



***Field  
Employee  
Safety Handbook***





**TO: ALL EMPLOYEES**

Postler & Jaeckle has developed this Health & Safety Handbook for the welfare and safety of all employees; to protect life, health, and property, and to promote safe working conditions for you and your fellow employees.

**We believe that all accidents are preventable.**

It is your finger, your limb, your eye, and your life that we are concerned about. These are irreplaceable. Your means of livelihood is diminished, or at worst, destroyed when you are disabled. You and your family are the chief sufferers. These safety rules are to help protect you.

We hope that your employment will be safe, productive and pleasant, We will make every effort to provide a good working environment.

In your work area, your superintendent and foreman are responsible for implementation and enforcement of company policies and safety and health rules and regulations. You should report to your supervisor any hazards or unusual conditions observed, any questions you may have, and any accidents or injuries you may have experienced.

All of you have your part to play in this major effort of accident prevention and you personally have the most to gain. We solicit and expect your help in being constantly alert to the safety hazards you face each day at work. Follow your foreman's instructions and avoid a "thoughtless act" or "risky behavior" that might involve you or your fellow worker in an accident. Do not hesitate to bring your safety suggestions to your foreman. P&J cannot solve every accident problem, but we can do it with your help!

**Everyone Benefits When We Work Accident Free.**

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## **INTRODUCTION**

We would like to take this opportunity to welcome you as an employee of Postler & Jaeckle Corp. (P&J). We at P&J firmly believe that safety, productivity, and quality, are equally important to the success of our company. Commitment to this belief extends from the company president to the employee in the field. During this orientation you will be learning about our safety program, important safety information and filling out some paperwork. Some of the material used in the orientation may be familiar, but please pay attention it is provided for your safety. If you don't understand something that is covered, desire additional information or just have a question, please do not hesitate to ask. This handbook does not supercede the safety rules and policies contained in P&J's Accident Prevention Manual or the OSHA regulations. P&J is absolutely committed to your safety and we expect all employees to have that same level of commitment.

## **POLICY STATEMENT**

POSTLER & JAECKLE CORP. is committed to providing a work environment which is free from harassment based on an individual's sex, race, color, religion, sexual orientation, national origin, ancestry, disability or age. Harassment in all of these forms is unlawful and violates the rights of the individual and undermines the integrity of the employment relationship, which can destroy the morale and commitment of the individuals involved.

Any employee, who believes that he or she has been subjected to harassment, or is aware of harassment to others in the workplace, should report the incident to their Supervisor or any member of Management.

## **SAFETY POLICY**

At Postler & Jaeckle Corp. we strive for excellence in all aspects of our organization. It is our goal to conduct operations as near to "accident free" as possible. All accidents result in a company loss due to job disruption, delay, as well as personal injury and often property and material damage. These losses can significantly affect the overall bottom line and competitiveness of our company.

We realize the greatest asset this company has are the men and women who make up our work-force. To ensure a safe and healthful work environment, it is our intention to comply with the occupational safety and health act (OSHA) of 1970.

The leadership necessary to implement and guide our program must come from the enthusiastic support of managers and supervisors at all levels. With planning and commitment, safety can be integrated in all phases of our operations, while still maintaining the efficiency and quality of the work. Every one of our employees shares the responsibility for safety. The goal of an “accident free” workplace can be attained if we all work together by following established safety rules, use good common sense and actively support this safety program.

### **Employee Responsibility**

1. Each employee has a responsibility for his or her own safety. The responsibility to work safely is important to your family, fellow workers and to the company.
2. Each employee shall comply with OSHA rules and regulations, as well as company safety rules and polices applicable to their own actions and conduct.
3. All employees shall have completed the OSHA 30 hour or 10 hour Construction Outreach Training Program. If upon hire the employee does not have this training program he or she will have one month in which to attend an OSHA 30 or 10 hour training program.
4. Employees are encouraged to actively participate in safety meetings by asking questions, relaying personal experiences, making suggestions and pointing out hazards possibly being overlooked.
5. Watch out for fellow employees by making safety contacts to encourage safe work practices.
6. Report any accidents, injuries or “near miss” incidents to your supervisor as soon as possible after they occur.
7. Use appropriate or required personal protective equipment.
8. Be certain that guards are in place for machinery, tools, and equipment and follow the warnings and instructions of any safety signs, caution tape, barricades, or restricted areas.
9. Report all unsafe conditions or defective equipment/tools to your supervisor.

## Accidents & Injuries

**All accidents, injuries, and incidents reported for informational purposes , regardless of the severity, MUST be reported to the superintendent or foreman immediately, but no longer than one working day.** This will help relieve any questions regarding “on the job” relationship, enable us to meet the worker’s compensation reporting requirements, and most of all allow us to develop a data base of “accident causes” which will help prevent future accidents. You must notify your supervisor prior to leaving the job site because of injury or illness, whether personal or work related.

## Reporting Hazards - Safety Suggestions

As an employee in the field, you are in the best possible position to find a dangerous situation. Always be as familiar as possible and alert at all times to conditions and work processes in surrounding areas, to enable you to foresee and avoid possible dangers. If you observe any unsafe conditions, job site hazards, or come across any defective equipment, report it your supervisor as soon as possible. Your ideas are important to us. If you have any suggestions where we can improve or enhance our safety program, on the job site, we would like to hear them. Talk to your supervisor about your ideas.

## A Word of Caution

This booklet is not intended to be an all-inclusive list of rules and regulations. It represents only the basic safety and health rules and regulations, however it does not cover all situations. If there is ever any questions, or doubts about safety, contact your foreman, superintendent or company safety director and find out the **Safe way before acting.**

## GENERAL SAFETY RULES

1. Comply with all company and OSHA safety standards, rules, policies, and procedures.
2. Report unsafe and hazardous conditions to your supervisor. Do not put yourself in danger.
3. The use, possession, or sale of alcohol or illegal drugs is prohibited. Working under the influence of intoxicants or non-prescribed drugs is not permitted and will result in termination.

4. If asbestos, lead, PCBs or other potentially hazardous materials are encountered during operations, stop work immediately and notify your supervisor.
5. Be aware of the emergency response plan for the location that you are working. Know the alarm signals, evacuation routes, and locations of emergency numbers. Do not block evacuation routes.
6. All accidents and injuries and accidents, no matter how minor, must be immediately reported to your foreman or superintendent. Do not delay in reporting.
7. Be alert and do not enter barricaded areas. Roped-off areas are considered potential danger zones and shall be respected as such. Passing through such areas is prohibited except to those employees specifically designed to work within the area. Obey all danger and warning signs.
8. Always be familiar and alert at all times to job site conditions, tools, equipment and work processes in surrounding areas, so that you are able to foresee and avoid possible danger.
9. Get permission from your foreman before bringing personal tools or equipment on the job site to use. It is important that any tools or equipment used on the site are inspected and found in good condition and free from damage or defects.
10. Never leave a roof, floor or wall opening unprotected or uncovered. If such conditions are encountered, report it immediately to your supervisor.
11. Proper clothing shall be worn at all times. Proper clothing includes full-length pants and shirt which covers the front, back and shoulders with at least 4-inch sleeves.
12. "No smoking" rules must be obeyed in posted areas and whenever prohibited by the rules, law or regulations.
13. Good house keeping must be maintained at all times. Work areas must be cleaned at the end of the work shift.
14. All work in "confined spaces" must conform to the confined space entry procedures. Do not enter confined spaces until you have been cleared to do so.

15. Whenever hazardous chemicals are used appropriate personal protective equipment and clothing shall be worn. See your supervisor if you are not certain what PPE is required.
16. Request, read and follow the Material Safety Data sheets for products or chemicals you have been assigned to work with.
17. All employees are required to have a copy of the company safety handbook. If your copy is lost or damaged you may request a new one.
18. Do not stand or pass under or beside suspended or unsecured elevated loads.
19. Radios or earphones of any type are prohibited at all times.
20. Horseplay of any kind is forbidden.
21. Firearms and weapons are prohibited from being brought onto company premises or jobsites.
22. Walk, don't run, except in case of emergency.

### **FIRST AID AND EMERGENCY PROCEDURES**

1. Know the location of emergency phone numbers and the means to call in an emergency.
2. Know where the first aid kit and emergency eyewash is located on site.
3. If you have a physical condition that may require medical attention or prohibit you from performing any of your normal duties notify your supervisor.
4. Anytime you are assigned to work inside a building or structure become aware of the emergency procedures, alarm signals, evacuation routes and marshalling area. If not certain, ask your supervisor.
5. If an emergency occurs, stay calm and follow the established emergency procedures. If an evacuation is necessary, leave the area by walking, do not run. Do not leave the marshalling area until a head count is taken.
6. NEVER move a person who appears to be seriously injured or ill,

especially for injuries of the head, neck and back or if there is a potential of a fracture, unless life threatening conditions exist (e.g. fire, hazardous material spill, etc.)

7. Only qualified persons are allowed to administer first aid and CPR.
8. Protective gloves must be used when administering first aid.

### **DRUGS AND ALCOHOL**

1. A worker under the influence of an intoxicating substance presents a real danger of injury to him or herself and others.
2. The possession, use or “under the influence” of alcohol, illegal drugs or controlled substances by employees during work hours is strictly forbidden. Employees found violating this rule will be subject to immediate dismissal.
3. Employees found violating this rule will be subject to immediate dismissal. (See Disciplinary Policy)

### **DISCIPLINARY POLICY**

Postler & Jaeckle Corp. expects every employee to follow all safety rules, regulations, policies, and procedures of the company and OSHA. If it becomes apparent that an employee is continuing to violate the rules and policies of the company and positive reinforcement avenues have not been effective, this Disciplinary Policy shall be instituted.

1. Verbal warning - verbal warnings will be given when there has been an observed or reported violation(s).
2. Written warning - a written warning will be given to any employee who ignores verbal warnings or performs a flagrant violation that puts him or herself or others in serious danger.
3. Cease employment - when it becomes obvious that the previous disciplinary measures will not correct the employees behavior, the employee will be let go.
4. Should a facility owner or owner representative request an immediate dismissal of an employee and no other position outside the facility of work site is available, step no. 3 will be implemented.

5. Immediate dismissal - an employee may be immediately dismissed for the following:
  - a) Reporting to work, or found at work to be under the influence of illegal drugs, controlled substances, or alcohol.
  - b) Disobeying a supervisor's request to utilize personal protective equipment, or instructions on a safety requirement.
  - c) Stealing – an unauthorized removal, attempted removal or possession of property belonging to someone else or to the company.
  - d) Horseplay in any form.
  - e) A willful safety violation or willful disregard for the safety of one's self or others.
  - f) Sleeping during work hours.
  - g) Fighting or provoking a fight.

## **OSHA**

It is the policy of Postler & Jaeckle to fully cooperate with an OSHA Compliance Officer (CSHO) by allowing entry and accompanying him or her during an inspection. When it is learned that OSHA is on site for an inspection, the foreman shall contact the office without delay. The office will in turn contact the superintendent, project manager and safety director. One or both of them will proceed to the site. In the absence of the superintendent or safety director, the foreman will be the designated representative of the company. The foreman will attend the "opening conference" and accompany the CSHO during an inspection until the superintendent or safety director arrives.

1. Opening Conference:

The CSHO will explain the nature of the visit and the scope of the inspection. A copy of any employee complaint, if applicable, may be provided.
2. Inspection Tour:

The superintendent or safety director will accompany the compliance officer during the inspection. Discussions with a compliance officer are to be courteous and factual. It is not necessary to expand beyond what is asked by the compliance officer or make assumptions if facts are unknown. The CSHO will talk with workers and try to minimize work disruptions. The Act prohibits any discrimination against employees as result of what they say or show the compliance officer. In some cases it may not be necessary for any representative of the

company to accompany the CSHO during the inspection, depending on the type or scope of inspection.

3. Closing Conference:

The compliance officer reviews any apparent violations with those employers who may be cited. Possible methods and time periods necessary for correction will be discussed.

## HAZARD COMMUNICATION

As an employee of Postler & Jaeckle Corp. you have the right to know about the hazardous chemicals and products which you work with. This section will summarize our Hazard Communication Program (see P&J's Accident Prevention Manual for our Hazard Communication Program). OSHA revised its Hazard Communication Standard (HCS) to align with the United Nations' **Globally Harmonized System of Classification and Labeling of Chemicals (GHS)**. The revised standard require the use of new standardized format for labels and Safety Data Sheets (SDSs), formerly known as, Material Safety Data Sheets (MSDSs).

### General

1. Be aware of hazardous chemicals being used on site. If you are not certain of the hazards and protective measures of a chemical or product, see your supervisor and obtain the SDS.
2. Know where the hazard communication program, hazardous materials list and safety data sheets (SDS) are maintained on site. If you need assistance interpreting the information from an SDS see your supervisor for help.
3. Upon first reporting to a work site for the first time see the foreman for the location of the Hazcom Program and safety data sheets (SDS).
4. Do not work with a hazardous material until you have been informed of the hazards. When working with hazardous chemicals be knowledgeable of appropriate safe work practices, emergency procedures and personnel protective equipment.
5. Employees should be willing to share their knowledge of Hazard Communication and of materials with which they work with other employees and officials.
6. Notify your supervisor if you bring hazardous material on site.

7. All personnel should maintain the integrity of labels on containers.

### **Safety Data Sheets (SDS)**

SDS's have been secured for hazardous products for which you could use in the course of your employment. You may obtain a copy of our Hazard Communication Program and/or MSDS by completing a requisition form. Forms are available from your supervisor. These SDS's and our written Hazard Communication Program are on file for each project site as follows:

- Main Office                      615 South Ave.  
   Rochester, New York 14620  
   (585) 546-7450  
   Attn: Safety Department
  
- Job Sites                              >Designated gang box or jobsite office  
   >If unavailable call Main Office (585-546-7450)

### **Container Labeling**

As required by the OSHA HazCom standard all containers of hazardous products must be clearly labeled by the manufacturer. Read and follow all instructions and warnings found on the label. If containers of any products you have been assigned to work with are found to have labels missing or illegible, report this to your supervisor. From time to time you may be required to transfer product from the original container to a secondary container. If you will be the only individual using the product, read the label and follow the precautions before using. If there is a potential that other employees may use the product or come in contact with it, the secondary container must be labeled. Contact your supervisor for secondary container labels.

### **Training**

Hazard communication training is an on-going training program that will be accomplished by means of this safety orientation and subsequent safety meetings. During your employment, more specific information relative to the hazardous products you are assigned to work with will be periodically covered at tool-box safety meetings. Should you not understand, or have any questions about the hazards, protective measures and first aid procedures of a product or chemical you have been assigned to work with, contact your supervisor.

## ASBESTOS AND LEAD

### **Asbestos Policy:**

Postler & Jaeckle Corp. is not a licensed asbestos abatement contractor. **Employees are not allowed to intentionally remove or disturb asbestos containing materials. If during the course of work any employee comes across asbestos containing materials or even a material that is suspected of being asbestos they must STOP WORK and notify their supervisor.** The supervisor will contact the general contractor or owner representative and inform them of the location of the asbestos containing material. No employee will perform work that may cause potential asbestos containing materials (ACM) to be disturbed until the material has been positively identified. If the material is found to be asbestos, no employee will return to work unless the material has been found to be properly encapsulated, removed by a licensed asbestos abatement contractor or the area has been found to be safe per existing OSHA regulations. Abatement and/or disturbance of asbestos containing materials (ACM) must be by a certified asbestos abatement contractor.

### **Lead Policy:**

Postler & Jaeckle Corp. is not a lead abatement contractor. **Employees are not allowed to intentionally disturb lead containing paint. If during the course of work any employee comes across what is suspected of being lead based paint and the task to be performed requires them to burn, heat, weld, grind, sand or cause the paint to be disturbed they must STOP WORK and notify their supervisor.** The supervisor will contact the general contractor or owner representative and inform them of the location of the lead paint. Abatement and/or disturbance of lead based paint must be in accordance with existing OSHA regulations.

Postler & Jaeckle Corp. actively seeks to use products that do not contain lead.

### **Asbestos Containing Materials (ACM):**

Asbestos has been used in building ceilings, walls, on pipes, boilers and furnaces, covering structural steel and in building plumbing. The following materials have been known to contain asbestos. This is not a complete description or list.

Thermal insulation on boilers, pipes, tanks and vessels  
Sprayed-on fire proofing and sound proofing  
Acoustical ceiling and floor tiles including mastic and adhesive

Transit panels  
Asbestos cement products  
Gaskets and brake shoes

### **Lead Containing Materials:**

Lead based paint  
Lead solder  
Lead caulk  
Lead flashing  
Weld rod (normally in very small quantities)  
Lead linings in tanks and walls of x-rays rooms

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment (PPE) is considered a secondary form of protection against a hazard. Our primary defense against workplace hazards is elimination of the hazard. However, there are many times when this is not possible or feasible. In those cases PPE become necessary. The following rules concerning the use of PPE will apply:

- 1. All employees are required to wear safety glasses with sideshields that are ANSI Z87.1 approved at all times during their work shift. If your prescription glasses do not meet these requirements, see your foreman for “over the glasses” safety glasses.**
- 2. Hard hats are required to be worn at all times on construction sites or if area is designated as a “Hard Hat Area”.**
3. Hearing protectors are required when using power tools and equipment, working in the vicinity of any “high noise” equipment or activities or in a designated “High Noise Area”.
4. Personal fall protection equipment (safety harness and lanyards) is required when working in elevated locations 6 ft. and above, unless proper guardrails or other fall protection systems are in place.
5. Leather construction grade boots/shoes in good condition are required.
6. Postler & Jaeckle has a 100% work glove policy which requires the proper gloves for the task be worn at all times. Gloves will be provided for the work conditions as needed. Specific details can be

found in the P&J Corporate Safety Manual.

7. Additional eye and face protection such as face shields and goggles must be worn while performing high hazard tasks including grinding, chipping, overhead drilling or sawing, and working with chemicals.
8. Respirators may be required in certain areas and while performing certain types of work. The type of respirator selected should be based on the requirements of the task at hand and applicable MSDS. Before using a respirator you must be medically cleared and fit tested - see your supervisor if a respirator is necessary.
9. Employees involved in welding or cutting operations shall wear appropriate eye, face protection and skin protection (see the section on Welding and Cutting).

### **PLEASE READ BEFORE USING A DUST MASK**

The following contains information concerning your safety when wearing respirators. **This applies to VOLUNTARY USE of dust masks.** The OSHA Respiratory Protection standard now considers **dust masks to be respirators** and their use is covered by this standard. Heed the advice contained here and, if you are not sure about a respiratory exposure or you have difficulty when wearing the dust mask, report to your supervisor. If the task you are doing requires a respirator, then you must be medically cleared and fit tested before we can allow it to be used.

#### **Information for Employees Using Respirators When Not Required Under the OSHA Standard**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

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

## **HOUSEKEEPING AND WASTE DISPOSAL**

Good housekeeping prevents accidents. Housekeeping is a continuous process that must be done on a regular basis throughout the day. Double handling of material and a cluttered site are costly and increases the risk of accidents.

1. Keep aisles, passageways, stairways, exit routes and the base of ladders unobstructed and free of materials and debris.
2. Never block emergency equipment such as fire extinguishers, fire alarms or power disconnects.
3. Never block an escape route, exit point or doorway.
4. Store materials in a stable manner to avoid sliding, tipping over or falling.
5. Keep toolboxes, storage areas and work vehicles in a neat orderly manner.
6. Workbench and fabrication areas are to be kept free of debris and scrap materials. Maintain a receptacle or proper container to place these materials.
7. Do not allow incompatible materials to come in contact with each other.

8. Dispose of oily or solvent soaked rags in metal safety receptacles.
9. Whenever trash or debris are dropped more than 20 ft. on the exterior of a building, an enclosed chute must be used. Place barricades around dumpsters or areas where trash and debris are dropped.
10. Route extension cords and welding cables to avoid creating trip hazards in aisles, walkways, stairs and work areas.
11. Report spills. Spills of oils or other liquids are to be cleaned up immediately and the waste disposed of properly. Disposal of hazardous materials shall be done in accordance to environmental regulations.
12. Job sites are to be left broom-clean with all excess materials and wastes removed at the end of each working day.
13. Protruding nails must be removed from boards and wood materials.

## **FIRE PROTECTION AND PREVENTION**

### **General**

1. Smoke in approved areas only. Obey "No Smoking" and "No Open Flame" signs.
2. Learn the locations of fire extinguishers, fire exits, and fire alarms. Keep fire exits and passageways clear.
3. Use only approved, properly labeled safety cans or portable tanks for the storage and handling of flammable and combustible liquids.
4. One 2 A rated fire extinguisher should be present for every 3000 square feet of protected building area. Travel distance to the nearest fire extinguisher must not exceed 100'.
5. Keep fire-fighting equipment ready for immediate use.
6. Do not store material or equipment in front of fire extinguishers. Access to fire fighting equipment must be maintained at all times.
7. Fire extinguishers shall be inspected on a yearly basis.
8. No more than 25 gallons of flammable or combustible liquids can be

stored in a room outside of an approved storage cabinet. No more than 60 gallons of flammable or 120 gallons of combustible liquids can be stored in any one-storage cabinet.

9. Keep flammable liquids in closed containers when not actually in use. Use only approved safety solvents for cleaning and degreasing.
10. Conspicuous and legible signs prohibiting smoking and indicating flammable liquid should be posted in service and refueling areas.
11. Shut off engines before refueling. This applies to vehicles, equipment and all internal combustion engines.
12. Do not weld or cut on a tank or any container that has contained gasoline or other flammable gas or liquid.
13. Oily, greasy, flammable or paint soak rags shall be kept in approved metal containers until removed from the worksite.
14. Outdoor portable tanks cannot be closer than 20 feet from any building. Maintain a 12ft. wide accessway for movement of fire-fighting equipment.
15. Keep areas free of weeds, debris, and other combustible materials not necessary for storage.
16. Report fire hazards to your supervisor immediately.

### **Using a Fire Extinguisher**

1. **P** – Pull the pin.
2. **A** – Aim extinguisher nozzle at the base of the flames.
3. **S** – Squeeze trigger while holding the extinguisher upright.
4. **S** – Sweep the extinguisher from side to side, covering the area of the fire with the extinguishing agent.

### **REMEMBER:**

- Should your path of escape be threatened
- Should the extinguisher run out of agent
- Should the extinguisher prove to be ineffective
- Should you no longer be able to safely fight the fire

.....THEN LEAVE THE AREA IMMEDIATELY!

## WELDING & CUTTING

### General

1. Only qualified employees with proper training are allowed to use welding equipment.
2. If required by facility or location obtain a “hot work” or “open flame” permit before performing such tasks.
3. Always clean the area below cutting or welding operations. When practical, objects to be welded, cut, or heated should be moved to a designed safe location. If this is not possible, remove all combustible materials in the vicinity to a safe place, or contain and protect with non-combustible barriers such as welding blankets and shields.
4. Each welder is responsible for containing sparks and slag and/or removing combustibles to prevent fire. Use a fire watch.
5. All employees engaged in welding and burning operations must use a welding hood, face shield or burning goggles with lenses having the proper color density, and appropriate welding jacket and welding gloves. In addition ear plugs should be worn when performing overhead hot work.
6. No arc or flame welding operation is permitted in areas where the application of flammable paints is taking place or where combustible dust or flammable liquids are used or stored.
7. A suitable fire extinguisher must be located in hot work areas available for immediate use at all times.

### Oxyacetylene Torches

1. All connections should be clean and free from grease and oil.
2. Hoses should not be laid across traffic areas or placed where they could be subject to damage or create a trip hazard.
3. Use a friction lighter to light the torch. **Do Not** light torches by using matches, butane lighters, or fluid lighters.

4. Where a special wrench is required to operate the acetylene cylinder valve, the wrench should be kept in position on the valve to allow for emergency shutoff.
5. Do not tighten a leaky connection between the cylinder and the regulator without first closing the cylinder valve.
6. For quick closing, valves on fuel gas cylinders should not be opened more than one and a half turns.
7. Check valves and flash arrestors should be located at the torch.

### **Electric Arc Welders**

1. When electrode holders are left unattended, the electrodes should be removed and the holders placed or protected so that they cannot make contact with each other, conductive objects, or people.
2. Shield arc welding and cutting with noncombustible or flame-resistant screens to protect other persons from direct arc rays.
3. All welding cable should be insulated completely. Any splices or repairs must have insulation with a resistance equal to or greater than the original insulation. No repairs are permitted within 10 feet of the electrode holder.
4. Insulated boot covers or other suitable protection must be provided to protect terminals.

### **Compressed Gas Cylinders**

1. Valve protection caps must be in place when compressed gas cylinders are transported, moved, stored or not in use.
2. Compressed gas cylinders must be stored in an upright position at all times, except if necessary for short periods of time when cylinders are actually being moved or carried.
3. Cylinders must be kept at a safe distance or shielded from welding and cutting operations. Cylinders should be placed where they cannot become part of an electrical circuit.
4. Gas cylinders shall be secured in an upright position during use or in storage. Separate oxygen cylinders from fuel-gas cylinders by twenty

(20) feet or more. In lieu of separation, a barrier may be used between oxygen and fuel-gas cylinders (barrier: a wall at least 5 feet tall with a half-hour fire resistance).

5. Open gas cylinder valves slowly to avoid valve damage. Always close cylinder valves when work is finished or when leaving the operation for extended periods.
6. Cylinder must not be lifted by a crane or hoist unless they are in a cradle or substantial stand and have protective caps in place. A cylinder should never be lifted by the cap.
7. When a cylinder is empty, close the valve, replace the cap, mark the cylinder "MT" (empty) and return it to its rack.

### **Liquefied Petroleum Gas (LPG)**

1. Containers should be placed upright on firm foundations and secured to prevent displacement.
2. Storage of LPG within buildings is prohibited
3. Storage locations should have at least one approved portable fire extinguisher, rated not less than 20-B:C.
4. LPG containers must be separated from oxygen cylinders a minimum distance of 20 feet or by a noncombustible barrier at least five feet high having a fire-resistance of at least one half hour.
5. LPG containers stored next to roads or in the areas where vehicles and heavy equipment are in use should be barricaded or otherwise protected from damage.
6. Storage of LPG outside of buildings:  
Propane tanks should be located away from the building in accordance with the following:

Quantity of LPG Stored	Distance (feet) away from building
500 lbs. or less	0
501 To 6,000 lbs.	10
6001 To 10,000 lbs.	20
Over 10,001 lbs.	25

## **TOOLS**

Tools are only as good as the condition they are in. Inspect all tools before use, if you find any tool that is damaged, defective, only otherwise not safe to use, tag it and turn it into your supervisor.

### **Hand Tools**

1. Every tool is designed for a certain job and should only be used for that purpose. Do not modify a tool.
2. Keep tools in peak condition. Worn and/or damaged tools are dangerous. Do not use tools with cracked, broken or loose handles.
3. Do not use impact tools such as drift pins, wedges and chisels, if they have mushroomed heads.
4. Do not force tools beyond their capacity or use cheaters to increase leverage.

### **Power Tools**

1. Do not use power tools unless you are completely familiar with them. Contact your supervisor if you are not certain how to operate a tool.
2. Before using a power tool, examine it for damaged parts, missing guards, frayed or cut electric cords. Notify your supervisor, tag and remove defective tools from service.
3. Do not attempt to bypass or remove manufactured installed safety devices. Do not use tools with improper or damages guards, or with guards removed.
4. Keep tools and accessories clean and sharp for best performance.
5. Provide adequate ventilation for tools and equipment powered by combustion engines.

### **Powder Actuated Tools**

1. Only trained and qualified people may use power actuated tools. You must have documented training for each model of tool used, see your foreman if you need training.
2. Tools must remain unloaded until ready for use. Do not leave loaded

tool unattended.

3. Do not drive fastener into hard or brittle material, or into material the fastener will penetrate through.
4. Do not discard used loads on the floor or ground. Dispose in proper receptacles.
5. Follow manufactures recommended procedure for misfires.

### **Lasers**

1. Only qualified and trained employees shall be assigned to install, adjust and operate laser equipment.
2. Proof of qualification of the laser operator shall be available and in the possession of the operator at all times.
3. Laser warning signs will be posted in areas where lasers are used.
4. When the laser is not required or left for a substantial period of time it shall be turned off or the beam capped.
5. The laser shall never be directed at employees or other workers.
6. Lasers shall bear a label to indicate maximum output.
7. Laser unit in operation should be set up above the heads of employees whenever possible.
8. Employees with a potential exposure to direct or reflecting laser light greater than 5 milliwatts shall be provided with antilaser eye protection.

### **ELECTRICAL SAFETY**

1. Ground fault circuit interrupters shall be used for electrical tools, cords and equipment. Place GFCI at receptacle for extension cord protection.
2. Examine all cords prior to use. Cords which are broken, frayed, worn, contain exposed conductors or have missing ground terminals shall not be used; remove from service immediately.
3. All cords should be of the three-wire type and designed for hard or extra-hard usage. Flat extension cords and Romex extension cords are

prohibited.

4. All live electrical installations, such as receptacles, switches, and panel boxes, shall be protected by a faceplate or cover.
5. Protective cage guards shall cover bulbs used for temporary lighting.
6. Cords should be kept clear of walkways and other locations where they may be subject to damage or present a tripping hazard. Do not fasten extension cords with metal staples, nails or wire.
7. Protect cords from foot and vehicle traffic, and sharp corners and edges.
8. All electric equipment and materials should be of an approved type and installed in accordance with NEC and OSHA.
9. Only qualified persons shall be allowed to perform any type of electrical work.
10. Missing knockouts inside panel boxes, on receptacle boxes and on all other equipment containing live parts should be covered or otherwise protected.
11. Report to your foreman any damaged or defective electrical equipment or other electrical hazard found on the jobsite.

### **Lock-out Tag-out**

1. A lock-out/tag-out procedure shall be used to prevent accidental start-up or release of hazardous energy. This is especially important when servicing or repairing equipment or processes ( see our Accident Prevention Manual for the lock-out /tag-out procedure.
2. Locks and tags must be used to lock-out and identify isolation devices.
3. Never attempt to operate any locked or tagged-out piece of equipment.
4. Do not remove someone else's lock and tag.

## **MATERIAL HANDLING, STORAGE AND DISPOSAL**

Manual handling of equipment and materials is a major cause of accidents and injury in construction. Understanding the limitations of one's body is critical. Injuries sustained can include strains, sprains, lacerations, and abrasions to backs, shoulders, abdomen, arms, legs, hands, elbows, and wrists. **Protect your body!**

### **General**

1. All material must be properly stacked and secured to prevent sliding, falling or collapsing.
2. Aisles, stairs, and passageways must be kept clear to provide for safe movement of employees and equipment and to provide access and egress for emergencies.
3. Disposal of construction debris and unused materials shall be in approved dumpsters or containers.
4. Disposal of hazardous wastes shall be in accordance with applicable laws and regulations.

### **Manual Material Handling**

1. Stretch and warm up daily before starting work. Cold muscles are easily injured.
2. Plan a route that is free from tripping and slipping hazards.
3. Examine the object, determine its weight, and look for sharp edges.
4. Use these good lifting practices:
  - STAND as close to the load as possible, feet spread apart.
  - BEND at the knees, keeping your back straight and stomach tucked in.
  - GRASP the load firmly. Use gloves if object has sharp or jagged edges.
  - LIFT smoothly with your legs. Do not twist your body or jerk the load.
  - HOLD the load close to the center of your body. Keep your head up.
5. Keep lifts within shoulder-to-knuckle lifting range whenever possible.
6. Pushing is always preferred to pulling when moving an object.

7. When performing repetitive manual handling tasks take “micro” breaks (1 to 2 min.) and use stretching techniques to reduce stress to muscles and tendons.
8. Rotate lifting activities throughout the day (and thus muscle groups) to allow sufficient recovery time for muscles.
9. Use mechanical lift devices whenever feasible.

### **Storage**

1. Store materials so as not to block exits, aisles and passageways, and access to fire extinguishers and electrical panels.
2. Materials stored in tiers should be secured to prevent sliding, falling, and collapse.
3. Maximum safe load limits of floor within building or structures shall not be exceeded for storage of equipment and materials.
4. Materials stored should not be placed within 6 feet of any hoistway, floor opening, roof hole/edge or exterior wall, which does not extend above the materials stored.
5. Maintain proper clearance between incompatible materials.

### **Rigging and Mechanical Lifting**

1. Slings, cables, come-alongs, chain falls, and other lifting devices must be inspected before use.
2. Rigging equipment and lifting devices must be removed from service if damaged or defective.
3. Rigging equipment must not be used with knots, bolts, or other makeshift devices or connectors.
4. Know the weight of loads to be lifted. Rigging equipment must not be loaded beyond their rated capacity, according to the manufacture’s instructions. Ask if not sure of its capacity.
5. Never allow anyone to be or pass under a load being lifted or suspended.

## STAIRWAYS & LADDERS

A stairway or ladder must be provided at all points of access where there is a change in elevation of 19 inches or more and no ramp, runway, sloped embankment or personnel hoist is provided. Stepping off elevation changes greater than 19 inches without proper access is a frequent cause of injury.

### Stairways

1. Slippery conditions on stairways and landings must be eliminated before the stairways are used.
2. Stairways greater than 30" high or with four or more risers must be equipped with a handrail and a stair rail on unprotected sides or edges.
3. Stair rails, which also serve as handrails, should be between 36 and 37 inches high in line with the face of the riser at the forward edge of the tread and be capable of withstanding a 200 lb. load, applied in a downward and outward direction, with a minimum of deflection.
4. A platform must be provided wherever a door opens directly into a stairway. The platform should extend 20" beyond the swing of the door and be protected by a standard guardrail system. This includes doors to field offices and storage trailers.
5. During construction, pan treads, stairs, and landings must be filled with wood or other solid materials, for the full width and depth of the stairs until stairway is completed.

### Ladders

1. Inspect ladders before use. Use only ladders with yellow "Inspected" tags. Ladders with broken or missing rungs, cleats or steps, broken or split rails, or corroded or broken parts must be tagged out and removed from the jobsite immediately.
2. Ladders used to access an upper floor of platform must extend 3 ft. above the upper landing surface.
3. When in position, a straight ladder must be securely tied at the top to prevent slipping or accidental movement. If the ladder is to be used for access onto an elevated surface the bottom must be tied off also.
4. Ladders must be erected with a 4:1 ratio: For every four feet of working

length of the ladder, the base will be placed back one foot from vertical.

5. Make certain the floor or other supporting surface onto which the ladder is placed is solid, secure and level. If placing a ladder on a floor cover check to make certain the cover is capable of supporting the load without failure or movement.
- 6. The area at the top and bottom of ladders must be kept clear at all times.**
7. Always face a ladder when ascending or descending and maintain at least three points of contact with the ladder at all times (example: two feet and one hand).
8. Make sure ladders are free from ice, snow, mud, or other slippery materials before use.
9. Ladders should be used only for the purpose for which they were designed. Ladder rungs should not be used for platforms or to support the ends of planks or other similar work platforms.
10. Do not use stepladders in the folded position. Open the legs and secure the locking mechanism.
11. Do not stand on the top or top step of a stepladder or the top two steps of an extension ladder.
12. Never leave any tools or materials on a ladder when not actually being used.

## **SCAFFOLDING**

### **General**

1. All scaffolding must be erected, disassembled, repaired or altered under the supervision of a competent person. If you have any questions regarding the scaffold see your foreman.
2. The competent person should decide the feasibility of using fall protection during the erection and dismantling of scaffolds. The issue is whether the use of fall protection is feasible and/or creates a greater hazard.
3. No work should occur on any scaffold until the erection competent

person has certified the complete installation and turned the scaffold over to the production crews.

4. Standard guardrails and toeboards are required on all open sides and edges of scaffolds 10 ft. or greater in height.
5. Screen or panels should be installed where tools or materials are stacked above the toe board and workers are required to pass below scaffold (i.e., to access building).
6. A ladder, stairway, ramp, integral ladder access frames or other safe means must be used to access scaffold platforms more than 24" above or below a point of access. Climbing on cross braces is prohibited.
7. Scaffold planks should overhang end supports no less than 6" and no more than 12" unless cleated or otherwise secured in place
8. Any scaffolding component damaged or weakened by any cause must be brought to the attention of the competent person who will determine if it can be braced, repaired or removed from service.
9. All scaffold platforms must be fully planked between the front uprights and the guardrail supports. Platforms should be decked so that no space between the planks of scaffold supports exceeds 1 inch.
10. All planking shall be scaffold grade or equivalent. Cracked or split planks must be immediately replaced.
11. Unstable objects must not be used to support a scaffold or as working platforms.
12. Know the rated capacity of the scaffold - Do not overload the scaffold. Loads imposed on the scaffold include the weight of the employees, equipment, tools and materials (see your foreman if you are not sure).
13. Eliminate any slippery conditions (e.g. ice, snow, oil, liquid, fine material) before any work begins.

### **Supported Scaffolds (i.e.; Frame Scaffold)**

1. Scaffold legs must be set on base plates and on mud-sills or firm foundations adequate to support 4 times the maximum rated load.
2. Where uplift may occur, connections must be locked together by pins or

other equivalent means.

3. Cross-braces, diagonal braces, or both, must be used to square, align and brace scaffolds.
4. Freestanding scaffolds must not exceed 4 times the minimum base dimension. If this height is exceeded scaffold must be tied off.
5. When securing scaffolds, the tie-off must be at the closest horizontal scaffold member at the 4: 1 (H:W) ratio, then repeated every 26ft. vertically. Horizontal tie-offs should be located at each end of a scaffold and at 30ft. intervals.

### **Mobile Scaffolds**

1. The height of mobile scaffolds must not exceed four (4) times their minimum base dimension, unless outriggers are added to increase base dimension.
2. Scaffolds should be braced by cross, horizontal and diagonal braces to prevent racking or collapse and to automatically square and align the vertical members.
3. An access ladder should be affixed to the scaffold in a location where its usage will not have a tendency to tip the scaffold.
4. When in use, casters or wheels should be locked to prevent movement. Only in rare instances are employees allowed to ride mobile scaffolds. See OSHA 1926.452 (w).

**Suspension Scaffolds – Contact the Safety Director when the use of suspension scaffolds is anticipated.**

### **Ramps and Walkways**

1. Ramps and walkways 6' or more above a lower level should be equipped with a standard guardrail system.
2. No ramp or walkway should be sloped greater than 1 vertical to 3 horizontal.
3. If the slope of the ramp or walkway is steeper than 1:8, cleats should be securely fastened to the walkway spaced no further than 14" apart to provide footing.

## **Aerial Lift Platforms: (boom lift and scissors lift)**

1. Only properly trained personnel may operate an aerial lift. See your supervisor if you need training.
2. Read and obey operating instructions, warnings, and cautions for the lift.
3. Test controls prior to operating lift to ensure that they are working properly.
4. Wear a safety harness with a lanyard attached to the anchor point inside the boom basket when working from a “boom” type aerial lift. (Never anchor your lanyard to an adjacent pole, structure or equipment outside the basket while YOU are inside the basket.)
5. Keep oil, grease, and other slippery substances cleaned from your footwear and from platform decks.
6. Never drive an aerial lift with the outriggers extended.
7. Inspect the floor or ground surfaces before traveling or operating a lift. Do not travel or operate a lift on soft or uneven surfaces or areas where floor openings are not covered. DO NOT travel over a hole cover unless you are certain it will support the weight of the lift.
8. Always level and stabilize the lift by extending outriggers prior to operating the platform.
9. Check all clearances thoroughly before positioning the platform.
10. Keep ground personnel away from areas under and near raised platforms.
11. Never exceed manufacturers rated capacity for the aerial lift platform.
12. Never place ladders, steps or similar items on a lift to provide additional reach for any purpose.

## **FALL PROTECTION**

Falls are a serious hazard and are the cause of one third of all the fatalities each year in the construction industry. When planning an operation or task, efforts should be made to eliminate or minimize a fall hazard.

### **General**

1. Employees on walking or working surfaces 6 ft. or more above lower levels must be protected from falling by a fall protection system, meeting the requirements of OSHA subpart M.
2. The most common methods of fall protection for our work are guardrail systems, personal fall arrest systems, positioning devices systems and covers.
3. Floor or roof holes 2 inches or greater in diameter must be protected to prevent falls or falling objects. Methods of protection are guardrail systems, personal fall arrest systems or covers.
4. Unless they are easily visible, excavations must be protected by guardrail systems, fences or barricades. Wells, shafts, pits and similar small dia. excavations must be protected by guardrail systems, fences, barricades, or covers.
5. Ramps, runways, and other walkways must be protected by guardrail systems.
6. A wall opening whose inside bottom edge height is less than 39" must be protected by guardrail systems or personal fall arrest systems.
7. Never leave a roof or floor opening unprotected or uncovered. If such conditions are encountered report it to your supervisor immediately.
8. When working on low-sloped roofs (4:12 pitch or less) employees must be protected from falls. For protection install a warning line no closer than 6 ft. from the edge, if working closer than 6 ft. to the edge use a personal fall arrest system or guardrail system.

### **Fall Protection Systems**

1. Guardrail Systems:
  - Top-rails must be installed at 42 inches with a tolerance of + or – 3 inches. Mid-rails are required halfway between the top-rail and the walking /working surface.

- A top-rail must be capable of withstanding a downward and outward force of 200 pounds without causing a deflection below 39 inches or causing failure of the rail.
- Cable top-rails and mid-rails should be at least 1/4" diameter. If wire rope is used as top-rails, it should be flagged every 6 feet with highly visible materials.
- Lumber used in the construction of guardrails should be sound and should not contain large or loose knots. All nails should be driven in completely.
- Off-set guardrails are required at ladder access points to protect the opening.

## 2. Covers:

- Covers must be capable of withstanding two (2) times the weight of any object or employee, which may pass over it, and be color coded or marked "hole" or "cover".
- Covers must be secured in place to prevent accidental displacement.

## 3. Personal Fall Arrest Systems:

- Fall arrest anchorage points should be able to withstand 5000 lbs. per employee or should be designed as a system that maintains a safety factor of at least 2.
- Fall protection systems should be erected under the supervision of a competent person. **Any employee who is unsure whether an anchorage point is appropriate should ask their foreman.**
- Safety harnesses must be used for fall arrest, safety belts are no longer allowed. Shock-absorbing lanyards are to be used with safety harnesses for fall arrest to limit arresting force to below 900 lbs.
- Safety harnesses, lanyards and other fall protection equipment are not to be used for any purpose other than employee fall protection.
- Lanyard and safety line length should be limited so as not to allow a free fall greater than 6 feet. Additionally, care should be given when using the system to ensure that an employee will not strike lower levels or be subject to a swing fall prior to, or during, the activation of the fall arrest system.
- Positioning devices cannot allow for a free fall of no more than 2 feet.
- Inspect all personal fall protection equipment prior to use.

## EXCAVATIONS & TRENCHING

### General

1. Notify the Postler & Jaeckle Corp. Safety Department of all excavations deeper than 4 feet prior to starting any work.
2. A competent person must evaluate all excavations to determine the type of soil, protective system and other required precautions.
3. **CALL BEFORE YOU DIG!** Prior to opening an excavation the exact location of underground utilities should be determined. Call the local centralized agency before you dig or drill.
4. No employee is allowed to enter an excavation until it has been inspected by a competent person and declared safe to enter. Excavations must be inspected daily and after every rainstorm or other hazard-causing occurrence.
5. A stairway, ladder, ramp or other safe means of egress should be located in trench excavations that are 4 ft. or more in depth so as to allow no more than 25 ft. of lateral travel for employees. **NOTE:** Ladders should extend 3 feet above ground and be secured in place.
6. Spoil piles, materials and other debris must be kept 2 ft. back from excavation edges. Loose rock and soil should be secured or removed to prevent it from falling into excavation.
7. All employees working near traffic must wear high visibility warning vests.
8. No employees must be permitted beneath a load handled by loading or digging equipment.
9. When trenches are left open, they should be covered with suitable materials and barricaded or lighted during non-working hours.
10. Sidewalks, trees, poles, and other miscellaneous surface encumbrances whose stability may be weakened by excavation operations should be braced, secured or removed to prevent their falling into the open excavation.
11. Adequate precautions should be taken to prevent employee exposure to atmospheres containing less than 19.5% oxygen or the presence of other hazardous atmospheres.

## **MOTOR VEHICLES AND MOBILE EQUIPMENT**

### **General**

1. Check all vehicles at the beginning of each shift, to ensure that the vehicle is in safe operating condition.
2. All operators of company vehicles or driving while on company business are required to have legal driver's licenses appropriate for the vehicle they are driving. Company has the right to perform driver's license checks on a random basis.
3. Seat belts shall be worn at all times by employees operating or riding on motor vehicles or machinery.
4. Vehicles used to transport employees should have seats firmly secured and adequate for the number of employees to be carried. Employees shall not ride on fenders, running boards of equipment, or the bed of a pick up trucks.
5. Horns and warning devices must be in working order on all bi-directional machinery.
6. Motor vehicles and mechanized equipment with an obstructed view to the rear should not be operated unless the vehicle has a reverse signal audible above the surrounding sound or the vehicle is backed up with the assistance of an observer.
7. Operators of all motor vehicle equipment are responsible for the safe operation of their vehicle at all times.
8. Operators of all motor vehicles shall strictly obey posted speed limits and maintain appropriate distance from vehicles in front.
9. Be sure the parking brakes are set when vehicles or mobile equipment are stopped or parked. Equipment on inclines shall have wheels chocked and parking brakes set.
10. Do not pick up hitchhikers or carry any passengers that are not involved with company business in company vehicles or equipment.

## **Forklift Operation**

1. Employees must be trained before being permitted to operate a forklift (powered industrial truck).
2. Only the driver is permitted to ride on forklift trucks.
3. Do not exceed the rated capacity of the forklift.
4. Keep forks down. Operate with forks just high enough to clear obstructions.
5. Operate the truck in reverse if the load is too high or too wide to see around.
6. Keep personal clear of travel areas and lift zones.
7. Park with the forks down and the parking brake set.
8. Forklifts shall not be used to raise employees, unless it is equipped with a personnel basket designed by the manufacturer.
9. **DANGER** – When manually adjusting the forks keep hands and fingers clear of pinch points especially between the forks and the carriage.

## **CRANES**

1. Crane and mobile equipment operation and usage shall comply with the manufacture's specifications and limitations. Rated load capacities, recommended operating speeds and special hazard warnings must be conspicuously posted on all equipment.
2. Crane and equipment operators are responsible for the safe operation of the equipment.
3. A Competent Person must inspect equipment before each use and as often as necessary. Deficiencies shall be corrected before the equipment is used. Cranes must be inspected in accordance with federal and state requirements.
4. Accessible areas within the swing radius of the crane superstructure shall be barricaded.
5. No one is permitted to ride crane loads. No one is permitted to ride on

mobile equipment outside of a proper seat.

6. The minimum clearance for the crane or any part of the load shall be 10 ft. from power lines rated 50kV or below. Clearance for power lines rated above 50kV refer to the OSHA standard.
7. Tag lines shall be used to control all loads hoisted above head level.
8. The operator shall avoid swinging loads over workers and bystanders.
9. ANSI standard hand signals or two-way radio shall be used to communicate with the operator. Only one person should be permitted to give signals to the operator.

## **DEMOLITION**

Demolition work requires pre-planning regardless if it is a minor removal or a major demolition project. A qualified person needs to determine the sequence of removal, whether any hazardous materials are present and to analyze the structural impact of removals to avoid unplanned collapses. Determinations must be made to check if energy sources or utility services are present or could be affected.

1. Be certain removals will not compromise the structural integrity of the structure.
2. If demolition will affect utility lines they shall be shut-off, capped or otherwise controlled. Any utility company that is involved shall be notified in advance.
3. During demolition operations the structural integrity of floors or roofs must be established before employee are allowed to enter on those surfaces.
4. If you suspect asbestos or lead are contained in the material to be removed STOP do not remove; contact your supervisor.
5. All floor and wall openings shall be immediately protected to eliminate a fall hazard.
6. If debris is dropped through a floor opening without a chute the drop area shall be completely barricaded 6 ft. back from the projected edge of the opening above. Signs, warning of a falling material hazard shall be posted at each level.

7. Whenever materials or debris are dropped more than 20 ft. to any point below an enclosed chute shall be used. The area surrounding the discharge end of the chute shall be completely barricaded off.
8. Removals in the lower area shall not be permitted until debris handling above has ceased. A substantial gate shall be installed at each chute opening and controlled by a Competent Person.
9. A 42 inch high guardrail shall be placed across any chute opening to protect the fall hazard. If materials are dumped into the chute a 4 by 6 inch bumper rail shall be installed.

## **VENTILATION**

Mechanical ventilation is one of our primary methods of controlling respiratory hazards. If tasks or operations are producing atmospheric contaminants (e.g. dust, mists, fumes, vapors, smoke, fibers, etc.) ventilation will reduce the concentration and may eliminate the need for respirators.

1. When welding, burning and cutting is performed in confined spaces, enclosed spaces or areas where ambient ventilation is low general mechanical or local exhaust ventilation is required.
2. When operating internal combustion engines indoors or inside enclosed spaces and the exhaust cannot be piped outside general mechanical ventilation is required.
3. General mechanical ventilation must come from a clean source. Do not set up fans where the fresh air has a possibility of being contaminated such as near other ventilation exhaust points, in locations where internal combustion engines are running, from areas where hazardous materials are used or stored.

## **ILLUMINATION**

1. Lighting must be adequate in all work areas.
2. If temporary lighting is not functioning or is inadequate, additional area work lighting must be provided.

## NOTES

**POSTLER & JAECKLE CORP.**

**EMPLOYEE HEALTH & SAFETY HANDBOOK - RECEIPT PAGE**

Postler & Jaeckle Corp. is providing you with this Employee Health & Safety Handbook so that you will know what we expect from you regarding health and safety on the jobsite. This handbook does not cover every conceivable health and safety rule, practice or situation; nor does it cover all the health and safety regulations and standards mandated by the federal and state governments. The publication does describe the safety and health rules and practices which, if observed, will help protect you and your coworkers from the most common hazards in construction.

You are expected to read this handbook and ask your supervisor about any part of it that you do not understand. You are expected to comply with every safety and health rule, regulation and practice described in this handbook.

Your signature below acknowledges your receipt of the handbook, understanding of the material contained within and your acceptance with the expectations of this company as described above.

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

Craft: \_\_\_\_\_ Local No.: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness' Signature: \_\_\_\_\_