the chemicals in your workplace.

## ***Hazard Communication Checklist***

Initially and periodically use the following checklist to evaluate your *Hazard Communication Program*.

- Have I prepared a list of all the Hazardous Chemicals in our workplace?
- Am I prepared to update this list?
- Do I have a MSDS for each Hazardous Chemical in our workplace?
- Have I inspected all containers to ensure they are properly labeled?
- Are all workers informed as to the requirements of the *Hazard Communications Standard*?
- Do workers have knowledge of the chemicals in the workplace and the hazards associated with each chemical?
- Do workers know how to detect the presence or release of Hazardous Chemicals in the workplace?
- Have workers been trained about proper work practices and Personal Protective Equipment in relation to the Hazardous Chemicals in their work areas?
- Does the training provided include information on appropriate first aid, emergency procedures and the likely symptoms of overexposure?
- Does the training provided explain the use of labels and warnings for Hazardous Chemicals?
- Are employees familiar with Material Safety Data Sheets (MSDS) and their availability for use?
- Are all employees trained before they begin work?

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- Are new chemicals entering the workplace before they are evaluated and workers trained?
- Do I evaluate common chemicals in the workplace for new hazards associated with the use of that product?

Note: For additional requirements on Hazard Communication, see WAC 296-62-054-05427.



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# Section 4

## Subcontractor Safety

General Contractors may be liable for WISHA violations committed by their Subcontractors or their employees.

### Section 4 Contents

Appropriate and Reasonable Precautions

Subcontractor Responsibilities

Corrective Action Program for Subcontractors

### Objective:

To provide policy that will establish a “duty of care” to all employees on an Modern Siding, LLC project.

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## Appropriate & Reasonable Precautions

Modern Siding, LLC. will take reasonable steps to ensure that subcontractors, and their employees, have taken appropriate precautions to protect the health safety of all workers on every Modern Siding, LLC. project.

As the General Contractor, Modern Siding, LLC. recognizes the responsibility to establish safety and health work rules for each project.

The *Project Safety Rules* will be posted at each project, in a conspicuous location for all site workers to review. A copy of these work rules will be presented to the management of each Subcontractor, prior to any commencement of work. Compliance with the *Project Safety Rules* is mandatory.

Modern Siding, LLC. will contractually require all subcontractors to provide their employees all necessary safety equipment or Modern Siding, LLC. will provide the required equipment.

Prior to commencement of any work activity, other than inspection and planning, a *Written Accident Prevention Plan* and a *Site Specific Safety Plan* must be submitted to the management of Modern Siding, LLC. by each subcontractor and sub-tier contractor. These *Safety Plans* must address the following points:

1. Any anticipated hazards expected in each phase of the project;
2. Describe the specific means that will be used to address these hazards;
3. All *Site Specific Safety Plans* must be consistent with the requirements of the Safety Standards for Construction Work, WAC 296-155.

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## ***Safety Questionnaire/Evaluation***

Modern Siding, LLC., as the General Contractor, has a responsibility to include in our Management Plan a method of confirming that Subcontractors have in place their required *Safety Program* and/or *Safely Plan*. This method will assist in the compliance and conformance requirements with Washington State Standards for Construction Safety. A *Subcontractor's Safety Questionnaire* and *Accident Prevention Plan Evaluation* will be the methods used to confirm that these requirements will be met.

- ☞ **Section 5**, Appendix J, Part 1 contains the *SUBCONTRACTOR'S SAFETY QUESTIONNAIRE*. Subcontractors may be asked to complete and return this form to an Modern Siding, LLC. Management Representative for evaluation.
  
- ☞ Section 5, Appendix J, Part 2a & b contains the *SUBCONTRACTOR ACCIDENT PREVENTION PLAN EVALUATION*. Use this checklist for evaluating a Subcontractor's *Accident Prevention Plan*. A fully approved program must be on file before the subcontractor begins work on the project. Provide a copy of the completed evaluation to the subcontractor.

# Subcontractor Responsibilities

Subcontractor Responsibilities include, at minimum, the following:

1. Understand it is their legal Responsibility to comply with all statutory safety and health requirements.
2. Provide a Written Accident Prevention Plan.
3. To complete Modern Siding, LLC. Subcontractor's Safety Questionnaire.
4. Designate a competent supervisor to carry out and maintain the subcontractor's *Accident Prevention Plan* and to enforce the *Project Safety Rules*.
5. Maintain accurate accident and injury reports.
6. Make a prompt report to Modern Siding, LLC. all fatal injuries, possible fatal injuries, serious injuries or occupational illnesses.
7. Have, in place and in use, a Disciplinary Action Plan for the enforcement of job rules.
8. To inform Modern Siding, LLC. of any hazardous conditions created by their operations.
9. Provide a copy of their project chemical list and copies of all Material Safety Data Sheets for those materials listed on the chemical list.
10. To notify Modern Siding, LLC. of any work to be performed at a time other than the normal working hours established by Modern Siding, LLC.

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# Corrective Action Program for Subcontractors

Even the best of safety programs with the strongest commitment to accident prevention will be ineffective without an enforcement policy.

Compliance to safety rules will deteriorate to the lowest level of enforcement.

Subcontractor or Subcontractor employee misconduct is not taken lightly. Modern Siding, LLC. is potentially responsible for the actions of their subcontractors. Modern Siding, LLC. corrective action policy will be applied in a firm, fair and consistent manner.

Modern Siding, LLC. retains the right to immediately remove any worker from an Modern Siding, LLC. project, for any violation of our *Safety & Health Program* or the *Project Safety Rules*.

The following is our 3-step program for Corrective Action:

## **Step ONE**

When the management of Modern Siding, LLC. first observes an *Unsafe Act* or actions that could or has created an *Unsafe Condition*, the supervisor will first take action to correct the problem immediately. The *Unsafe Act* or *Unsafe Condition* will then be immediately brought to the attention of Subcontractors or site Supervision. This gives the Subcontractor the opportunity to prevent the *Unsafe Act* or *Condition* in the future.

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## ***Step TWO***

Unsafe Act or Unsafe Condition noted in step one, immediate action must be taken by Modern Siding, LLC. to correct any Unsafe Act or Unsafe Condition. Modern Siding, LLC. will then communicate in writing to the management of the Subcontractor. The Subcontractor will be required to respond in writing outlining the corrective action taken by the subcontractor to prevent a third occurrence.

## ***Step THREE***

This is the most difficult of all the steps to implement. However, for the safety of the worker, and the financial well being of Modern Siding, LLC. it is often the only course action left. *Corrective Action* will be the consequence for repeated Subcontractor or employee misconduct.

- ★ **The Subcontractor or the offending Subcontractor Employee or Subcontractor Supervisor will be removed from the project.**

## ***Supervisor Alert***

You are the supervisor on site and have the authority to take *Corrective Action* to prevent *Unsafe Acts* or *Unsafe Conditions*. You must always be aware of your responsibility to safety. In your effort to provide a safe project you must also document each step of the corrective action plan to assure the corrective action is being administered.

## Section 5

# Appendix

### Section 5 Contents

A		Site Specific Safety Plan
B		New Employee Safety Orientation
C		Project Safety Rules
D	Part 1	Supervisor's Worksheet
		Accident Investigation Questions
	Part 2	Accident Investigation Report
E	Part 1	Supervisors Project Safety Audit
	Part 2	Weekly Project Safety Audit Report
	Part 3	Weekly Project Accident/Incident Report
F		Project Emergency Action Plan
G		Forklift Training Record
H	Part 1	Fall Protection Competent Person Authorization
	Part 2	Written Fall Protection Work Plan
	Part 3	Fall Protection Emergency Action Plan
	Part 4	Fall Protection Training Record
I		Trenching and Excavations Competent Person Evaluation
J	Part 1	Subcontractor's Safety Questionnaire
	Part 2	Subcontractor Accident Prevention Plan Evaluation

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## SITE SPECIFIC SAFETY PLAN

**PROJECT: 1700 East Madison Apartments DATE: 10/15/2008**  
**PREPARED BY: Alex Napelenok**

Phase of work: Siding

(Phase Example: site cleaning, demolition, excavations, foundations)

SPECIFIC ACTIVITY, TOPIC OR HAZARD	AREA OR LOCATION	HAZARD PREVENTION ACTIVITY
Work performed on scaffolding	all elevations	Tie-downs
Use of Saw	all elevations	Safety glasses. Blade guard.
Daily Application accumulation of debris and cut-offs	Job site	Daily jobsite clean-up

We will use all methods of fall protection that feasible at each situation, but when fall protection equipment create greater hazard as tripping hazard, catching on scaffolding components, creating situations of grater danger do to carrying and balancing scaffolding parts for lead man, high caution will be used with no fall protection at limited locations of scaffolding erection for lead men.



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## NEW EMPLOYEE SAFETY ORIENTATION

**PROJECT: 1700 East Madison Apartments DATE: 10/15/2008**

**CHECKED BY: \_\_\_\_\_**

The new employee orientation check list:

- Company safety policy and safety program objectives
- How and when to report injury
- How and when to report Unsafe Conditions or Unsafe Actions by others
- When and where Personal Protective Equipment is required
- How to use and care for Personal Protective Equipment
- How to obtain Personal Protective Equipment
- Location and content of the Project Safety Rules
- Content and objectives of the Hazard Communication Program
- On-site locations of:
  1. First Aid Kit/Station
  2. Safety Bulletin Board
  3. Sanitation Facilities
  4. Drinking Water
  5. Posted Project Rules
  6. Telephone (for emergencies)
  7. Emergency Response Equipment (such as fire extinguishers)
  8. "Off Limits" Locations
  9. Hazards/Hazardous Areas
- Authorized use of equipment (such as forklifts or aerial lifts)
- Responsibility for using tools safely and inspecting tools and equipment
- Housekeeping as part of the work to be done and as a safety concern
- Actions to be taken by the worker in the event of fire, earthquake or similar emergency
- When and where safety meetings will be held, and attendance is mandatory
- Description of work to be done and how to safely perform these duties
- Employer's Corrective Action plan for Unsafe Acts

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## PROJECT SAFETY RULES

**PROJECT: 1700 East Madison Apartments DATE: 10/15/2008**

**These rules apply to all Modern Siding, LLC. employees, all subcontractors and their employees and sub-tier contractors.**

***KNOW YOUR JOB.*** Follow instructions. If you do not know the correct and safe way to do the job, ask your supervisor.

***USE THE RIGHT TOOL.*** Be sure they are in good condition. Use tools only for the purpose for which they were intended.

***KEEP YOUR WORK AREA CLEAN AND ORDERLY.*** Keep walkways free of tools, materials and scrap. Store no materials on stairways or in walkways. Keep cords and hoses off stairways. Always use designated walkways, not short cuts.

***DRESS APPROPRIATELY FOR CONSTRUCTION WORK.*** Long trousers, shirts with sleeves four inches over the shoulder, and sturdy work shoes or boots appropriate for the task are the minimum acceptable requirements for this project. Loose or ragged clothes should not be worn.

***USE PERSONAL PROTECTIVE EQUIPMENT.*** Wear your hard hat in designated areas or any area where head protection is necessary due to hazards. Use safety eye wear, face protection, hearing protection, respirators and gloves as the job demands for your protection.

***FALL PROTECTION.*** If your elevated work area is not protected by a guardrail system for fall protection, you must be protected by fall arrests, fall restraint or positioning device system as specified in a *Written Fall Protection Work Plan* posted at the work site. Details for a *Written Fall Protection Work Plan* are in WAC 296-155, Part C-1 of the Safety Standards for Construction Work.

***INSPECT ALL LADDERS AND SCAFFOLDS BEFORE USE.*** Follow the manufacturer's instruction for the safe use of this equipment. If you have not received training for the safe use of this equipment, see your supervisor.

***MATERIAL HANDLING EQUIPMENT & AERIAL LIFTS.*** Operate only equipment you have been trained and authorized to operate. Observe all warning signs and manufacturer's instructions. Do not operate unsafe equipment.

***HANDLE MATERIALS SAFELY.*** Know the correct way to lift. Get help when necessary.

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**TRENCHING AND EXCAVATION WORK.** This work must be under the direction of an experienced supervisor that is knowledgeable in the safety requirements and the potential hazards. Do not enter any excavation unless you are under the direct supervision of this person.

**ELECTRICAL SAFETY.** Electrical equipment must be installed or repaired only by trained, authorized personnel. All electrical tools, extension cords and equipment must be effectively grounded or double insulated. Inspect your tools, cords and equipment daily or before each use. Remove from service any tool, cord or equipment that needs repair.

**OBEY ALL WARNING SIGNS.** “Keep Out,” “No Smoking,” “Hard Hats Required,” are examples of Warning signs that must be observed.

**REPORT ALL ACCIDENTS.** Get first aid immediately. Notify your supervisor as soon as possible of the accident, the extent of your injury and the unsafe condition or unsafe act that caused your injury.

**ILLEGAL DRUGS, CONTROLLED SUBSTANCES, ALCOHOL.** All workers at this project are prohibited from being under the influence, or otherwise being involved with illegal drugs, controlled substances or alcohol.

**HAZARDOUS CHEMICALS.** All hazardous materials used or in storage at this site are subject to the provisions of the Hazard Communication Standards in WAC 296-62, Part C. Any employee that may use or be exposed to such hazardous material must receive training and indoctrination to the Material Safety Data Sheet (MSDS) for that hazardous material. All containers must be properly labeled. Hazardous Materials are only to be stored in areas designated by Modern Siding, LLC. ANY SPILL OR ACCIDENTAL RELEASE OF ANY CHEMICAL MUST BE REPORTED TO MODERN SIDING, LLC. IMMEDIATELY.

**HIV (AIDS), HBV (HEPITITIS), BLOOD BORNE PATOGENS.** Contact with blood or other body fluids when coming to the aid of an injured worker, or during the act of clean up, handling or disposing of contaminated materials can be hazardous. Contact your supervisor immediately if any contact is made. Take precautions to prevent contact, and wash all skin as soon as possible after any contact.

**FOLLOW JOB SAFETY RULES.** Modern Siding, LLC. reserves the right to remove from the project, any worker that fails to comply with the *Project Safety Rules*. Workers are to report any unsafe condition or unsafe acts immediately to their supervisor.

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## **SUPERVISOR'S WORKSHEET ACCIDENT INVESTIGATION QUESTIONS**

**PROJECT: 1700 East Madison Apartments DATE: 10/15/2008**

The supervisor, the injured worker and witnesses are the key people in the development of the *Accident Investigation Report*. Here are important questions to ask each of these people. (If you are the supervisor, then ask yourself and put your answers in your report.)

Be certain to include all relevant actions or events that followed the accident.

Each person involved, as witness, supervisor or injured worker, may have a different view as to what happened.

Each accident may have more questions that need to be answered as the investigation continues.

The goal for the supervisor is to identify conditions and actions that need to be changed.

### **QUESTIONS:**

1. Who was injured?
2. How serious is the injury, and what is the nature of the injury?
3. When, during the work process, did the accident occur?

At what time did the incident occur, and how long had the worker been there before the incident?

4. Where did the injury and/or accident take place?

Is this location their normal assigned work area or were they outside their normal assigned area?

5. What caused the accident and/or injury?

What was the injured worker doing prior to, and at the time the accident occurred?

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Is this something the worker has done in the recent past, and was it being done in a typical way?

Were appropriate procedures being followed?

Were the instructions for safety documented to show that the employee knew the correct procedures?

6. Were there any tools, equipment or materials involved in the accident?

Which specific machines, tools or equipment were involved?

Were these tools, equipment or materials being used in a normal, correct way?

Were the tools, equipment or material in good condition?

7. What were the work site conditions at the time?

Were weather or other conditions adverse to safety?

Were unsafe conditions noticeable?

8. What actions by the worker or others might have prevented this accident?

**Tip:** *Read your final report. Do you have more information in your report about what happened after the accident than before the accident? If this is the case, then you need to continue your investigation and document more of the events leading up to the accident.*

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## ACCIDENT INVESTIGATION REPORT

**PROJECT:** 1700 East Madison Apartments **DATE:** 10/15/2008

**SUPERINDENDENT:** Mike

### WORKER INFORMATION

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

HOME PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

EMPLOYER: **Modern Siding, LLC.** (OTHER): \_\_\_\_\_

CRAFT: \_\_\_\_\_ YEARS IN CRAFT: \_\_\_\_\_

### INCIDENT INFO

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_ AM PM

DATE REPORTED: \_\_\_\_\_ REPORTED TO: \_\_\_\_\_

DOCTOR: NO YES      TIMELOSS: NO YES      START: \_\_\_\_\_ END: \_\_\_\_\_

BODY PART(S) INJURED: \_\_\_\_\_

SUDDEN ONSET:       OCCURRED OVERTIME:       (HOW LONG) \_\_\_\_\_

### DESCRIPTION OF INCIDENT

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## CHECKLIST SUPERVISOR'S PROJECT SAFETY AUDIT

**PROJECT: 1700 East Madison Apartments DATE: 10/15/2008**

**PREPARED BY:** \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Housekeeping                     | <input type="checkbox"/> Crew Lunch/Change Areas       |
| <input type="checkbox"/> Electrical Installations         | <input type="checkbox"/> Bulletin Boards and Posters   |
| <input type="checkbox"/> Chemical Use and Storage         | <input type="checkbox"/> Emergency Numbers Posted      |
| <input type="checkbox"/> Back Safety                      | <input type="checkbox"/> Personal Protective Equipment |
| <input type="checkbox"/> Handling and Storage of Material | 1. Eye Protection                                      |
| <input type="checkbox"/> Hand Tools                       | 2. Head Protection                                     |
| <input type="checkbox"/> Power Tools                      | 3. Respiratory Protection                              |
| <input type="checkbox"/> Cut Off Saws                     | 4. Hand, Feet and Body Protection                      |
|   | 5. Face Protection                                     |
|   | 6. Hearing Protection                                  |
| <input type="checkbox"/> Walking and Working Surfaces     | <input type="checkbox"/> Trenches and Excavations      |
| <input type="checkbox"/> Welding and Cutting              | <input type="checkbox"/> First Aid and Sanitation      |
| <input type="checkbox"/> Power Actuated Tools             | <input type="checkbox"/> Special Precautions           |
| <input type="checkbox"/> Fall Protection                  | 1. _____   |
| <input type="checkbox"/> Fire Protection                  | 2. _____   |
| <input type="checkbox"/> Vehicles                         | 3. _____   |
| <input type="checkbox"/> Aerial Lifts                     | 4. _____   |
| <input type="checkbox"/> Ladders                          |  |
| <input type="checkbox"/> Scaffolds                        |  |

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**WEEKLY PROJECT SAFETY AUDIT REPORT**

**PROJECT:** 1700 East Madison Apartments **DATE:** 10/15/2008

**SUPERINTENDENT:** \_\_\_\_\_

<b>WEEKLY TOOL BOX MEETING</b>	<b>WEEKLY WALK AROUND</b>
<p>1. Review of Weekly Walk Around since last meeting? Yes <input type="checkbox"/></p> <p>2. Evaluation of any accidents / incidents / close calls? Yes <input type="checkbox"/></p> <p>3. Additional topics discussed:</p> <p>4. Suggestions / Comments:</p> <p>5. List attendees (use separate sheet if necessary):</p>	<p>1. Date: _____ Time: _____</p> <p>Management Rep: _____</p> <p>Employee Rep: _____</p> <p>(Use additional pages as needed)</p> <p>2. Areas for improvement:</p> <p>3. Areas to be commended:</p> <p>4. Future action(s) to be implemented:</p> <p>5. First aid kit and fire extinguishers inspected? Yes <input type="checkbox"/></p>
<p>OSHA/WISHA Inspection? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>Modern Siding, LLC.</b> Safety violation notices written? Yes <input type="checkbox"/> No <input type="checkbox"/></p>



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## WEEKLY PROJECT ACCIDENT / INCIDENT REPORT

**PROJECT:** 1700 East Madison Apartments **DATE:** 10/15/2008

**SUPERINDENDENT:** \_\_\_\_\_

<b>ACCIDENT/INCIDENT:</b>					
Employee Name		Date of Incident	First Aid-Only	Incident Description	
Craft	Social Security	Doctor's Visit	Light Duty	Loss Time	Claim No. (SIF)
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:					
<b>ACCIDENT/INCIDENT:</b>					
Employee Name		Date of Incident	First Aid Only	Incident Description	
Craft	Social Security	Doctor's Visit	Light Duty	Loss Time	Claim No. (SIF)
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:					
<b>ACCIDENT/INCIDENT:</b>					
Employee Name		Date of Incident	First Aid Only	Incident Description	
Craft	Social Security	Doctor's Visit	Light Duty	Loss Time	Claim No. (SIF)
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:					

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**PROJECT EMERGENCY ACTION PLAN**

**PROJECT: 1700 East Madison Apartments DATE: 10/15/2008**

**PROJECT ADDRESS: 1700 E Madison, Seattle, WA**

**EMERGENCY NUMBERS**

**EMERGENCY MEDICAL: 911**

***FIRE:* 911**

**POLICE: 911**

**NEAREST HOSPITAL**

**PHONE NUMBER: \_\_\_\_\_**

**ADDRESS: \_\_\_\_\_**

**DIRECTIONS FROM JOBSITE: \_\_\_\_\_  
\_\_\_\_\_**

**DESIGNATED MEDICAL CLINIC**

**PHONE NUMBER: \_\_\_\_\_ 911 \_\_\_\_\_**

**ADDRESS: \_\_\_\_\_**

**DIRECTION FROM JOBSITE: \_\_\_\_\_  
\_\_\_\_\_**

**AFTER-HOURS MEDICAL CLINIC**

**PHONE NUMBER: \_\_\_\_\_ 911 \_\_\_\_\_**

**ADDRESS: \_\_\_\_\_**

**DIRECTION FROM JOBSITE: \_\_\_\_\_  
\_\_\_\_\_**

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## Forklift Training Record

**PROJECT:** 1700 East Madison Apartments **DATE:** 10/15/2008

**SUPERINTENDENT:** Mike

EMPLOYEE NAME: \_\_\_\_\_  
 Modern Siding, LLC. has provided me with training as described in the company's Accident Prevention Program regarding the safe operation of the following specific Industrial Trucks (Forklifts):

_____ Make and Model	_____ Manufacturer
Training Date: <input style="width: 100px; height: 20px;" type="text"/>	Evaluation Date: <input style="width: 100px; height: 20px;" type="text"/>
_____ Employee Signature	_____ Date
_____ Authorized Instructor Signature	_____ Date

_____ Make and Model	_____ Manufacturer
Training Date: <input style="width: 100px; height: 20px;" type="text"/>	Evaluation Date: <input style="width: 100px; height: 20px;" type="text"/>
_____ Employee Signature	_____ Date
_____ Authorized Instructor Signature	_____ Date

Refresher training, including an evaluation of the training effectiveness, must be conducted at least every three years. The Authorized Instructor has been evaluated by the Management and has been determined to be a person who has the knowledge, training and the experience to train powered industrial truck operators and evaluate their competence.

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# WRITTEN FALL PROTECTION WORK PLAN

**PROJECT:** 1700 East Madison Apartments **DATE:** 10/15/2008  
**COMPETENT PERSON:** Alex **TITLE:** Foreman

**Instructions:** This plan document is to be used at the work site identified above. This document has been developed and reviewed by Competent Persons that have an understanding of the regulations. The implementation and supervision of this plan will be conducted by the person named above as the Competent Person. A copy of this plan will be used for the training of all workers covered by the work to be performed at the work site identified below and a copy of this plan will be made available at all times at the work site.

**1. Fall Hazard Covered by this Plan:** (Name the location and type of hazard at that location)

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**2. Describe the type of Fall Protection system to be used for the fall hazard stated above:**

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Fall arrest, Fall Restraint, Positioning System.

(Use additional pages or space as needed. Attach as needed any manufacturer's information, drawings or photos.)

**4. Give a description of the correct methods to be used for the assembly, disassembly, maintenance and inspection of the fall protection system to be used:**

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### 5. Describe the correct procedure for handling, storage and security of tools and materials:

#### Materials:

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#### Tools:

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### 6. Describe the method of providing any needed overhead protection for workers:

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**FALL PROTECTION  
EMERGENCY ACTION PLAN**

**PROJECT: 1700 East Madison Apartments DATE: 10/15/2008**

**Emergency action plan for the safe removal of Workers injured in a fall related accident.**

***First Aid Trained Employees on Site:***

Name \_\_\_\_\_ Title: \_\_\_\_\_

Name \_\_\_\_\_ Title: \_\_\_\_\_

First Aid Kit Location(s): \_\_\_\_\_

Nearest Medical Facility: \_\_\_\_\_

Emergency Telephone Location: \_\_\_\_\_

Emergency Phone Numbers: \_\_\_\_\_

Medical \_\_\_\_\_ Fire \_\_\_\_\_ Police \_\_\_\_\_

Directions to the Job Site for Emergency Response:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event a crew member is injured at elevation, the supervisor will evaluate the employee's condition and administer first aid. Emergency Medical Services (EMS) will be called as needed. If an injured worker can not return to ground level under their own power or safely with available equipment and personnel, the worker will be brought down to a lower level by EMS.

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# FALL PROTECTION TRAINING RECORD

**PROJECT: 1700 East Madison Apartments DATE: 10/15/2008**

**PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_**

## Employee Training

All employees must verify that training, on both the provisions of this plan and the proper use of the fall protection systems, was provided.

Employees acknowledge they understand the Company's Fall Protection Work Plan for this project including the fall hazard(s) that have been identified, and will follow the instructions provided by this plan.

Name _____	Signature _____	Date _____
Name _____	Signature _____	Date _____
Name _____	Signature _____	Date _____
Name _____	Signature _____	Date _____
Name _____	Signature _____	Date _____
Name _____	Signature _____	Date _____
Name _____	Signature _____	Date _____
Name _____	Signature _____	Date _____
Name _____	Signature _____	Date _____
Name _____	Signature _____	Date _____
Name _____	Signature _____	Date _____

**A copy of this training record must be kept with the Fall Protection Work Plan.**

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## FALL PROTECTION COMPETENT PERSON AUTHORIZATION

**EMPLOYEE NAME:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**EVAL. DATE:** \_\_\_\_\_ **YRS. OF EXPERIENCE IN FALL PROTECTION:** \_\_\_\_\_

Evaluation																																					
<p style="text-align: center;"><b><u>Questionnaire on Training</u></b></p> <p>Has this candidate for Competent Person received training in the following:</p> <table style="width: 100%;"> <tr> <td style="width: 80%;">Use of fall protection equipment</td> <td style="width: 10%;">Yes</td> <td style="width: 10%;">N <input type="radio"/></td> </tr> <tr> <td>Inspection of fall protection equipment</td> <td>Yes</td> <td>N <input type="radio"/></td> </tr> <tr> <td>Maintenance of fall protection equipment</td> <td>Yes</td> <td>N <input type="radio"/></td> </tr> <tr> <td>Storage of fall protection equipment</td> <td>Yes</td> <td>N <input type="radio"/></td> </tr> <tr> <td>Identification of fall hazards</td> <td>Yes</td> <td>N <input type="radio"/></td> </tr> <tr> <td>Codes and regulations for fall protection equipment</td> <td>Yes</td> <td>N <input type="radio"/></td> </tr> </table>	Use of fall protection equipment	Yes	N <input type="radio"/>	Inspection of fall protection equipment	Yes	N <input type="radio"/>	Maintenance of fall protection equipment	Yes	N <input type="radio"/>	Storage of fall protection equipment	Yes	N <input type="radio"/>	Identification of fall hazards	Yes	N <input type="radio"/>	Codes and regulations for fall protection equipment	Yes	N <input type="radio"/>	<p style="text-align: center;"><b><u>Questionnaire on Knowledge</u></b></p> <p>Does this candidate have knowledge of Fall Protection in the following areas:</p> <table style="width: 100%;"> <tr> <td style="width: 80%;">Fall hazards</td> <td style="width: 10%;">Yes</td> <td style="width: 10%;">No <input type="radio"/></td> </tr> <tr> <td>Use of protective systems</td> <td>Yes</td> <td>No <input type="radio"/></td> </tr> <tr> <td>Codes and standards</td> <td>Yes</td> <td>No <input type="radio"/></td> </tr> <tr> <td>Fall protection work plans</td> <td>Yes</td> <td>No <input type="radio"/></td> </tr> <tr> <td>Emergency procedures</td> <td>Yes</td> <td>No <input type="radio"/></td> </tr> <tr> <td>Uses and limitations of fall protection equipment</td> <td>Yes</td> <td>No <input type="radio"/></td> </tr> </table>	Fall hazards	Yes	No <input type="radio"/>	Use of protective systems	Yes	No <input type="radio"/>	Codes and standards	Yes	No <input type="radio"/>	Fall protection work plans	Yes	No <input type="radio"/>	Emergency procedures	Yes	No <input type="radio"/>	Uses and limitations of fall protection equipment	Yes	No <input type="radio"/>
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<p><b>Authorization:</b></p> <p>Based on the evaluation, the candidate named above has been approved as a Fall Protection Competent Person and is given the authority to take prompt and corrective measures to eliminate existing and predictable hazards. As the designated competent person they will have authority to stop work until hazards are corrected, eliminated or controlled and remove employees from the hazardous areas until proper and safe systems are in place.</p> <p>Signature: _____</p> <table style="width: 100%; border-top: 1px solid black;"> <tr> <td style="width: 60%;">Project Management Representative</td> <td style="width: 20%;">Title</td> <td style="width: 20%;">Date</td> </tr> </table>		Project Management Representative	Title	Date																																	
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## SUBCONTRACTOR'S SAFETY QUESTIONNAIRE

**NAME OF SUBCONTRACTOR: Modern Siding, LLC.**

**PROJECT: 1700 East Madison Apartments DATE: 10/15/2008**

1. List your company's workers' compensation Experience Modification Rate for the three most recent years:

Year	Rate	Year	Rate	Year	Rate

2. Please use your last year's OSHA No. 200 Log to fill in:

Number of Lost Workday Cases	Number of Fatalities

3. Employee hours worked last year: \_\_\_\_\_ hours

4. Do you conduct project safety inspections? No  Yes

Inspections are conducted: \_\_\_\_/day or \_\_\_\_/wk or \_\_\_\_/month

Who conducts this inspection (title)? \_\_\_\_\_

5. In the 4 boxes below, list the key personnel planned for this project:

Personnel Planned For This Project			
1	2	3	4
Who will be the Person Responsible for Safety? _____			
What is his/her experience in project safety? _____ _____			

6. Do you have a written Safety Program? Yes  No
7. Do you have safety orientation for new hires? Yes  No
8. Do you have a program for new hired/promoted foreman? Yes  No
9. Do you conduct Weekly craft "Toolbox Safety Meetings?" Yes  No
10. Do you conduct Weekly Walk-Around Safety Audits? Yes  No

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_