HSE Program

ASSIGNMENT OF RESPONSIBILITY

In accordance with OSHA regulations,

Door Service, Inc.

has assigned responsibility and accountability for the administration of our "HSE Program" to:

Laura Tomaszewski

Depending on your location, this HSE Program may also be referred to as SHE or EHS Program.

The Federal OSHA designation is "HSE;" however, you will notice that all terms are used.

A copy of the HSE Program is available upon request for our employees' review. Questions should be directed to supervision or management.

SAFETY SERVICES COMPANY®

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CORE CHAPTERS

ELECTED CHAPTERS

RESPONSIBILITIES

Laura Tomaszewski is the designated Company Safety Coordinator.

POLICY

The Occupational Safety and Health Act of 1970 clearly defines the requirement to provide safe and healthful working conditions for all employees. Therefore, the safety and health of our employees is the first consideration in operating this business.

Safety and health in our business must be part of every operation. Without question, it is every employee's responsibility at all levels.

It is the intent of Door Service, Inc. to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employees will be required to work at a job they know is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of Door Service, Inc. is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.

We will maintain an occupational safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and their co-workers. Only through such a cooperative effort, can a safety and health program, in the best interest of all, be established and preserved.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our safety and health program includes:

- Providing mechanical and physical safeguards to the maximum extent possible
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to fully comply with OSHA safety and health standards for every job
- Training all employees in good safety and health practices
- Providing necessary personal protective equipment, and instructions for proper use and care
- Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment
- Investigating, promptly and thoroughly, every accident to find out what caused it, and correct the problem so it will not happen again

We recognize that responsibilities for occupational safety and health are shared:

- This employer accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe work conditions
- Supervisors are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves
- Employees are responsible for wholehearted, genuine operations of all aspects of the safety and health program – including compliance with the rules and regulations – and for continuously practicing safety and health while performing their duties

Laura Tomaszewski will ensure that all employees are properly instructed and supervised in the safe operation of any machinery, tools, equipment, process, or practice that they are authorized to use or apply while at work.

Production is never so urgent that we cannot take the time to do our work safely.

Program Goals

Why have a workplace “Safety and Health Plan”? Taking risks is part of running a business, particularly for small business owners. You take risks in product development, marketing, and advertising in order to stay competitive. However, some risks should never be taken. One of these is risking the safety and health of workers. Safety begins at the top and goes downward throughout The Company. The primary goal of Door Service, Inc. is to continue operating a profitable business while protecting employees from injuries or illness. This can be achieved by delegating responsibility and accountability to all involved in Door Service, Inc.’s operation.

Responsibility: Having to answer for activities and results

- Accountability: The actions taken by management to ensure the performance of responsibilities

In other words, to reach our goal of a safe workplace, everyone needs to take responsibility and be held accountable.

Benefits of achieving our goals are:

- Minimizing of injuries and accidents
- Minimizing the loss of property and equipment
- Elimination of potential fatalities
- Elimination of potential permanent disabilities
- Elimination of potential OSHA fines
- Reductions in Workers’ Compensation costs
- Reductions in operating costs
- Having the best “Safety and Health” conditions possible in the workplace

Management Commitment

Door Service, Inc. is committed to building an effective injury and illness prevention plan, putting it in writing, and integrating it into the entire operation.

The management of Door Service, Inc. is committed this safety policy, and to provide direction and motivation by:

- Appointing Safety Coordinator(s) and/or Safety Committee Chairmen
- Establishing Company safety goals and objectives
- Developing and implementing this written Safety and Health program
- Ensuring total commitment to the Safety and Health program
- Facilitating employees' safety training
- Establishing responsibilities for management and employees to follow
- Ensuring that management and employees are held accountable for performance of their safety responsibilities
- Establishing and enforcing disciplinary procedures for employees
- Reviewing the Safety and Health program annually, and revising or updating as needed

Labor and Management Accountability

All employees, both labor and management, need to understand their responsibilities under OSHA rules and be held accountable for complying with the rules as well as the Company's related policies.

It is the responsibility of Door Service, Inc. to provide a safe and healthful work environment for their employees. However, holding everyone accountable for their part in workplace safety and health is critical for a successful injury and illness prevention plan.

Assignment of Responsibility

The Safety Coordinator(s) and/or Safety Committee Members Door Service, Inc. has designated:

Safety Coordinator	Laura Tomaszewski
Safety Coordinator	
Safety Committee Chair	
Safety Committee Vice-chairman	
Safety Committee Alternate Chair/Vice-chair	

Their cell phone and office phone numbers are:

Safety Person's Name	Office Phone #	Cell Phone #

Laura Tomaszewski will assist managers in initiating, educating, and executing the safety program with:

- Introducing the safety program to new employees
- Following up on recommendations, suggestions, etc., made at the "Weekly" safety meetings. All topics of safety concerns must be documented accordingly
- Assisting the personnel in the execution of standard policies
- Conducting safety inspections on a periodic basis
- Addressing all hazards or potential hazards as needed
- Preparing monthly accident reports and investigations
- Maintaining adequate and available first aid supplies and safety equipment
- Ensuring an adequate number of qualified "First Aid Certified" people on the work site
- Becoming thoroughly familiar with OSHA regulations and local and state safety codes
- Defining the responsibilities for safety and health of all subordinates and holding each person accountable for their results through the formal appraisal system and where necessary, disciplinary procedures
- Emphasizing the unnecessary personal and financial losses of all accidents

Employee Involvement

Employees are required to work in compliance with the safety rules, report all accidents and near misses, and report all unsafe conditions or unsafe practices. To demonstrate Door Service, Inc.'s commitment to support the employees in these responsibilities, Door Service, Inc. will do the following:

Communication System:

- Encourage employees to inform Door Service, Inc. about workplace hazards without fear of reprisal
- Establish and maintain a centrally located "Safety Bulletin Board" where current, relevant information may be easily reviewed by employees
- Schedule general employee meetings where safety is freely and openly discussed by those present. These meetings will be regular, scheduled, and announced to all employees and managers to achieve maximum attendance. The purpose of these meetings is safety, and the concentration will be on:
    - Occupational accident and injury history at our work sites, with possible comparison to other locations within The Company
    - Feedback from the Safety Committee
    - Guest speakers concerned with workplace safety and health
    - When possible, brief audio-visual materials that relate to our business
- Conduct training programs for communicating with employees
- Provide a safety suggestion box so that employees, anonymously if desired, can communicate their concerns with management
- Document all communication efforts to demonstrate that an effective communication system is in place

Hazard Identification and Control

Periodic inspections and procedures for correction provide methods of identifying existing or potential hazards in the workplace, and eliminating or controlling them. Hazard control is essential to an effective injury and illness plan. We will be sure to look at safe work practices and ensure that they are being followed, and that unsafe conditions or procedures are identified and corrected properly and promptly.

Employees are encouraged to report possible hazardous situations, knowing their reports will be given prompt and serious attention. Workplace equipment and personal protective equipment will be maintained in good, safe working condition.

Hazards, where possible, will be corrected as soon as they are identified. For those that cannot be immediately corrected, a target date for correction will be set. Door Service, Inc. will provide interim protection for workers while hazards are being corrected. A written tracking system will be established to help monitor the progress of the hazard correction process.

Accident/Incident Investigation

Employers and safety committees are required to investigate or assign responsibility for investigating accidents. Trained individuals, with the primary focus of understanding why the accident or incident occurred, will investigate accidents/incidents and what actions can be taken to preclude recurrence. The focus will be on solutions and never on blame. They will be in writing, and adequately identify the causes of the accident or near miss occurrence.

Worker Training

Training is another essential element of any injury and illness prevention plan. OSHA rules require each employer to train workers for any job or task they are assigned.

Our plan includes training and instruction:

- For all employees when they are first hired
- For all new employees for each specific task
- For all employees given new job assignments for which training has not already been received
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace and present a new hazard
- Whenever new personal protective equipment or different work practices are used on existing hazards
- Whenever Door Service, Inc. is made aware of a new or previously unrecognized hazard
- For all supervisors to ensure they are familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed

An effective safety and health plan requires proper job performance by everyone in the workplace.

It is the determination of Door Service, Inc. to ensure that all employees are knowledgeable about the materials and equipment with which they work, what known hazards are present, and how they are controlled.

Program Evaluation

Regular reviews will be held to look at the components of our safety and health plan, to determine what is working well and what changes, if any, are needed. All employees are encouraged to participate by keeping Door Service, Inc. informed of their concerns regarding the elements of this safety and health plan.

The success of this safety and health plan is dependent upon two things: First, Door Service, Inc. must provide a safe and healthful environment in which the employee has the opportunity to work safe, and second, the employee must choose to work safe.

Supervisor/Foreman

The Supervisors and/or Foremen will establish an operating atmosphere to ensure that safety and health is managed in the same manner and with the same emphasis as production, cost, and quality control. This will be accomplished by:

- Regularly emphasizing that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment
- Identifying operational oversights that could contribute to accidents which often result in injuries and property damage
- Participating in safety and health related activities, (e.g. safety meetings, facility reviews, and correcting dangerous employee behavior)
- Explaining the safety policies and the hazards of each person's particular work
- Ensuring that initial orientation of "new hires" is properly carried out
- Making sure that if a "Competent Person" is required, that one is present to oversee, and instruct employees when necessary
- Never short-cutting safety for expediency, nor allowing workers to do so
- Consistently enforce safety rules and enforce discipline
- Conducting daily job-site inspections and correcting noted safety violations

Employees

It is the duty of all employees to know the safety rules, and conduct their work in compliance with these rules. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. It is also the duty of each employee to make full use of the safeguards provided for their protection. Every employee will receive an orientation when hired and receive a copy of any Company Safety and Health Programs. Employee responsibilities include the following:

- Reading, understanding and following safety and health rules and procedures
- Signing the Code of Safe Practices and any other policy acknowledgements
- Wearing Personal Protective Equipment (PPE) at all times when working in areas where there is a possible danger of injury
- Wearing suitable work clothes as determined by the supervisor/foreman
- Performing all tasks safely as directed by their supervisor/foreman
- Reporting ALL injuries, no matter how slight, to their supervisor/foreman immediately and seeking treatment promptly
- Knowing the location of first aid, firefighting equipment, and safety devices
- Attending any and all required safety and health meetings
- Not performing potentially hazardous tasks, or using any hazardous material until properly trained, and following all safety procedures for those tasks
- Stop and ask questions when unsure about how to safely do the work

CODE OF CONDUCT

All Door Service, Inc. employees will abide by our company Code of Conduct when performing any company business activities. Door Service, Inc. will further ensure that company employees adhere to all client requirements and safe practices when performing work at the client site.
Door Service, Inc. employees will not:

- Engage in any unlawful or unethical activities
- Divulge any company or client confidential or proprietary information to unauthorized personnel
- Use or tolerate the use of, drugs or alcohol at the workplace
- Engage in any actions that constitute sexual harassment or workplace violence

Reporting Violations

Employees will be required to report any safety, health or ethical violations to the company as soon as possible.

The company will establish a method that allows employees to report any Code of Conduct violations anonymously and without fear of reprisal.

Communication

This Code of Conduct will communicated to all employees at their times of hire, and will be reviewed at least annually, or when any changes are made.

Disciplinary Actions

The company will investigate all reports of violations, and any employees found to have violated our Code of Conduct will be subject to progressive disciplinary action according to our disciplinary policy, up to and including termination.

Any violations of our Code of Conduct deemed to illegal or unlawful will be reported to the appropriate authorities.

Commitment

The goal of Door Service, Inc. is to operate a profitable business with the highest possible standards of integrity. This can be achieved by ensuring that all employees abide by our Code of Conduct. We are committed to operating in a professional and courteous manner in all of our business practices.

Owner Name	**Owner Signature**	**Date**

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. is committed to accident prevention in order to protect the safety and health of all our employees. Injury and illness losses due to hazards are needless, costly, and preventable. To prevent these losses, a joint management/worker safety committee will be established. Employee involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthful workplace for all employees.

RESPONSIBILITIES

Door Service, Inc. Safety Committee members are:

As designated

The Safety Committee will meet a minimum of zero time per year.

Committee Goal

Our Company will strive to meet the following goals:

- Minimize injury and illness in the workplace
- Open up the lines of communication between management and employees concerning safety at every level of The Company
- Improve safety of facilities(s) and equipment for a better work environment

Mission Statement

It is our Company and committee's goal to create clear avenues of communication among management and staff to create a safe working environment.

Company Commitment

Door Service, Inc. is committed to excelling at safety, and will support the safety committee's purpose and recommendations.

Communication of Safety Matters

The committee will handle all safety issues with diligence. We hope to encourage an atmosphere where all employees report safety violations or concerns, ask questions, seek training, or come to us with any safety issues.

Purpose

The purpose of our safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

Organization

There will be, in most cases, an equal number of employee and employer representatives. However, there may be more employee representatives than employer representatives, if both groups agree. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, then they may be appointed by management. Employer representatives will be appointed. Safety committee members will serve a continuous term of at least one year.

Committee membership terms will be staggered so that at least one experienced member is always on the committee.

Extent of Authority

It must be clearly understood that the safety committee advises management on issues that will promote safety and health in the workplace. Written recommendations are expected from the safety committee and they will be submitted to management. In turn, management will give serious consideration to the recommendations submitted and will respond in writing to the committee within a reasonable time.

Functions

- Committee meetings and employee involvement
- Hazard assessment and control
- Safety and health planning
- Evaluation of accountability system
- Evaluation of management commitment to workplace safety and health
- Evaluation of accident and incident investigation program
- Safety and health training

Recommendations

All recommendations submitted to management must be written and should be clear and concise; provide reasons for implementation; give recommended options; show implementation costs and recommended completion dates; list benefits to be gained.

Procedures

The committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed should include but not be limited to:

- Meeting date, time, and location (Safety Committee Meeting Agenda)
- Election of chairperson and secretary
- Order of business
- Records (Safety Committee Meeting Minutes)

Duties of each member must include, but not be limited to:

- Reporting unsafe conditions and practices
- Attending all safety and health meetings
- Reviewing all accidents and near-misses
- Recommending ideas for improving safety and health
- Working in a safe and healthful manner
- Observing how safety and health is enforced in the workplace
- Completing assignments given to them by the chairperson
- Acting as a work area representative in matters of health and safety
- Others as determined by Company safety and health needs

The Safety Coordinator(s) and/or Safety Committee Members

Door Service, Inc. has designated:

Safety Coordinator	Laura Tomaszewski
Safety Coordinator	
Safety Committee Chair	
Safety Committee Vice-chairman	
Safety Committee Alternate Chair/Vice-chair	

Their cell phone and office phone numbers are:

Safety Person's Name	**Office Phone #**	**Cell Phone #**

It is the duty of Laura Tomaszewski, the Safety Coordinator, to assist the Supervisor/Foreman and all other levels of Management in the initiation, education, and execution of an effective safety program.

PROCEDURES

The purpose of a safety committee is to bring workers and managers together to achieve and maintain a safe, healthful workplace. It is easy to start a safety committee, but developing an effective one – one that achieves and maintains a safe, healthful workplace – requires workers and managers who are committed to achieving that goal. Effective safety committees find solutions to problems that cause workplace accidents, illnesses, and injuries. Fewer accidents, injuries, and illnesses mean lower Workers' Compensation claims costs and insurance rates.

Understand a Safety Committee's Seven Essential Activities

Anyone can start a safety committee, but, to make it effective, the committee must be built on a foundation of management commitment and must be accountable for achieving its goals. The committee must do the following:

- Involve employees in achieving the committee's goals
- Identify workplace hazards
- Review reports of accidents and near misses
- Keep accurate records of committee activities
- Evaluate its strengths and weaknesses

Commitment

The committee will not survive without management support. Management demonstrates support by encouraging employees to get involved in achieving a safe, healthful workplace and by acting on the committee's recommendations. Representatives demonstrate commitment by attending committee meetings, following through on their assigned tasks, and encouraging other employees to get involved in identifying hazards.

Accountability

Representatives should understand that the committee expects them to contribute; each representative shares responsibility for accomplishing safety committee goals, which benefit everyone who works for The Company.

The safety committee is also responsible for monitoring how management holds employees accountable for working safely and for recommending ways to strengthen accountability.

Employee Involvement

To become effective, a safety committee needs help from everyone in The Company. The safety committee must have a method for employees to report hazards and to offer safety suggestions.

Ways the safety committee can encourage employees to get involved:

- Encourage employees to report hazards and unsafe work practices to a safety-committee representative
- Act on employee suggestions and recognize their contributions to a safer workplace
- Promote the committee's activities and accomplishments

Make sure employees know that you are starting a safety committee. Tell them why you are starting the committee, describe its role in The Company's safety-and-health program, and explain management's commitment to the committee.

You can inform employees in a memo or a newsletter, by e-mail, or – better yet – meet with them to promote the committee and to answer questions.

Hazard Identification

The safety committee plays an important role in keeping the workplace hazard-free:

- Ensure that representatives know how to recognize hazards and understand basic principles for controlling them
- Focus on identifying hazards and unsafe work practices that are likely to cause serious injuries
- Conduct thorough workplace inspections at least quarterly
- Document hazards during quarterly inspections and discuss how to control them at regular safety-committee meetings
- Include employer and employee representatives on the inspection team

Accident Investigation

The committee must have a procedure for investigating all workplace accidents, illness, and deaths. It is not necessary for the committee to conduct accident investigations or to participate in investigations; however, the committee should ensure that management does so. The committee should also carefully review accident reports to help management identify accident causes and determine how to control them.

Recordkeeping

You may not think of record keeping as an essential activity, but accurate, well-organized records document the committee's accomplishments and can inform the committee what it needs to do to improve.

The following documents are required for the safety committee's file:

- Accurate minutes of each safety committee meeting
- Committee reports, evaluations, and recommendations
- Management's response to committee recommendations
- Employee safety suggestions and hazard concerns

Evaluation

Evaluation answers the question "Are we effective?" Effective safety committees periodically evaluate their strengths and weaknesses, and the evaluation helps them set new goals.

At least once a year, schedule a half-day safety-committee meeting to accomplish the following: identify the committee's achievements over the past 12 months, review essential activities, and set goals for the next 12 months.

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. will maintain a “Safety and Health Program” conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort, can a safety program in the best interest of all be established and preserved. Safety and health in our business must be a part of every operation.

Laura Tomaszewski is responsible for the implementation and enforcement of the following safety rules. Disciplinary procedures will be enforced.

THE COMPANY SAFETY AND HEALTH PROGRAM INCLUDES:

- Providing mechanical and physical safeguards to the maximum extent possible
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job
- Training all employees in good safety and health practices
- Providing necessary personal protective equipment and instructions for its use and care
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it will not happen again
- Setting up a system of recognition and awards for outstanding safety service or performance

RESPONSIBILITIES

We recognize that the responsibilities for safety and health are shared:

- Door Service, Inc. accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves
- Employees are responsible for wholehearted, genuine operation with all aspects of the Safety and Health Program including compliance with all rules and regulations – and for continuously practicing safety while performing their duties

GENERAL SAFETY RULES

Door Service, Inc. employees shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their supervisor.

- Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination
- Supervisors shall insist that employees observe and obey every rule, regulation, and order necessary to the safe conduct of the work, and shall take such action necessary to obtain compliance.
- If you are unsure of the safe method to do your job, STOP and ask your supervisor. Ignorance is no excuse for a safety violation
- All employees shall be given frequent accident prevention instructions. Instructions, practice drills, or articles concerning workplace safety and health shall be given at least once every 5 working days
- No one shall knowingly be permitted to work while the employee's ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, shall be prohibited from working
- Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies. Approved protective equipment shall be worn in specified work areas
- Horseplay, scuffling, fighting and other acts are prohibited
- Work shall be well-planned and supervised to prevent injuries when working with equipment and handling heavy materials
- Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor. Do not attempt operate equipment until you are fully trained and authorized
- Keep your work area clean, free of debris, electrical cords, and other hazards. Immediately clean up spilled liquids
- Always notify all other individuals in your area who might be endangered by the work you are doing
- A red tag system identifies equipment that is NOT to be operated, energized, or used. All lock-out/tag-out notices and procedures must be observed and obeyed
- Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes
- Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
- Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating
- Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter. Confined space protocols will be followed
- Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects
- Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources

- Gasoline or other flammable liquids shall not be used for cleaning purposes
- No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent
- Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the foreman and repaired before use
- Possession of firearms, weapons, illegal drugs or alcoholic beverages on Company or customer property or the job site is strictly prohibited
- All injuries shall be reported promptly to your supervisor so that arrangements can be made for medical and/or first-aid treatment

ENFORCEMENT OF SAFETY POLICIES

The compliance of all employees with Door Service, Inc. Safety and Health Program is mandatory and shall be considered a condition of employment. All safety rules, procedures, and plans in effect are to be followed as specified in the safety program. Employees found to be in violation of Company safety policy may be subject to penalty.

Laura Tomaszewski is the supervisor for disciplinary actions and any employee in a position of management or supervisory capacity may initiate disciplinary action against any employee found to be in violation of Company policy. Not following verbal or written safety procedures, guidelines, rules, horseplay, failure to wear selected Personal Protective Equipment (PPE), and/or abuse of selected PPE, constitutes a safety violation.

The following outlines the disciplinary measures that will be taken against employees found to be in violation:

Periodic safety inspections of the workplace and equipment will be undertaken to ensure that all personnel, including supervisory positions, are demonstrating the required commitment to safety. A general neglect of safe work procedures, practices, and requirements in the workplace, or neglect of equipment safety, will be viewed as a lack of supervisory enforcement of safety policy and the appropriate supervisor/management personnel will be subject to the same disciplinary procedures described below.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules: training programs, retraining, optional safety incentive programs, disciplinary action.

Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and at Tailgate/Toolbox Safety Training. This will help ensure that all employees understand and abide by The Company's safety policies.

Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their foreman or supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

SAFETY INCENTIVE PROGRAMS

Although strict adherence to safety policies and procedures is required of all employees, The Company may choose to periodically provide recognition of safety-conscious employees and jobsites without accidents through a safety incentive program.

DISCIPLINARY ACTION

The failure of an employee to adhere to safety policies and procedures established by Door Service, Inc. can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and/or customers. Accordingly, any employee who violates any of The Company's safety policies will be subject to disciplinary action.

When a “Safety Violation Notice” is issued, appropriate supervisory personnel will meet with employee(s) to discuss the infraction and inform individual(s) of the rule or procedure that was violated and the corrective action to be taken.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of The Company’s Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor will be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s).

In any disciplinary action, the foreman should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers’ Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other Company policy. Discipline for safety violations will be administered in a manner that is consistent with The Company’s system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

1. Oral warning. Documented, including date and facts on the “Safety Warning Report” form. Add any pertinent witness statements. Restate the policy and correct practice(s)
2. Written warning. Retrain as to correct procedure/practice
3. Written warning with suspension
4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Foremen and superintendents should consult with the office if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union employees are entitled to the grievance process specified by their contract.

Note: Consistency in the enforcement of safety rules will be exercised at all times.

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. is committed to appropriately investigating all near misses, accidents, and incidents according to their severity to find the root cause and make changes that prevent it from happening again.

RESPONSIBILITIES

Accident investigation and reporting is a responsibility shared between the Company and its employees. Laura Tomaszewski is responsible for establishing the Incident Investigation and Reporting policy before there is an incident.

Employer Responsibilities

- Ensuring appropriate staff receive suitable training to carry out their role in hazard and incident reporting, investigation and recording
- Completing training for Incident Investigation
- Promptly investigating incidents
- Implementing identified risk control measures to prevent recurrence of incidents
- Consulting with staff in relation to the measures to be taken to prevent recurrence of incidents
- Reviewing hazard/incident reports to ensure that all recommendations are implemented
- Ensuring, as far as is reasonably practicable, that adequate financial provision and other resources are made available to institute the recommended actions

Safety Committee Responsibilities

Safety committee members are encouraged to participate in investigations of incidents and assist with the development of measures to prevent their recurrence.

- Personnel must be trained in their roles and responsibilities for incident response and incident investigation techniques
- Training requirements relative to incident investigation and reporting (Awareness, First Responder, investigation, and training frequency) should be identified in this program

Employee Responsibilities

- Not placing themselves or others at risk of injury
- Reporting incidents to their supervisor or manager, and health and safety representative (if applicable), as soon as possible after the event
- Participating in the development of appropriate risk control measures to prevent recurrence of similar incidents
- Using risk control measures as required and any other action taken, which is designed to protect health and safety

TRAINING

All personnel will receive, as part of their training in avoiding and preventing accidents and injuries, instruction concerning their roles and responsibilities in the event of an accident or incident. This training should include:

- What qualifies as reportable accidents or incidents (and near-misses)
- Who should be contacted in the event of a reportable incident
- An explanation of the accident/incident investigation plan
- Incident investigation techniques and employee responsibilities during and after an incident/accident

PROCEDURES

Door Service, Inc. will investigate all lost-time injuries. Fatalities and catastrophes must be reported to OSHA within 8 hours. Serious accidents must be reported to OSHA within 24 hours. OSHA requires reporting of work related incidents resulting in the death of an employee or the hospitalization of one or more employees. Owner clients require all incidents to be reported including, but not limited to, injuries, spills, property damage, fires, explosions, and vehicle damage.

Accidents and near miss incidents that result in personal injury, property damage, chemical spill, or other emergencies will be immediately reported to the assigned supervisor at the time of the event and Emergency Medical Service, Fire Department, or Hazmat Services will be immediately summoned. Such events will be investigated and documented on the appropriate Company form. All forms will be fully completed and submitted to Laura Tomaszewski for review and for discussion at the next scheduled Safety Committee meeting. These investigations demonstrate the company's commitment to providing a safe and healthful work environment. Disciplinary Policy will be enforced.

To ensure accidents will be reported, employees must be encouraged to participate in the "fact-finding" process. The point emphasized must be that "hazardous conditions" and "unsafe practices" are an indication of a much bigger problem with a breakdown in the safety and health policy. The purpose of the accident investigation then becomes one that will uncover these system problems and provide solutions that will result in long-term corrective action.

It is important to gather facts and interview witnesses as soon as possible after an accident to ensure the most accurate information is being recorded. The efficiency of the corrective measures is determined by the accuracy of the information gathered. The best place to conduct an interview is wherever the employee being interviewed feels most comfortable. The most important interviewing technique you can use to ensure accuracy is to "listen".

Note: Consider the event a "serious accident" if an employee is admitted to a hospital for treatment or observation because of injuries suffered from a workplace accident.

Door Service, Inc. will report severe injuries and/or fatalities using one of the following methods:

- By telephone or in person to the OSHA Area Office that is nearest to the site of the incident,
- By telephone to the OSHA central telephone number, 1-800-321-OSHA (1-800-321-6742),
- By using the reporting application located on OSHA's web site at www.osha.gov.

On site first response

Employees who could be first responders should be trained and qualified in first aid techniques to control the degree of loss during the immediate post-incident phase.

Prevent further loss

After an immediate rescue, Door Service, Inc. will take actions to prevent further loss. For example:

Maintenance personnel should be summoned to assess integrity of building and equipment, engineering personnel to evaluate the need for bracing of structures, and special equipment/response requirements such as safe rendering of hazardous materials or explosives employed.

Secure the Accident/Incident Scene

For a serious accident, the first action the accident team needs to take is to secure the accident scene so material evidence is not moved or removed. Material evidence has a tendency to walk off after an accident. If the accident is quite serious, OSHA may inspect and require that all material evidence be marked and remain at the scene of the accident

Reporting Requirements

Local reporting sequence of events

Injuries

If a fatal injury, illness, or hospitalization of one (1) or more employees occurs, the plant manager will immediately notify the following persons and agency:

- Corporate Environmental Health and Safety (EHS) Director
- Division Manager (or any superior in this level)
- Group Manager or Team Leader (or any superior in this level)
- The area OSHA office (must be notified within 8 hours)

Involving the Environment

If an environmental incident occurs that must be reported to local, state, and/or federal agencies, the following persons should be notified:

- Corporate EHS Director
- Division Manager (or any superior in this level)
- Group Manager or Team Leader (or any superior in this level)
- Appropriate local, state and/or federal agency

Time elements of when incident should be reported

Door Service, Inc. is required to verbally report incidents to OSHA within 8 hours of discovery. Incidents must be reported to owner client as soon as possible (or within 24 hours).

Reportable Incidents

- injury, illness, death, hospitalization of employees
- spills, property damage, fires, explosions, vehicle damage

ACCIDENT/INCIDENT CAUSES

Accidents occur when hazards escape detection during preventive measures, such as a job or process safety assessment, when hazards are not obvious, or as the result of combinations of circumstances that were difficult to foresee. A thorough accident investigation may identify previously overlooked physical, environmental, or process hazards, the need for new or more extensive safety training, or unsafe work practices.

The primary focus of any accident investigation should be the determination of the facts surrounding the incident and the lessons that can be learned to prevent future similar occurrences. The focus of the investigation should NEVER be to place blame. The process should be positive and thought of as an opportunity for improvement.

WHEN ACCIDENT/INCIDENT INVESTIGATIONS ARE REQUIRED

As a rule, investigations should be conducted for:

- All injuries (even the very minor ones)
- All accidents with potential for injury
- Fires, explosions, SpillsProperty and/or product damage situations
- All “Near Misses” where there was potential for serious injury

Near-miss and incident reporting and investigation allow you to identify and control hazards before they cause a more serious incident. Accident/incident investigations are a tool for uncovering hazards that either were missed earlier or hazards where controls were defeated. However, it is important to remember that the investigation is only useful when its objective is to identify root causes. In other words, every contributing factor to the incident must be uncovered and recommendations made to prevent recurrence.

Accident/Incident Investigation Plan

When a serious accident occurs in the workplace, everyone will be too busy dealing with the emergency at hand to worry about putting together an investigation plan, so the best time to develop effective accident investigation procedures is before the accident occurs. Part of an effective Accident and Incident Investigation Plan is to assign responsibilities

The plan should include procedures that determine:

- Who should be notified of accident?
- Who is authorized to notify outside agencies? (fire, police, etc.)
- Who is assigned to conduct investigations? Training required for accident investigators:
- Who receives and acts on investigation reports?
- Timetables for conducting hazard correction.

GATHER INFORMATION

The next step is to gather useful information about what directly and indirectly contributed to the accident.

The proper equipment will be available to assist in conducting an investigation, writing equipment such as paper, pens, pens, measuring equipment, cameras, small tools, audio recorder, Personal Protective Equipment (PPE), marking devices such as flags, equipment manuals, etc.

The following tools should be used to gather as much information as possible:

- Locate witnesses, ensuring unbiased testimony, and obtain appropriate interviewing location
- To ensure detailed interviews, interviewers must be trained
- Interview eyewitnesses as soon as possible after the accident. Interview witnesses separately, never as a group. Statements must be collected
- Interview other interested persons such as supervisors, co-workers, etc.
- Follow-up interviews with all witnesses
- Review related records such as: training records, disciplinary records, medical records, maintenance records, OSHA 300 log, safety committee records

Document the scene with photographs, videotape, or sketches AND appropriate measurements.

Evidence

Initial Identification of evidence immediately following the incident will include a listing of People, equipment, and materials involved and a recording of factors such as weather, illumination temperature, noise, ventilation, Etc.

Door Service, Inc. must keep a collection of evidence, and ensure that it is preserved and secure. Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through, notes, photographs, witness statements, flagging, and impounding of documents and equipment.

Develop a Sequence of Events

Use the information gathered to develop a detailed description of the accident. Make sure the accident is documented in enough detail to enable an individual unfamiliar with the situation to envision the sequence of events. Do not just describe the accident itself; include a description of events that led up to the accident.

Analyze the Accident/Incident

The next step is to determine the cause(s) of the accident. This is the most difficult step because first, the events must be analyzed to discover surface cause(s) for the accident, and then, by asking “why” a number of times, the related root causes are uncovered. Remember, surface causes are usually obvious and not too difficult to determine. However, it may take a great deal more time to accurately determine the weaknesses in the management system, or root causes, that contributed to the conditions and practices associated with the accident.

SURFACE CAUSES

The surface causes of accidents are those hazardous conditions and individual unsafe employee/manager behaviors that have directly caused or contributed in some way to the accident.

Hazardous conditions may exist in any of the following categories:

- Materials
- Machinery
- Equipment
- Tools
- Chemicals
- Environment
- Workstations
- Facilities
- People
- Workload

It is important to know that most hazardous conditions in the workplace are the result of unsafe behaviors that produced them. Individual unsafe behaviors may occur at any level of the organization.

Some example of unsafe employee/manager behaviors include:

- Failing to comply with rules
- Using unsafe methods
- Taking shortcuts
- Horseplay
- Failing to report injuries
- Failing to report hazards
- Allowing unsafe behaviors
- Failing to train
- Failing to supervise
- Failing to correct
- Scheduling too much work
- Ignoring worker stress

ROOT CAUSES

The root causes for accidents are the underlying system weaknesses that have somehow contributed to the existence of hazardous conditions and unsafe behaviors that represent surfaces causes of accidents. Root causes always pre-exist surface causes. Inadequately designed system components have the potential to feed and nurture hazardous conditions and unsafe behaviors. If root causes are left unchecked, surface causes will flourish! Root causes may be separated into two categories:

System design weaknesses

Missing or inadequately designed policies, programs, plans, processes, and procedures will affect conditions and practices generally throughout the workplace. Defects in system design represent hazardous system conditions.

System implementation weaknesses

Failures to initiate, carry out, or accomplish safety policies, programs, plans, processes, and procedures. Defects in implementation represent ineffective management behavior.

System design weaknesses: missing or inadequate safety policies/rules; training program not in place; poorly written plans; inadequate process; no procedures in place; develop preventive actions.

System implementation weaknesses: safety policies/rules are not being enforced; safety training is not being conducted; adequate supervision is not conducted; incident/accident analysis is inconsistent; lockout/tagout procedures are not reviewed annually.

Corrective Actions

All of the work done to this point culminates with recommendations to prevent similar accidents from happening in the future. Recommendations should relate directly to the surface and root causes of the accident. These recommendations should include recommended actions such as:

- Assigned responsibilities relative to the corrective actions
- Actions should be tracked to closure
- Engineering controls (for example, local exhaust ventilation or use of a lift assisting device)
- Work practice controls (for example, pre-plan work, and remove jewelry and loose fitting clothing before operating machinery)
- Administrative controls (e.g., standard operating procedures or worker rotation)
- Personal protective equipment (for example, safety glasses or respirators)

It is crucial that, after making recommendations to eliminate or reduce the surface causes, that the same procedure is used to recommend actions to correct the root causes. If root causes are not corrected, it is only a matter of time before a similar accident occurs.

Written Incident report

Written incident reports should be prepared and include an incident report form and a detailed narrative statement concerning the event. The format of the narrative may include an introduction, methodology, summary of the incident, investigation board members names, narrative of the event, findings, and recommendations. Photographs, witness statements, drawings, etc. should be included

Documentation and Communications of lessons learned

Lessons learned should be reviewed and communicated. Changes to processes must be placed into effect to prevent reoccurrences or similar events.

SUMMARY

A successful accident investigation determines not only what happened, but determines how and why the accident occurred. Investigations are crucial as an effort to prevent a similar or perhaps more disastrous sequence of events.

Research has shown that a typical accident is the result of many related and unrelated factors that somehow all come together at the same time. Usually ten or more factors contribute to a serious accident. Although, this combination of factors normally makes an investigation very time consuming and resource intensive, the good news is that the accident can normally be prevented by removing only a few of the contributing factors.

EMPLOYEE INCIDENT REPORT

Work site:_____

Manager/Supervisor:_____

Employee name:_____ Date: _____

Job title: _____

Incident:

_____

_____

_____

_____

_____

Action taken:

_____

_____

_____

_____

CODE OF CONDUCT:

- Proactive management includes Supervisory leadership and control to change unproductive activities. Conformance with safety policies, rules, and regulations is a necessary component of our Safety Program.
- Employee safety responsibilities are communicated during initial orientation. Safety rules and regulations are reviewed with employees by their supervisors and are part of the documented Employee Safety Training Process.
- Supervisors understand and enforce safety rules as a part of their job. This process may involve coaching, counseling, verbal, or written reprimands, and discipline in the form of suspension and/or termination. When appropriate, documented verbal warnings and reprimands are issued and carried out by supervisors.
- Failure to adhere to any of the Safety Rules and Safe Work Practices will result in disciplinary action. All discipline will be documented in the employee's folder. Discipline may be more severe depending on the offense.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Accident / Incident Report

	Accident & Incident Report	PAGE 1

Date of Accident	Time	Day of Week □ S □ M □ T □ W □ T □ F □ S	Shift □ 1 □ 2 □ 3	Department

INJURED PERSON				
Name:		**Address:**		
Age:	**Phone:**			
Job Title:		**Supervisor Name:**		
Length of Employment at Company:		Length of Employment at Job:		
Employee Classification: □ Full Time □ Part Time □ Contract □ Temporary				
Nature of Injury:	□ Bruising	□ Dislocation	□ Other (specify)	Injured Body Part :
□ Strain/Sprain	□ Scratch/Abrasion	□ Internal		
□ Fracture	□ Amputation	□ Foreign Body	Remarks:	
□ Laceration/Cut	□ Burn/Scald	□ Chemical Reaction		

Treatment:	**Name and Address of Treating Physician or Facility:**
□ First Aid	
□ Emergency Room	
□ Dr.'s Office	
□ Hospitalization	

DAMAGED PROPERTY	
Property, Equipment, or Material Damaged:	**Describe Damage:**
Object or Substance Inflicting Damage:	

INCIDENT DESCRIPTION
Describe what happened: (attach photographs or diagrams if necessary)

ROOT CAUSE ANALYSIS (Check All that Apply)		
Unsafe Acts	**Unsafe Conditions**	**Management Deficiencies**
□ Improper work technique	□ Poor workstation design/layout	□ Lack of written policies &procedures
□ Safety rule violation	□ Congested work area	□ Safety rules not enforced
□ Improper PPE or PPE not used	□ Hazardous substances	□ Hazards not identified
□ Operating without authority	□ Fire or explosion hazard	□ PPE unavailable
□ Failure to warn or secure	□ Inadequate ventilation	□ Insufficient worker training
□ Operating at improper speeds	□ Improper material storage	□ Insufficient supervisor training
□ By-passing safety devices	□ Improper tool or equipment	□ Improper maintenance
□ Guards not used	□ Insufficient knowledge of job	□ Inadequate supervision
□ Improper loading or placement	□ Slippery conditions	□ Inadequate job planning
□ Improper lifting	□ Poor housekeeping	□ Inadequate hiring practices
□ Servicing machinery in motion	□ Excessive noise	□ Inadequate workplace inspection
□ Horseplay	□ Inadequate hazards guarding	□ Inadequate equipment
□ Drug or alcohol use	□ Defective tools/equipment	□ Unsafe design or construction
□ Unnecessary haste	□ Insufficient lighting	□ Unrealistic scheduling
□ Unsafe act of others	□ Inadequate fall protection	□ Poor process design
□ Other:	□ Other:	□ Other:

Accident & Incident Report PAGE 2
ACCIDENT/INCIDENT ANALYSIS
Using the root cause analysis list on the previous page, explain the cause(s) of the incident in as much detail as possible.
Make sketches or illustrations to help describe incident:

How bad could the accident have been? □ Very Serious □ Serious □ Minor	**What is the chance of the accident happening again?** □ Frequent □ Occasional □ Rare

PREVENTIVE ACTIONS

Describe actions that will be taken to prevent recurrence:	Deadline	By Whom	Complete

INVESTIGATION TEAM

Name:	**Signature:**	**Position:**

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. has adopted this Behavior-based Safety Program for the safety of our employees and help prevent occupational injuries and illness.

The elements of our program consist of:

- Common Goals - Employee and Managerial commitment to the process
- Creating a systematic, ongoing process that defines a set of behaviors that reduce the risk of work-related injury, derived from safety assessments
- Training personnel in the Observation Process
- Observation and data collection on the frequency of critical safety practices
- Feedback and reinforcement to encourage and support positive safety practices
- Action Plan - Team meetings to decide on how to proceed, based on the data
- Review - Monitoring the progress of the Action Plan on a regular basis

OBSERVATION

A critical element in our Behavior-based Safety (BBS) Program depends on site observation. Site observation includes direct and open communication with the employees involved. The observer will:

- Meet with the worker at the site and introduce himself and the job being done
- Observe and monitor the worker, noting his safe behaviors
- Monitor the At-risk behaviors the worker is putting himself in

Observation Process Training

Training in the observation process will be established and implemented to the proper personnel. These individuals will be experienced employees of the Company. Training will consist of either classroom or on the job training.

Elements of the Training Program include:

- Who is to be trained
- Ensuring employees know the basic elements of the Behavior-based Program
- Ensuring that all employees involved in the process are trained in the classroom or on the job

The types of training that will be provided are:

- Management training: to ensure the common goals and process of the program are being met
- New employee training: effectively communicating the program to all employees
- Refresher training: to be performed as needed or when changes are made to the policy or procedure of the program

This training will include:

- Program objectives and incident report reviews
- How to conduct the site observations
- The observer's knowledge of the job procedures they observe
- Knowledge of the correct work and safety procedures involved
- How to complete the observation form
- How to determine and analyze At-risk behaviors
- Feedback training and role play (mentoring and coaching)- Employees should be aware they may be observed at any time

This training process will be documented in order to keep on record those qualified to observe on site behaviors and effectively implement the program's elements.

FEEDBACK

Communication is a crucial element in a successful Behavior-based Safety Program. To effectively accomplish this, feedback is of key importance.

The observer will start by commending the safe behavior the worker was doing during his work. You then want to explain, one by one, the At-risk behaviors the worker was doing. Then the observer asks the worker why he was putting himself at risk. For example, if the worker is welding a piece of metal and the sparks are flying in the workers direction. The observer would then ask the worker why he was not wearing protective clothing, like flame-retardant apron.

At this time the observer and worker will discuss the at-risk behaviors until the worker agrees to try the suggested recommendation made by the observer. The worker might be aware of his at-risk behavior or maybe not. The worker may be doing the at-risk behavior for a long time.

The Observer's job here is to highlight this behavior, then explain the associated negative consequences with this behavior. The above discussion and agreement is the individual feedback which helps the worker to change his behavior. This feedback is considered as a form of reward since:

- The worker got commendable comments on his safe behavior.
- The worker understood his at-risk behavior without being reprimanded at site or reported to his superiors for further penalties.

Key elements for the observer to remember during the feedback process are:

- Reviewing the observation with the employee
- Start with positive comments on behavior and procedure
- Reinforce these behaviors
- Describe and discuss the unsafe portions observed
- Determine the reasons for the unsafe actions with open-ended questions to the worker.

Re-emphasize that there are no negative consequences at this stage, so long as the observer and worker agree on the change of behavior.

DATA COLLECTION

At the end of the observation, the Observer will:

- Fill out an Observation Form with the safe and at-risk behaviors he noticed
- Record the date, time and location of the observations
- Note the workers comments and reasons for the at-risk behavior
- Record recommended safe behavior

The worker's name or identification number are not noted in the Observation Form.

- These Company forms will be used by Door Service, Inc. to summarize the observation process. Recording this interaction is important for later detailed analysis by the committee in charge of the program
- Data gathering and the Observation Form will be gathered and entered into an electronic database. Reports will be generated for the committee to analyze at risk behavior trends
- Information taken from the observation and feedback phase of the program will be compiled in useful data and implemented in the action plan

ELEMENTS OF THE ACTION PLAN

In order to address unsafe behaviors Door Service, Inc. will construct its Action Plan based on Observation Reports, trend analysis and recommendations from the Observers and employees. Laura Tomaszewski is responsible for the procedures of the Action Plan.

Action planning will include:

- Regularly scheduled meetings to analyze Behavior-based report findings
- Evaluating unsafe behaviors
- Designating responsible parties and time frames to complete the Action Plan
- Ensuring support of management

The committee will:

- Produce a set of recommendations to correct workers' behavior
- Recommendations may be as simple as providing Personal Protective Equipment (PPE) to workers in certain location, or increase work force in another location
- Some of the recommendations require site modification or costly machinery. Such recommendations are sent to top management for necessary approvals

The committee's responsibility is to ensure that recommendations will:

- Change the at-risk behaviors at the targeted location
- Eliminate hazards and risks caused by hardware or wrong design

FOLLOW-UP

Any Action Plans set out by Door Service, Inc. at the direction of Laura Tomaszewski will be completed in a time frame agreed upon by the entire committee.

Regularly scheduled meetings will be held to:

- Assign responsibility for the completion of the Action Plan
- Ensure that the guidelines of the Action Plan are being carried out
- To document the Action Plan and its progress

Behavior-Based Safety Program Employee Training Form

I, _____, have read or been informed of the Behavior-Based Safety Program and its elements.

- ☐ I am aware of the companies Safe Work procedures including the Company's Code of Safe Practices.
- ☐ I understand I may be observed in my job performance or assigned task by a designated Observer and this person will inform me that I am being observed.
- ☐ I understand that the Observer will communicate to me the positive and At-risk behaviors I may display on completion of his/her observation.
- ☐ I agree to do my utmost to implement any of the Observers' recommendations they make in order to improve my performance and safety.
- ☐ I understand my cooperation and communication is key to the success of the Behavior-based program.
- ☐ I understand that the Observations of my job performance will not include my name or identifying mark and is used only for statistical information in the program.
- ☐ I agree to follow the procedures of any Action Plan as set out by the Company.

Employee Signature:_____

Date:_____

BBS Training Form

Company Name:		
Date of Training:		
Trainer's Name:		
Trainee:	☐ Initial Training	☐ Refresher Training

The trainee (observer) named above has been trained to observe the following jobs:		
Work Type/Job	Trained	Not Trained
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

I, _____, understand that my training in the above listed jobs qualifies me to observe employees while doing their job(s), conduct feedback with employee(s) and implement the established goals of the Behavior-based Safety Program. I have also displayed the required knowledge in the following areas:

- Knowing the BBS Program objectives
- How to conduct observations
- Knowledge of the jobs being observed
- The correct safety procedures of these jobs
- Filling out the Observation Form
- How to identify At-risk behaviors

Signature:_____ Date:_____

Observation Form

Observer Name:	Date:
Job being observed:	

Job Step	Procedure Comments	
	Positive Behaviors:	At-risk Behaviors
1		
Recommendations:		
	Positive Behaviors:	At-risk Behaviors
2		
Recommendations:		
	Positive Behaviors:	At-risk Behaviors
3		
Recommendations:		
	Positive Behaviors:	At-risk Behaviors
4		
Recommendations:		
Employee Comments:		

Observer's Signature_____ Date:_____

POLICY

Door Service, Inc. has adopted the following program to ensure that short service employees are identified, appropriately supervised, trained, mentored, and managed. This program is adopted in order to prevent accidents such as personal injury, injury to others, environmental damage, and/or property damage by the short service employee.

RESPONSIBILITIES

We recognize that the responsibilities for safety and health are shared:

- Door Service, Inc. accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for wholehearted, genuine operation with all aspects of the Safety and Health Program including compliance with all rules and regulations – and for continuously practicing safety while performing their duties.

DEFINITION

Door Service, Inc. defines a short service employee (SSE) as any person or personnel with less than six (6) months experience in his/her current position or with one's current employer. A person or persons can also be classified as an SSE if they change jobs within the company they are working for or as a new hire for the same type of position for another company.

WORK CREW ASSIGNMENTS AND RESTRICTIONS

- A SSE may not work alone
- When crew/group sizes of less than five (5) are assembled, no more than one (1) SSE per group/crew is allowed
- When working with crew/group sizes larger than five (5) members, the SSE's will not exceed 20% of the crew/group make up. When the crew/groups exceed the twenty percent (20%) make up of SSE's, this will only be permitted with a written variance form, which will serve as the mitigation plan; approved by the Supervisor and/or Manager in charge of the project.

COMMUNICATION AND NOTIFICATION

The following procedure will be followed to ensure the host facility knows when a SSE is working at their site. The processes for the proposed crew/group, when using an SSE, are outlined in the Short Service Employee Form. Prior to beginning the job assignment the Supervisor/Manager in charge will submit to the projects coordinator, on-site supervisor, or contractor; the completed SSE form for all the jobs that will contain SSE personnel. The work owner or supervisor/person in charge will decide SSE approval status and will keep the original completed form in the project files.

IDENTIFICATION

All SSE personnel will be visibly identified. This will be done by employing one of the following methods:

- Wearing a uniquely colored high-visibility Hard Hat or
- Wearing a uniquely colored high-visibility Vest
- Any method which clearly identifies the employee as an SSE to anyone onsite

MONITORING SSE

The supervisor will monitor their employees, which includes the SSE personnel for Health, Environment and Safety (HES) awareness.

The identifier marking the SSE may be removed from the SSE Program at the discretion of the supervisor at the end of the required six-month period if he/she has:

- Worked safely
- Adhered to all HES policies
- Had no recordable incidents attributed to him/her

The supervisor shall require the employee that fails to complete the six-month period free of recordable incidents, to get the operator to approve in writing prior to allowing the person to return to the operator's property.

MENTORING PROCESS

This will be done by assigning all SSE's a mentor for the first six (6) months of employment. A mentor's responsibility is to provide guidance and develop the SSE personnel. A mentor may only be assigned one (1) SSE per crew/group. The mentor must be onsite with the SSE to monitor the SSE at all times.

The mentor must meet the following requirements:

- Be familiar with the SSE's job, have the oversight responsibilities required, and all hazards accompanied with the job
- Have up to date orientation training
- Be familiar with all site policies, procedures, and any required specialized actions with the work to be done
- Show the ability to recognize any hazards and/or unsafe acts
- Are able and willing to challenge their personnel on the job if they do not meet site procedures, policies, or other requirements and will see that the stop work authority is enforced
- Participate actively in the behavior-based safety process

Note: A mentor must keep a helpful eye on new hire's in your crew. Take time to describe the layout of the project, the best method to access the work, or how to work a tool they have never used before.

SUBCONTRACTOR MANAGEMENT

Subcontractors working on site will have assigned mentors that monitor their employees only. Mentoring of outside employees will be done on an individual basis, and as required. They will also be managed following this policy.

HIGH HAZARD AREAS

SSE's may in certain situations be prohibited from entering into and working in high hazard areas, these may include:

- Naturally occurring radioactive material (NORM)
- H_2S areas
- Confined spaces
- High Voltage environments, etc

PROCEDURES

Door Service, Inc. has set forth these procedures to verify all work is being carried out under the guidelines of this chapter by having:

- The supervisors communicate the SSE policy and procedure at all pre-job meetings
- The supervisor submits the crew/group makeup and all SSE form(s) to the on-site representative of the work owner for approval
- The supervisor will have the on-site representative validate the crew/group makeup and experience level
- The supervisor will see that the on-site representative approves the SSE variance form
- The supervisor will make sure the on-site representative posts the forms to the appropriate database, if required

PROGRAM REVIEW

Door Service, Inc.'s Short Service Employee Program will ensure the following practices are kept up to date on a regular basis when using and working with SSE's:

- Continuous monitoring of the SSE
- Ensuring all changes/updates to the forms are submitted prior to beginning work and whenever a change may occur thereafter

Contractor Short-Service Employee Form & Variance

Supervisor must complete and submit this form to work owner supervision for approval prior to arrival on location. The work owner supervision must approve the individual SSE before he/she arrives on location.

SSE Information			
Contractor Company name:			
Request Date:			
SSE Name:			
Date of Employment:	Current Job Title:		
Years Related Experience:	Experience in Current Position:	Yrs	Months
Is this employee in compliance with your Substance Abuse Policy?		☐ Yes	☐ No
Have site owner, contractor and HES policies (including Stop Work Authority) been reviewed with SSE?		☐ Yes	☐ No
Who has been assigned as the SSE's mentor?			
Mentor's Experience: Yrs Months			
List all training provided to the SSE:	List any previous special training:		
SSE(s) identified by: ☐ **Hard Hat**-High Visibility ☐ **Vest**-High Visibility ☐ Other:_____ Color:_____			

Contractor Short-Service Employee Form & Variance Page 2

II. SSE Crew Composition Requirements	
Choose one of the crew types below. If any of the stated limitations are exceeded, proceed to the variance form on next page.	
☐ Single person crew-cannot be an SSE (Variance Required)	
☐ 2-4 person crew-no more than one SSE	
☐ 5 or more person crew-no more than 20% SSE(s) per crew	
☐ Exceeding 20% SSE per crew (Variance Required)	
III. SSE Review and Approval	
☐ Contractor Supervising Manager:	Date:
☐ CPL Work Location Supervisor:	Date:
☐ Work Owner:	Date:
IV. Contractor SSE Form Repository	
☐ CSM Data Base:	Date:
☐ CPL Work location	Date:
☐ Work Owner file:	Date:

This form is to be filled out whenever the conditions on this form or any other element of the Short Service Employee Policy cannot be met.

IV. Variance Information	
Variance Justification (What are the current circumstances and what will be done to ensure an acceptable level of risk?)	
Alternatives to Variance (If the variance is denied, what are the alternatives to completing the scope of the work? Briefly detail the cost and operational impact of the alternatives.)	

List the steps to be taken to manage/mitigate the SSE risk to an acceptable level:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

V. Variance Review and Approvals

Variance Expiration Date:

Contractor Manager/Supervisor ☐ Approves ☐ Denies

Signed: _____ Date: _____

Work Owner's Onsite Representative ☐ Approves ☐ Denies

Signed: _____ Date: _____

Note: For large jobs, please use a separate sheet to list all SSEs on the crew by name and job title.

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. has adopted this program for employee safety on or around “Vehicle Mounted Elevating and Rotating Work Platforms” also known as Elevating Work Platforms (EWP).

REFERENCES

- §1910.67 – Vehicle-Mounted Elevating and Rotating Work Platforms
- §1926.453 – Aerial Lifts
- §1926.952 – Aerial Devices Working Near Energized Lines or Equipment

RESPONSIBILITIES

Door Service, Inc. has implemented and enforces these work practices and procedures to assure that no employee will be exposed to hazards during aerial lifting operations.

Laura Tomaszewski is designated by Door Service, Inc. as the Competent Person in authority over all aerial device work procedures. Laura Tomaszewski will ensure that all safety measures and systems are in place and correctly installed, all safety procedures are adhered to, and ensure regular inspections of the operational site and aerial equipment are made. Only authorized personnel are permitted to operate an aerial lift.

Responsibilities during Elevating Work Platform Operations

Because elevating work platforms are often rented from an equipment supplier, there is confusion as to the responsibilities of the parties involved.

The owner or supplier must ensure that the machine:

- Is maintained in good operating condition
- Conforms to appropriate regulations and standards
- Includes the operator’s manual and correct load rating charts

Door Service, Inc. and supervisors on the project must:

- Ensure that the operator is trained and competent to operate his equipment
- Ensure that the machine has the correct load rating capacity for the job
- Maintain the equipment and all its protective devices
- Maintain a daily inspection log for each platform
- Ensure that workers use appropriate personal protective equipment
- Keep the manufacturer’s operating manual with the equipment
- Train workers on each type of equipment that they will be using
- Use watchmen or cones to direct traffic(away from the equipment when in use)

The operators and workers using the equipment must:

- Receive adequate training to be fully competent
- Only operate the machine when competent
- Operate the machine in a safe manner as prescribed by the manufacturer and according to Company safety and health policies
- Inspect the equipment each day or each shift before use
- Perform function tests before use
- Report any defects to the supervisor
- Read, understand, and obey the manufacturer's safety rules, including the operating manual and warning decals. When a defect is reported to the supervisor, the equipment must be taken out of service until the repairs are completed and the equipment is inspected and approved for use

TRAINING

Laura Tomaszewski will verify that all employees are trained in and familiar with required work practices and procedures in the use of any equipment required, proper Personal Protective Equipment (PPE), and safety procedures which must be followed to safeguard personnel involved in aerial lifting operations or who work in the vicinity of aerial lifting operations.

DEFINITIONS

Aerial Device or Aerial Work Platform – means any vehicle-mounted device, telescoping or articulating or both, that is designed and manufactured to raise personnel to an elevated work position on a platform supported by scissors, masts, or booms.

Aerial Ladder – means an aerial device that consists of a single- or multiple-section rung ladder.

Articulating Boom Platform – means an aerial device that has two or more hinged boom sections.

Authorized Person – means a person who is approved and assigned to perform specific types of duties by the employer and who is qualified to perform those duties because of his or her training or experience.

Boom – An elevating member, the lower end of which is so attached to a rotating or non-rotating base that permits elevation of the free or outer end in vertical plane.

Commercial Chassis – means a vehicle that is built for over-the-road (roadway) travel.

Elevating Work Platform – A device designed to elevate a platform in a substantially vertical axis (Vertical Tower, Scissor Lift).

Insulated Aerial Device – means an aerial work platform that is designed with dielectric components to meet specific electrical insulating ratings for work on or near energized lines and apparatus.

Platform – means the portion of an aerial work platform, such as a bucket, basket, stand, cage, or the equivalent, that is designed to be occupied by personnel and is a component of an aerial device.

Qualified Person – means a person who possesses a recognized degree, certificate, professional standing, or skill and who, by knowledge, training, and experience, has demonstrated the ability to deal with problems relating to the subject matter, the work, or the project.

Qualified Line Clearance Tree Trimmer – means an employee trained to work in proximity of energized power transmission and distribution lines. An employee in a training program is included in this definition.

SAFE PRACTICES

- Aerial lifts must be designed and constructed in conformance with the applicable requirements of the American National Standards for "Vehicle Mounted Elevating and Rotating Work Platforms", ANSI A92.2.
- Each work platform will be inspected, maintained, repaired, and kept in proper working order in accordance with the manufacturer's maintenance and repair manuals

On a daily basis, before the work platform is used, it must be given a thorough inspection, which will include:

- Inspection for defects such as cracked welds, hydraulic leaks, damaged control cable, loose wire connections, and tire damage
- Inspection of functional controls for proper operation
- Lift controls will be tested each day prior to use to determine that such controls are in safe working condition
- Tests will be made at the beginning of each shift during which the equipment is to be used to determine that the brakes and operating systems are in proper working condition
- Critical safety components of mechanical elevating and rotating equipment whose failure would result in a free fall or free rotation of the boom will receive a thorough visual inspection before use on each shift
- Vehicles will have a reverse signal alarm audible above the surrounding noise level or the vehicle will be backed up only when an observer signals that it is safe to do so
- For power lines rated 50 kV. or below, minimum clearance between the lines and any part of the crane or load will be 10 feet
- Any suspect items discovered through inspection must be carefully examined and a determination made by a qualified service person as to whether they constitute a safety hazard. All unsafe items must be corrected before further use of the work platform
- Any work platform not in safe operating condition will be removed from service until it is repaired. All repairs will be made by a qualified service person in conformance with the manufacturer's operating, maintenance, and repair manuals
- Aerial lifts may be "field modified" for uses other than those intended by the manufacturer provided the modification has been certified in writing by the manufacturer or by any equivalent entity
- Manufacturer's boom, basket, and platform load limits will not be exceeded
- Each work platform will be equipped with a mechanical parking brake, which will hold the unit on any slope it is capable of climbing. When possible, wheel chocks will be installed before using an aerial lift on an incline
- Employees will always stand firmly on the floor of the basket, and will not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

- Approved fall protection will be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- No aerial vehicular equipment having an obstructed view to the rear may be operated on off-highway jobsites where any employee is exposed to the hazards created by the moving the vehicle, unless the vehicle has a reverse signal alarm audible above the surrounding noise level or the vehicle is backed up only when a designated employee signals that it is safe to do so
- Aerial vehicular equipment provided with outriggers will be operated with the outriggers extended and firmly set as necessary for the stability of the specific configuration of the equipment. Outriggers may not be extended or retracted outside of clear view of the operator unless all employees are outside the range of possible equipment motion
- When the work area or the terrain prevents the use of outriggers, the equipment may be operated only within its maximum load ratings for the particular configuration of the equipment without outriggers
- Mechanical elevating and rotating equipment used to lift or move material will be used within its maximum load rating and other design limitations for the conditions under which the work is being performed
- A designated employee other than the equipment operator will observe the approach distance to exposed lines and equipment and give timely warnings before the minimum approach distance is reached

The following clearances will be maintained when operating aerial work platforms or other equipment under, over, by, or near energized electric power lines:

Before using the work platform, the operator will:

- Read and understand the manufacturer's operating instructions and safety rules, and be trained on them by a qualified person
- Read and understand all decals, warnings, and instructions on the work platform
- Before the work platform is used, the operator will survey the area for hazards such as: untamped earth fills; ditches; drop-offs or holes; bumps and floor obstructions; debris; overhead obstructions and high voltage conductors; other possible hazardous conditions

Before each elevation of the work platform, the operator will:

- Check for overhead obstructions and high-voltage conductors. A minimum distance of ten feet from energized high-voltage conductors must be maintained at all times between the conductors and the operator and platform equipment
- Ensure that the load and its distribution on the platform are in accordance with the manufacturer's rated capacity. The manufacturer's recommended load limits must never be exceeded
- Ensure outriggers and stabilizers are used according manufacturer's instructions
- Ensure that guardrails are properly installed and gates are closed

Before and during driving while the platform is elevated, the operator will:

- Be required to look in the direction of, and keep a clear view of, the path of travel and assure that the path of travel is firm and level
- Maintain a safe distance from obstacles, debris, drop-offs, holes, depressions, ramps, or other hazards to safe elevated travel
- Maintain a safe distance from overhead obstacles

- The operator will limit travel speed according to conditions. Conditions to be observed are: Ground surface, congestion, slope, location of personnel, and other factors that may create a hazard of collision or injury to personnel
- Personnel will maintain a firm footing on the platform while working thereon unless they are secured by safety harness and lanyard devices fixed to manufacturer-approved anchor points. Use of railings or planks, ladders or any other device on the work platform for achieving additional height is prohibited
- The operator will immediately report defects or malfunctions which become evident during operation and must stop use of the work platform until correction has been made
- Altering or disabling of safety devices or interlocks is prohibited
- Stunt driving and horseplay is prohibited
- An aerial device that does not meet the requirements will not be used unless it has been inspected and modified as required to conform to the essential stability, structural, electrical insulation, and operational requirements of ANSI A92.2

Each aerial device placed in service will have a conspicuously displayed legible plate or other legible marking verifying the aerial device is designed and manufactured in accordance with the following applicable specifications:

- ANSI Standard A92.2, "Vehicle-Mounted Elevating Work Platforms", which applies to vehicle-mounted devices installed on commercial chassis and covers the following type of units:
- Extensible boom aerial devices
- Aerial ladders
- Articulating boom aerial devices
- Vertical towers
- A combination of any of the equipment specified
- ANSI Standard A92.3, "Manually Propelled Elevating Work Platforms", which applies to work platforms which are manually propelled, which are vertically adjustable by manual or powered means, and which may be towed or manually moved horizontally on wheels or casters that are an integral part of the work platform base
- ANSI Standard A92.5, "Boom-Supported Elevating Work Platforms", which applies to all integral frame, boom-supported elevating work platforms which telescope, articulate, rotate, or extend beyond the base dimensions
- ANSI Standard A92.6, "Self-Propelled Elevating Work Platforms", which applies to self-propelled vertically adjustable integral chassis work platforms. Such work platforms are power operated with primary controls for all movement operated from the platform

The following information will be displayed on all work platforms in a clearly visible, accessible area and in as permanent a manner as possible:

- Warnings, cautions, or restrictions for safe operation in accordance with ANSI requirements
- The rated work load will be clearly displayed at each entrance to the platform

VEHICLE MOUNTED ELEVATING AND ROTATING WORK PLATFORMS

There are two basic types of elevating work platforms – boom and scissor. Both types come in:

1. "On-Slab" models for use on smooth hard surfaces such as concrete or pavement.
2. Rough-Terrain models used on firm level surfaces: graded and compacted soil or gravel.

Both types share three major components: base, lifting mechanism, and platform assembly.

SCISSOR-TYPE MACHINES

These are raised and lowered by hydraulic pistons and an expanding scissor mechanism. Platforms are available in various configurations with different capabilities for extension and movement. Some have extendable platforms or platforms that can rotate. Extendable platforms should be retracted before raising or lowering the device.

On-Slab Units

- Not designed for uneven or sloping ground
- Normally have solid rubber tires
- Generally powered by rechargeable DC battery
- Some are powered by internal combustion engine, either gasoline or propane
- Most have "pothole protection" – a metal plate lowered close to the ground to afford some protection against inadvertent movement into depressions or debris

Rough-Terrain Units

- Similar in design to on-slab machines
- Built to handle rigorous off-slab challenges
- Normally have wider wheel bases, larger wheels, and pneumatic tires
- Some fitted with outriggers for extra stability
- Usually powered by internal combustion engines: gasoline, diesel, or propane
- DC Battery powered units are also available, but are not common
- Lifting mechanism is hydraulic

Scissor-lifts range in capacity from 500 to several thousand pounds. They are available with platform heights often reaching 50 feet or more. Scissor-lifts must be set up on stable, level ground, even with outriggers deployed. A slight imbalance or instability is amplified when the machine is raised.

Although fixed to the platform, the controls are moveable from one side of the platform to the other. This enables the operator to see the path of travel. The controls must be oriented correctly so that the operator does not inadvertently move the machine in the wrong direction. Many machines have color-coded directional arrows on the chassis to aid the operator in moving the machine.

SELF-PROPELLED BOOM-SUPPORTED PLATFORMS

- Normally fitted with rough-terrain undercarriages
- Some smaller on-slab units
- Platforms have lifting capacity of about 500 pounds or two workers
- Lack capacity of scissor-type machines; not intended for lifting materials
- Usually powered by an internal combustion engine: gasoline, diesel, or propane

Booms

- Telescopic, articulating, or combination of both
- Raised and extended by hydraulic cylinders
- Can reach up to 150 feet
- Can extend well beyond the wheelbase

As with mobile cranes, stability decreases with length of boom and boom angle as the center of gravity moves in relation to the platform position. The machine will overturn if the center of gravity moves outside the machine's base.

Machines come with load charts that show safe operating configurations. Machines with booms long enough to cause overturning at low boom angles are required to have radius-limiting interlocks to prevent operation in unstable configurations. The reach chart indicates the safe operating configurations for a machine operating on a level surface. The reach diagram shows the safe operating envelope. The machine does not achieve its maximum height directly overhead, nor does it achieve its maximum reach at ground level.

Users must be familiar with the operating range of the individual make and model of the equipment they are using. This knowledge is essential in order to position the machine correctly and reach the work location safely.

NON-SELF-PROPELLED OR PUSH-AROUNDS

These units are not self-propelled and must be transported from one location to another with an independent power source or manually in the case of the smaller devices. The machines are intended primarily for use on smooth, level, hard surfaces or on-slab conditions. Some trailer-mounted units are available. Some can fold up to pass through a standard door, and can be transported by pick-up truck. As a result, they are suitable for maintenance or renovation work.

PUSH-AROUNDS

- Raising mechanism normally powered by gasoline, propane or electric motors
- Normally raised and lowered by hydraulic cylinders
- Platform capacities vary from 300 to 1000 pounds or more
- Devices with capacity less than 500 pounds are Not Recommended for construction – this type is better suited to maintenance activities
- Platforms usually do not exceed 36 feet in height
- As platform is raised, risk of overturning increases
- Extra care required when operating at maximum height

EQUIPMENT SELECTION

Elevating work platforms are designed for different uses. It is essential to select the appropriate equipment for the job.

Typical Mistakes

- Using an on-slab machine on rough terrain
- Using a unit undersized with respect to height, reach, and lifting capacity
- Lifting large materials that overhang the platform
- Using a scissor lift where the reach of a boom-type machine is needed
- Extending the platform with planks, ladders, or other devices because the machine cannot reach the required height

Factors to Consider

- Capacity – Does the machine have the lifting capacity, the reach, and the height to complete the task?
- Surface Conditions – Are the surface conditions hard or soft, sloped or level? Will the ground have an effect on the type of machine selected?
- Platform Size and Configuration – Do you need a regular or extendable platform? Is rotation required? Are there space restrictions to consider?
- Mobility – Is a boom type better suited than a scissor lift to the task?
- Material to be Lifted – Will the machine be able to lift the size and weight of material required for the job?
- Access – Will the machine be able to travel around the workplace safely? Are there obstructions or depressions that will restrict the use of certain machines?
- Operator Skill or Training – Are the people on site competent to operate the machine? If a propane-powered engine is used, has the operator received propane training?
- Work Environment – If the work is to be done indoors, or in a poorly ventilated area, will an electrically powered machine be required?

FUNDAMENTAL ELEVATING WORK PLATFORM HAZARDS

- Machine Tipping or Overturning – Many factors cause instability – sudden stops, depressions, drop-offs, overreaching, overloading, etc. Overturning and tipping result in many fatalities and injuries
- Overriding Safety Features – Disarming features such as the tilt or level warning and the deadman switch can prevent operators from knowing they are in danger
- Overhead Power line Contact – Contacting overhead wires can cause electrocution
- Falls from Elevated Platforms – Many falls occur because workers get in a hurry and fail to observe standard fall protection procedures. Many such falls cause serious injury or even fatalities
- Makeshift Extensions – When the machine cannot reach the working height desired, do not compensate by using scaffold planks, ladders, blocks of wood, or other makeshift arrangements. Such practices lead to falls and machine instability
- Overloading the Platform – Elevating work platforms overloaded or loaded unevenly can become unstable and fail. Boom-type machines are especially sensitive to overloading. Always stay within the operating range specified by the manufacturer
- Failure to Cordon Off –
    - Elevating work platforms have been struck by other construction equipment or oncoming traffic when the work area is not properly marked or cordoned off
    - Workers have been injured when they inadvertently entered an unmarked area and were struck by falling material, tools, or debris
    - In unmarked areas, workers have also been injured by swinging booms and pinched by scissor mechanisms
- Accidental Contact – Many elevating work platforms have blind spots. Moving the machine or platform may cause contact with workers or with obstacles. Use a designated signaler on the ground to guide the operator when the path of travel is not clear or access is tight
- Improper Maintenance or Modifications – Elevating work platforms should be maintained by competent workers in accordance with manufacturer's instructions. No modifications should be made to the machine without the manufacturer's approval
- Improper Blocking During Maintenance – Failing to block, or improperly blocking the machine, boom, or platform can cause serious crushing injuries and property damage.
- Improper Access – Do not enter or leave the platform by climbing the scissors or the boom. Do not use extension ladders to gain access. Ladders exert lateral loads on the platform that can cause overturning. For the safest access, lower the machine completely
- Moving with the Platform Raised – Lower the platform before moving the machine unless: The machine is designed to move with the platform raised, or the supporting surface is smooth and level. Slight dips and drops are amplified when the platform is raised and can cause the machine to overturn
- Improper Refueling – Take care when refueling. Gasoline, for instance, should be kept in approved containers and dispensed to prevent spills and sparking
- Pinch Points – Clothing, fingers, and hands can get caught in scissor mechanisms. As platforms are raised, machines may sway. Workers can be pinched between guardrails and the structure. Position the platform so that work takes place above guardrail height

STABILITY AND TIPPING

In general, elevating work platforms are well manufactured and are safe to use within their specific limitations. However, as with any equipment or tool, there are do's and don'ts to follow.

One of the most dangerous hazards in operating elevating work platforms is tipping over. This can be caused by one or more of the following factors:

- Sudden movement of the unit or parts of the unit when elevated
- Making sudden stops while in motion with platform elevated
- Uneven or overloading of the platform
- Traveling or operating on a slope or uneven terrain
- Changing the weight distribution of the machine by replacing parts with others of a different weight or adding attachments not approved by the manufacturer
- Holes or drop-offs in the floor surface causing one wheel to drop suddenly
- Operating the equipment in windy conditions (refer to the operator's manual for safe operating conditions)

It is important that users understand what makes a platform stable and what causes it to overturn. To understand stability, one must understand the concept of center of gravity, tipping axis (or tipping point), and forces that shift the center of gravity.

Stability is resistance against tipping over. Stability depends on the location of the center of gravity in relation to the tipping axis.

CENTER OF GRAVITY

Every object has a center of gravity. It is the point where the object's weight would be evenly distributed or balanced. If a support were placed under that point, the object would be perfectly balanced.

The center of gravity is usually located where the mass is mostly concentrated. However, the location does not always remain the same.

Any action that changes the machine's configuration – such as raising the platform, extending the boom, or traveling on a slope – can change the location of the center of gravity.

Tipping Axis and Area of Stability

When an EWP turns over, it tips around an axis or point. This is called the tipping axis or tipping point. EWPs typically have four tipping axes – front, back, left, and right.

Each EWP has its own area of stability. This varies from platform to platform and from model to model. In most cases, the area of stability is bound by the four tipping axes (or the four tires or outriggers). The platform is stable as long as the center of gravity remains inside the area of stability. This is the key to safe operation.

When the center of gravity shifts beyond the area of stability, the machine will tip over. Some factors that can cause a shift beyond the stability area are overloading, moving on excessively sloped ground, a sudden drop of one wheel, and shock loading.

Raising the platform also raises the EWP's center of gravity. When a scissor lift is situated on a slope, and the platform is raised, the platform's center of gravity will move toward the tipping axis. If the center of gravity moves beyond the tipping axis, the platform will overturn.

Boom-supported aerial devices work in the same way. When the boom is extended outward, the center of gravity moves outwards towards the tipping axis. The aerial device will overturn if the boom is extended such that the center of gravity moves beyond the axis. Boom-type machines have an interlocking system that prevents the machine from moving into an unstable configuration.

FACTORS AFFECTING STABILITY

Dynamic Forces

Dynamic forces are forces generated by movement or change of movement. For example, applying the brakes suddenly or traveling too fast around corners can cause instability – as in a car or van. Sudden stops while raising or lowering the platform can also cause instability.

Traveling

Traveling the platform over rough or uneven ground can also cause instability. Lower the platform fully or retract telescoping sections while traveling, particularly on uneven surfaces.

EQUIPMENT INSPECTION

All components that bear directly on the safe operation of the EWP and can change from day to day must be inspected daily. Inspection is mostly visual – done in a quick but thorough manner.

Check the operator's manual for a complete list of pre-operational checks. See the end of this section for Daily Inspection Checklists for Elevating Work Platforms and Aerial Devices.

MINIMUM REQUIREMENTS

Before climbing onto the platform, check:

- Tires for proper pressure and wheels for loose or missing lug nuts
- Steer cylinder, linkage, and tie rods for loose or missing parts, damage, and leaks
- Hydraulic oil for leaks and fluid level. Hydraulic hoses, lift cylinder(s), and connections for leaks or loose connections
- Fuel supply – adequate fuel, filler cap in place, no damage, leaks, or spills
- Battery for fluid level and state of charge
- Proper connection of all quick-disconnect hoses
- Structural components for damage, broken parts, cracks in welds, including scissor arms, outrigger arms, and pads
- Ladder or steps for damage and debris (ladder must be firmly secured to the platform and relatively free of grease, mud, and dirt)
- Beacon and warning lights for missing and defective lenses or caps
- Ground controls (manual and powered) – including emergency stop switch and platform lower/lift switch – for proper function and damaged and missing control sticks/switches
- Decals and warning signs to make sure they are clean, legible, and conspicuous

After mounting the platform, check:

- Platform assembly for missing or loose parts, missing or loose lock pins and bolts
- Platform floor for structural damage, holes, or cracked welds and any dirt, grease, or oil
- Operator's manual to make sure it is in place
- Extendable platform deck for ease of extension/retraction and proper function of locking position of platform
- Guardrails to make sure they are in place and secure
- Access gate for ease of movement, missing parts, latch, and locking capabilities
- All fall protection anchorage points
- All control mechanisms for broken or missing parts
- All emergency controls for proper function – stopping, descending, master OFF switch
- All safety devices such as tilt and motion alarms for malfunction
- Swivels for freedom of rotation
- Scissors for smooth movement up and down
- Brakes for stopping capabilities
- Horn for proper function

MANUALS, SIGNS, AND DECALS

Signs clearly visible to the operator at the controls must indicate:

- The equipment's rated working load
- All limiting operating conditions, including the use of outriggers, stabilizers, and extendable axles
- The specific firm, level surface conditions required for use in elevated position
- Such warnings as may be specified by the manufacturer
- Other than for a boom-type elevating work platform, the direction of machine movement for each operating control
- The name/number of the ANSI standard to which the platform was designed
- The name and address of the owner

In addition to the above, ANSI standards require the following signs:

- The make, model, serial number, and manufacturer's name and address
- The maximum platform height
- The maximum travel height, if not equal to the maximum platform height
- The nominal voltage rating of the batteries, if battery-powered
- A warning to study the operating manual before using the equipment
- A statement as to whether or not the platform is insulated
- A notice outlining the required inspections
- The capacity in each configuration
- Diagrams/description of various configurations in which the platform can be used
- Warnings against replacing, without the manufacturer's consent, components critical to the machine's stability – for example, batteries or ballasted tires with lighter weight components (the minimum weights of such components must be specified)

Many of these signs are vital to the operation of the machine and the protection of workers. All signs and decals must be kept clear of dust and grease so they can be easily read. Torn or damaged signs must be replaced.

Standards require the manufacturer provide a manual that contains:

- Description, specifications, and capacities of the platform
- The operating pressure of the hydraulic or pneumatic system that is part of the work platform
- Instructions regarding operation and maintenance, including recommended daily, weekly, and monthly inspection checklists
- Information on replacement parts
- The manual must be stored on the equipment in a weatherproof storage container

SAFE PRACTICES

Operators must be familiar with the requirements for the specific machine they will use:

- The manufacturer's operating manual
- The manufacturer's warning and caution signs on the machine
- The location of all emergency controls and emergency procedures
- The daily maintenance checks to perform

General Safety Guidelines for EWPs and Aerial Devices

- Always check for overhead power lines before moving the machine or operating the platform. The limits of approach from overhead power lines must be observed. If work must be done within these limits, make arrangements with the owner of the utility to have the power line de-energized. Allow for movement or sway of the lines as well as the platform. Be aware of overhanging tools or equipment
- Wear a full body harness and tie off to a designated tie-off point while the machine is moving
- Do not leave the machine unattended without locking it or otherwise preventing unauthorized use
- Do not load the platform above its Rated Working Load (RWL). Wherever possible, keep the load below 2⁄3 of the RWL
- Make sure that all controls are clearly labeled with action and direction
- Keep guardrails in good condition and ensure that gate is securely closed before moving the platform. Do not remove guardrails while the platform is raised
- Shut off power and insert the required blocking before maintenance or servicing
- Deploy stabilizers or outriggers according to the manufacturer's instructions
- Position the boom in the direction of travel where possible
- Keep ground personnel away from the machine and out from under platform
- Do not access the platform by walking on the boom
- Do not try to push or move the machine by telescoping the boom
- Do not use the machine as a ground for welding
- Do not use a boom-supported platform as a crane
- Do not operate the equipment in windy conditions. For safe wind speeds, refer to the operator's manual
- Do not place the boom or platform against any structure to steady either the platform or the structure
- Secure loads and tools on the platform so that machine movement will not dislodge them

- Make sure that extension cords are long enough for the full platform height and will not be pinched or severed by the scissor mechanism
- Use three-point contact and proper climbing techniques when mounting or dismounting from the machine

Important Note: Never operate equipment on which you have not been trained or which you are not comfortable operating. Your safety and that of others on site depends on competent, knowledgeable operation of the equipment.

Work Area Inspection

Before operating elevating work platforms and aerial devices, check the work area for:

- Drop offs or holes in the ground
- Slopes, bumps or floor obstructions
- Debris
- Overhead obstructions
- Overhead wires power lines or other electrical conductors
- Hazardous atmospheres
- Adequate operating surface (ground or floor)
- Sufficient ground or floor support to withstand all forces imposed by the platform in every operating condition, wind and weather conditions

FALL PROTECTION

The fall protection required for persons who work on aerial lifts depends on the type of aerial lift used. The table below shows acceptable fall protection.	
Type of Lift	**Fall Protection Required**
Vehicle-Mounted Elevating and Rotating Work Platforms (ANSI A92.2 devices)	Platforms other than buckets or baskets must include guardrail systems – guardrails, a midrail, and toeboards. Each person who works on a boom-supported platform must wear a body harness and lanyard attached to the boom or basket.
Manually Propelled Elevating Aerial Platforms (ANSI A92.3 devices)	The platform must have a guardrail at least 42 inches ±3 inches above the floor, a midrail, and toeboards at least 4 inches high.
Boom-Supported Elevating Work Platforms (ANSI A92.5 devices)	The platform must have a guardrail at least 42 inches ±3 inches above the floor, a midrail, and toeboards at least 4 inches high. Each worker on the platform must wear a body harness and lanyard attached to the boom or platform.
Self-Propelled Elevating Work Platforms (ANSI A92.6 devices)	The platform must have a guardrail 42 inches ±3 inches above the floor, a midrail, and toeboards at least 4 inches high.

Fall Protection for Elevating Work Platforms

- Personnel will maintain firm footing on the platform while working on the platform. The use of railings, planks, ladders, or any other devices on the platform for achieving additional height is prohibited
- A safety harness that has a lanyard which complies with construction safety standard "Fall Protection" and which is affixed to attachment points provided and approved by the manufacturer will be provided by Door Service, Inc. and used by any occupant of an aerial work platform described in this section. A fall arrest system will only be used where the aerial lift is designed to withstand the vertical and lateral loads caused by an arrested fall
- A body belt may be used with a restraint device with the lanyard and the anchor arranged so that the employee is not exposed to any fall distance. A restraint device is required where the aerial lift cannot withstand the vertical and lateral loads imposed by an arrested fall
- Belting off to an adjacent pole, structure, or equipment while working from an aerial work platform is prohibited
- An employer will not allow employees to exit an elevated aerial work platform, except where elevated work areas are inaccessible or hazardous to reach. Employees may exit the platform with the knowledge and consent of Door Service, Inc.. When employees exit to unguarded work areas, fall protection will be provided and used as required

Fall Protection for Aerial Devices

- Employees will always stand firmly on the floor of the basket, and will not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position
- Boom and basket load limits specified by the manufacturer will not be exceeded
- A safety belt or harness will be used with a lanyard attached to the boom or basket when working from an aerial lift. The safety belt, harness, and lanyard will be provided by Door Service, Inc.. An in-plant, industrial-type aerial device used on a level surface and equipped with a platform with approved railings is exempt from this rule
- Body belts are not acceptable as part of a personal fall arrest system. The use of a body belt in a tethering system or in a restraint system is acceptable
- A boom platform will be provided with a rail or other structure around its upper periphery that will be not less than 38 inches above the floor of the platform and with a toeboard not less than 4 inches high. A basket of a cherry picker will be considered to meet this requirement. A platform may have the guardrail removed from the working side if a safety belt and lanyard is worn by the employee on the platform
- Belting off to an adjacent pole, structure, or equipment while working from an aerial device will not be permitted
- Climbers will not be worn while on an aerial device unless gaff guards are provided

OSHA REGULATIONS AND RESPONSIBILITIES

OSHA regulations include the following requirements:

- Elevating work platforms must be engineered and tested to meet the relevant standard for that equipment
- Aerial devices must be checked each day before use by a trained worker
- The owner or supplier must keep a log of all inspections, tests, repairs, modifications, and maintenance
- The log must be kept up to date and include names and signatures of persons who performed inspections and other work
- Workers must be given oral and written instruction before using the platform for the first time. Instruction must include items to be checked daily before use

Vehicle Mounted Elevating and Rotating Work Platforms and Aerial Devices

This section provides for the safe operation and maintenance by Door Service, Inc. and the safe use by the employee of vehicle mounted elevating and rotating work platforms in, around, and about a place of employment. Firefighting equipment and powered industrial trucks are not included in these rules.

Employer Responsibility

An employer will provide each employee who will operate the aerial work platform with instruction and training regarding the equipment that will be used. Such instruction and training will ensure that each operator complies with the minimum following provisions:

- Is instructed by a qualified person in of the purpose and function of each control
- Is trained by a qualified person or reads and understands the manufacturer's operating instructions and safety rules
- Understands by reading or by having a qualified person explain, all decals, warnings, and instructions displayed on the aerial work platform
- Reads and understands the provisions of these rules or be trained by a qualified person on their content

The manufacturer's operating instructions and safety rules will be provided and maintained in a legible manner on each unit by Door Service, Inc.

Maintain an aerial device free of defects and hazards that could cause an injury.

Employee Responsibility

- Operate an aerial device only after being trained and authorized by Door Service, Inc.
- Report known defects and hazards concerning an aerial device to the supervisor

EQUIPMENT INSTRUCTIONS AND MARKING

Each unit will have a manual containing instructions for maintenance and operations. If a unit can be operated in different configurations, then these will be clearly described, including the rated capacity in each configuration.

Each aerial device placed in service will have a conspicuously displayed legible plate or other legible marking verifying the aerial device is designed and manufactured in accordance with the following applicable specifications:

- ANSI A92.2 – Vehicle Mounted Elevating and Rotating Aerial Devices
- ANSI A92.3 – Manually Propelled Elevating Work Platforms
- ANSI A92.5 – Boom Supported Elevating Work Platforms
- ANSI A92.6 – Self-Propelled Elevating Work Platforms

The above plates will contain the following data, when applicable:

- Make, model, and manufacturer's serial number
- Rated capacity
- Maximum capacity at the maximum platform height
- Platform height
- Maximum travel height
- Maximum recommended operating pressure of hydraulic or pneumatic system(s) or both
- Caution or restrictions of operation or both
- Operating instructions
- Manufacturer's rated line voltage (dielectric capability)

Alternative configurations will require in addition to the above:

- Charts, schematics, or scales of capacities in operating positions
- Cautions, restrictions, of operation of all alternate or combinations
- Employees will be instructed in the proper use of the platform

All aerial devices and elevating work platforms will be assembled and erected in accordance with these rules and will be maintained in safe operating condition.

All electrical tests will conform to the requirements of the applicable the National Fire Protection Association NFPA 70 Standard or equivalent DC voltage test approved by the equipment manufacturer or equivalent entity.

FACTORS OF SAFETY IN DESIGN OF WORK PLATFORM ASSEMBLY

- Where the platform is supporting its rated workload by a system of wire ropes or lift chains, or both, the safety factor of the wire or chain will not be less than 6 to 1
- All critical components of a hydraulic or pneumatic system used in a work platform will have a bursting strength that exceeds the pressure attained when the system is subjected to the equivalent of four times the rated workload. Critical components are those in which a failure would result in a free fall or free rotation of the boom. All noncritical hydraulic components will have a bursting safety factor of at least 2 to 1
- Automatic safety devices or systems will be provided to prevent free fall of the work platform should a failure of the power supply or elevating system occur

CONSTRUCTION, MODIFICATION, REMOUNTING, TESTING, AND USE

- An aerial device purchased, modified, or remounted must meet the requirements of ANSI A92.2
- A permanent label or tag will be affixed to an aerial device purchased, modified, or remounted certifying compliance
- An employer modifying the basic design of an aerial device will secure approval of the modification in writing from the manufacturer of the aerial device, a firm offering an equivalent service, or a qualified engineer knowledgeable in the aerial device operations. The results of the modification will be at least as safe as the original design
- An aerial device will bear a permanent plate stating the designed rating capacity
- An aerial device will be mounted on a vehicle capable of sustaining, or reinforced to sustain, the imposed load. The vehicle will be a stable support for the aerial device
- The lifting and outrigger system of an aerial device will be equipped with a means, such as but not limited to, a pilot operated check valve to ensure that the system will not permit the work platform to drop in a free fall in event of a power or hydraulic line failure
- An aerial device that does not meet the requirements ANSI A92.2 will not be used unless it has been inspected and modified as required to conform to the essential stability, structural, electrical insulation, and operational requirements
- In addition to the welding requirements prescribed in ANSI A92.2, an aerial device will conform to the AWS D2.0-69

MAINTENANCE AND REPAIRS

- The materials used in the repair of aerial devices and elevating work platforms will conform to standard specifications of strength, dimensions, and weights, and will be selected to safely support the rated workload
- Electrical wiring and equipment will meet National Fire Protection Association (NFPA) 70 provisions
- All exposed surfaces will be free from sharp edges, burrs, or hazardous projections

Electrical Ratings

- The rating plate required will include a statement as to whether the aerial device is insulated or is non-insulated and, if insulated, the rated line voltage for which the aerial device was designed and tested
- The insulating portion of an aerial device will not be altered in any manner that might reduce its insulating value

SAFETY FACTORS AND YIELD POINTS

- The design of the basic structural elements of the aerial device including the platform and its component parts will have a yield point of not less than 3 times the rated load. Structural materials not having a clearly defined yield or break point will have a designed safety factor of not less than 5
- The designed safety factor of not less than 4 will apply to hydraulic and pneumatic parts which would, on failure, permit a free fall, free rotation of the boom, or loss of stability
- Noncritical components will have a bursting safety factor of not less than 2

Controls

- The controls for the operation of an aerial device will be permanently labeled as to their function
- Controls for an aerial device will be designed or guarded to prevent inadvertent start
- Articulating, extensible boom platforms, or both, primarily designed as personnel carriers, will be equipped with both upper and lower controls. functions
- Upper controls will be located within reach of the operator
- Lower controls will be capable of overriding the upper controls. Except in case of an emergency, the lower controls will not be operated unless permission has been obtained from the employee in the basket or on the work platform

Stability Requirements for New or Modified Aerial Devices

Each new or modified aerial device will be inspected and tested before initial use to assure compliance with all of the following requirements.

- An aerial device, mounted on an approved vehicle, when used in a specific configuration, will be capable of sustaining a static load 1 ½ times its rated load capacity in every position that the load can be placed in when the vehicle is on a firm and level surface. If having the outriggers extend to a firm footing is part of the definition of the configuration, they will be extended to provide leveling for the purpose of determining whether the mobile unit meets the stability requirements
- An aerial device, mounted on an approved vehicle, when used in a specific configuration, will be capable of sustaining a static load 1 1/3 times its rated load capacity in every position that the load can be placed in the when the vehicle is on a slope of 5 degrees downward in the direction most likely to cause overturning. If having the outriggers extended to a firm footing is part of the definition of the configuration, they will be extended to provide leveling for the purpose of determining whether the mobile unit meets the stability requirements
- If other facilities, such as a means of turntable leveling, are provided to minimize the effect of the sloping surface, then those facilities will be utilized when determining if the mobile unit meets the stability requirements
- Vertical towers designed specifically for operation only on a level surface will be excluded from this requirement
- None of the stability tests described will produce instability of the mobile unit, or cause permanent deformation of any component. The lifting of a tire or outrigger on the opposite side of the load does not necessarily indicate a condition of instability
- Verification by the manufacturer or an equivalent entity that the stability of an aerial device meets the requirements may be used to demonstrate compliance

Inspection and Tests

- An aerial device will be inspected and tested at least annually for permanent deformation and cracks by using 1 ½ times the rated load and for defects by visual inspection during and following the load test
- An annual electrical test of insulated aerial devices will be made. An equivalent DC voltage test may be used in place of the prescribed AC voltage
- Field inspection and tests will be performed only by an authorized and trained employee or outside service
- Lift controls will be tested each day before use to determine that the controls are in safe working condition. An aerial device with defective controls will not be used until repaired

Use

- Any overhead line will be considered energized until the owner, owner representative, or utility indicates otherwise and the line has been visibly grounded, and the owner, owner representative, or utility will be notified and provided with all pertinent information of the job before the commencement of operations near electrical lines
- Except as prescribed or where insulating barriers not a part of or an attachment to the aerial device have been erected to prevent physical contact with the lines, an aerial device will maintain the distances from energized distribution and transmission power lines and equipment prescribed in table 1
- A qualified lineman or a qualified line clearance tree trimmer performing work on or near an exposed power transmission or distribution line from an aerial lift will maintain distances prescribed in table 2, unless the employee is insulated or guarded from the energized part by gloves or gloves and sleeves, or insulated, isolated, or guarded from any other conductive part or the energized part is insulated from the employee
- A qualified telecommunications employee will maintain the distances prescribed in table 3 when working from an aerial lift, unless the employee is insulated, isolated, or guarded from any other conductive part or the energized part is insulated from the employee
- The insulated bucket, gloves, and sleeves used to comply will be rated at more than the voltage to be worked on or that with which they might come into contact
- An in-plant, industrial-type aerial lift designed to be used on level surfaces will not be used on slopes, unless the aerial lift is adjusted to a firm, level plane
- A safety belt or harness will be used with a lanyard attached to the boom or basket when working from an aerial lift. The safety belt, harness, and lanyard will be provided by Door Service, Inc.. An in-plant, industrial-type aerial device used on a level surface and equipped with a platform with approved railings is exempt from this rule
- A boom platform will be provided with a rail or other structure around its upper periphery that will be not less than 38 inches above the floor of the platform and with a toeboard not less than 4 inches high. A basket of a cherry picker will be considered to meet this requirement. A platform may have the guardrail removed from the working side if a safety belt and lanyard is worn by the employee on the platform
- The designed rated capacity for a given altitude will not be exceeded
- A proximity warning device may be used, but not in place of meeting the requirements of this rule

TABLE 1

Minimum Clearance Distances for Equipment		
Voltage	**Clearance with Boom Raised**	**Clearance Boom Lowered and No Load in Transit**
To 50 kV	10 feet	4 feet
Over 50 kV	10 feet + .4 inch per each 1 kV over 50 kV	10 feet
50 to 345 kV		10 feet
346 to 750 kV		15 feet

TABLE 2

Minimum Working Distances for Qualified Line Clearance Tree Trimmers and Qualified Linemen	
Voltage Range Phase to Phase (KV)	**Minimum Working Distance**
2.1 to 15.0	2′0″
15.1 to 35.0	2′4″
35.1 to 46.0	2′6″
46.1 to 72.5	3′0″
72.6 to 121.0	3′4″
138.0 to 145.0	3′6″
161.0 to 169.0	3′8″
230.0 to 242.0	5′0″
345.0 to 362.0	*7′0″
550.0 to 552.0	*11′0″
700.0 to 765.0	*15′0″
*NOTE: For 345 — 362 kV., 500 — 552 kV., and 700 — 765 kV., the minimum working distance and the minimum clear hot stick distance may be reduced that such distances are not less than the shortest distance between the energized part and a grounded surface.	

TABLE 3

Minimum Approach Distances for Qualified Telecommunications Employees	
Voltage Range (Nominal Phase to Phase)	**Minimum Approach Distances**
300 V and less	12″
Over 300 V, not over 750 V	18″
Over 750 V, not over 2 kV	24″
Over 2 kV, not over 15 kV	36″
Over 15 kV, not over 37 kV	42″
Over 37 kV, not over 87.5 kV	48″
Over 87.5 kV, not over 121 kV	54″
Over 121 kV, not over 140 kV	--

Vehicles

- Before a vehicle supporting an aerial ladder is moved for highway travel, the ladders will be secured in the lower position, and the manually operated device at the base of the ladder, or other effective means, will be used to prevent elevation or rotation of the ladder
- Before a vehicle supporting an aerial lift is moved for travel, the boom will be inspected to insure that it is properly cradled and the outriggers are in the stowed position
- A vehicle supporting an aerial device will not be moved when the boom is elevated with employees in working position, unless the equipment is specifically designed for this type of operation and meets the requirements
- Brakes will be set and outriggers, when used, will be positioned on pads or a solid surface
- Wheel chocks will be installed before using an aerial device on an incline

ELEVATING WORK PLATFORMS

These rules apply to equipment that has a primary function of elevating personnel, together with their tools and necessary materials, on a platform that is mechanically positioned. The following American National Standard Institute (ANSI) units are covered:

- ANSI Standard A92.2, "Vehicle-Mounted Elevating Work Platforms"
- ANSI Standard A92.3, "Manually Propelled Elevating Work Platforms"
- ANSI Standard A92.5, "Boom-Supported Elevating Work Platforms"
- ANSI Standard A92.6, "Self-Propelled Elevating Work Platforms"

Equipment not Covered

- Equipment that has a primary function other than elevating personnel, such as fork trucks or cranes that are adapted to elevating personnel, is not covered by these rules
- Firefighting equipment

Construction

- Aerial work platforms will be designed, constructed, and tested so as to be in compliance with the requirements of ANSI standards A92.2, A92.3, A92.5, and A92.6
- Aerial work platforms will not be field-modified for uses other than those intended by the manufacturer, unless the modification has been certified in writing by the manufacturer or by any other equivalent entity, such as a nationally recognized testing laboratory, to be in compliance with the applicable ANSI standard and this rule, and to be at least as safe as the equipment was before modification

Directional controls will be in compliance with all of the following provisions:

- Be of the type that will automatically return to the off or neutral position when released
- Be protected against inadvertent operation
- Be clearly marked as to their intended function
- An overriding control will be provided in the platform which must be continuously activated for platform directional controls to be operational and which automatically returns to the off position when released
- Aerial work platforms will be equipped with emergency controls at ground level
- Emergency ground level controls will be clearly marked as to their intended function and be capable of overriding the platform controls

All of the following information will be clearly marked in a permanent manner on each aerial:

- Special workings, cautions, or restrictions necessary for operation
- Rated workload
- A clear statement of whether or not the aerial work platform is electrically insulated
- Rotating shafts, gears, and other moving parts that are exposed to contact will be guarded as required
- Attachment points will be provided for fall protection devices for personnel who occupy the platform on aerial work platforms

Inspection, Maintenance, and Testing

An employer will comply with all of the following requirements:

- Each aerial work platform will be inspected, maintained, repaired, and kept in proper working condition in accordance with the manufacturer's operating, maintenance, and repair manuals
- Any aerial work platform found not to be in a safe operating condition will be removed from service until repaired. All repairs will be made by an authorized person in accordance with the manufacturer's operating, maintenance, and repair manuals
- If the aerial work platform is rated and used as an insulated aerial device, the electrical insulating components will be tested for compliance with the rating of the aerial platform in accordance with ANSI standard A92.2, Section 6

Such testing will comply with all of the following provisions:

- The test will be performed not less than annually
- Written, dated, and signed test reports will be made available by Door Service, Inc. for examination by OSHA
- The insulated portion of an aerial device will not be altered in any manner that might reduce its insulating value
- All danger, caution, and control markings and operational plates will be legible and not obscured

Preoperation Procedures

Before use on each work shift, an aerial work platform will be given a visual inspection by the operator for defects that would affect its safe operation and use. The inspection will consist of not less than both of the following procedures:

- Visual inspection for all of the following: cracked welds, bent or broken structural members, hydraulic or fuel leaks, damaged controls and cables, loose wire, tire condition, fuel and hydraulic fluid levels, slippery conditions on the platform
- Operate all platform and ground controls to ensure that they perform their intended function
- Before the aerial work platform is used, and during use on the job site, the operator will inspect the operational area for all of the following: ditches, drop-offs, holes, debris, bumps and floor obstructions, overhead obstructions, power lines
- The area around the aerial work platform will also be inspected to assure clearance for the platform and other parts of the unit

- All unsafe items found as a result of the inspection of the aerial work platform or work area will be corrected before further use of the aerial work platform
- When the specified clearances cannot be maintained, the owner of electrical lines or the authorized representative will be notified and provided with all pertinent information before the commencement of operations near electrical lines
- Any overhead wire will be considered to be an energized line until the owner of the line or the authorized representative states that it is de-energized

OPERATING PROCEDURES

- The aerial work platform will be used only in accordance with the manufacturer's operating instructions and safety rules.
- The following clearances will be maintained when operating aerial work platforms or other equipment under, over, by, or near energized electric power lines:

VOLTAGE	MINIMUM CLEARANCE
0 to 50 kV	10 feet
More than 50 kV	10 feet + .4 inch per kV

The clearance requirements of this rule do not apply to the following situations:

- Where work is performed from an insulated aerial device that is insulated for the work and the work is performed in accordance with the provisions of construction safety standard "Power Transmission and Distribution" and "Telecommunications"
- Where the electric power transmission or distribution lines have been de-energized and visibly grounded at the point of work or where insulating barriers that are not a part of an attachment to the aerial work platform have been erected to prevent physical contact with the line
- Where work is being performed by journeymen electricians on equipment up to .5kV.
- Two journeymen electricians will be required for work within the minimum clearance on equipment over .5kV
- Proximity warning devices may be used, but will not be used instead of meeting the requirements of this rule
- The manufacturer's rated load capacity will not be exceeded. Door Service, Inc. will ensure that the load and its distribution on the platform are in accordance with the manufacturer's specifications. The aerial work platform rated load capacity will not be exceeded when loads are transferred to the platform at elevated heights
- Only personnel, their tools, and necessary materials will be on or in the platform
- The guardrail system of the platform will not be used to support any of the following: materials, other work platforms, employees
- Personnel will maintain firm footing on the platform while working on the platform. Using railings, planks, ladders, or anything on the platform for more height is prohibited
- Fuel gas cylinders will not be carried on platforms that would allow gas accumulation
- A safety harness that has a lanyard which is in compliance with construction safety standard "Fall Protection" and which is affixed to attachment points provided and approved by the manufacturer will be provided by Door Service, Inc. and used by any occupant of an aerial work platform described in these rules. A fall arrest system will only be used where the aerial lift is designed to withstand the vertical and lateral loads caused by an arrested fall

- A body belt may be used with a restraint device with the lanyard and the anchor arranged so that the employee can't fall. A restraint device is required where the aerial lift cannot withstand the vertical and lateral loads imposed by an arrested fall
- Don't belt off to adjacent pole, structure, or equipment while on an aerial work platform
- An employer will not allow employees to exit an elevated aerial work platform, except where elevated work areas are inaccessible or hazardous to reach. Employees may exit the platform with the knowledge and consent of Door Service, Inc.. When employees exit to unguarded work areas, fall protection will be provided and used as required
- Only aerial work platforms that are equipped with a manufacturer's installed platform controls for horizontal movement will be moved while in the elevated position
- Before and during driving while elevated, an operator of a platform will:
- Look in the direction of, and keep a clear view of, the path of travel and make sure that the path is firm and level.
- Maintain a safe distance from: obstacles, debris, drop-offs, holes, depressions, ramps, overhead obstructions, overhead electrical lines, other hazards to safe elevated travel.
- Outriggers or stabilizers, are to be used in accordance with the manufacturer's instruction. Outriggers and stabilizers will be positioned on pads or a solid surface
- Aerial work platforms will be elevated only when on a firm and level surface or within the slope limits allowed by the manufacturer's instructions
- A vehicle-mounted aerial work platform will have its brakes set before elevating
- A vehicle-mounted work platform will have wheels chocked before using on an incline
- Climbers will not be worn while performing work from an aerial work platform
- Platform gates will be closed while the platform is in an elevated position
- Stunt driving and horseplay are prohibited
- Altering, modifying, or disabling safety devices or interlocks is prohibited
- Door Service, Inc. will prevent ropes, cords, and hoses from entangling in the aerial work platform
- A platform operator will ensure that the area surrounding the aerial work platform is clear of personnel and equipment before lowering the platform
- Before and during travel, except as provided for horizontal movement, an operator will do all of the following: inspect to see that booms, platforms, aerial ladders, or towers are properly cradled or secured; ensure that outriggers are in a stored position; limit travel speed according to the following factors; condition of the surface; congestion; slope; location of personnel; other hazards
- The aerial work platform will not be positioned against another object to steady the platform
- The aerial work platform will not be operated from a position on a truck, trailer, railway car, floating vessel, scaffold, or similar equipment
- The boom and platform of the aerial work platform will not be used to move or jack the wheels off the ground unless the machine is designed for that purpose by the manufacturer
- If the platform or elevating assembly becomes caught, snagged, or otherwise prevented from normal motion by adjacent structures or other obstacles so that control reversal does not free the platform, all personnel will be removed from the platform before attempts are made to free the platform

Elevating Work Platform Equipment

- The platform deck will be equipped with a guardrail or other structure around its upper periphery that will be 42 inches high, plus or minus 3 inches, with a midrail. (Chains or the equivalent may be substituted where they give equivalent protection.) Where the guardrail is less than 39 inches high, an approved personal fall protection system will be used
- The configuration of an elevating work platform may include a ladder for personnel to use in reaching the platform deck. Any ladder device used in this way will have rungs located on uniform centers not to exceed 12 inches
- Any elevating work platform equipped with a powered elevating assembly and having a platform height exceeding 60 inches will be supplied with safe emergency lowering means compatible with the specific elevating assembly employed
- Any powered elevating work platform will have both upper and lower control devices. Controls will be plainly marked as to their function and guarded to prevent accidental operation. The upper control device will be in or beside the platform, within easy reach of the operator. The lower control device will have the capability to lower the platform where the operator's safety is in jeopardy
- An emergency stopping device will be provided at the upper controls of elevating work platforms
- Elevating Work Platforms will include: toeboards at sides and ends which will not be less than 4 inches high; EXCEPTION: Toeboards may be omitted at the access openings; a hinged trap access door, if applicable; a platform whose minimum width will not be less than 16 inches

Guarding of Moving Parts

All rotating shafts, gearing, and other moving parts will be guarded.

Stability on Inclined Surfaces

Unless recommended for such use by the manufacturer, no elevating work platform will be used on an inclined surface. Procedures for maintaining stability must be clearly outlined in the special warnings section of user’s manual. The user will not deviate from the manufacturer's instructions.

Operating Instructions (Elevating Work Platforms)

- No employee will ride, nor tools, materials, or equipment be allowed on a traveling elevated platform unless the following conditions are met: the travel speed at Maximum Travel Height does not exceed 3 feet per second; self-propelled units will be equipped with electrical or other interlock means that will prevent driving them with the platform height greater than the Maximum Travel Height or at speeds greater than permitted at Maximum Travel Height; the surface upon which the unit is being operated is level with no hazardous irregularities or accumulation of debris that might cause a moving platform to overturn
- Units will be assembled, used, and disassembled in accordance with the manufacturer's instructions
- Units will be assembled, and used only by personnel who have been trained in their use. Units will be inspected for damaged and defective parts before use
- Units will not be loaded in excess of the design working load and will be taken out of service when damaged or weakened from any cause. They will not be used until repairs are completed
- Employees will not sit, stand, or climb on the guardrails of an elevating work platform or use planks, ladders, or other devices to gain greater working height or reach

- Employees will not work on units when exposed to high winds, storms, or when they are covered with ice or snow (unless provisions have been made to ensure the safety of the employees)
- Employees climbing or descending vertical ladders will have both hands free for climbing

NOTE: Remove foreign substances from your shoes (e.g. mud, grease).

- Where moving vehicles are present, the work area will be marked with warnings such as flags, roped off areas or other effective means of traffic control will be provided
- Unstable objects such as barrels, boxes, loose brick, tools, debris, will not be allowed to accumulate on the work level
- In operations involving production of small debris, chips, etc., and the use of small tools and materials, and where persons are required to work or pass under the equipment, screens will be required between toeboards and guardrails. The screen will extend along the entire opening, will equal No. 18 gage U.S. Standard Wire ½-inch mesh

PIN-ON PLATFORMS

- Pin-on platforms will be securely pinned to the boom or boom extension
- Employees on the elevated pin-on platform will be secured to the boom by a safety belt and lanyard or a body belt and safety strap
- Aerial baskets or platforms will not be supported by adjacent structure(s) when workers are on the platform or in the basket while in an elevated position
- Lift controls will be tested in accordance with the manufacturer's recommendations or instructions prior to use to determine that such controls are in safe working condition.
- Only authorized persons will operate an aerial device
- Belting off to an adjacent pole, structure, or equipment while working from an aerial device will not be permitted
- Employees will not sit or climb on the edge of the basket or use planks, ladders or other devices to gain greater working height
- Boom and basket and platform load limits specified by the manufacturer will not be exceeded
- When elevating personnel with the vehicle stationary the braking systems will be set
- Provided they can be safely installed, wheel chocks will be installed before using an aerial device on an incline
- When used, outriggers will be positioned on pads or a solid surface. All outriggers will be equipped with hydraulic holding valves or mechanical locks at the outriggers
- Climbers will not be worn while performing work from an aerial device
- When an insulated aerial device is required, the aerial device will not be altered in any manner that might reduce its insulating value
- An aerial device truck will not be moved when the boom is elevated in a working position with employees in the basket or platform except when all of the following are complied with:
- The equipment is specifically designed for this type of operation.
- All controls and signaling devices are tested and are in good operating condition.
- An effective communication system will be maintained at all times between the basket or platform operator and where applicable, the vehicle operator.
- The route to be traveled is surveyed immediately prior to the work trip, checking for overhead obstructions, traffic, holes in the pavement, ground or shoulder, ditches, slopes, etc., for areas other than paved, a survey should be made on foot.
- The speed of the vehicle does not exceed three (3) miles per hour.

- Only one employee is in the basket.
- Both the driver and/or the elevated employee have been specifically trained for this type of work (towering) in accordance with the manufacturer's recommendations.
- Lower level controls will not be operated unless permission has been obtained from the employee in the device, except in case of emergency
- Before moving an aerial device for travel, the boom(s) will be inspected to see that it is properly cradled and outriggers are in stowed position
- An employee, while in an elevated aerial device, will be secured to the boom, basket or tub of an aerial device through the use of a safety belt, body belt, or body harness equipped with safety strap or lanyard.
- Safety belts/body belts are prohibited for use in personal fall arrest systems, but may be used as part of a fall restraint or positioning device system.
- Safety belts/body belts used as part of a positioning device system will be rigged such that an employee cannot free fall more than 2 feet.
- A body harness may be used in a personal fall restraint, positioning or fall arrest system. When a body harness is used in a fall arrest system, the lanyard will be rigged with a deceleration device to limit maximum arresting force on an employee to 1,800 pounds and prevent the employee from hitting any levels or objects below the basket or platform, and will limit free fall to a maximum of 6 feet.

ATTACHMENTS

- Aerial Lift Equipment Daily Inspection/Checklist
- Scissor Lift Operator Daily Inspection/Checklist

AERIAL LIFT EQUIPMENT DAILY INSPECTION/CHECKLIST (PAGE 1 OF 4)

Use only equipment which is in safe working condition. DO NOT operate equipment that needs repair.			
Company:	Location of Use:	Time:	Date:
Operator's Name:		Supervisor's Name:	
Inspector(s) Name:		Hour Meter Reading:	
Equipment Type:	Equipment ID Numbers:		Manufacturer:

GENERAL SITE INFORMATION			
OK REPAIR N/A		OK REPAIR N/A	
☐ ☐ ☐	Hazard assessment of work area?	☐ ☐ ☐	Operator's manual on lift?
☐ ☐ ☐	Controls in place for identified hazards?	☐ ☐ ☐	Ground man available for emergency descent who is knowledgeable of descent valve operation?
☐ ☐ ☐	Work areas properly signed and barricaded?	☐ ☐ ☐	Test controls – including emergency descent valve?
CARRIER VEHICLE			
OK REPAIR N/A		OK REPAIR N/A	
☐ ☐ ☐	Motor	☐ ☐ ☐	Cab
☐ ☐ ☐	Crank case oil is clean and full	☐ ☐ ☐	Steering
☐ ☐ ☐	Engine coolant is about 2" below cap	☐ ☐ ☐	Lights
☐ ☐ ☐	Clutch /Converter	☐ ☐ ☐	Tires properly inflated
☐ ☐ ☐	Drive Line	☐ ☐ ☐	Cuts or bulges in the tires
☐ ☐ ☐	Transmission fluid at proper level	☐ ☐ ☐	Wheels and Lug Nuts secure
☐ ☐ ☐	Frame	☐ ☐ ☐	Fire Extinguisher
☐ ☐ ☐	Brakes	☐ ☐ ☐	Cab Glass
☐ ☐ ☐	Differentials	☐ ☐ ☐	Warning Lights and Alarm
☐ ☐ ☐	Outriggers	☐ ☐ ☐	Access

AERIAL LIFT EQUIPMENT DAILY INSPECTION/CHECKLIST (PAGE 2 OF 4)

Use only equipment which is in safe working condition. DO NOT operate equipment that needs repair.			
HYDRAULICS			
OK REPAIR N/A		OK REPAIR N/A	
☐ ☐ ☐	Relief Valve(s)	☐ ☐ ☐	Pumps
☐ ☐ ☐	Restrictor Valves	☐ ☐ ☐	Bearings
☐ ☐ ☐	Pipe Lines	☐ ☐ ☐	Check hydraulic oil level
☐ ☐ ☐	Hose Lines	☐ ☐ ☐	Mounting Bolts
☐ ☐ ☐	Outrigger Cylinders	☐ ☐ ☐	Swing Gear
☐ ☐ ☐	Boom Crowd Cylinders	☐ ☐ ☐	Swing Pinion
☐ ☐ ☐	Control Valves	☐ ☐ ☐	Seals—Hydraulic
☐ ☐ ☐	Swing Motor	☐ ☐ ☐	Leaks
BOOM			
OK REPAIR N/A		OK REPAIR N/A	
☐ ☐ ☐	Shipper Welds	☐ ☐ ☐	Support Roller
☐ ☐ ☐	Boom Welds	☐ ☐ ☐	Boom Pins
☐ ☐ ☐	Pins—Boom Pivot	☐ ☐ ☐	Boom Main Section

AERIAL LIFT EQUIPMENT DAILY INSPECTION/CHECKLIST (PAGE 3 OF 4)

Use only equipment which is in safe working condition. DO NOT operate equipment that needs repair.			
OPERATIONAL CHECKS			
OK REPAIR N/A		OK REPAIR N/A	
☐ ☐ ☐	Operators familiar with load charts?	☐ ☐ ☐	Vehicle is leveled, working properly?
☐ ☐ ☐	Test emergency descent valve?	☐ ☐ ☐	Brakes and brake systems check out?
☐ ☐ ☐	Outrigger pads not cracked?	☐ ☐ ☐	Safety pressure relief valves check out?
☐ ☐ ☐	Hydraulic hoses in good condition?	☐ ☐ ☐	Back-up alarm is working?
☐ ☐ ☐	Does boom swing break work properly?	☐ ☐ ☐	Does the horn work?
☐ ☐ ☐	Outriggers fully extended, working properly, and swing radius barricades in place?		
☐ ☐ ☐	Boom angle indicator is available and working?		
☐ ☐ ☐	Swing through 360 degrees, does boom angle indicator stay the same throughout rotation?		
☐ ☐ ☐	Engine is started and gauges are checked and working properly?		
☐ ☐ ☐	Extend out the boom, are all sections extending evenly?		
Comments:			
Signature (person(s) performing inspection/evaluation):		Date:	

AERIAL LIFT EQUIPMENT DAILY INSPECTION/CHECKLIST (PAGE 4 OF 4)

Items to check during the daily inspection:

- Check all welds between cylinders and booms for cracks or wear
- Inspect all pivot pins for security of their locking devices
- Check exposed cables, sheaves, and leveling devices for wear and secure attachment
- Inspect hydraulic system for frayed hoses and leaks
- Check lubrication and fluid levels
- Inspect boom and basket for cracks or abrasions
- Check for the load capacity posting
- Operate boom from ground controls through one complete cycle

Prestart Checks:

- Ensure that there are no obstacles around the work platform and in the path of travel such as holes, drop offs, ditches, soft fill, or debris
- Check overhead clearances
- Make sure the batteries are fully charged. Disconnect the AC charger cord from the external power source
- Make sure that the Free-Wheeling Valve is fully closed
- Make sure all guardrails and lock-pins are in place and locked in position
- Make sure both side battery and hydraulic trays are closed and locked

What to do when using a bucket or other aerial device:

- Wear a safety harness connected to the boom. Do not attach safety harness to adjacent pole or structure
- Ensure that no one is in the area before lowering stabilizers, outriggers, or the boom
- Ensure that each axle is horizontal when vehicle is parked on a hill. Work with the boom pointed uphill beyond the vehicle center
- Protect a roadway job site with traffic warning signs, lights, and barricades. Determine if extended boom movements will interfere with traffic
- Secure all tools when not in use
- Maintain the recommended distance from electrical wires unless you and the bucket are certified for electrical work
- Face the direction of travel
- Operate hydraulic controls slowly for smooth platform motion

What not to do:

- Do not stand on top of a bucket or use planks or ladders to gain extra height
- Do not exceed the rated load limit
- Do not ride from one job to another in the bucket
- Don’t climb from bucket to another position without being secured to new position
- Do not work above other workers. Clear the area below
- Do not throw tools to or from an elevated bucket
- Do not attempt to slow any air or hydraulic leak by using your hand or body

SCISSOR LIFT OPERATOR DAILY INSPECTION/CHECKLIST (PAGE 1 OF 4)

Company:		Time:	Date:
Site Location:		Job Foreman/ Supervisor:	
Person(s) Making Inspection:			
Equipment Type:	Equipment ID Numbers:		Manufacturer:

MECHANICAL	
OK REPAIR N/A	
☐ ☐ ☐	Structural damage or cracked welds—Visual walk-around inspection.
☐ ☐ ☐	Parking brake—Check operation.
☐ ☐ ☐	Tires/wheels and fasteners—Visually inspect, check operation and tightness.
☐ ☐ ☐	Guides/rollers and slider pads—Visually inspect, check operation, and ensure there is no metal to metal contact with slider, slider side, or running surface. Check for free movement of surface. Also check for free movement of the slider pin through the slider.
☐ ☐ ☐	Railings and railing lock pins—Visually inspect and check tightness.
☐ ☐ ☐	Entry chains or gates—Check operation and tightness.
☐ ☐ ☐	Bolts and fasteners—Check tightness.
☐ ☐ ☐	Safety Bar—Check operation.
☐ ☐ ☐	Wheel Bearings and King pins—Visually inspect, check operation and lubricate.
☐ ☐ ☐	Pothole Protection—Visually inspect and check operation.
☐ ☐ ☐	Steering cylinder and tie rod—Visually inspect, check operation and lubricate.

SCISSOR LIFT OPERATOR DAILY INSPECTION/CHECKLIST (PAGE 2 OF 4)

ELECTRICAL	
OK REPAIR N/A	
☐ ☐ ☐	Battery fluid level—Visually inspect.
☐ ☐ ☐	Control switches—Visually inspect and check operation.
☐ ☐ ☐	Cables and wiring harnesses—Visually inspect.
☐ ☐ ☐	Battery Terminals—Visually inspect and check tightness.
☐ ☐ ☐	Terminals and Plugs—Check tightness.
☐ ☐ ☐	Generator/receptacle—Visually inspect and check operation.
☐ ☐ ☐	Limit switches—Check operation.
HYDRAULIC	
OK REPAIR N/A	
☐ ☐ ☐	Hydraulic oil reservoir level—Check oil level.
☐ ☐ ☐	Hydraulic Hoses/Fittings—Visually inspect and check for leaks.
☐ ☐ ☐	Lift/lowering time—Check operation and refer to specification tables.
☐ ☐ ☐	Cylinders—Visually inspect and check operation.
☐ ☐ ☐	Emergency lowering—Check operation.
☐ ☐ ☐	Lift capacity—Check relief valve setting and refer to specification tables.

SCISSOR LIFT OPERATOR DAILY INSPECTION/CHECKLIST (PAGE 3 OF 4)

MISCELLANEOUS	
OK REPAIR N/A	
☐ ☐ ☐	Manual—Visually check that proper manual is in box.
☐ ☐ ☐	Placards, ID plates, warnings and control labels—Replace if missing/illegible.
PRESTART CHECKS	
OK REPAIR N/A	
☐ ☐ ☐	Ensure that there are no obstacles around the work platform and in the path of travel such as holes, drop offs, ditches, soft fill, or debris.
☐ ☐ ☐	Check overhead clearances.
☐ ☐ ☐	Make sure the batteries are fully charged. Disconnect the AC charger cord from the external power source.
☐ ☐ ☐	Make sure that the Free-Wheeling Valve is fully closed.
☐ ☐ ☐	Make sure all guardrails and lock-pins are in place and locked in position
☐ ☐ ☐	Make sure both side battery and hydraulic trays are closed and locked.
NOTE: At any point during this inspection there are any deficiencies, do not operate lift any further. Notify the proper personnel or repair unit as needed. Do not operate equipment without proper authorization and training.	
Signature (person(s) performing inspection/evaluation):	Date:

SCISSOR LIFT OPERATOR DAILY INSPECTION/CHECKLIST (PAGE 4 OF 4)

Items to check during the daily inspection:

- Tires for proper pressure and wheels for loose or missing lug nuts
- Steer cylinder, linkage, and tie rods for loose or missing parts, damage, and leaks
- Hydraulic oil for leaks and fluid level. Hydraulic hoses, lift cylinder(s), and connections for leaks or loose connections
- Fuel supply – adequate fuel, filler cap in place, no damage, leaks, or spills
- Battery for fluid level and state of charge
- Proper connection of all quick-disconnect hoses
- Structural components for damage, broken parts, cracks in welds, including scissor arms, outrigger arms, and pads
- Ladder or steps for damage and debris (ladder must be firmly secured to the platform and relatively free of grease, mud and dirt)
- Beacon and warning lights for missing and defective lenses or caps
- Ground controls (manual and powered) – including emergency stop switch and platform lower/lift switch – for proper function and damaged and missing control sticks/switches
- Decals and warning signs to make sure they are clean, legible, and conspicuous

After mounting the platform, check:

- Platform assembly for missing or loose parts, missing or loose lock pins and bolts
- Platform floor for structural damage, holes, or cracked welds and any dirt, grease, or oil that can create a hazard
- Operator's manual to make sure it is in place
- Extendable platform deck for ease of extension/retraction and proper function of locking position of platform
- Guardrails to make sure they are in place and secure
- Access gate for ease of movement, missing parts, latch, and locking capabilities
- All fall protection anchorage points
- All control mechanisms for broken or missing parts
- All emergency controls for proper function – stopping, descending, master OFF switch
- All safety devices such as tilt and motion alarms for malfunction
- Swivels for freedom of rotation
- Scissors for smooth movement up and down
- Brakes for stopping capabilities
- Horn for proper function

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. is committed to the safety and health of our employees and to preventing the spread of bloodborne pathogens by eliminating occupational exposure to blood and other potentially infectious materials (OPIM). Therefore, Door Service, Inc. adheres to the following bloodborne pathogen policy and Exposure Control Plan (ECP).

To eliminate occupational exposure to OPIM, all employees will follow the policy of universal precautions, which is assuming all blood and body fluids are infectious and taking the necessary precautions to not contact them without the proper personal protective equipment (PPE), and properly disinfecting themselves and the environment afterwards.

This written exposure control plan will be available to all employees that request it.

If employees — such as those designated as responsible for first aid and medical assistance, or those doing work in certain medical or sanitation facilities —are exposed to bloodborne pathogens, all measures within this program will be taken to prevent the spread of disease.

Laura Tomaszewski is responsible for evaluating the effectiveness of the program and maintaining all records.

RESPONSIBILITIES

Employer Responsibilities

- Enact and enforce an exposure control plan to prevent occupational exposure to potentially infectious materials
- Identify employees who may reasonably be anticipated to come into contact with blood and other potentially infectious materials
- Provide for post-exposure evaluation and follow-up should an employee be exposed to potentially infectious materials
- Ensure employees receive appropriate bloodborne pathogens training
- Ensure an adequate supply of Personal Protective Equipment
- Ensure that all records required by this section shall be made available upon request of employees, Assistant Secretary & the Director for examination & copying. Medical records must have written consent of employee before being released

Safety Committee Responsibilities

- Develop and implement a site-specific exposure control plan
- Identify employees who may reasonably be anticipated to come into contact with blood and other potentially infectious materials
- Develop, conduct, and document training for bloodborne pathogens safety
- Investigate exposure incidents and recommend work-practice changes
- Make exposure determinations without regards to the use of (PPE)
- Recommend personal protective equipment (PPE), if necessary

Employee Responsibilities

- Offer input on ECP as appropriate, including identification, evaluation, and selection of new control methods
- Follow all elements of the bloodborne pathogens policy and training
- Notify a supervisor if they encounter any problems or concerns related to this policy

TRAINING

Door Service, Inc. will ensure employees who may reasonably be exposed to potentially infectious materials participate in a BBP training program. Door Service, Inc. will provide this training at no cost to the employee during working hours.

Training will be provided: at the time of assignment to/prior to working on tasks where occupational exposure may take place; and at least annually. Door Service, Inc. will provide additional training when tasks or procedures are added or changed that affect the employee's occupational exposure. It is acceptable for additional training to be limited to addressing only the changes or additions to the employees' exposure. Door Service, Inc. will use only training material that is appropriate in content and vocabulary to educational level, literacy, and language of employees.

Training Components

The training program will contain, at a minimum, the following elements:

- An accessible copy of the regulatory text of CFR 1910.1030, this bloodborne pathogen policy and exposure control plan, and an explanation of its contents
- A general explanation of the epidemiology and symptoms of bloodborne diseases
- An explanation of the modes of transmission of bloodborne pathogens
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- An explanation of the use and limitations of methods to prevent or reduce exposure, including engineering controls, work practices, and personal protective equipment
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- An explanation of the basis for selection of personal protective equipment (PPE)
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge to employees who face occupational exposure
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An explanation of the applicable signs, labels, and/or color coding
- An opportunity for interactive questions and answers with the person conducting the training session
- The person conducting the training will be knowledgeable in the subject matter of the training program as it relates to the workplace

Training Records

Laura Tomaszewski is responsible for maintaining all Door Service, Inc. training records Training records will include the following information:

- Dates of the training sessions
- Contents or a summary of the training sessions
- Names and qualifications of persons conducting the training
- Names and job titles of all persons attending the training sessions
- Employee training records will be maintained for three years from the date on which the training occurred

SAFE PRACTICES

Exposure Determination

It is crucial to determine which jobs expose an employee to blood and other potentially infectious material, as well as the means by which that exposure might occur. Accordingly, the Door Service, Inc. safety committee or management will determine which job classifications can reasonably expect occupational exposure to potentially infectious material. The following will be determined and documented:

- Job classifications in which all employees have occupational exposure
- Job classifications in which some employees have occupational exposure
- Tasks and procedures in which occupational exposure occurs
- Further, input from non-managerial employees exposed to contaminated sharps and infectious material is vital to the success of this exposure control plan, and every employee is encouraged to offer suggestions that will help the effectiveness of the exposure control plan

Methods of Compliance

All body fluids will be treated as infectious and employees will take steps against contact.

Engineering and Work Practice Controls

As part of this exposure control plan, Door Service, Inc. will seek methods to eliminate occupational exposure to the greatest extent possible. Door Service, Inc. will examine regularly, and maintain or replace, engineering controls to ensure their effectiveness.

Handwashing

- Door Service, Inc. will provide accessible handwashing facilities to every employee. If providing handwashing facilities is not feasible, Door Service, Inc. will provide antiseptic towelettes or an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels
- For construction projects, employers must: provide onsite general washing facilities (one per 20 employees), keep them in sanitary condition, and provide suitable cleaning agents/towels for the removal of hazardous and other substances
- In addition to basic workplace hygiene requirements, employees will wash their hands as soon as possible after removing gloves or other PPE
- Should an employee's skin or mucous membrane be exposed to potentially infectious materials, the employee will immediately wash their skin with soap and water or flush their mucous membranes with water

Sharps

- Employees will handle and dispose of contaminated sharps in a way that prevents unnecessary exposure to hazards. Employees will not bend, recap, or remove contaminated sharps unless no alternative is feasible and it can be done using a mechanical device or one-handed technique
- As soon as possible after use, contaminated reusable sharps will be placed in a container that is: puncture resistant, labeled or color-coded appropriately, leak-proof on the sides and bottom, and made so employees can't reach into it

Other Engineering and Work-Practice Controls

- Don't store food or drink, eat, drink, smoke, apply cosmetics or handle contact lenses near possible exposures
- Employees may not use their mouths to suck up potentially infectious materials
- Containers used to store or transport potentially infectious materials should be closable, prevent leaks, be appropriately labeled or color-coded, and puncture resistant
- Employees will examine any equipment that may be contaminated before servicing or shipping, and will decontaminate it as necessary and feasible. If decontamination is impossible, the employee will attach a label to the equipment, and inform all appropriate personnel of the contamination to ensure they take proper precautions

Personal Protective Equipment (PPE)

- Where the possibility of occupational exposure exists, Door Service, Inc. will provide PPE appropriate to the hazards and the work. Appropriate PPE is impermeable to blood or OPIM under normal conditions and durations
- PPE will be provided and maintained free to employees in appropriate sizes, and provisions will be made should an employee be allergic to gloves normally provided
- An employee may decline using appropriate PPE under “rare and extraordinary circumstances” when PPE use might prevent the delivery of health care or public safety services. These exceptions will be investigated and documented to prevent future occurrences
- PPE will be removed as soon as feasible before leaving the general work area. After removal, the employee will place contaminated PPE in an appropriate area or container to be stored, washed, decontaminated, or disposed of

Gloves

Employees must wear gloves if they anticipate hand contact with OPIM. Do not reuse single-use gloves, and replace as quickly as possible if torn, punctured, or compromised.

Masks, Eye Protection, and Face Shields

Employees will wear masks, together with proper eye-protection devices whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Gowns, Aprons, etc.

Employees will wear appropriate protective clothing like gowns or clinic jackets when appropriate; the type of protective clothing is determined by the nature of exposure, and will be sufficient to protect against occupational exposure.

Housekeeping

- Employees will keep the workplace clean and sanitary. Door Service, Inc. will implement a written schedule for cleaning and decontamination based on the demands of the site
- Employees will use an appropriate disinfectant to clean and decontaminate contaminated or potentially contaminated work surfaces after any spill of infectious materials, and at the end of the work shift. Door Service, Inc. will replace protective surface coverings as soon as possible if they are contaminated. Bins, cans, pails or other receptacles that may become contaminated should be inspected and decontaminated regularly, in addition to being decontaminated as soon as feasible after visible contamination. Employees must not pick up, by hand, any broken glassware that may be contaminated. Use a brush/dustpan or tongs

Laundry

Employees will handle any contaminated laundry as little as possible. They must put such laundry into a color-coded or labeled container at the site where it was used. Wet laundry should be placed into a leak-proof container. Employees handling contaminated laundry must use appropriate PPE. Employees must never take or wear contaminated clothing outside of the work site.

HEPATITIS B VACCINATION

Door Service, Inc. will make available the hepatitis B vaccination series at no cost to any Door Service, Inc. employee who faces occupational exposure. If not vaccinated, employees will be informed of the opportunity to be vaccinated within 24 hours of an exposure incident.

An employee occupationally exposed to potentially infectious material may decline the hepatitis B vaccine, but must sign a declination statement to be kept on file. Anyone who declines vaccination may request and receive the vaccination later at no cost.

Medical records relating to employees' hepatitis B vaccination status and post-exposure evaluation and follow-up must be kept for 30 years plus the duration of employment.

POST-EXPOSURE EVALUATION AND FOLLOW UP

Should an exposure incident occur, the employee should contact Laura Tomaszewski (or designate) immediately.

In Case of Exposure

A licensed health care professional will conduct a confidential medical evaluation and follow-up, and will provide a medical opinion on diagnosis/course of action, as soon as possible following an exposure incident. After administering initial first aid (cleaning the wound, flushing the eyes or other mucous membranes, etc.), follow the procedure below:

1. Document the routes of exposure and how the exposure occurred
2. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law)
3. Obtain consent and arrange to have the source individual tested as soon as possible to determine human immunodeficiency virus (HIV), hepatitis C virus (HCV), and hepatitis B virus (HBV) infectivity; convey and document conveyance of the source individual's test results to the employee's health care provider. If the source individual is known to be HIV, HCV, and/or HBV positive, new testing is not necessary
4. Provide the exposed employee with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality)
5. After obtaining consent, collect the exposed employee's blood as soon as feasible after an exposure incident, and test the blood for HBV and HIV serological status. This will establish a baseline for periodic testing over the next six months. Depending upon the circumstances of the exposure, post-exposure prophylaxis may be recommended to reduce the risk of infection from HIV or HBV
6. If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible

Administrative Responsibilities Following Exposure

Door Service, Inc. will ensure that the health care professional responsible for post-exposure evaluation and follow-up receives the following:

Counseling

Door Service, Inc. will ensure that post-exposure counseling will be given to employees following an exposure incident. Counseling should include Centers for Disease Control and Prevention (CDC) recommendations for prevention and transmission of bloodborne infections including HIV, HBV, and HCV. Counseling must be made available regardless of the employee's decision to accept serological testing.

RECORDKEEPING

Medical Records

Door Service, Inc. will maintain a confidential medical record for every employee with occupational exposure that will include at least the following:

- Name and social security number of the employee
- Copy of the employee's HBV status (with dates of all Hep B vaccinations)
- Copy of all post-exposure documentation and healthcare professional's written opinion
- Copy of the information provided to the healthcare professional
- Do not share or report this record unless the employee provides written consent

Laura Tomaszewski is responsible for maintaining all Door Service, Inc. training records Training records will include the following information:

Sharps Injury/Exposure Incident Log

A Sharps Injury Log is a record of each exposure incident involving a sharp. The purpose of the Sharps Injury Log is to generate a record of exposure incidents that will include enough information about the cause of the incidents to allow the company to analyze them and take preventive action.

The Sharps Injury Log must include:

- The date and time of the sharps-related exposure incident
- The type and brand of the sharp involved in the incident
- A description of the incident including:
    - The job classification of the exposed employee
    - The department or work area where the incident occurred
    - The procedure being performed
    - How the incident occurred
    - The body part injured
    - For sharps with engineered sharps injury protection (ESIP), if the safety mechanism was activated
    - If the incident occurred before action, during activation or after activation of the mechanism; for sharps without ESIP, the employee's opinion if ESIP could have prevented the injury

Sharps injuries/exposures must be recorded on the log within 14 working days of when the incident was reported to the employer.

The Sharps Injury Log must be maintained for five years from the date of the occurrence of the exposure incident.

HAZARD COMMUNICATION

Label containers of regulated biological waste, any container used to store or transport potentially infectious material, as well as contaminated equipment, to prevent exposure. Labels for such containers will include the legend depicted in Figure 1.

Figure 1

All such labels will be fluorescent orange or orange-red and be attached on, or as close as feasible to, the container.

REVIEW AND UPDATE OF EXPOSURE CONTROL PLAN (ECP)

The Door Service, Inc. safety committee will review this ECP and update it at least annually, and whenever necessary, to reflect new or changed tasks and procedures that affect occupational exposure.

Reviews and updates will:

- Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens
- Document the annual consideration and implementation of effective medical, and commercially available, devices and services designed to eliminate or minimize occupational exposure

Door Service, Inc. will seek the input of non-managerial employees to identify, evaluate, and select controls to reduce occupational exposure. This input will be documented as part of this ECP.

ATTACHMENTS

- Exposure Control Plan Documentation
- Declination Statement
- Exposure Incident Report
- Evaluating Physician's Written Opinion
- Sharps Injury Log

These forms may be reproduced for the purposes of implementing and maintaining a safety and health program.

EXPOSURE CONTROL PLAN DOCUMENT FORM

Exposure Determination	
Jobs in which all employees have occupational exposure to potentially infectious materials	**Task or procedure where exposure occurs**
Jobs in which some employees have occupational exposure to potentially infectious materials	**Task or procedure where exposure occurs**
Engineering controls and work practice controls:	
The following types of PPE are available in the following locations:	
Personal Protective Equipment	**Location**

HEPATITIS B DECLINATION STATEMENT FORM

DECLINATION STATEMENT	
I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.	
Employee Signature:	Date:

DECLINATION STATEMENT	
I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.	
Employee Signature:	Date:

DECLINATION STATEMENT	
I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.	
Employee Signature:	Date:

EXPOSURE INCIDENT REPORT FORM

(Routes and Circumstances of Exposure Incident)—Please Print					
Employee's Name			Date		
Date of Birth		SS#			
Telephone (Business)			(Home)		
Job Title					
Date of Exposure		Time of Exposure		AM | PM	
Hepatitus B Vaccination Status					
Location of Incident					
Describe job duties you were performing when the exposure incident occurred					
Describe the circumstances under which the exposure incident occurred					
What happened that resulted in the incident?					
What body fluid(s) were you exposed to?					
What was the route of exposure? (e.g., mucosal contact, contact with non-intact skin, percutaneous)?					
Describe any personal protective equipment in use at time of exposure incident					
Did PPE fail?		If yes, how?			
Identification of source individual(s) (names)					
Other pertinent information					

EVALUATING PHYSICIAN'S WRITTEN OPINION FORM

To the Evaluating Physician:

This employee may have suffered an exposure incident to a Bloodborne Pathogen. In accordance with OSHA standards covering post-exposure evaluation and follow up, the following documents are provided for you:

- A copy of OSHA regulations covering Occupational Exposure to Bloodborne Pathogens
- A description of the exposed employee's duties as they relate to the exposure incident
- Documentation of the routes of exposure and circumstances under which exposure occurred
- Results of the source individual's blood testing, if available
- All medical records relevant to this employee's appropriate treatment, including vaccination status

---

After you have determined whether there are contra-indications to vaccination of this employee with Hepatitis B vaccine, please state in the space below if:

Vaccine was indicated		Vaccine was received	

(All other findings are to remain confidential and are not to be included on this page.)

Please return this sheet to this employee.

Thank you for your evaluation of this employee.

Physician's Name (printed)		Date	
Physician's Signature			

SHARPS INJURY LOG

Facility/Location				Year	
Address					
City		State		ZIP	

Date	Time	Type, Brand, Model of Sharp Device	Department/ Work Area	Description of How Incident Occurred

(RETAIN AT LEAST 5 YEARS)

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

The compliance of all employees with Door Service, Inc. Safety and Health Program is mandatory and shall be considered a condition of employment. All safety rules, procedures, and plans in effect are to be followed as specified in the safety program. Employees found to be in violation of Company safety policy may be subject to penalty.

RESPONSIBILITIES

Laura Tomaszewski is the supervisor for disciplinary actions and any employee in a position of management or supervisory capacity may initiate disciplinary action against any employee found to be in violation of Company policy. Not following verbal or written safety procedures, guidelines, rules, horse play, failure to wear selected Personal Protective Equipment (PPE), abuse of selected PPE, and etc. constitutes a safety violation.

TRAINING

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and at Tailgate/Toolbox Safety Training. This will help ensure that all employees understand and abide by The Company's safety policies.

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their foreman or supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

PROCEDURES

The following outlines the disciplinary measures which will be taken against employees found to be in violation:

Periodic safety inspections of the workplace and equipment will be undertaken to ensure that all personnel, including supervisory positions, are demonstrating the required commitment to safety. A general neglect of safe work procedures, practices, and requirements in the workplace, or neglect of equipment safety, will be viewed as a lack of supervisory enforcement of safety policy and the appropriate supervisor/management personnel will be subject to the same disciplinary procedures described below.

These programs will be used for employee compliance with the safety program and all safety rules: training programs; retraining; optional safety incentive programs; disciplinary action.

Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, The Company may choose to periodically provide recognition of safety-conscious employees and jobsites without accidents through a safety incentive program.

Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by Door Service, Inc. can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and/or customers. Accordingly, any employee who violates any of The Company's safety policies will be subject to disciplinary action.

When a “Safety Violation Notice” is issued, appropriate supervisory personnel will meet with employee(s) to discuss the infraction and inform individual(s) of the rule or procedure that was violated and the corrective action to be taken.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of The Company’s Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s).

In any disciplinary action, the foreman should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers’ Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other Company policy. Discipline for safety violations will be administered in a manner that is consistent with The Company’s system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

1. Oral warning. Documented, including date and facts on the “Safety Warning Report” form. Add any pertinent witness statements. Restate the policy and correct practice(s)
2. Written warning. Retrain as to correct procedure/practice
3. Written warning with suspension
4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Foremen and superintendents should consult with the office if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union employees are entitled to the grievance process specified by their contract.

Note: Consistency in the enforcement of safety rules shall be exercised at all times.

Employee Safety Warning Report

Employee's Name:			Position:	
Date of Warning:	Violation Time:	□ am □ pm	Violation Date:	
Supervisor:			Department:	
Type of Warning:	□ Verbal	□ Written	□ Serious	□ Other
Type of Violation:	□ Unsafe Act	□ Improper Safety Attire	□ Unsafe condition	□ Other

Supervisor's Statement:

Employee's Statement: (Check Proper Box)

□ I agree with the Supervisor's statement. □ I disagree with the Supervisor's statement because:

List all previous warnings and retraining below.

When warned and by whom:	
First Warning: (Describe reason)	I have read and understand this warning decision.
	Employee's Signature: Date:
Date: Date retrained:	Supervisor's Signature: Date:
Second Warning: (Describe reason)	
	Copy Distribution:
Date: Date retrained:	□ Employee
Third Warning: (Describe reason)	□ Employee's Supervisor
	□ Personnel Department
Date: Date retrained:	□ Safety Committee

The Supervisor must complete this form immediately after the employee has been interviewed. A decision must be made on the following to ensure violators will not participate in the current safety incentive program.

□ No further action	□ Suspension	□ Other:
□ Suspension from current safety incentive program		□ Dismissal

Submit this form for review at the next Safety Committee meeting.

Safety Committee Notes:

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. has implemented this policy to ensure proper safe work practices and procedures are followed to protect employees from the fall hazards.

REFERENCES

- 1926 Subpart M, Fall protection
- § 1926.500, Scope, application, and definitions applicable to this subpart
- § 1926.501, Duty to have fall protection
- § 1926.502, Fall protection systems criteria and practices
- § 1926.503, Training requirements
- Appendix A, Determining roof widths - Non-mandatory guidelines for complying with 1926.501(b)(10)
- Appendix B, Guardrail systems - Non-mandatory guidelines for complying with 1926.502(b)
- Appendix C, Personal fall arrest systems - Non-mandatory guidelines for complying with 1926.502(d)
- Appendix D, Positioning device systems - Non-mandatory guidelines for complying with 1926.502(e)
- Appendix E, Sample fall protection plan - Non-mandatory guidelines for complying with 1926.502(k)

RESPONSIBILITIES

Employer Responsibilities

Door Service, Inc. will provide at no cost to employees fall protection such as guard rails, safety nets, or personal fall arrest systems whenever employees are potentially exposed to falls to lower levels from heights of six feet or greater. This includes work near and around bins, tanks and excavations. Exception: When the standard methods of protection are not feasible or a greater hazard would be created. The exposure determination will be made without regards to the use of PPE.

Door Service, Inc. is responsible for:

- Ensuring that safety inspections of the facility occur on regular basis
- Training personnel in fall protection equipment selection and use
- Responding quickly to eliminate workplace hazards
- Ensuring all equipment is kept in good repair
- Ensuring employees follow safe job procedures
- Reviewing job hazard analysis whenever there is a significant change to any element of the job or there has been an injury or illness

Laura Tomaszewski Responsibilities

Laura Tomaszewski is the Program Administrator – designated qualified person - responsible for managing the Fall Protection Program, the Laura Tomaszewski will specify a fall protection system for each work-site, supervise its implementation, and inspect the system prior to use.

Safety Committee Responsibilities

- Assist in fall protection as necessary
- Assist in training employees to recognize and control workplace hazards
- Monitor the workplace for hazards
- Encourage employees to report hazards
- Implement appropriate controls
- Ensure corrective action is taken promptly

Employee Responsibilities

Employees will comply with the fall protection program at all times when working at heights of 6 feet or above will wear appropriate PPE (The fall protection system used will be appropriate for the specific work location or situation using best practices).

All employees are expected to: assist in job hazard analyses; follow safe job procedures; and report hazards to a supervisor immediately

TRAINING

Laura Tomaszewski will ensure that all employees who participate in work where fall hazards are present are trained in recognition of fall hazards, fall protection procedures, equipment, and work practices. Written certification records will be maintained showing who was trained, types of training, dates of training, signature of person providing training, and the date training was determined to be adequate. Employees will be certified upon completion of training in the following areas:

- The nature of fall hazards in the work area
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, personal fall restraint systems, slide guard systems, positioning devices, and other protection to be used
- The role of each employee in the safety monitoring system when this system is used
- The limitations on mechanical equipment use of during roofing
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection
- The role of employees in the fall protection work plan

Employee re-training in fall protection will be provided when: previous training is deemed deficient; changes in work environment occur which would necessitate additional training; changes in fall protection equipment or systems occur; employee is observed applying unsafe work practices.

PROCEDURES

Prior to the start of work, Laura Tomaszewski will make an initial survey of the types of fall hazards which are expected to be encountered and develop a plan relative to providing the kind and number of safeguards that will protect against these fall hazards. Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet or more above a lower level will be protected from falling by the use of guardrail systems, safety nets, or personal fall arrest systems.

- All accidents and serious incidents involving Door Service, Inc. employees will be reported immediately to the supervisor for the work location. All accidents/incidents will be investigated under the guidelines of the company Accident Investigation Program. Changes will be implemented to the Fall Protection Plan as necessary
- Door Service, Inc. will provide for prompt rescue of employees in the event of a fall or will assure the employees are able to rescue themselves
- All materials and equipment purchased and used at Door Service, Inc. for fall protection will comply to ANSI and ASTM standards required for that material or equipment

Fall Protection Locations

Fall protection is required wherever the potential to fall 6 feet or more exists. Fall protection is not needed if an employee or employees are on a low sloped roof for inspection/observation, provided that they do not approach within 8 feet of the roof's edge.

Fall Protection Work Plans

Laura Tomaszewski will develop and implement a written fall-protection work plan including each area of the work place where employees are assigned and where fall hazards of 6 feet or more exist. It is recommended that the written plan be upgraded as conditions change. The fall-protection work plan will:

- Identify all fall hazards in the work area as the project work progresses
- Describe the method of fall arrest or fall restraint to be provided
- Describe the procedures for assembly, maintenance, and disassembly of the fall-protection system
- Describe procedures for the handling, storage, and securing of tools and materials
- Describe the method of providing overhead protection for workers who may be in, or pass through, the area below the work site
- Be available on the job site for inspection
- Ensure that employees are trained and instructed
- Include inspection of fall-protection devices and systems to ensure compliance with applicable parts of this procedure

Fall Restraint and Fall Arrest Systems

Laura Tomaszewski will ensure that fall-restraint or fall-arrest systems are provided, installed, and implemented according to the following requirements. Fall-restraint and arrest protection will consist of:

Standard Guardrails

- Top rail 39 to 45 inches above the working surface, and must be smooth and of a shape to permit grasping easily
- Midrail (center between riser and top rail), screen or mesh (continuous) or intermediate vertical members (not more than 19 inches apart) will be provided between the top rail and working surface
- Guardrail systems will be capable of supporting 250 pounds in the downward or outward direction at any point along the top edge
- Midrail will support a 150-pound load in the downward or outward direction
- Top rails and midrails will be at least 1/4-inch nominal thickness. Plastic or steel banding will not be used
- Chain gates will be used to cover hoisting areas, and the guardrails will extend 4 feet minimum on either side of the opening
- Rails will be so constructed so as not to deflect under test loads. If cable or rope is used it will have tension adjusting capability and remain taut at all times
- Wood Railings: Wood components will be minimum 1500 lb.-ft. / in.2 fiber (stress grade) construction grade lumber. Posts will be at least 2-inch by 4-inch (5 cm x 10 cm) lumber spaced not more than 8 feet (2.4 m) apart on centers. The top rail will be at least 2-inch by 4-inch (5 cm x 10 cm) lumber; the intermediate rail will be at least 1-inch by 6-inch (2.5 cm x 15 cm) lumber
- Pipe Railings: Post, top rails, and intermediate railings will be at least one and one half inches nominal diameter (schedule 40 pipe) with posts spaced not more than 8 feet (2.4 m) apart on centers
- Structural Steel Railings: Posts, top rails, and intermediate rails will be at least 2 inch by 2-inch (5 cm x 10 cm) by 3/8-inch (1.1 cm) angles, with posts spaced not more than 8 feet (2.4 m) apart on centers

Portable Guardrails

- Portable guardrails may be used in locations where permanent guardrails are not feasible
- Top rail 39 to 45 inches above the working surface, and must be smooth and of a shape to permit grasping easily
- Midrail (center between riser and top rail), screen or mesh (continuous) or intermediate vertical members (not more than 19 inches apart) will be provided between the top rail and working surface
- Guardrail systems will be capable of supporting 250 pounds in the downward or outward direction at any point along the top edge
- Midrail will support a 150-pound load in the downward or outward direction

Harness, Lanyards, Lifelines and Anchor Points

- An approved Class III full body harness will be used
- All full body harness and lanyard hardware assemblies will be capable of withstanding a tensile loading of 4,000 pounds without cracking, breaking, or taking a permanent deformation
- Anchorage points used for fall restraint will supporting four times the intended load
- Restraint protection and positioning devices will be rigged to allow the movement of employees only as far as the sides and edges of the walking / working surface
- Full body harnesses will be attached to securely rigged restraint lines
- Rope-grab devices are prohibited for fall-restraint applications unless they are part of a fall-restraint system designed specifically for the purpose by the manufacturer and used in strict accordance with the manufacturer's recommendations and instructions
- Laura Tomaszewski will ensure component compatibility
- Body harness systems or components subject to impact loading will be immediately removed from service and will not be used again for employee protection unless inspected and determined by a competent person to be undamaged and suitable for reuse
- All safety lines and lanyards will be protected against being cut or abraded
- Body harness systems will be rigged to minimize free-fall distance with a maximum free-fall distance allowed of 6 feet, and ensure that employees will not contact any lower level
- Hardware will have a corrosion-resistant finish and all surfaces and edges will be smooth to prevent damage to the attached body harness or lanyard
- When vertical lifelines (droplines) are used, not more than one employee will be attached to any one lifeline
- Full-body harness systems will be secured to anchorages capable of supporting 5,000 pounds per employee, except when self-retracting lifelines or other deceleration devices are used which limit free fall to two feet; in this case, anchorages will be capable of supporting 3,000 pounds
- Independent lifelines (droplines) will have a minimum tensile strength of 5,200 pounds, except that self-retracting lifelines and lanyards, which automatically limit free fall distance to two feet or less, will have a minimum tensile strength of 3,000 pounds
- Horizontal lifelines will have a tensile strength capable of supporting a fall impact load of at least 5,200 pounds per employee using the lifeline, applied anywhere along the lifeline
- Lanyards will have a minimum tensile strength of 5,200 pounds
- All components of body harness systems whose strength is not otherwise specified in this section will be capable of supporting a minimum fall impact load of 5,000 pounds applied at the lanyard point of connection
- Snap-hooks will not be connected to loops made in webbing-type lanyards
- Snap-hooks will not be connected to each other
- Not more than one snap-hook will be connected to any one D-ring
- Independent lifelines used on rock-scaling operations, or in areas where the lifeline may be subjected to cutting or abrasion, will be a minimum of 7/8-inch wire core manila rope. For all other lifeline applications, a minimum of 3/4-inch manila rope or its equivalent, with a minimum breaking strength of 5,000 pounds, will be used

- Safety harnesses, lanyards, and lifelines, independently attached or attended, will be used while performing the following types of work when other equivalent protection is not provided:
  - Work in hoppers, bins, silos, tanks, or other confined spaces
  - Work on hazardous slopes, or dismantling safety nets
  - Working on poles or from boatswains chairs at elevations
- Fall protection will be used when working at heights greater than six feet, on swinging scaffolds or other unguarded locations, and work on skips and platforms used in shafts by crews when the skip or cage does not include the opening to within one foot of the sides of the shaft, unless cages are provided
- Full-body harness systems will be inspected prior to each use for mildew, wear, damage, and other deterioration, and defective components will be removed from service if their function or strength has been adversely affected

Safety Nets

- Safety nets will be installed as close as practicable under the walking/working surface on which employees are working, but in no case more than 30 feet (9.1 m) below such level. When nets are used on bridges, the potential fall area from the walking/working surface to the net will be unobstructed
- Safety nets will extend outward from the outermost projection of the work surface as follows:

Vertical distance from working level to horizontal plane of net	Minimum required horizontal distance of outer edge of net from the edge of the working surface
Up to 5 feet	8 feet
More than 5 feet up to 10 feet	10 feet
More than 10 feet	13 feet

- Safety nets will be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test specified in the full-body harness section
- Safety nets and their installations will be capable of absorbing an impact force equal to that produced by the drop test specified in the full-body harness section
- Safety nets and safety net installations will be drop-tested at the job site before being used as a fall-protection system. The drop-test will consist of a 400-pound bag of sand 30+2 inches in diameter dropped into the net from the highest walking / working surface on which employees are to be protected. Exception: when the employer can demonstrate that a drop-test is not feasible or practicable, the net and net installation will be certified by a qualified person to be in compliance with the provisions of this section
- Safety nets will be inspected weekly for mildew, wear, damage, and other deterioration, and defective components will be removed from service
- Materials, scrap pieces, and tools which have fallen into the safety net will be removed as soon as possible from the net, and at least before the next work shift

- The maximum size of each safety net mesh opening will not exceed 36 square inches nor be longer than six inches on any side measured center-to-center of mesh ropes or webbing. All mesh crossings will be secured to prevent the enlargement of any mesh opening
- Each safety net (or section of it) will have a border rope for webbing with a minimum breaking strength of 5,000 pounds
- Connections between the safety net panels will be as strong as integral net components and will be spaced not more than six inches apart

Catch Platforms

A catch platform will be installed within ten vertical feet of the work area. The catch platform's width will equal the distance of the fall but will be a minimum of 45 inches wide and will be equipped with standard guardrails on all open sides

Guarding Of Low Pitched Roof Perimeters

During the performance of work on low pitched roofs with a ground to eaves height greater than 6 feet, Laura Tomaszewski will ensure that employees engaged in such work be protected from falling from all unprotected sides and edges of the roof as follows:

- By the use of a fall-restraint or fall-arrest system, as defined in applicable OSHA or state regulations
- Mechanical equipment will be used or stored only in areas where employees are protected by a warning line system, or fall-restraint, or fall-arrest systems as described in applicable OSHA or state regulations. Mechanical equipment may not be used or stored where the only protection is provided by the use of a safety monitor
- The general provisions section of this section do not apply at points of access such as stairways, ladders and ramps, or when employees are on the roof only to inspect, investigate, or estimate roof level conditions. Roof edge materials handling areas and materials storage areas will be guarded as provided in the roof edge materials handling section of this section
- Workers engaged in built-up roofing on low-pitched roofs less than 50 feet wide may use a safety system without warning lines where the use of hot tar poses additional hazards

Warning Line Systems and Access Paths

- When mechanical equipment is not being used, the warning line will be erected not less than 6 feet (1.8 m) from the roof edge
- When mechanical equipment is being used, the warning line will be erected not less than 6 feet (1.8 m) from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet (3.1 m) from the roof edge which is perpendicular to the direction of mechanical equipment operation
- Points of access, materials handling areas, storage areas, and hoisting areas will be connected to the work area by an access path formed by two warning lines
- When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, will be placed across the path at the point where the path intersects the warning line erected around the work area, or the path will be offset such that a person cannot walk directly into the work area
- Warning lines will be erected around all sides of the work area for work 6 to 10 feet from the roof edge.

- A warning line system as prescribed in 29 CFR 1926.500 and supplemented by the use of a safety monitor system as prescribed in 29 CFR 1926.500 to protect any employee engaged in duties between the forward edge of the warning line and the unprotected sides and edges, including the leading edge, of a low pitched roof or walking/working surface
- Warning line and safety monitor systems as described in 29 CFR 1926.500 are prohibited on surfaces exceeding a 4/12 pitch, and on any surface whose dimensions are less than 45 inches in all directions
- The warning line will consist of a rope, wire, or chain and supporting stanchions
- The rope, wire, or chain will be flagged at not more than six feet intervals with high-visibility material
- The rope, wire, or chain will be rigged and supported in such a way that its lowest point (including sag) is no less than 39 inches from the roof surface and its highest point is no more than 45 inches from the roof surface
- After being erected, with the rope, wire or chain attached, stanchions will be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the roof surface, perpendicular to the warning line, and in the direction of the roof edge
- The rope, wire, or chain will have a minimum tensile strength of 500 pounds, and after being attached to the stanchions, will be capable of supporting, without breaking, the loads applied to the stanchions
- The line will be attached at each stanchion in such a way that pulling of one section of line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.
- Access paths: points of access, materials handling areas, and storage areas will be connected to the work area by a clear access path formed by two warning lines.
- When the path to a point of access is not in use, a rope, wire or chain, equal in strength and height to the warning line, will be placed at the point where the path intersects the warning line erected around the work area.

Roof edge Materials Handling Areas and Materials Storage

Employees working in a roof-edge materials-handling or materials storage area location on a low-pitched roof with a ground-to-work-area height greater than six feet will be protected from falling along all unprotected roof sides and edges of the area.

- When guardrails are used at hoisting areas, a minimum of four feet of guardrail will be erected on each side of the access point through which materials are hoisted
- A chain or gate will be placed across the opening between the guardrail sections when hoisting operations are not taking place
- When guardrails are used at bitumen pipe outlets, a minimum of four feet of guardrail will be erected on each side of the pipe
- When safety-harness systems are used, they will not be attached to the hoist
- When fall-restraint systems are used, they will be rigged to allow the movement of employees only as far as the roof edge
- Materials will not be stored within six feet of the roof edge unless guardrails are erected at the roof edge

Leading Edge Control Zone

When performing leading-edge work, Laura Tomaszewski will ensure that a control zone is established according to the following requirements:

- The control zone will begin a minimum of six feet back from the leading edge to prevent exposure by employees who are not protected by fall-restraint or fall-arrest systems
- The control zone will be separated from other areas of the low-pitched roof or walking/working surface by the erection of a warning-line system
- The warning-line system will consist of wire, rope, or chain supported on stanchions, or a method which provides equivalent protection
- The spacing of the stanchions and support of the line will be such that the lowest point of the line (including sag) is not less than 39 inches from the walking / working surface, and its highest point is not more than 45 inches from the working / walking surface
- Each line will have a minimum tensile strength of 500 pounds
- Each line will be flagged or clearly marked with high-visibility materials at intervals not to exceed six feet

Safety-Monitor System

The employer will designate a competent person to monitor the safety of other employees and the employer will ensure that the safety monitor complies with the following requirements:

- The safety monitoring system will not be used as a fall protection system for any work other than roofing work on roof slopes of 2 in 12 (vertical to horizontal) or less
- Use of a safety monitoring system alone (i.e., without the warning line system) is not permitted on roofs more than 50 feet (15.25 m) in width
- When selected, the employer will ensure that the safety-monitor system will be addressed in the fall-protection work plan, include the name of the safety monitor(s) and the extent of their training in both the safety-monitor and warning-line systems, and will ensure that the following requirements are met:
    - The safety-monitor system will not be used when adverse weather conditions create additional hazards.
    - A person acting in the capacity of a safety monitor will be trained in the function of both the safety-monitor and warning-lines systems
    - The safety monitor will:
        - Be a competent person as defined in 29 CFR 1926.32(f)
        - Have control authority over the work as it relates to fall protection
        - Be instantly distinguishable from members of the work crew
        - Engage in no other duties while acting as safety monitor
        - Be positioned in relation to the workers under their protection, so as to have a clear, unobstructed view and be able to maintain normal voice communication
        - Not supervise more than eight exposed employees at one time
- Control zone workers will be distinguished from other members of the crew by wearing a high-visibility vest only while in the control zone

General Safety Considerations

The company will ensure prompty rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.

Fall arrest systems will be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.

If Fall Protection Plans are utilized, site specific plans will be prepared, or modified by a Qualified Person, and maintained at the job site. The plan will be under the supervision of a Competent Person, and the plan will address why the use of conventional fall protection is infeasible, or why their use would cause a greater hazard.

If Fall Protection Plans are utilized, Laura Tomaszewski will post a written notice of how is designated to work in controlled access zones. No other employees may enter controlled access zones.

If Fall Protection Plans are utilized, and in the event an employee falls, or some other related, serious incident occurs, (e.g., a near miss) the company will investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed (e.g. new practices, procedures, or training) and shall implement those changes to prevent similar types of falls or incidents.

All affected employees will undergo training to the recogonize fall hazards and how to minimize these hazards. Retraining will occur when the following conditions occur: it is determined that employees already trained do not have the necessary understanding or skill, work place changes, and/or fall protection systems or equipment changes that render previous training obsolete. This training is documented, and the latest training certification is maintained.

Hole Covers

Covers located in roadways and vehicular aisles shall be capable of supporting at least twice the maximum axle load of the largest vehicle expected to cross over the cover without failing.

All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.

In order to prevent accidental displacement by the wind, equipment, or employees, all covers shall be secured when installed.

All covers shall be color coded or be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

Note: This provision does not apply to cast iron manhole covers or steel grates used on streets or roadways.

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. has implemented this policy to ensure proper safe work practices and procedures are followed for the protection of our employees against fire/explosion hazards. The following work practices, procedures, and engineering controls will be enforced as an integral part of our Company safety policy

RESPONSIBILITIES

Laura Tomaszewski is designated as the supervisor to manage the Fire Prevention Program. Door Service, Inc. will have and maintain an employee alarm system. The employee alarm system will use a distinctive signal for each purpose. Laura Tomaszewski will ensure that all employees are informed and trained in the following minimum elements for Emergency Action Plans:

- Laura Tomaszewski will ensure all employees are trained in the proper operation of all types of fire extinguishers provided by the company
- As warranted by the project, Door Service, Inc. will provide a trained and equipped organization (Fire Brigade) to assure adequate protection to life
- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation for all areas of work, including type of evacuation and exit route assignments
- Safe assembly areas designated for all work areas in the event of evacuation
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
- The members in the chain of command who may be contacted by employees who need more information about the Plan or for an explanation of their duties under the Plan
- All materials will be stored, handled, and piled with regard to their fire characteristics

TRAINING

Door Service, Inc. will designate and train employees to assist in a safe and orderly evacuation of other employees.

Laura Tomaszewski will review the Fire Prevention Plan with each employee covered by the plan: when each Plan is developed or an employee is initially assigned to a job; when the employee's responsibilities under the Plan change; when any element of the Plan is changed.

Fire Protection/Prevention training will be required on initial hiring and annually thereafter. Employees will be trained in fighting class A, B, C, D, and K fires using the PASS method.

All employees will be trained in the hazards involved in using fire extinguishers for incipient stage firefighting and escape purposes. Employees are instructed to ensure the local Emergency Medical Service EMS (Fire Department) is notified before attempting to extinguish any fire, and that if a fire is not immediately extinguished using one fire extinguisher, or the fire recurs to evacuate immediately.

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Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer will also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

The employer will provide training upon initial employment and at least annually thereafter.

SAFE PRACTICES

All fire extinguishers and firefighting equipment will be inspected by Laura Tomaszewski on a monthly basis; this inspection will be recorded and documented with the required annual maintenance check. And defective equipment will be replaced immediately. Records of inspection will be kept on file in the office.

Procedures are instructions for accomplishing specific tasks. Emergency procedures are important because they tell employees exactly what to do to ensure their safety during an emergency to accomplish each of the following tasks:

- Report emergencies to local fire and police departments
- Inform the emergency chain of command of an emergency
- Warn employees about an emergency
- Conduct an orderly, efficient workplace evacuation
- Assist employees with disabilities or injuries during an evacuation
- Shut down critical equipment, operate fire extinguishers, and perform other essential services during an evacuation. Account for employees at a designated safe area after an evacuation
- Perform rescue and first aid that may be necessary during an emergency

FIRE CLASSES

Not all fires are the same. Different fuels create different fires and require different types of fire extinguishing agents. The fire types are listed below:

- Class A – Ordinary combustibles such as wood, paper, cloth, trash, and plastics
- Class B – Flammable liquids such as gasoline, petroleum oil, and paint. Also includes flammable gasses such as propane and butane
  - Class B does NOT include fires involving cooking oils and grease
- Class C – Energized Electrical Equipment such as motors, transformers, and appliances.
  - If the power is removed, Class C fires become one of the other classes of fire
- Class D – Combustible metals such as potassium, sodium, aluminum, and magnesium
- Class K – Cooking oils and grease such as animal fats and vegetable fats

SELECTION AND DISTRIBUTION

Portable fire extinguishers will be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.

Door Service, Inc. will distribute portable fire extinguishers for use by employees on Class A fires so that the travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.

Door Service, Inc. may use uniformly spaced standpipe systems or hose stations connected to a sprinkler system installed for emergency use by employees instead of Class A portable fire extinguishers, provided that such systems meet the respective requirements of 1910.158 or 1910.159, that they provide total coverage of the area to be protected, and that employees are trained at least annually in their use.

Door Service, Inc. will distribute portable fire extinguishers for use by employees on Class B fires so that the travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.

Door Service, Inc. will distribute portable fire extinguishers used for Class C hazards on the basis of the appropriate pattern for the existing Class A or Class B hazards.

Door Service, Inc. will distribute portable fire extinguishers or other containers of Class D extinguishing agent for use by employees so that the travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less. Portable fire extinguishers for Class D hazards are required in those combustible metal working areas where combustible metal powders, flakes, shavings, or similarly sized products are generated at least once every two weeks.

INSPECTION, MAINTENANCE, AND TESTING

Laura Tomaszewski will be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace.

Portable extinguishers or hose used in lieu thereof will be visually inspected monthly.

Door Service, Inc. will assure that:

- Portable fire extinguishers are subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. The employer will record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record will be available to the Assistant Secretary upon request.
- Stored pressure dry chemical extinguishers that require a 12-year hydrostatic test are emptied and subjected to applicable maintenance procedures every 6 years. Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement. When recharging or hydrostatic testing is performed, the 6-year requirement begins from that date.
- Alternate equivalent protection is provided when portable fire extinguishers are removed from service for maintenance and recharging.

Hydrostatic Testing

Door Service, Inc. will assure that hydrostatic testing is performed by trained persons with suitable testing equipment and facilities.

Door Service, Inc. will assure that portable extinguishers are hydrostatically tested at the intervals listed in the table below, except under any of the following conditions:

- When the unit has been repaired by soldering, welding, brazing, or use of patching compounds;
- When the cylinder or shell threads are damaged;
- When there is corrosion that has caused pitting, including corrosion under removable name plate assemblies;
- When the extinguisher has been burned in a fire; or
- When a calcium chloride extinguishing agent has been used in a stainless steel shell.

In addition to an external visual examination, the employer will assure that an internal examination of cylinders and shells to be tested is made prior to the hydrostatic tests.

Type of Extinguishers	Test Interval (Years)
Soda Acid (soldered brass shells) (until 1/1/82)	(1)
Soda Acid (stainless steel shells)	5
Cartridge operated water and/or antfreeze	5
Stored pressure water and/or antifreeze	5
Wetting agent	5
Foam (soldered brass shells) (until 1/1/82)	(1)
Foam (stainless steel shells)	5
Aqueous fiml morming foam (AFFF)	5
Loaded steam	5
Dry chemicals with stainless steel	5
Carbon Dioxide	5
Dry chemical, stored pressure, with mild steel, brazed brass, or aluminum shells	12
Dry chemical, cartridge or cylinder operated, with mild steel shells	12
Halon 1211	12
Halon 1301	12
Dry Powder, cartridge, or cylinder operated with mild steel shells	12

[1]Extinguishers having shells constructed of copper or brass joined by soft solder or rivets will not be hydrostatically tested and will be removed from service by January 1, 1982. (Not permitted)

Door Service, Inc. will assure that:

- Portable fire extinguishers are hydrostatically tested whenever they show new evidence of corrosion or mechanical injury, except under the conditions listed in paragraphs (f)(2)(i)-(v) of this section.
- Hydrostatic tests are performed on extinguisher hose assemblies which are equipped with a shut-off nozzle at the discharge end of the hose. The test interval will be the same as specified for the extinguisher on which the hose is installed.

- Carbon dioxide hose assemblies with a shut-off nozzle are hydrostatically tested at 1,250 psi (8,620 kPa).
- Dry chemical and dry powder hose assemblies with a shut-off nozzle are hydrostatically tested at 300 psi (2,070 kPa).

Hose assemblies passing a hydrostatic test do not require any type of recording or stamping. Door Service, Inc. will assure that:

- Hose assemblies for carbon dioxide extinguishers that require a hydrostatic test are tested within a protective cage device.
- Carbon dioxide extinguishers and nitrogen or carbon dioxide cylinders used with wheeled extinguishers are tested every 5 years at 5/3 of the service pressure as stamped into the cylinder. Nitrogen cylinders which comply with 49 CFR 173.34(e)(15) may be hydrostatically tested every 10 years.
- All stored pressure and Halon 1211 types of extinguishers are hydrostatically tested at the factory test pressure not to exceed two times the service pressure.
- Acceptable self-generating type soda acid and foam extinguishers are tested at 350 psi (2,410 kPa).

Air or gas pressure may not be used for hydrostatic testing.

Extinguisher shells, cylinders, or cartridges which fail a hydrostatic pressure test, or which are not fit for testing will be removed from service and from the workplace.

The equipment for testing compressed gas type cylinders will be of the water jacket type. The equipment will be provided with an expansion indicator which operates with an accuracy within one percent of the total expansion or .1cc (.1mL) of liquid.

The equipment for testing non-compressed gas type cylinders will consist of the following:

A hydrostatic test pump, hand or power operated, capable of producing not less than 150 percent of the test pressure, which will include appropriate check valves and fittings;

A flexible connection for attachment to fittings to test through the extinguisher nozzle, test bonnet, or hose outlet, as is applicable; and

A protective cage or barrier for personal protection of the tester, designed to provide visual observation of the extinguisher under test.

Door Service, Inc. will maintain and provide upon request to the Assistant Secretary evidence that the required hydrostatic testing of fire extinguishers has been performed at the time intervals shown in the table above. Such evidence will be in the form of a certification record which includes the date of the test, the signature of the person who performed the test and the serial number, or other identifier, of the fire extinguisher that was tested. Such records will be kept until the extinguisher is hydrostatically retested at the time interval specified in the table above or until the extinguisher is taken out of service, whichever comes first.

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

It is the policy of Door Service, Inc. that training in first aid response is not a requirement for employment, but that local Emergency Medical Services are utilized for emergency medical care. Laura Tomaszewski is designated as the administrator of the Medical Services Program.

- Medical services for employee evaluations, employment requirements, and special conditions of work are provided to employees at no cost as specified in OSHA requirements
- A person(s) who has a valid certificate in first aid training, the American Red Cross, or equivalent will be available at work sites to render emergency first aid
- Provisions will be made prior to commencement of a project for prompt medical attention in case of serious injury
- First aid supplies will be easily accessible when required
- Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary ambulance service will be provided
- Laura Tomaszewski is the designated first aid provider and certified in cardiopulmonary resuscitation CPR and is responsible for rendering first aid in the event of an injury requiring immediate response when emergency medical services are not available, and will also be responsible for first aid training of any employee required
- Injured employees are to be transported to medical facilities by emergency medical services. If emergency medical service is not available in a timely manner, the injured employee will be transported to the nearest medical service in a company vehicle by the job foreman
- In areas where 911 service is not available employees will be notified of phone numbers to contact local emergency response medical services. Laura Tomaszewski will be responsible for posting of emergency phone numbers at all jobsites. The phone numbers will be conspicuously posted in all work locations
- Laura Tomaszewski is responsible for the accessibility of First Aid Kits and for checking the contents of all First Aid Kits before being sent out to each job and at least weekly on each job to ensure that the expended items are replaced
- A valid certificate in first aid training must be obtained from the the American Red Cross or equivalent training that can be verified by documentary evidence
- First aid kits are readily available in all company vehicles and in the company office. First aid kits will consist of appropriate items and stored in a weather proof container with individual sealed packages of each type of item and will stock a minimum of the following items:

• PPE for First Aid:
• 3-Pair latex gloves
• Surgical masks
• Clear eye protection or Face Shield
• Dust Masks or other needed Face Protection
• Mouth-to-mouth barrier
• Large, sterile gauze pads (6 each: 2X2's, 3X3's, and 4X4's)
• Compress Dressings (4X8), 3 each
• Rolled gauze bandages: 2" and 3" wide, 3 each
• Large box assorted "Band-Aids"
• Two elastic wrap bandages (ace)
• Cotton balls and Q-tips
• Surgical or athletic tape; 1" and 2" wide, 2 rolls each
	• Antiseptics and ointments:
	  ○ Alcohol
	  ○ Burn gel or cream
	  ○ Alcohol swabs
	  ○ Peroxide
	  ○ Antiseptic spray and ointment
	• Pain relief tabs
	• 6 burn treatment single-use packages, 0.5 g. Application
	• Good quality eye-wash solution, with eye cup
	• 1 eye covering bandages (for two eyes)
	• Self-activating cold packs, 4x5 inches
	• Liquid antiseptic hand soap
	• Blunt-nose surgical scissors
	• Forceps, tweezers and safety pins
	• Snake-bite kit

* General First-aid Guidebook, textbook, or manual will be readily available, but not necessarily inside of the first-aid kit.	

- Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities will be provided within the work area for quick drenching or flushing of eyes or body
- Eye wash bottles are available wherever eye wash stations are not available, for any employee required to work in an environment where exposure to eye hazards may exist. Wash facilities or drench barrels are available at each jobsite for employees
- Procedure for flushing eyes — Eye membranes absorb chemicals quickly. This can lead to eye damage within minutes. Flood the eye with lukewarm (never hot) water poured from a large glass two to three inches from the eye. Continue for 15 minutes. Blink the eye as much as possible during the flooding. Do not force the eyelid open and do not allow the eyes to be rubbed. If lukewarm water is not available, rinse the eye quickly using a gentle stream from a hose for at least 15 minutes
- Procedure for drenching skin — If poisons come in contact with the skin, they must be removed as quickly as possible. Remove contaminated clothing and flood the skin area with water for 10 minutes. Then gently wash the skin area with soap and water and rinse. Later, destroy contaminated clothing. For a chemical skin burn, rinse the area with lots of water, remove the clothes and cover with a soft, clean cloth. Do not apply grease or ointments
- It is the policy of Door Service, Inc. that all of the requirements of OSHA §1926.50 will be met

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

This program is designed for the prevention of employee accidents and injuries while operating industrial trucks (forklifts). Only trained and certified operators, including supervisors, are allowed to operate Powered Industrial Trucks (Forklifts).

REFERENCES

- §1910.178 – Powered Industrial Trucks

RESPONSIBILITIES

Safe forklift operation is a responsibility shared between the Company and its employees.

Employer Responsibilities

Door Service, Inc. is responsible for:

- Ensuring each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of our training and evaluation
- Responding quickly to eliminate workplace hazards
- Ensuring all equipment is kept in good repair
- Ensuring employees follow safe job procedures
- Reviewing jobsite conditions whenever there is a significant change to any element of the job or there has been an injury or illness

Safety Committee Responsibilities

- Assist in jobsite review for hazards to forklifts as necessary
- Assist in training employees to recognize and control workplace hazards
- Ensure operators of forklifts are certified operators
- Encourage employees to report hazards
- Implement appropriate controls
- Ensure corrective action is taken promptly

Employee Responsibilities

- Operate forklifts only when certified to do so
- Follow safe job procedures
- Report hazards to a supervisor immediately

Powered Industrial Truck Operators: Operators are responsible for the following: Operating all powered industrial trucks in a safe manner consistent with safe rules of operation. Inspecting powered industrial trucks at the beginning of each work shift and completing the appropriate inspection forms. Reporting all equipment malfunctions and/or maintenance needs to their supervisors immediately. Park lift in safe place, remove key, tag or note problem.

TRAINING

Training will include: formal classroom education, practical training, and an instructor's evaluation of the operator's performance. The instructor providing the training will be knowledgeable about the formal education and worksite requirements and qualified to provide operating instructions and evaluate each student's performance in the following:

- Load capacity
- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate
- Differences between the truck and the automobile
- Truck controls and instrumentation: location, 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
- Vehicle capacity and 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 include:

- Surface conditions where the vehicle will be operated
- Composition of loads to be carried and load stability
- Load manipulation, stacking, and unstacking
- 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 potentially hazardous environmental conditions in the workplace
- 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

Refresher Training Requirements

Refresher training, including an evaluation of the effectiveness of that training, will be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

Refresher training will be conducted when:

- The operator has been observed to operate the vehicle in an unsafe manner
- The operator has been involved in an accident or near-miss incident
- The operator has received an evaluation that reveals that the operator is not operating the truck safely
- The operator is assigned to drive a different type of truck
- A condition in the workplace changes in a manner that could affect safe operation of the truck

An evaluation of each powered industrial truck operator's performance will be conducted at least once every three years. Employee training records will be maintained for 5 years.

SAFE PRACTICES

Operator Requirements

- Operators must be certified to use the equipment he/she is operating
- Operators are prohibited from operating powered industrial trucks while under the influence of any of the following that might impair their driving skills:
  - Alcohol
  - Illegal drugs
  - Prescription or over the counter medications

Equipment Inspection and Maintenance

- The operator will inspect their powered industrial truck before each shift
- A file will be maintained that lists the shift inspections of equipment. This file will be kept at the Door Service, Inc. Administration Offices
- A maintenance log will be kept that identifies repair needs and corrective actions taken for each powered industrial truck. This log will be kept at the Maintenance Administration Offices
- If repairs are needed on a powered industrial truck such that it cannot be safely operated, it will; be taken out of service until the repairs have been made
- After repairs have been completed, the powered industrial truck will be given a performance test to ensure that the equipment is safe to operate
- Forklifts will be kept in clean condition, free of dirt, excess oil and grease

Changing and Charging Batteries

- Equipment will be provided to safely flush and neutralize spilled battery acid and electrolyte
- Smoking will be prohibited in all battery-charging areas
- Eyewash equipment will be maintained in all charging areas
- Precautions to prevent open flames, sparks and electric arcs in charging areas
- Employees who change and service batteries and handle corrosive liquids will wear the proper Personal Protective Equipment (PPE)

General Safety

- Only authorized, trained personnel will operate lift trucks
- Before start of shift, a visual inspection must be conducted. Employees will not operate an unsafe forklift at any time
- Fill fuel tanks out of doors while engine is off
- Operators will drive with both hands on the steering wheel. Horseplay is prohibited. Do not drive with wet or greasy hands
- No person will ride as a passenger on a forklift or on the load being carried
- A forklift will not be used to elevate a platform or pallet with persons on it, except work platforms especially designed for this purpose. Work platforms must have standard guard rails, and must be securely fastened to the forks
- No person will stand or walk under elevated forks
- Operators should avoid making jerky starts, quick turns, or sudden stops. The operator will not use reverse as a brake
- Slow down on wet and slippery surfaces, cross aisles or locations with obstructed visions
- Operators entering a building or nearing a blind corner will make their approach at reduced speed. Sound horn and proceed carefully
- Operators will give pedestrians the right-of-way at all times
- Operators will not drive toward any person who is in front of a fixed object or wall
- Operators will not overtake and pass another forklift traveling in the same direction, at intersections, blind spots, or hazardous locations
- Operators should not put their fingers, arms, or legs between the uprights of the mast, or beyond the contour of the forklift
- Forks should always be placed under the load as far as possible. Do not lift a load with one fork
- No load should be moved unless it is absolutely safe and secure
- Use extra care when handling long lengths of bar stock, pipe, or other materials
- Avoid sharp or fast end-swing
- Compressed gas cylinders shall be moved only in special pallets designed for this purpose
- When loading or unloading trucks or trailers, the brakes on the vehicle will be set (locked) and the wheels of the truck and/or trailer will be chocked and secured
- Forklifts must be safely parked when not in use. The controls will be neutralized, power shut off, brakes set, key removed, and the forks left in a down position flat on the surface, and not obstructing walkways or aisles
- A forklift will not be left on an incline unless it is safely parked and the wheels blocked
- Only stable and safely arranged loads will be handled
- Only loads within the rated capacity of the powered industrial truck will be handled

Traveling

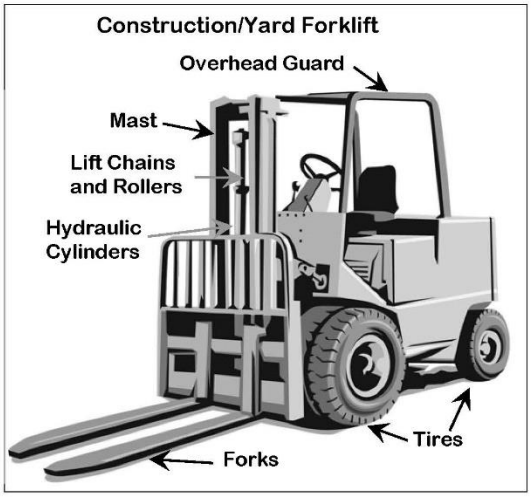
- Door Service, Inc. speed limits will be observed, and under all travel conditions, a powered industrial truck will be operated at speeds that will permit it to be brought to a stop in as safe manner
- Three truck lengths (or two seconds) will be maintained between powered industrial trucks in operation
- The powered industrial truck will be kept under control at all times
- When vision is obscured, the operator will slow down and sound the horn
- If the load blocks the operator's view, the powered industrial truck will be driven in the direction that provides the best visibility
- The powered industrial truck will cross railroad tracks at a diagonal
- The powered industrial truck will be parked 8 feet or further from the center line of the railroad tracks
- The operator will keep a clear view of the path of travel
- The loaded powered industrial truck will be driven with the load upgrade when driving on ascending or descending grades greater than 10%
- Dock boards and bridge plates will be properly secured before they are driven over
- When the forklift is not carrying a load, the operator shall travel with the forks as low as possible (maximum of 3 inches on paved surfaces). When carrying a load, it should be carried as low as possible (consistent with safe operation, 2 to 6 inches above the surface)
- The forks should not be operated while the forklift is traveling
- On a downgrade, the load will be to the rear, and the forks raised only enough to clear the surface
- On an upgrade, the load will be ahead, and the forks raised only enough to clear the surface

Forklift Daily Inspection Checklist:

KEY OFF Procedures

The vehicle inspection

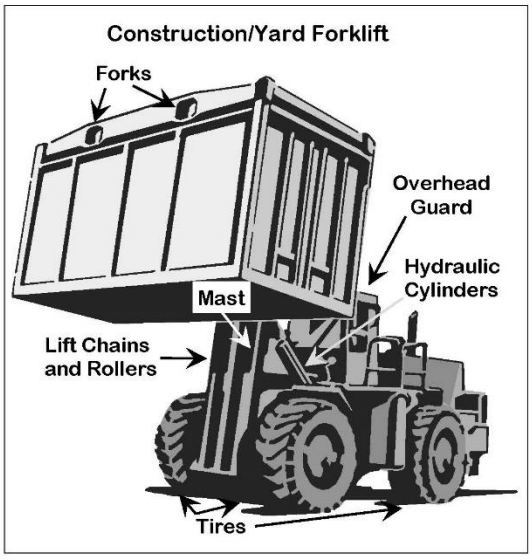
- ☐ Overhead guard
- ☐ Hydraulic cylinders
- ☐ Mast assembly
- ☐ Lift chains and rollers
- ☐ Forks
- ☐ Tires
- ☐ Gas gauge
- ☐ Check the engine oil level
- ☐ Examine the battery
- ☐ Inspect the hydraulic fluid level
- ☐ Check the engine coolant level



KEY ON Procedures

Test the standard equipment

- ☐ Front, tail, and brake lights
- ☐ Fuel gauge (if diesel)
- ☐ Windshield wiper
- ☐ Heater



ENGINE RUNNING Procedures

Check the gauges

- ☐ Oil pressure indicator lamp
- ☐ Ammeter indicator lamp
- ☐ Ammeter
- ☐ Hour Meter
- ☐ Water Temperature Gauge

Test the standard equipment

- ☐ Steering
- ☐ Brakes
- ☐ Horn
- ☐ Safety seat (if equipped)
- ☐ Check the transmission fluid level
- ☐ Check the operation of load-handling attachments

Comments/Observations: _____

_____ _____

Printed name and signature of person(s) conducting inspection — Date

_____ _____

Printed name and signature of person(s) conducting inspection — Date

Performance Evaluation for Forklift Operators

Employee: _____ Date: _____ Time: _____

Evaluator: _____ Equipment Type: _____

YES NO

□ □ Shows familiarity with truck controls.
□ □ Gave proper signals when turning.
□ □ Slowed down at intersections.
□ □ Sounded horn at intersections.
□ □ Obeyed signs.
□ □ Kept a clear view of direction of travel.
□ □ Turned comers correctly - was aware of rear end swing.
□ □ Yielded to pedestrians.
□ □ Drove under control and within proper traffic aisles.
□ □ Approached load properly.
□ □ Lifted load properly.
□ □ Maneuvered properly.
□ □ Traveled with load at proper height.
□ □ Lowered load smoothly/slowly.
□ □ Stops smoothly/completely.
□ □ Load balanced properly.
□ □ Forks under load all the way.
□ □ Carried parts/stock in approved containers.
□ □ Checked bridge-plates/ramps.
□ □ Did place loads within marked area.
□ □ Did stack loads evenly and neatly.
□ □ Did drive backward when required.
□ □ Did check load weights.
□ □ Placed forks on the ground when parked, controls neutralized, brake on set, power off.
□ □ Followed proper instructions for maintenance - checked both at beginning and end.

Comments: _____

_____

_____

Total Rating: □ Excellent □ Good □ Fair □ Poor □ Fail

_____ _____
Evaluator's Signature Date

_____ _____
Operator's Signature Date

Certification of Forklift Operator Training

The Company certifies that the following employee has been trained and has demonstrated competence in the following areas of powered industrial truck operations:

Truck-related topics:

- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
- Differences between the truck and an 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.
- 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 restricted areas that the vehicle will be operated.
- Hazardous (classified) locations where the vehicle will be operated.
- Ramps and 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.

Employee Name: _____

Name of Trainer: _____

Signature of Trainer: _____

Date of Training: ____ /____ /____ **Date of Evaluation:** ____ /____ /____

POLICY

Door Service, Inc. has implemented this policy to ensure no employee is exposed hazards caused by improper or unsafe use of hand and portable powered tools. Door Service, Inc. will provide instruction and training by a Competent Person for each employee using any such tool. The program will enable each employee to recognize hazards related to hand and portable powered tool use and will train each employee in the procedures to be followed to minimize these hazards.

REFERENCES

- §1910.241 – Hand and Portable Powered Tools and Other Hand-Held Equipment
- §1926.300 – Tools - Hand and Power

RESPONSIBILITIES

Employer Responsibilities

Door Service, Inc. is responsible for:

- Ensuring that hand tools and portable powered equipment outside of the facility are inspected on a regular basis
- Ensuring each employee has been trained or instructed by a competent person in the following areas, as applicable:
  - All hand and power tools and similar equipment, whether furnished by Door Service, Inc. or the employee, will be maintained in a safe condition
  - Any tool not in compliance with any applicable OSHA requirements is prohibited. Such tools will either be identified as unsafe by tagging or locking the controls to render them inoperable, or the defective tool will be physically removed from its place of operation
  - When power operated tools are designed to accommodate guards, they will be equipped with such guards when in use
  - Guards shall be in place and operable at all times while the tool is in use. The guard may not be manipulated in such way that will comprise its integrity or compromise the protection in which intended. Guarding shall meet the requirements set forth in American National Standards Institute (ANSI) B15.1
  - Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases will be provided with the appropriate Personal Protective Equipment (PPE) necessary to protect them from the hazard
  - Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment will be guarded if such parts are exposed to contact by employees or otherwise create a hazard
  - One or more methods of machine guarding will be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips, and sparks. The point of operation of machines whose operation exposes an employee to injury, will be guarded

- All fuel powered tools will be stopped while being refueled, serviced, or maintained. When fuel powered tools are used in enclosed spaces, the applicable PPE requirements for hazardous atmospheres will apply. Responding quickly to eliminate workplace hazards; ensuring all equipment is kept in good repair; ensuring employees follow safe job procedures; and reviewing job hazard analysis whenever there is a significant change to any element of the job or there has been an injury or illness

Safety Committee Responsibilities

It is the responsibility of the safety committee to:

- Assist in hand tool and portable powered equipment inspections
- Assist in training employees to recognize and control workplace hazards
- Monitor the workplace for hazards
- Encourage employees to report hazards
- Implement appropriate controls
- Ensure corrective action is taken promptly

Employee Responsibilities

All employees are expected to:

- Inspect hand tool and portable powered equipment before use
- Remove defective hand tool and portable powered equipment
- Follow safe job procedures
- Report hazards to a supervisor immediately

SAFE PRACTICES

General Power Tool Use

- Do not allow anyone to use power tools that has not been properly instructed and approved in the processes of safe operation
- Be familiar with your power tools. When using a new tool, or one that is foreign to you, take some time to “test-run” it and get a feel for its performance. Read and understand the operator’s manual and follow its instructions. Prior to its use, do a visual and operational inspection to ensure safe mechanical function
- Eye protection is extremely important and must always be worn when using power tools. When operations present potential eye injuries, adequate and appropriate protection must be selected. Use a face shield, protective goggles, or approved safety glasses depending on the job performed
- Hearing protection is required due to the extreme noise levels generated, especially during extended operating sessions
- Depending on the material being cut, gloves can be helpful and a respirator or dust mask may be required
- Wear clothing appropriate for power tools use; avoid long, loose shirtsleeves, neckwear, or untied long hair
- Check that the electrical circuit to be used is of the proper rating and that cords, plugs, and fittings are intact and secure. All power tools must be grounded unless they are double insulated
- Use only extension cords that are free of splices, taps, bare wires, or frayed and deteriorated insulation. Use 3-prong adapters

- Ensure all power tools are equipped with proper shields and guards, as recommended by the manufacturer. The guards are designed and engineered for the operator's safety
- Operate only properly maintained equipment. Check that spring-loaded on/off trigger switch functions properly
- If any operational problems are noted, remove the power tools from service and get it repaired immediately
- When repairing tools, changing blades, bits and/or cutters, disconnect the power source
- Remove chuck-keys or arbor wrenches before using the tool
- When possible, always secure your work on a stable platform using clamps or vices
- Unsafe practices and inadequate housekeeping create potentially dangerous work-zones; keep the work area free of trip hazards such as tangled power cords, cluttered material, scraps, bricks, or other obstacles and obstructions
- Be aware of your surroundings and always on the lookout for hazards. Avoid using power tools in a wet environment
- Always use the proper tool for the job. store tools in a dry, secure location

Powder-Actuated Tools

Door Service, Inc. employees are required to follow these general requirements for safe powder-actuated tool use:

- Operators and assistants using tools must use eye, head, and face protection as required by working conditions
- Inspect the tool before use to ensure that it is clean, that all moving parts are free, and that the barrel is free of debris or obstructions
- The muzzle end of the tool must have a guard at least 3 ½" in diameter to confine any flying fragments that might create a hazard
- If a tool is defective, it must be taken out of use until it is properly repaired
- Tools are to remain unloaded until they are to be used
- Never point a tool, loaded or unloaded, at anyone
- In case of a misfire, the tool must be held in the operating position for at least 30 seconds, tried a second time, then wait another 30 seconds before unloading in strict accordance with manufacturer's instructions. Never leave a tool unattended where it would be available to unauthorized personnel
- Fasteners must not be driven into exceptionally hard materials such as cast iron, glazed tile, hardened steel, glass block, or rock
- A backing must be used on soft materials to prevent fastener from passing completely through and becoming a flying hazard
- Fasteners must not be driven through an existing hole unless means of positive alignment is available
- Fasteners may not be driven into a cracked or fractured area caused by a previous fastener
- Tools must not be used in an explosive or flammable atmosphere

Requirements for loads and fasteners:

- There must be a standard means of identifying the power level of loads being used in the powder actuated tools
- No load may be used in excess of design specifications for a low velocity tool
- Fasteners used in tools must be only those designed to be used in such tools

Circular Saws

Door Service, Inc. employees are required to follow these safety guidelines when using a circular saw:

- Eye protection is extremely important and must always be worn when using circular protection must be selected. Use a face shield, protective goggles, or approved safety glasses depending on the job to be performed
- Hearing protection may be required due to the extreme noise levels generated, especially during extended use
- A respirator or dust mask may be required, depending on the material being cut
- Do not wear loose clothing, long-sleeves, or gloves while operating a circular saw
- Check that the electrical circuit to be used is of the proper rating and that cords, plugs, and fittings are intact and secure
- Circular saws must be grounded unless they are double insulated
- Use only extension cords that are free of splices, taps, bare wires, or frayed and deteriorated insulation. Do not use extensions over 100 ft. long due to the power drop. Operate only properly maintained equipment. Check that the spring-loaded on/off trigger switch functions properly. If any operational problems are noted, remove the circular saw from service and get it repaired immediately
- Be aware of your surroundings and always on the lookout for hazards. Avoid using circular saws in a wet environment
- Always cut material on an elevated work platform. Never attempt to cut any material lying on the ground or by simply holding the material in your opposite hand
- Be aware of the position of the cord. Always clear the cord before making the cut
- Inspect all material prior to cutting. Look for defects such as knots in the wood, nails and screws, or any obstruction that may impede the cut
- Always inspect the saw prior to operation, ensuring the blade is tight and guards are fully functional
- Never pin back or otherwise disable the retractable guard
- Unplug the saw when changing blades or making adjustments for depth or angle
- After tightening the blade or making other adjustments, be sure to remove wrench before operating the circular saw
- Maintain the saw and use only sharp blades or non-defective abrasive wheels free of distortion, cracks, or heat damage. A ring test will be performed on blades prior to installation to determine soundness
- Always store and discard saw blades in a safe responsible manner
- When the saw is not in use unplug the saw and place the saw out of the way with the blade facing down
- Always use the proper tool for the job. When not in use, store circular saws in a dry, secure location

Miter Saws

Door Service, Inc. employees are required to follow these safety guidelines when using a miter cut-off (chop) saw:

- Do not ever, under any circumstances, allow anyone to use a chop saw that has not been properly instructed and approved in the processes of its safe operation

- Prior to its use, do a visual and operational inspection to ensure safe mechanical function of the saw:
  - Make certain all blade guards are in place and working smoothly. Removing or pinning back guards is not only extremely hazardous; it is considered a serious safety violation
  - Check the blade to be sure that it is straight and the arbor bolt is tight
  - Ensure the “constant-pressure” trigger switch operates properly
  - Check that the electrical cords, plugs, and fittings are intact and secure. Frayed cords are not permissible
  - Be sure that arbor wrenches or keys were not inadvertently left behind on the machine during a blade change
- When setting-up the cutting station, it is important that the saw is positioned in a manner that the work piece’s point of contact with the cutting edge can be easily viewed without straining or stooping
- Make sure the work-zone is level and free of trip hazards such as tangled power cords, cluttered material piles, scraps, stones, bricks, or other obstacles and obstructions. Avoid unsafe distractions by setting up away from high traffic areas
- Ensure the saw’s table or platform being used is stable and does not wobble. Be sure that accessory benches (for cutting long stock) are steady and sturdy; get assistance when needed
- During cuts, keep blade speeds at recommended levels; over-pressure on cuts will create hazardous situations
- Hearing protection is required due to the extreme sonic and acoustical levels generated, especially during extended cutting
- Eye protection must always be worn when using a chop saw
- Depending on the material being cut, a dust mask may be required
- Wear clothing appropriate with chop saw use; avoid long, loose shirtsleeves, neckwear, or untied long hair
- If any operational problems are noted, remove the saw from service and get it repaired immediately
- Proper care and maintenance should always be given the saw. Damage usually occurs during careless transport, handling, and storage of the tool
- Allow only qualified personnel to make repairs to the saw

Drills

- Do not allow anyone to use an electric drill that has not been properly trained in the processes of safe portable drilling operations
- Operate only properly maintained equipment. Before use, carefully inspect the machine for defects that could cause malfunctions. Ensure the power cord is secure and intact, trigger switch functions properly, and that fasteners and attachments are tight and fitted. Operate the tool using both hands and follow the manufacturer’s operating instructions
- Eye protection must always be worn when doing overhead operations. When operations present potential eye injuries, appropriate protection must be selected. Depending on the task, use a face shield, protective goggles, or approved safety glasses
- When using a new or unfamiliar tool, take time to “test-run” it
- Wear clothing appropriate for drilling or boring; avoid long, loose shirtsleeves, neckwear, or untied long hair
- The electrical circuit is properly rated and that cords, plugs, and fittings are intact and secure

- Use only extension cords that are free of splices, taps, bare wires, or frayed and deteriorated insulation. Use 3-prong adapters
- Select the correct drill and bit for the job and mount it securely in the chuck. Avoid using bits that are dull or bent
- When possible, always secure your work on a stable platform using clamps or vices. The work-piece must be secured so it does not move
- Prior to beginning drilling operations, inspect each work piece for nails, knots, or flaws that could cause the tool to buck or jump
- Turn on the switch for a moment to see if the bit is properly centered and running true
- With the switch off, place the point of the bit in the punched layout or pilot hole
- Hold the drill firmly in one or both hands and at the correct drilling angle
- Turn on the switch and feed the drill into the work-piece. The pressure required will vary with the size of the drill, the diameter of the drill bit, and the kind of material being drilled
- During operation, keep the drill aligned with the direction of the hole. Keep your free hand away from point of operation
- If any operational problems are noted, remove the drill from service and get it repaired immediately
- work-zones; keep the work area free of trip hazards such as tangled power cords, cluttered material, scraps, stones, bricks, or other obstacles When repairing tools or changing bits, always disconnect the power source
- Unsafe practices and inadequate housekeeping create potentially dangerous and obstructions.
- Be aware of your surroundings and always on the lookout for hazards. Avoid using electric drills in a wet environment

Portable Abrasive Wheels

Door Service, Inc. employees are required to follow these safety guidelines when using handheld grinders or other portable abrasive wheels:

- Employees using grinding tools and/or are exposed to the hazards of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, or vapors will be provide with, and compelled to use, the particular personal protective equipment necessary to protect them from the hazard. This equipment includes eye and face, respiratory, hearing, and hand protection and will be properly maintained to meet all applicable standards
- All power grinding tools will be maintained in a safe condition. When these tools are designed to accommodate guards, they will be in place when the tool is in use. Safety guards will be strong enough to retain flying fragments and withstand the effects of a bursting wheel
- All grinding machines will be supplied with sufficient power to maintain safe spindle speeds under normal operating conditions
- All abrasive wheels will be carefully inspected and “ring-tested” before mounting to ensure that they are free from cracks or defects. To perform a sound or ring test, wheels should be tapped gently with a light, non-metallic instrument. If they sound cracked or dead, they could fly apart during operations and should be discarded. An intact, undamaged wheel will give a clear metallic tone or “ring”
- Only portable grinders with wheels 2 inches in diameter or less may be equipped with a positive on/off control switch. Grinders with wheels greater than 2 inches in diameter will be equipped with a momentary contact on/off switch and may have a lock-on control
- Grinders will be used on a 3-wire grounded circuit or be of the approved double insulated type. Using the tool’s power cord for hoisting or lowering will not be permitted

- All grinding/cutting wheels will fit freely on the spindle and must not be forced on. The spindle nut will be tightened only enough to hold the wheel in place
- When grinding metal, it is easy to leave razor-sharp edges; be sure you take them off before walking away from a work piece

Pneumatic Nailers and Staplers

- Never allow anyone to operate these tools without proper instruction in safe use
- Appropriate PPE must be worn when using compressed air tools and equipment
- Pneumatic powered tools must be secured to the hose by some positive means to prevent the tool from becoming accidentally disconnected
- All pneumatically powered nailers, staplers, or other similar equipment with automatic feed, that operate at over 100 psi at the tool, must have a safety device on the muzzle to prevent the tool from cycling and ejecting fasteners, unless the muzzle is in contact with the work surface
- Don't use compressed air to clean except where pressure is reduced to less than 30 psi
- The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings must not be exceeded
- Avoid horseplay when using "air guns"
- Leave all safety features intact
- Always wear appropriate eye protection when using any air gun
- Hearing protection is often required depending on the noise level
- Read the owner's manual and operate the tool according to manufacturer's guidelines
- Ensure that tools are properly maintained and are in good working condition
- Never exceed manufacturer's recommended working pressures and never use more pressure than necessary (seldom more than 90 – 95 psi). Excessive pressure exerts more force, causing harder cycles. It is hard on tools and generates more flying debris
- Always keep the nose of the tool pointed toward the work-piece or downward when air charged. Never point the tool towards yourself or others
- During use, hold the nose of the gun firmly against the work-piece
- Ensure all safety features are intact and operational
- Always disconnect tool from air supply when clearing a jam or when not in use. Keep hoses and fittings in good condition
- Never carry an air-gun with your finger on the trigger. Accidental discharge and injury may result
- Tie-off and secure the air hose when working on a roof or scaffold to prevent the tool from falling on others
- Always move forward when working a nailer or stapler on a roof so you do not inadvertently trip or fall from the roof
- Never use volatile bottled gas to operate pneumatic fasteners or operate air guns around flammables; sparks may cause a fire
- Keep your free hand clear of air gun's nose during use
- Safety clips or retainers must be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled

Air Compressors

Door Service, Inc. employees are required to follow these safety guidelines while operating air compressors:

- Every air receiver must be equipped with a pressure indicator gauge with one or more spring loaded safety valves
- Pressure gauges must be located so as to be readily visible
- The pressure relief safety valves may not exceed the rated working pressure of the air receiving tank
- No valve of any type may be placed between the safety valve and the air receiver
- Safety valves, pressure gauges, regulators, and other controlling devices must be designed and installed so that they cannot be easily rendered inoperative by any means, including weather elements
- All safety valves must be tested at frequent intervals to determine proper operating condition
- A drainpipe and valve must be installed at the lowest point of any air receiver to provide for the frequent and complete removal of accumulated oil and water
- Never install compressors on an unrated air tank. The air receiver tank must be rated equal to or higher than original equipment
- If pressure gauges or pressure relief valves are damaged, replace them with compatible equipment before using the compressor
- If a compressed air storage tank is dented, deeply gouged, or badly rusted, compressor must be removed from service
- Do not use compressed air to pressurize barrels, pipes, or other containers not designed or intended as pressure vessels
- If an air receiver is equipped with a quick connect/release fitting, make sure the lock collar is fully engaged when hose is connected. When the hose is released from the fitting, firmly grasp the hose close to the fitting before releasing the lock collar
- Before servicing a compressor, disconnect it from the power source and bleed the pressure from the tank. Use appropriate Lockout Tagout (LOTO)
- Pulleys and belts on compressor motors and pumps must be properly guarded
- If using a gas powered compressor, engine must be shut off before refueling
- If an electric powered compressor, check power cord for cuts and abrasions, if the cord, plug, or any components are damaged, replace before use

Hand Tools

- Damaged, worn-out, or defective tools should be tagged and removed from service
- Do not perform "make-shift" repairs to tools
- Never use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads
- When handing a tool to another person, direct sharp points and cutting edges down and away from yourself and the other person
- Carry all sharp tools in a sheath or holster. Do not carry sharp or pointed hand tools such as screwdrivers, utility knives, scribes, snips, scrapers, chisels or files in your pocket unless the tool is sheathed. Transport hand tools only in toolboxes or tool belts
- Use tied off containers to keep tools from falling off scaffolds and other elevated work platforms

- Avoid carrying tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line
- Do not throw tools from one location to another or from one employee to another

Hammers: Do not use a hammer if your hands are oily, greasy or wet

- Never strike another hardened steel tool or surface, such as a cold chisel, with a claw hammer
- Avoid striking nails or other objects with the "cheek" of the hammer
- Do not strike one hammer against another hammer
- Never use a hammer as a wedge or a pry bar

Hand Saws: When using a handsaw, hold the work-piece firmly against the work table.

- Do not use an adjustable blade saw, such as a hacksaw or a coping saw, if the blade is not taut
- Avoid using any saw with a dull blade; always keep blades clean and sharp
- Keep hands and fingers away from the point of cut when using any saw
- Never carry a hand saw by the blade

Screwdrivers: Do not use a screwdriver if your hands are wet, oily or greasy.

- Always match the size and type of screwdriver blade to fit the head of the screw
- Never hold the work-piece against your body while using a screwdriver
- Avoid putting your fingers near the blade of the screwdriver when tightening a screw
- Use a drill, nail, or an awl to make a starting or pilot hole for screws
- Do not force a screwdriver by using a hammer or pliers on it
- Never use a screwdriver as a punch, chisel, pry bar, or nail puller
- When performing electrical work, ensure the screwdriver has a properly insulated handle

Pliers: Do not use pliers that are cracked, broken or sprung.

- Never use pliers as a wrench or a hammer
- Do not attempt to force pliers by using a hammer on them
- When you are performing electrical work, use pliers that have properly insulated handles
- When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air

Wrenches

Door Service, Inc. employees are required to follow these safety guidelines when using wrenches:

- Inspect the wrench carefully before use and do not use if damaged
- Discard any wrench that has spread, nicked or battered jaws, or if the handle is loose, broken or bent
- Always use the proper size wrench for the job. A slipping wrench can damage bolt heads and nuts and cause personal injury. Do not use a shim to make a wrench fit the fastener
- Use a wrench that gives a straight, clean pull. If you must push the wrench, use the heel of your hand; do not wrap your fingers around the tool
- Do not cock the wrench in a manner that puts a strain on the points of contact; this can lead to tool failure. Keep the wrench flush with bolt head
- Avoid using a pipe or other “cheater bars” to extend the length of a wrench. Under excessive force, the wrench or bolt can slip or break

- Do not use a hammer with a wrench unless the wrench has been specifically designed for this purpose
- Replace cracked, worn, or “tweaked” wrenches
- Do not attempt to straighten a bent wrench. It will only weaken it further
- Do not substitute slip-joint pliers for a wrench; the pliers can slip and damage the bolt heads and nuts and cause hand injuries
- Sockets designed for use with hand wrenches should not be interchanged on air or impact wrenches; this can result in damage or injury
- When using air impact or other air wrenches, wear eye protection to safeguard against blowing debris. Use only heavy-duty hardened sockets
- Use a torque wrench for tightening only. Never use torque wrenches to break nuts or bolts loose; they are designed to measure tightness
- Be sure the jaws on you pipe wrenches are still sharp as unexpected slippage can cause injury

Jacks—lever and ratchet, screw, and hydraulic

Door Service, Inc. employees are required to follow these safety guidelines when using jacks:

- The manufacturer's rated capacity will be legibly marked on all jacks and will not be exceeded
- All jacks will have a positive stop to prevent overtravel
- When it is necessary to provide a firm foundation, the base of the jack will be blocked or cribbed. Where there is a possibility of slippage of the metal cap of the jack, a wood block will be placed between the cap and the load
- After the load has been raised, it will be cribbed, blocked, or otherwise secured at once
- Hydraulic jacks exposed to freezing temperatures will be supplied with an adequate antifreeze liquid
- All jacks will be properly lubricated at regular intervals
- Each jack will be thoroughly inspected at times which depend upon the service conditions. Inspections will be not less frequent than the following:
    - For constant or intermittent use at one locality, once every 6 months
    - For jacks sent out of shop for special work, when sent out and when returned
    - For a jack subjected to abnormal load or shock, immediately before and immediately thereafter
    - Repair or replacement parts will be examined for possible defects
    - Jacks which are out of order will be tagged accordingly, and will not be used until repairs are made

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. has implemented this policy to ensure no employee is exposed to hazards caused by improper or unsafe use of ladders and/or stairways. Door Service, Inc. will provide a training program for each employee using ladders and stairways. The program will enable each employee to recognize hazards related to ladders and stairways and will train each employee in the procedures to be followed to minimize these hazards.

REFERENCES

- §1926.1050 – Ladders and Stairways

RESPONSIBILITIES

Ladder and stairway safety is a responsibility shared between the Company and its employees.

Employer Responsibilities

- Providing and installing all stairway and ladder fall protection systems required by this subpart and will comply with all other pertinent requirements of this subpart before employees begin the work that necessitates the installation and use of stairways, ladders, and their respective fall protection systems
- Ensuring that visual safety inspections of ladders and stairways occur on regular basis
- Training personnel
- Responding quickly to eliminate workplace hazards
- Ensuring all equipment is kept in good repair
- Ensuring employees follow safe job procedures
- Reviewing job hazard analysis whenever there is a significant change to any element of the job or there has been an injury or illness

Safety Committee Responsibilities

- Assist in jobsite ladders and stairways as necessary
- Assist in training employees to recognize and control workplace hazards
- Monitor the workplace for hazards
- Encourage employees to report hazards
- Implement appropriate controls
- Ensure corrective action is taken promptly

Employee Responsibilities

- Assist in jobsite ladder and stairway inspections
- Follow safe job procedures
- Report hazards to a supervisor immediately

TRAINING

Laura Tomaszewski will ensure each employee has been trained by a competent person in the following areas, as applicable: The nature of fall hazards in the work area; The correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used; the proper construction, use, placement, and care in handling of all stairways and ladders; the maximum intended load-carrying capacities of ladder; the standards contained in §1926.1050 – Ladders and Stairways. Retraining will be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through previous training required for OSHA compliance.

SAFE PRACTICES

A stairway or ladder will be at all access points with a break in elevation of 19 inches or more without a ramp, runway, sloped embankment, or personnel hoist.

- Employees will not use any spiral stairways that will not be a permanent part of the structure on which construction work is being performed
- A double-cleated ladder or two or more separate ladders will be provided when ladders are the only mean of access or exit from a working area for 25 or more employees, or when a ladder is to serve simultaneous two-way traffic
- When a building or structure has only one point of access between levels, that point of access will be kept clear to permit free passage of employees. When work must be performed or equipment must be used such that free passage at that point of access is restricted, a second point of access will be provided and used
- When a building or structure has two or more points of access between levels, at least one point of access will be kept clear to permit free passage of employees

Ladders

Laura Tomaszewski will ensure the following requirements are adhered to concerning the use of all ladders:

- When portable ladders are used for access to an upper landing surface, the ladder side will extend at least 3 feet above the upper landing surface to which the ladder is used to gain access; or, when such an extension is not possible because of the ladder's length, then the ladder will be secured at its top to a rigid support that will not deflect, and a grasping device, such as a grabrail, will be provided to assist employees in mounting and dismounting the ladder. In no case will the extension be such that ladder deflection under a load would, by itself, cause the ladder to slip off its support
- Ladders will be maintained free of oil, grease, and other slipping hazards
- Ladders used by employees must meet OSHA/ANSI specifications
- Ladder rungs, cleats, and steps will be parallel, level, and uniformly spaced when the ladder is in position for use
- Ladders will not be loaded beyond the maximum intended load for which they were built or beyond their manufacturer's rated capacity. Ladders need to have the load capacity needed for the task
- Ladders will be used only for the purpose for which they were designed
- Non-self-supporting ladders will be used at a 75 degree angle
- Wood job-made ladders with spliced side rails will be used at an angle such that the horizontal distance is one-eighth the working length of the ladder

- Fixed ladders will be used at a pitch no greater than 90 degrees from the horizontal
- Ladders will be used only on stable and level surfaces unless secured
- Ladders will not be used on slippery surfaces without slip-resistant feet unless secured. Slip-resistant feet will not be used as a substitute for care in placing, lashing, or holding a ladder that is used upon slippery surfaces, including flat metal or concrete surfaces that are constructed so they cannot be prevented from becoming slippery
- Ladders placed where they can be displaced by workplace activities or traffic, such as in passageways, doorways, or driveways, will be secured to prevent accidental displacement, or a barricade will be used to keep the activities or traffic away from the ladder
- The area around the top and bottom of ladders will be kept clear
- The top of a non-self-supporting ladder will be placed with the two rails supported equally unless it is equipped with a single support attachment
- Ladders will not be moved, shifted, or extended while occupied
- Ladders will have nonconductive side-rails if they are used where the employee or the ladder could contact exposed energized electrical equipment
- The top or top step of a stepladder will not be used as a step
- Cross-bracing on the rear section of stepladders will not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections
- Ladders will be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use
- Portable ladders with structural defects will either be immediately marked in a manner that readily identifies them as defective, or be tagged with "DO NOT USE" or similar language, and will be withdrawn from service until repaired
- Fixed ladders with structural defects, such as broken or missing rungs, cleats, or steps, broken or split rails, or corroded components, will be withdrawn from service until repaired. The defective ladder will be withdrawn from service in the following manner: immediately tagged with "Do Not Use" or similar language; marked in a method that readily identifies it as defective; blocked from further use, such as with a plywood attachment that spans several rungs
- Before damaged or defective ladder may be returned to service, repairs will be made that restore the ladder to its original design specifications
- Single-rail ladders will not be used
- When ascending or descending a ladder, the user will face the ladder
- Each employee will use at least one hand to grasp the ladder when progressing up and/or down the ladder
- An employee will not carry any object or load that could cause the employee to lose balance and fall
- Extension ladders will be placed one unit away from the vertical surface for every four units high

Stairways

Laura Tomaszewski will ensure the following requirements are applied to all stairways:

- Stairways that will not be a permanent part of the structure on which construction work is being performed will have landings of not less than 30 inches in the direction of travel and extend at least 22 inches in width at every 12 feet or less of vertical rise
- Stairs will be installed between 30 deg. and 50 deg. from horizontal
- Riser height and tread depth will be uniform within each flight of stairs, including any foundation structure used as one or more treads of the stairs. Variations in riser height or tread depth will not be over ¼-inch in any stairway system
- Where doors or gates open directly on a stairway, a platform will be provided, and the swing of the door will not reduce the effective width of the platform to less than 20 inches
- Metal pan landings and metal pan treads, when used, will be secured in place before filling with concrete or other material
- All parts of stairways will be free of hazardous projections, such as protruding nails
- Slippery conditions on stairways will be eliminated before the stairways are used to reach other levels
- Except during stairway construction, foot traffic is prohibited on stairways with pan stairs where the treads and/or landings are to be filled in with concrete or other material at a later date, unless the stairs are temporarily fitted with wood or other solid material at least to the top edge of each pan. Such temporary treads and landings will be replaced when worn below the level of the top edge of the pan
- Except during stairway construction, foot traffic is prohibited on skeleton metal stairs where permanent treads and/or landings are to be installed at a later date, unless the stairs are fitted with secured temporary treads and landings long enough to cover the entire tread and/or landing area
- Treads for temporary service will be made of wood or other solid material, and will be installed the full width and depth of the stair
- Stairways having four or more risers or rising more than 30 inches, will be equipped with: at least one handrail; one stairrail system along each unprotected side or edge
- Winding and spiral stairways will be equipped with a handrail offset sufficiently to prevent walking on those portions of the stairways where the tread width is less than 6 inches
- The height of stairrails will be as follows will be not less than 36 inches from the upper surface of the stairrail system to the surface of the tread, in line with the face of the riser at the forward edge of the tread
- Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members, will be provided between the top rail of the stairrail system and the stairway steps
    - Midrails will be located at a height midway between the top edge of the stairrail system and the stairway steps
    - Screens or mesh will extend from the top rail to the stairway step, and along the entire opening between top rail supports
    - When intermediate vertical members, such as balusters, are used between posts, they will be not more than 19 inches apart
    - Other structural members will be installed such that there are no openings in the stairrail system that are more than 19 inches wide

- Handrails and the top rails of stairrail systems will be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any downward or outward direction, at any point along the top edge
- The height of handrails will be not more than 37 inches or less than 30 inches from the upper surface of the handrail to the surface of the tread
- When the top edge of a stairrail system also serves as a handrail, the height of the top edge will be not more than 37 inches or less than 36 inches
- Stairrail systems and handrails will be so surfaced as to prevent injury to employees from punctures or lacerations, and to prevent snagging of clothing
- Handrails will provide an adequate handhold for employees grasping them to avoid falling
- The ends of stairrail systems and handrails will be constructed so as not to constitute a projection hazard
- Handrails that will not be a permanent part of the structure being built will have a minimum clearance of 3 inches between the handrail and walls, stairrail systems, and other objects
- Unprotected sides and edges of stairway landings will be provided with guardrail systems

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. has implemented this Control of Hazardous Energy (COHE) Program and Lockout/Tagout (LOTO) procedures to ensure that employees are properly trained, aware of hazards associated with Lockout/Tagout, and correctly informed of procedures, policies, and practices to prevent or, if possible, eliminate these hazards. This program covers the servicing and maintenance of machines and equipment in which the unexpected energizing or starting of the machines or equipment, or the release of stored energy, could cause injury to employees.

REFERENCES

- § 1910.147 – The control of hazardous energy (lockout/tagout)

ROLES AND RESPONSIBILITIES

Laura Tomaszewski is the supervisor responsible for ensuring the following training, engineering controls, work practices, and safety procedures are enforced. Laura Tomaszewski must ensure that employees, sub-contractors comply with the LOTO program and all client requirements. The performance of lockout/tagout procedures at Door Service, Inc. will be inspected/evaluated at least annually by Laura Tomaszewski for compliance with company policy. Inspections will be documented and date, equipment, and employee(s) reviewed will be recorded.

All Employees

Failure to comply with proper lockout/tagout procedures is grounds for disciplinary action. Any unauthorized removal of warning tags or lockout devices will be grounds for immediate termination of employment.

OSHA has defined three different categories of employees, depending upon their exposure to hazardous energy

- Authorized Employees
- Affected Employees
- Other Employees

Authorized Employees

An authorized employee is a person who locks out or tags out machines or equipment in order to perform servicing or maintenance on those machines or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

- Affected employees will be notified by Laura Tomaszewski or the authorized employee of the application and removal of lockout devices or tagout devices. Notification will be given before the controls are applied, and after they are removed from the machine or equipment
- Locking out the appropriate equipment
- Identifying the lockout
- Verifying the lockout
- Maintaining the key to their lock in their possession
- Checking the work area and replacing guards or reactivating safety devices as appropriate, before removing the lockout
- Removing their lock when the job is complete
- Following the requirements of this standard when either preparing equipment for maintenance or actually performing maintenance activities
- Signing and dating tags

Affected Employees

Affected employees are those who operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires them to work in an area in which such servicing or maintenance is being performed. Affected employees may assist when testing the equipment de-energized.

Other Employees

Other employees (those whose work activities are or may be in an area where energy control procedures may be utilized) may not attempt to restart or reenergize machines or equipment that are locked out or tagged

TRAINING

Laura Tomaszewski will provide training to ensure the purpose and function of the Lockout / Tagout Program are understood by employees. The training program will ensure that employees acquire the knowledge and skills needed to safely apply, use, and remove energy controls. Each authorized employee will receive training in how to recognize applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control. Affected and other employees will be trained on these topics:

- An overview of the applicable LOTO regulations
- Hazards associated with stored energy
- Recognition of lockout devices
- Purpose of the energy control program
- LOTO procedures

Training will be documented using sign-in sheets that include the topics covered, and the dates and times of training sessions.

All affected / authorized employees will retrain in, and review, lockout-tagout procedures whenever there is a change in machines, assignments, equipment, or processes that presents a new hazard, or when there is a change in the energy control procedures. This retraining will be completed and documented on an ongoing basis by employees' area supervisor.

Employees must also receive additional training and demonstrate understanding if inspection or conditions show that the employees are not following established procedures or that safety has been compromised.

When tagout systems are used, employees will also be trained in the following limitations of tags.

- Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock
- When a tag is attached to an energy isolating means, it is not to be removed without permission of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated
- Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective
- Tags and their means of attachment must be made of materials that will withstand the environmental conditions encountered in the workplace
- Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program
- Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use

Retraining

Changes of job assignments, changes in materials used, or any non-routine tasks involving energy control procedures will require notification and/or retraining of effected employees. Laura Tomaszewski will inform or retrain employees of any new or additional hazards, detail methods of energy control necessary for the job. Notifications and retraining will be documented with the name of employee, date, description of action taken, and verification by Laura Tomaszewski.

THE SOURCES OF STORED ENERGY THAT REQUIRE LOCKOUT ARE:

- Electrical: service panels, outlets, transformers, motors, capacitors
- Mechanical: spring-loaded equipment, tensioning devices
- Hydraulic: rams, oil-powered equipment
- Pneumatic: compressed-air equipment
- Kinetic / Gravity: counterweights, flywheels
- Fluids / Steam: heating pipes, steam lines

PROTECTIVE MATERIALS AND HARDWARE

Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware will be provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.

Lockout devices and tagout devices will be singularly identified; will be the only devices(s) used for controlling energy; will not be used for other purposes; and will meet the following requirements:

Durable

- Lockout and tagout devices will be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected
- Tagout devices will be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible
- Tags will not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored

Standardized

Lockout and tagout devices will be standardized within the facility in at least one of the following criteria: color; shape; or size, and additionally, in the case of tagout devices, print and format will be standardized.

Substantial

- Lockout devices. Lockout devices will be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools
- Tagout devices. Tagout devices, including and their means of attachment, will be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means will be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all-environment-tolerant nylon cable tie

Identifiable

Lockout devices and tagout devices will indicate the identity of the employee applying the device(s).

Tagout devices will warn against hazardous conditions if the machine or equipment is energized and will include a legend such as the following: Do Not Start, Do Not Open, Do Not Close, Do Not Energize, Do Not Operate.

SAFE PRACTICES

This policy applies to the control of hazardous energy during servicing and / or normal maintenance of machines and equipment if:

- An employee is required to remove or bypass a guard or other safety device
- An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is being performed at or upon the point of operation, or when an associated danger zone exists during a machine's operating cycle

EXCEPTION: Minor tool changes and adjustments that take place during normal production operations are not covered by the OSHA Standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection.

The policy does not apply to:

- Work on cord-and-plug-connected electrical equipment when the employee performing the service or maintenance controls energizing by unplugging the equipment from the energy source
- Hot tap operations involving transmission systems for substances such as gas, steam, water, or petroleum, when they are performed on pressurized pipelines. However, it must be demonstrated that the continuity of service is essential, shut off of the system is impractical, and special equipment is used which provides effective protection

When a machine can be unplugged and there is no residual stored energy, a LOTO procedure need not be used. In that case, use a DO NOT OPERATE tag to warn employees that the equipment is out of order.

- If an energy source can be locked out, this method will be utilized. A “Lockout Device” utilizes a lock, either key or combination, to hold an energy isolating device in a safe position
- If an energy source cannot be locked out, a tagout system will be utilized. A “Tagout Device” is a warning tag (weather and chemical resistant) standardized in size, color, with wording warning of hazardous energy such as: (Do Not Start) (Do Not Open) (Do Not Close) (Do Not Energize) (Do Not Operate)
- Whenever equipment is replaced or undergoes major repair, renovation, or modification, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment will be designed to accept a lockout device.
- Lockout/Tagout devices will be clearly marked to indicate the identity of the employee applying the device
- Lockout or tagout will be performed only by the authorized employees who are performing the servicing or maintenance
- Affected employees will be notified by Laura Tomaszewski or authorized employee of the application and removal of lockout devices or tagout devices. Notification will be given before the controls are applied, and after they are removed from the machine or equipment

Established Door Service, Inc. procedures for energy control and the application of lockout or tagout devices covers the following elements and actions and will be done in the following sequence:

Sequence of Lockout

1. The authorized employee will notify all affected employees that servicing or maintenance is required on a machine or equipment, and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. The authorized employee will identify the type and magnitude of the energy that the machine or equipment uses, will understand the hazards of each energy source and will know the methods to control the energy.
3. When the electrical disconnect is attached (or adjacent) to the equipment, the motor stop button will be depressed and the disconnect handle placed in the “Off” position. The disconnect handle should be operated while standing to one side of the disconnect, rather than in front of the switch. This is a safety precaution in case the parts in the switch explode. The authorized employee should attach his / her lock to the handle of the disconnect and remove the key.
4. If a switch or disconnect cannot be locked out for any reason, an electrician must remove the fuses before any work is started.
5. Stored or residual energy such as that in capacitors, springs, rotating flywheels and hydraulic systems, and in air / gas, steam or water pressure lines must be dissipated or restrained by methods such as grounding, repositioning, blocking or venting. If the accumulation of stored energy is possible, isolation must be verified continuously until servicing or maintenance is completed.

6. Equipment using hydraulic pressure will be locked out by placing the hydraulic pump motor electrical disconnect switch in the “Off” position, applying a lock to the disconnect and bleeding off residual pressure in the piping system if the energy could potentially endanger personnel.
7. The authorized employee will ensure that the equipment is completely disconnected from all energy source(s) by operating the push button or other normal operating controls or by otherwise testing to make certain the machine / equipment will not operate.
8. Return operating control(s) to neutral or “Off” position after verifying the isolation of the equipment.
9. The machine is now locked out and service or repairs can safely begin.
10. If there are any doubts about the above procedure, the authorized employee will contact his / her supervisor before proceeding.

Procedures Involving More than One Person (Group Lockout)

In the preceding steps, if more than one individual is required to lock the energy-isolating device(s), they will utilize a procedure which affords the employees a level of protection equivalent to that provided by implementing a personal lockout or tagout device. When an energy-isolating device cannot accept multiple locks, a multiple lockout or tagout device (hasp) may be used.

There will be authorized employees responsible for a set number of employees protected by a single lock under the authorized employee’s responsibility.

Restoring Equipment to Service

When servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the authorized person will take the following steps:

1. Visually inspect the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Visually inspect the work area to ensure that all employees have been safety positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout device(s) and re-energize the machine or equipment.

Note: Some forms of blocking may require the machine to be re-energized before they can be safely removed.

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.

Procedures for Removing Abandoned Locks

If a safety lock has been left in place by an employee who has left the building, it will be removed only by according to the following procedures.

Before the lock is removed:

- A thorough inspection of the equipment will be made by the supervisor responsible for the area
- Laura Tomaszewski will confirm that the authorized employee who applied the lockout device is not at the facility
- Laura Tomaszewski will remove the lock, once he / she has determined that starting up the equipment will not endanger other personnel
- Laura Tomaszewski will make all reasonable efforts to contact the authorized employee to inform him / her that his / her lockout or tagout device has been removed
- Laura Tomaszewski will ensure that the authorized employee has knowledge of this release before he / she resumes work at the facility
- Each time it is necessary to remove / cut a safety lock, a written report will be prepared by the person authorized to remove the lock and a copy will be sent to the Door Service, Inc. and contractor (if applicable) leadership
- In situations where lockout or tagout devices must be temporarily removed and the machine or equipment energized to test or position, the following procedures will be followed:

1. Clear the machine or equipment of tools and materials.
2. Remove employees from the machine or equipment area.
3. Remove the lockout or tagout devices as specified.
4. Energize and proceed with testing or positioning.
5. De-energize all systems and reapply energy control measures to continue the servicing and/or maintenance.

This procedure will be verified and documented by personnel performing it.

- Whenever outside servicing personnel are to be engaged in operations requiring lockout or tagout procedures, Laura Tomaszewski and the outside employer will inform each other of their respective lockout or tagout procedures
- Laura Tomaszewski will ensure that employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program
- When servicing and/or maintenance is performed by a crew, craft, department, or other group, they will utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device. Group lockout or tagout devices will be used with the following specific requirements:
    - Primary responsibility is vested in Laura Tomaszewski for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock)
    - Provision for Laura Tomaszewski to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment
    - When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility to Laura Tomaszewski to coordinate affected work forces and ensure continuity of protection
    - Each authorized employee will affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and will remove those devices when he or she stops working on the machine or equipment being serviced or maintained
- During shift or personnel changes, procedures will be utilized to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy. Documentation will be maintained as to personnel, equipment, and particular Lockout/Tagout procedures involved in a specific ongoing operation.
- Lockout procedures are to be utilized over tagout procedures, where possible.
- Locks and tags used for lockout or tagout procedures will be clearly marked with identification of the employee applying the device.

General Safety Considerations

When an energy isolating device is not capable of being locked out, a tagout system will be utilized. If an energy isolating device is capable of being locked out, a lockout will be utilized, unless the employer can demonstrate that the utilization of a tagout system will provide full employee protection.

Full employee protection must be used when a tagout device is used on an energy isolating device which is capable of being locked out. The tagout device will be attached at the same location that the lockout device would have been attached, and the employer will demonstrate that the tagout program will provide a level of safety equivalent to that obtained by using a lockout program.

Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a safe or off position. Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the safe or off position. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

When testing or positioning machines, equipment or components in situations in which lockout or tagout devices must be temporarily removed, the following sequence of actions will be followed: clear the machine or equipment of tools and materials, remove employees from the machine or equipment area, remove the lockout or tagout devices, energize and proceed with testing or positioning, de-energize all systems and reapply energy control measures.

Whenever outside servicing personnel are to be engaged in activities requiring LOTO, the on-site company and the outside employer will inform each other of their respective lockout or tagout procedures. The on-site employer will ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

The Lockout /Tagout procedures for Door Service, Inc. are administered by Laura Tomaszewski, and will be those described in the following sections.

ADDITIONAL SAFETY CONSIDERATIONS

The company will conduct a periodic inspection of the energy control procedure, at least annually, to ensure that the procedure and the requirements are being followed.

The company will conduct testing or positioning of machines, equipment or components in situations in which lockout or tagout devices must be temporarily removed. The following sequence of actions will be followed:

- Clear the machine or equipment of tools and materials
- Remove employees from the machine or equipment area
- Remove the lockout or tagout devices
- Energize and proceed with testing or positioning
- Deenergize all systems and reapply energy control measures

SPECIFIC ENERGY CONTROL PROCEDURE (PAGE 1 OF 2)

Procedure Number				Date	
Completed By					
Machine(s) or equipment utilizing this procedure					
Number of locks required					
Other lockout devices required					
PROCEDURES FOR CONTROLLING HAZARDOUS ENERGY					
1. Sources of Hazardous Energy					
☐	Electrical	☐	Natural Gas	☐	Springs
☐	Hydraulic	☐	Gravity	☐	Steam
☐	Chemical	☐	Pneumatic	☐	Thermal
☐	Other				
2. Notify affected employees that the machine is about to be shut down and locked out.					
☐	Special Instructions				
3. Shut down the machine using normal stopping procedures.					
☐	Special Instructions				
4. Isolate all energy sources listed above.					
☐	Special Instructions				

SPECIFIC ENERGY CONTROL PROCEDURE (PAGE 2 OF 2)

5. a. Apply locks to all isolating devices installed in Step Four.					
☐	Special Instructions				
5. b. If a tag is used in lieu of a lock when an energy-isolating device is incapable of locking out a piece of equipment, the following additional safety precaution will be taken:					
☐	Special Instructions				
6. Block or dissipate all stored energy in rams, flywheels, springs, pneumatic or hydraulic systems, etc.					
☐	Special Instructions				
7. Verify that the machine is locked out by testing the machine operating controls. RETURN ALL CONTROLS TO THE “NEUTRAL” OR “OFF” POSITION AFTER TESTING.					
☐	Special Instructions				

LOCKOUT PROCEDURE AUDIT/INSPECTION

Employee Auditing/Inspecting		Date	
Task/Equipment Description			

	YES	NO
1. Is there a written lockout procedure for this machine or piece of equipment?	☐	☐
2. Is individual familiar with lockout procedures for specific piece of equipment?	☐	☐
3. Has individual performing lockout been trained?	☐	☐
4. Has machine or equipment been shut down?	☐	☐
5. Has machine or equipment been isolated?	☐	☐
6. Has individual placed lockout devices? (lockout and tag)	☐	☐
7. Has individual released all stored energy or placed a positive mechanical device in place to prevent accidental release?	☐	☐
8. Has individual tested the machine or equipment to verify effectiveness of the lockout device?	☐	☐
9. Upon removal of lockout device, has individual communicated to appropriate personnel that machine/equipment is back in service?	☐	☐
10. Procedure followed?	☐	☐

Recommendations/Corrective Action	
Audited/Inspected By	
Employee Signature	

LOCKOUT PROCEDURE FOR DOOR SERVICE, INC. (PAGE 1 OF 2)

PURPOSE

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It will be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

COMPLIANCE WITH THIS PROGRAM

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance will not attempt to start, energize, or use that machine or equipment. Type of compliance enforcement to be taken for violation of the above:

SEQUENCE OF LOCKOUT

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

Affected employees and how to notify:

Name(s)	
Job Title(s)	

2. The authorized employee will refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, will understand the hazards of the energy, and will know the methods to control the energy.

Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy.

3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).

Machine(s) or Equipment operating controls:

Type(s)	Location(s)

4. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

Type(s) and location(s) of energy isolating devices.

5. Lock out the energy isolating device(s) with assigned individual lock

(Locks will be labeled with individuals name and number).

Lock #		Assigned To	
Lock #		Assigned To	
Lock #		Assigned To	
Lock #		Assigned To	

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

Type(s) of stored energy - methods to dissipate or restrain.

7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.

Method of verifying the isolation of the equipment.

8. The machine or equipment is now locked out.

RESTORING EQUIPMENT TO SERVICE

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps will be taken:

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that non-essential items have been removed and that the machine or equipment components are operationally intact.

2. Check the work area to ensure that all employees have been safely positioned or removed from the area.

3. Verify that the controls are in neutral.

4. Remove the lockout devices and reenergize the machine or equipment.

5. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.

6. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. has implemented this policy to ensure no employee is exposed to noise that exceeds the action levels. Laura Tomaszewski is the designated supervisor for ensuring the following engineering controls and work practices will be enforced:

Hearing protectors are available upon request from Laura Tomaszewski at no cost to all employees exposed to an 8-hr. time-weighted average of 85 decibels. Hearing protection will be replaced as necessary. Each employee will be properly trained in the use, care, and fitting of hearing protectors. Laura Tomaszewski will ensure that hearing protectors are worn. Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors.

Door Service, Inc. will provide a continuing effective hearing conservation program when employees are exposed to sound levels greater than 85 dBs on an 8 hour time-weighted average basis.

When information indicates that employee exposure may equal/exceed the 8 hr time-weighted avg. of 85 decibels, Laura Tomaszewski will implement a monitoring program to identify employees to be tested.

TRAINING

Upon initial hiring, all employees who are exposed to action level noise will be trained in the hazards presented by excessive noise levels in the workplace, and the use and care of hearing protection devices. Training will be repeated annually for each employee and updated to reflect changes in personal protective equipment (PPE) and work processes or requirements. Laura Tomaszewski will make copies of the noise exposure procedures available to affected employees and will also post a copy in the workplace and allow OSHA access to records.

HEARING PROTECTION

Hearing protectors are available upon request from Laura Tomaszewski at no cost to all employees exposed to an 8-hr. time-weighted average of 85 decibels. Hearing protection will be replaced as necessary. Each employee will be properly trained in the use, care, and fitting of hearing protectors. Laura Tomaszewski will ensure that hearing protectors are worn. Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors.

Laura Tomaszewski will ensure that hearing protectors are worn:

- By an employee who is required by paragraph (b)(1) of this section to wear personal protective equipment; and
- By any employee who is exposed to an 8-hour time-weighted average of 85 decibels or greater, and who:
  - Has not yet had a baseline audiogram established pursuant to paragraph (g)(5)(ii); or
  - Has experienced a standard threshold shift

AUDIO MONITORING

Audio monitoring will be implemented if it is believed noise levels in work areas are approaching or exceed action level limits. If monitoring results indicate exposures equaling or exceeding safe limits, an employee will be included in a hearing conservation program.

All continuous, intermittent, and impulsive sound levels from 80 decibels to 130 decibels shall be integrated into the noise measurements. Instruments used to measure employee noise exposure shall be calibrated to ensure measurement accuracy.

Monitoring shall be repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that:

- Additional employees may be exposed at or above the action level; or
- The attenuation provided by hearing protectors being used by employees may be rendered inadequate to meet the requirements

Employee notification. The employer shall notify each employee exposed at or above an 8-hour time-weighted average of 85 decibels of the results of the monitoring.

Observation of monitoring. The employer shall provide affected employees or their representatives with an opportunity to observe any noise measurements conducted pursuant to this section.

When employees are subjected to sound exceeding those listed in the below table, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels of table, personal protective equipment shall be provided and used to reduce sound levels within the levels of the table overleaf.

DURATION OF EXPOSURE	SOUND LEVEL
8 hours	90 decibels
6 hours	92 decibels
4 hours	95 decibels
3 hours	97 decibels
2 hours	100 decibels
1.5 hours	102 decibels
1 hour	105 decibels
30 minutes	110 decibels
15 minutes	115 decibels

Methods of Control

All monitoring results shall be reviewed by the site safety representative. Upon receiving results that indicate noise levels to be above the action level, the site safety representative shall determine which of the following control methods shall be utilized to reduce or eliminate the hazard:

- Laura Tomaszewski shall first determine if any means of engineering the problem out are possible. Some of these means may include such things as eliminating the job all together, shortening the length of the job, or installing barriers to reduce noise levels
- If engineering controls are not feasible, then administrative controls shall be taken into consideration. This type of control would include such activity as using job rotation
- Only when it is not feasible for management to implement a type of engineering or administrative control will PPE be used as the primary control method

AUDIOMETRIC TESTING

Laura Tomaszewski will maintain an audiometric testing program by making audiometric testing available to all employees whose exposures equal or exceed an 8-hr. time-weighted avg. 85 decibels. The program is provided at no cost to employees.

Within 6 months of an employee's first exposure at or above the action level, Door Service, Inc. shall establish a valid baseline audiogram against which future audiograms can be compared. When a mobile van is used, the baseline shall be established within 1 year.

Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be used to meet the requirement. Employees will also be notified to avoid high levels of noise.

At least annually after obtaining the baseline audiogram, Laura Tomaszewski will obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in writing, within 21 days of the determination.

If a standard threshold shift occurs, use of hearing protection shall be re-evaluated and/or refitted and if necessary a medical evaluation may be required. The following procedures will be implemented:

- Employees not using hearing protectors will be fitted with hearing protectors, trained in their use and care, and required to use them
- Employees already using hearing protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary
- Employees will be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if it is suspected that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors
- Employees will be informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected
- Audiometric evaluation and testing conducted by a licensed physician using the guidelines contained in §1910.95 (g), and is available to all employees whose work requirements equals or exceeds an 8 hr. time-weighted average 85 decibels on a regular basis at no cost to the employee.
- Proctored hearing protector attenuation will be evaluated for the specific noise environments in which the protector will be used. The methods used for measuring attenuation will be one of the four methods described in CCR Title 8, Section 5098, Appendix E
- Hearing protectors must attenuate the noise level to an 8-hour TWA of 90 dBA or less
- For employees who have experienced a standard threshold shift, the attenuation must reduce the sound level to an 8-hour TWA of 85 dBA or less
- Re-evaluation of hearing protectors will be done whenever a workplace noise level increase renders the hearing protector's attenuation inadequate
- Workplaces in which the noise level exceeds 85 dBA will have signs posted. Signs will read "Hearing Protectors Required"

Hearing protection is available at no cost to all employees upon request from the jobsite foreman or company office.

RECORDKEEPING

Door Service, Inc. will keep all records collected by this policy, and specifically maintain noise exposure measurement records for at least two years and audiometric test records for the entire length of each employee’s employment.

These records will also be transferred to any successor employer if Door Service, Inc. ceases to do business.

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. has implemented this safety program to ensure the protection of personnel from hazards on the job which may be safeguarded against by the proper use of Personal Protective Equipment (PPE).

Laura Tomaszewski is the supervisor responsible for ensuring the following work practices are enforced.

PPE will be provided at no cost for all work required by Door Service, Inc. and employees are required by company policy to use only proper company PPE at all times when required on the job or on company property. Failure to use PPE will result in disciplinary action against the violating employee.

- Laura Tomaszewski will ensure that if employee-owned PPE is used, Door Service, Inc. is responsible that it will be adequate for the application, properly maintained, and kept in sanitary condition
- PPE will be issued and fitted to each affected employee individually. Employees must demonstrate proficiency in donning and doffing equipment, and proper techniques of cleaning and maintaining their respective equipment
- Defective or damaged PPE will NOT be used. Defective or damaged PPE will be immediately tagged “OUT OF SERVICE”, removed from service, and replaced with serviceable equipment. PPE will be inspected by the individual employee at the beginning of each work shift
- PPE must be used, stored, and maintained in a sanitary condition. All PPE must be cleaned and/or disinfected and stored according to manufacturer’s recommendations

TRAINING

Laura Tomaszewski will ensure all employees are properly trained in the recognition and assessment of hazards, the proper selection and use of PPE required for the hazard and how to control the hazards.

PPE training will include when it is necessary; what is necessary; how to don, doff, adjust, and wear PPE; the limitations, proper care, maintenance, useful life and disposal of PPE.

Retraining of employees is required when the workplace changes, making the earlier training obsolete; the type PPE changes; or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding.

Employees will be trained on initial hiring to use, maintain, clean and disinfect, store, and service PPE properly. Employees will receive refresher training on PPE at least annually, or as work requirements, changing job assignments, changing equipment, or environment warrants it. Any employee who demonstrates a lack of knowledge or understanding of any aspect of PPE use or maintenance will be re-trained. An employee must verify his/her understanding of training content as a condition of employment.

All training will be documented and will include the employee name, the dates of training, and the certification subject.

HAZARD ASSESSMENT

Laura Tomaszewski will perform a hazard assessment of each jobsite prior to commencement of work to ascertain if hazards are present or likely to be encountered, what engineering controls may be implemented to minimize hazards, and what PPE is necessary for the performance of the job. The hazard assessment will include the certifier's name, signature, date(s), and identification of assessment documents. Affected employees will be notified of hazards, engineering controls needed, and PPE required.

GENERAL REQUIREMENTS

PPE devices should be relied on as the final protection against hazards, used in conjunction with guards, engineering controls, and sound manufacturing practices. It is necessary to consider certain general guidelines for assessing the foot, head, eye and face, and hand hazard situations that exist in an occupational operation or process, and to match the protective devices to the particular hazard. It is the responsibility of Laura Tomaszewski to exercise common sense and appropriate expertise to accomplish these tasks.

After completion of a Hazard Identification and Risk Assessment, the general procedure for selection of protective equipment is to:

- Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do; i.e., splash protection, impact protection, etc
- compare the hazards associated with the environment; i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment
- select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards
- fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of all warning labels for and limitations of their PPE

PERSONAL WORK CLOTHING

The minimum work clothing acceptable is long pants, good work shoes or boots, and a shirt that completely covers the worker's shoulders (minimum 4-inch sleeves) and provides adequate protection against such hazards as concrete splash, abrasions to the skin, oil or grease spills, and slag from welding or cutting.

Welders should be cautioned against wearing any type of highly flammable clothing, such as polyesters, double-knits, etc. Wool and specially treated cotton are two natural fibers that are fire-resistant and comfortable. Heat-resistant material, such as leather, is used to protect against dry heat, flames, and molten material. Fire-resistant clothing also protects from high workplace temperature and electrical operations.

For the most part, construction workers should wear clothing that is reasonably snug, particularly about the neck, wrists, and ankles. Employees shall not wear loose clothing, rings, watches, necklaces or long hair, all of which may catch in power driven equipment.

Rubber and rubberized fabrics, neoprene, and plastics protect against some acids and chemicals. Disposable chemical suits are used to protect against dusty materials and materials that splash. For materials that have are extremely toxic, a fully encapsulated suit may be necessary.

Arc rated clothing shall be worn during work activities that have been identified to present an arc flash potential. The clothing will be rated for the arc flash potential of the task. Such clothing may include long sleeved FR shirts, FR pants, face shield, and appropriate class rubber gloves. The employee shall not wear synthetic fiber clothing under Fire Resistant clothing. Refer to the Electrical Safety and Arc Flash policy for clothing required for arc flash potential posed by the task and equipment.

EYE AND FACE PROTECTION

To prevent possible eye and face injuries suitable eye protection shall be worn. Potential eye and face injuries occur from flying objects, liquid chemicals, acids or caustic liquids, molten metal, chemical gases or vapors, and light radiation. Eye protection shall provide adequate protection, be reasonably comfortable, fit snugly, be durable, capable of being disinfected and cleaned, kept sanitary and in good repair. When selecting eye and face protection consider what kind and degree of hazard is present.

Eye or face protection shall comply with American National Standards Institute (ANSI) Z87.1. If you have questions about eye or face protection ask your supervisor or refer to the manufacture instructions.

FOOT AND LEG PROTECTION

Most foot injuries occur from employees not wearing protective footwear. The typical foot injury is caused from objects falling fewer than 4 feet. For protection from falling or rolling objects, sharp objects, molten metal, hot surfaces, and slippery surfaces, employees shall use appropriate foot guards, steel toe safety shoes, steel toe safety boots, metatarsal guards and leggings. Leggings protect the lower leg and feet from molten metal and welding sparks.

Leather work shoes/boots are required and safety shoes are recommended for use by all employees. Safety shoes should be sturdy, have an impact resistant toe, and have puncture resistant soles. Protective footwear shall comply with ANSI Z41-1991.

When working with wet concrete, workers shall wear rubber boots.

Shoes and boots shall be kept in good repair, and those with worn heels of thin or worn soles should not be permitted. In addition, the wearing of sneakers, sandals, or shoes that have been slit or have holes cut in them, shall not be permitted.

HAND AND ARM PROTECTION

Arm and hand protection is used to prevent skin contact and absorption with potentially harmful materials, to prevent burns, and electrical shock. Where needed, workers should wear work gloves in good condition, which are suited to the type of work involved. Some of the factors taken into account when gloves were selected are the toxic properties of chemicals handled by employees, the degree of dexterity required, duration, frequency, degree of exposure to the hazards, and physical stress that will be applied. The company relies on the manufacturers' standard test procedures for hand and arm protection performance characteristics. Refer to Attachment C for guidelines for glove selection.

Employees who are required to operate or work around drill presses, power saws, and similar rotating machinery shall not wear gloves.

Special type gloves such as neoprene or rubber to handle chemicals shall be issued to those employees who have a need for them. Welders shall wear gloves during settling operations.

HEAD PROTECTION (HARD HATS)

Employees shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Protective helmets designed to reduce electrical shock hazard shall be worn by each such affected employee when near exposed electrical conductors which could contact the head.

All employees that wear company issued hard hats shall wear them at all times when working on construction projects or areas of an existing facility, which has been designated as a "Hard Hat Area." This includes visitors, subcontractors, engineers, inspectors, and anyone else who has authorization to be on the project site.

Head protection shall be worn properly with the brim in front. Hard hats which have been altered by drilling or cutting will not be permitted, nor will those hats which have been altered by the addition of any items on the outside of the hat other than safety, or site stickers. When it is necessary to use additional personal protective equipment, which shall be attached to the hard hat, only those hard hats designed for this purpose may be used.

Protective hard hats shall meet ANSI requirements Personal Protection-Protective Headgear for Industrial Workers Z89.1-1986. Electrical workers shall wear hard hats that are rated for the voltage of the equipment where work is being performed.

RESPIRATORY PROTECTION

Company issued respiratory protective devices, appropriate for the hazard, shall be used where airborne contaminates, such as fibers, dust, smoke, vapors, and mists exist and may exceed acceptable levels. Respiratory protective devices will be used in accordance with NIOSH requirements.

HEARING PROTECTION

Hearing protection shall be worn in areas that exceed 85 dBA. Refer to 28, Occupational Noise Exposure Program.

FULL BODY HARNESS AND LANYARDS

Harnesses with lanyards in use, shall be worn by all employees who are working at elevated levels which are not protected by standard handrails, or when working from suspended scaffolds. Employees are required to wear and use full body harnesses to protect them from falling when they are exposed to falls from heights of six feet or more. If they are working on powered platforms or over machinery, moving equipment or objects posing an impalement hazard, or in the case of entering a confined space, with an attended lifeline, 100% full protection is required. This might include the need for two lanyards per belt. All harnesses and lanyards shall be inspected and each inspection documented with the harness serial number. Inspections shall be performed by supervision. Quick release belts shall only be used when working over bodies of water. Lanyards shall have locking snaps that require two actions to open. Refer to the Fall Protection Program for complete requirements.

FLOTATION VESTS

US Coast Guard approved flotation vests shall be worn by all employees when working on barges, floating pipelines or plants, or on structures extending over water, that are not protected by adequate standard handrails. In addition, any employee who is working over the side of a vessel or structure, which is extended over water, or, in any area where a drowning hazard exists, shall wear an approved flotation vest.

TRAFFIC VESTS

Employees shall wear, as a minimum, an ANSI Class II fluorescent orange or lime traffic safety vest when working within 15 feet of a roadway or in a parking lot. Vests shall also be used when directing traffic on a construction site.

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

This policy applies to rigging and slings used in conjunction with other material handling equipment for the movement of material by hoisting. The types of rigging and slings covered are those made from alloy steel chain, wire rope, metal mesh, natural or synthetic fiber rope, and synthetic web.

REFERENCES

- §1926.251 – Rigging Equipment for Material Handling
- §1926.1400 – Cranes and Derricks

RESPONSIBILITIES

Door Service, Inc. will enforce, the following work practices and procedures to assure that no employee will be exposed to hazards during rigging and hoisting operations.

Laura Tomaszewski is the Competent Person in authority over all rigging and hoisting operations. Laura Tomaszewski will ensure all safety measures and systems are in place, all safety procedures are adhered to, and ensure regular inspections of the operational site and rigging equipment are made.

Employees are responsible for: inspecting ropes, slings, and hoisting devices before each use and when necessary; removing damaged goods for inspection and permanent removal from service; perform pre-shift visual inspection of curves.

TRAINING

Door Service, Inc. will only train and utilize qualified riggers. Door Service, Inc.'s qualified rigger training combines classroom and exams with hands-on training. The training program will include familiarization with rigging hardware, slings and the rigging basics, along with the procedures and precautions of lifting loads and lift planning safety.

Door Service, Inc. employees need to demonstrate proper inspection, use, selection and maintenance of loose gear such as slings, shackles and hooks. Rigging hardware can include: sheaves and blocks; hooks and latches; rings, links and swivels; shackles; turnbuckles; spreader and equalizer beams; cable drops; pad eyes, eyebolts, and other points of attachment.

Sling training includes the sling configuration, angle, and rated load. Types of slings can include: chain, wire rope, metal mesh, natural fiber rope, synthetic fiber rope, or synthetic web.

Door Service, Inc. employees need to know the procedures and precautions of: load control and taglines; lift planning including load weight and center of gravity; sling inspection and criteria for rejecting damaged slings; unbinding loads; proper personnel transfer and of course sling handling and storage.

Basic rigging aspects like pinch points and body position, PPE, signals and communication and load stability are also part of the training.

DEFINITIONS

Angle of loading – is the inclination of a leg or branch of a sling measured from the horizontal or vertical plane, provided that an angle of loading of five degrees or less from the vertical may be considered a vertical angle of loading.

Basket hitch – is a sling configuration whereby the sling is passed under the load and has both ends, end attachments, eyes or handles on the hook or a single master link.

Braided wire rope – is a wire rope formed by plaiting component wire ropes.

Bridle wire rope sling – is a sling composed of multiple wire rope legs with the top ends gathered in a fitting that goes over the lifting hook.

Cable laid endless sling-mechanical joint – is a wire rope sling made endless by joining the ends of a single length of cable laid rope with one or more metallic fittings.

Cable laid grommet-hand tucked – is an endless wire rope sling made from one length of rope wrapped six times around a core formed by hand tucking the ends of the rope inside the six wraps.

Cable laid rope –wire rope with six wire ropes wrapped around a fiber or wire rope core.

Cable laid rope sling-mechanical joint – is a wire rope sling made from a cable laid rope with eyes fabricated by pressing or swaging one or more metal sleeves over the rope junction.

Choker hitch – is a sling configuration with one end of the sling passing under the load and through an end attachment, handle or eye on the other end of the sling.

Coating – is an elastomer or other suitable material applied to a sling or to a sling component to impart desirable properties.

Cross rod – is a wire used to join spirals of metal mesh to form a complete fabric.

Female handle (choker) – handle with a handle eye and a slot that permits passage of a male handle thereby allowing the use of a metal mesh sling in a choker hitch.

Handle – is a terminal fitting to which metal mesh fabric is attached.

Handle eye — is an opening in a handle of a metal mesh sling shaped to accept a hook, shackle or other lifting device.

Hitch –The sling is fastened to an object or load, either directly to it or around it.

Link — is a single ring of a chain.

Male handle (triangle) – is a handle with a handle eye.

Master coupling link – is an alloy steel welded coupling link used as an intermediate link to join alloy steel chain to master links.

Master link or gathering ring – is a forged or welded steel link used to support all members (legs) of an alloy steel chain sling or wire rope sling.

Mechanical coupling link – is a non-welded, mechanically closed steel link used to attach master links, hooks, etc., to alloy steel chain.

Proof load – is the load applied in performance of a proof test.

Proof test – is a nondestructive tension test performed by the sling manufacturer or an equivalent entity to verify construction and workmanship of a sling.

Rated capacity or working load limit – is the maximum working load permitted by the provisions of this section.

Reach – is the effective length of an alloy steel chain sling measured from the top bearing surface of the upper terminal component to the bottom bearing surface of the lower terminal component.

Spiral –a single transverse coil that is the basic element from which metal mesh is fabricated.

Strand laid endless sling-mechanical joint – is a wire rope sling made endless from one length of rope with the ends joined by one or more metallic fittings.

Strand laid grommet-hand tucked – is an endless wire rope sling made from one length of strand wrapped six times around a core formed by hand tucking the ends of the strand inside the six wraps.

Strand laid rope – is a wire rope made with strands (usually six or eight) wrapped around a fiber core, wire strand core, or independent wire rope core (IWRC).

Vertical hitch – is a method of supporting a load by a single, vertical part or leg of the sling.

TYPES OF SLINGS

- Alloy Steel Chain Slings
- Wire Rope Slings
- Metal Mesh Slings
- Natural and Synthetic Fiber Rope Slings
- Synthetic Web Slings
- Synthetic Round Slings

SAFE PRACTICES

Improper rigging of a load or a rigging failure can expose riggers and other workers nearby to a variety of potential hazards. Riggers have been injured or killed when loads have slipped from the rigging, or when the rigging has failed. Therefore all loads must be safely rigged, including adequate welds on pad eyes (page C-8) prior to a lift.

The following are topics that should be discussed with workers prior to beginning rigging operations:

- Hazards associated with rigging operations
- Role and responsibility of each rigger's assigned task
- Establishing a goal for the day
- Weight of material and equipment being hoisted
- Identifying the various shapes on the surface of equipment being hoisted
- Lifting limitations of gear and hoisting devices
- Communication used by all personnel
- Disconnecting techniques used to complete the task

NOTE: A planning meeting will be held with the operator and the other workers who will be in the area of the equipment or load to review the location of the power line(s) and the steps that will be implemented to prevent encroachment or electrocution.

Rigging Equipment

- Rigging equipment will not be loaded in excess of its recommended safe working load, as prescribed for the specific equipment and load rating identification will be attached to the rigging apparatus or equipment
- Rigging equipment, when not in use or when found to be defective, will be removed from the immediate work area so as not to present a hazard to employees
- Tag lines will be used unless their use creates an unsafe condition
- Hooks with self-closing safety latches or their equivalent will be used to prevent components from slipping out of the hook

Working under Suspended Loads

All employees shall be kept clear of loads about to be lifted and of suspended loads. Routes for suspended loads will be pre-planned to ensure that no employee is required to work directly below a suspended load except for:

- Employees engaged in the initial connection of the steel
- Employees necessary for the hooking or unhooking of the load

When working under suspended loads, the following criteria will be met:

- Materials being hoisted will be rigged to prevent unintentional displacement
- Hooks with self-closing safety latches or their equivalent will be used to prevent components from slipping out of the hook
- All loads will be rigged by a qualified rigger

General Safety Considerations

- Lifting equipment with missing or illegible labels shall be removed from service
- Wire rope U-bolt clips are the correct size and spaced properly
- Slings and other detachable rigging hardware shall be stored in an area where they will not be subjected to mechanical damage, corrosive action, moisture, extreme temperatures, sunlight (primarily synthetic materials), or kinking
- Alloy steel chain slings will have permanently affixed, durable identification stating the size, grade, rated capacity, and reach
- The use of makeshift links or other fasteners formed from bolts or rods is prohibited
- Slings must be of original length without the use of knots, bolts, or other devices to shorten them
- If a basket hitch is used, the load must be balanced to prevent slippage
- Slings will be padded or otherwise protected from sharp edges of their loads
- The repair of fiber rope slings is prohibited

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

Door Service, Inc. has adopted this policy for the prevention of employee exposure to hazards resulting either directly or indirectly from “Hot Work” (welding, cutting, and brazing) in the workplace from the following OSHA regulations:

REFERENCES

- §1910.252 – General Requirements
- §1910.253 – Oxygen-fuel Gas Welding and Cutting
- §1910.254 – Arc Welding and Cutting

RESPONSIBILITIES

Laura Tomaszewski is the supervisor responsible for ensuring the following engineering controls, work practices, and safety procedures are enforced

TRAINING

Door Service, Inc. has implemented this policy to ensure that employees are properly trained, aware of hazards associated with hot work, and correctly informed of Company policies, practices, and procedures to prevent, or if possible, eliminate these hazards.

SAFE PRACTICES

Laura Tomaszewski will ensure that welders, cutters, and their supervisors involved in the performance of hot work operations is properly trained in the safe operations of any equipment required, the safe use of the process, proper Personal Protective Equipment (PPE), and safety procedures which will be followed. If welding cannot be conducted safely, the welding and cutting will not be permitted.

Before cutting or welding processes are permitted, the area will be inspected and cleared by Laura Tomaszewski before authorization to proceed is granted. Written “Hot Work” permits will be utilized to ensure appropriate safe work practices are observed.

Operators will report any equipment defect or safety hazard to his supervisor and the use of the equipment will be discontinued until its safety has been assured. Repairs will be performed only by qualified personnel.

Where possible, all hot work operations will be performed outside of buildings or structures, clear of any foreseeable fire hazards. If the object to be welded or cut cannot readily be moved, all moveable fire hazards will be removed.

Where hot work must be performed indoors or in the vicinity of fire hazards, the area will be cleared, if possible, of any and all material and equipment which may present a hazard of fire or explosion from flame, sparks, arcs, or slag.

Where fire hazards exist in the area of hot work operations that cannot be removed, they will be guarded to prevent fire, and the hot work operation will be shielded to confine the heat sparks and slag and to protect the immovable fire hazards and prevent hot materials from falling to a lower level. Fire watchers will have fire extinguishers readily available. A fire watch will be maintained for at least a half hour after the welding or cutting operation is completed to prevent or extinguish any fire resulting from these operations.

The employee(s) assigned to fire watch will be trained in the proper use of fire extinguishers and fire prevention measures, ensure that appropriate fire-fighting equipment and fire extinguishers are readily available, and be responsible for sounding of fire alarms in the event of a fire which is not readily extinguishable. All arc welding operations in occupied areas will be screened to prevent other personnel from being exposed to flash hazards.

Door Service, Inc. will be responsible for inspecting work areas prior to any hot work being performed, designate precautions to be followed prior to work commencing, and assign a fire watch where advisable or required when any of the following conditions exist:

- Locations where other than a minor fire might develop
- Appreciable combustible material, in building construction or contents, closer than 35 feet to the point of operation
- Appreciable combustibles are more than 35 feet away, but are easily ignited by sparks
- Wall or floor openings within a 35-foot radius that expose combustible material in adjacent areas including concealed spaces in walls or floors
- Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation

If the requirements for fire hazards and guarding as stated above cannot be fully met, Door Service, Inc. personnel will not perform the welding and cutting operations until hazardous conditions are fully resolved. Any hot work to be performed in confined spaces will conform to Permit-required Confined Space procedures and the following requirements:

- Adequate ventilation is a prerequisite to work in confined spaces
- When welding or cutting is being performed in any confined spaces the gas cylinders and welding machines will kept outside of the space. Before operations are started, gas cylinders will be secured, heavy portable equipment mounted on wheels will be securely blocked to prevent accidental movement, and warning signs will be posted
- Where a welder must enter a confined space through a manhole or other small opening, means will be provided for quickly removing him in case of emergency. When safety belts and lifelines are used for this purpose they will be so attached to the welder’s body that his body cannot be jammed in a small exit opening. An attendant with a preplanned rescue procedure will be stationed outside to observe the welder at all times and be capable of putting rescue operations into effect

- When arc welding is to be suspended for any substantial period of time, such as during lunch or overnight, all electrodes will be removed from the holders and the holders stored so that accidental contact cannot occur and the machine disconnected from the power source
- In order to eliminate the possibility of gas escaping through leaks of improperly closed valves when gas welding or cutting, the torch valves will be closed and the fuel-gas and oxygen supply to the torch positively shut off at some point outside the confined area, whenever the torch is not to be used for a substantial period of time, such as during lunch hour or overnight. Where practicable, the torch and hose will also be removed from the confined space

Any welding or brazing materials used in hot work which might possibly generate hazardous fumes, gases, or dust to the metals involved will be suitably labeled to indicated the hazard, and appropriate measures for ventilation or respiratory protection provided to ensure that no employee is exposed to higher than permissible levels of hazardous fumes.

Welding, cutting, or burning of metals containing lead, zinc, cadmium, mercury, beryllium, or other exotic metals, paints, coatings, or preservatives will require that regulation ventilation or respiratory protection be utilized.

After welding or cutting operations are completed, the welder will mark the hot metal or provide some other means of warning other workers.

First aid kits and equipment are readily available at all times for employee use during welding and cutting operations. First aid kits are kept in all company vehicles and are regularly inspected by Laura Tomaszewski to ensure that contents are kept fully stocked and that the appropriate items are available.

Personnel in charge of fuel-gas and oxygen supply equipment (including distribution piping systems and generators) will be fully instructed and determined competent for handling, use, and storage of compressed gas cylinders and related equipment.

The manufacturer’s recommendations covering the operation and maintenance of oxygen or fuel-gas supply equipment including generators, and oxygen or fuel-gas distribution piping systems will be followed and readily available to employees.

Fuel gas and oxygen cylinders must be transported, moved, stored, and used in an upright position, secured to prevent tipping, and located to prevent accidental collision with the cylinders. Cylinders must be kept away from any heat or combustion sources, and at least 20 feet from any flammable gases or petroleum products. When not in use, cylinders must have their valves closed, any regulators or attachments removed, and their valve covers in place.

Personnel assigned to operate or maintain arc welding equipment will be properly trained and qualified to operate such equipment and in safety procedures and familiar with OSHA §1910.252(a)(b) and (c) and §1910.254 requirements for arc welding and equipment handling to include the following areas: machine hook up; grounding; electric shock; switches; manufacturers' instructions; electrode holders.

There shall be no leaks of cooling water, shielding, gas, or engine fuel.

If gas shielded arc welding operations are being performed, operators will be familiar with the American Welding Society Standard A6-1-1966.

Machines that have become wet will be thoroughly dried and tested before being used.

Cables with damaged insulation or exposed bare conductors will be replaced. Joining lengths of work and electrode cables will be done by the use of connecting means specifically intended for the purpose. The connecting means will have insulation adequate for the service conditions.

The above policies and procedures will be enforced at Door Service, Inc.

HOT WORK SAFETY CHECKLIST/PERMIT (PAGE 1 OF 2)

Hazard Assessment must be completed and resolved before commencing welding, cutting, or heating operations. The Authorized Supervisor must sign off on this permit.

Hot Work Location	
Y N	
☐ ☐	Is appropriate fire-extinguishing equipment ready for use?
☐ ☐	Is all flammable material moved away from work zone or properly shielded?
☐ ☐	Are drums, barrels, tanks, or other containers cleansed of flammable, explosive, or toxic residue that could react to heat?
☐ ☐	Are containers tested prior to and frequently during welding, torching, abrasive cutting, or other hot works to ensure that the containers are free of flammable or toxic vapors?
☐ ☐	Are shaded goggles or other suitable eye protection used when gas welding or oxygen cutting?
☐ ☐	Are transparent face shields or goggles used when resistance welding or resistance brazing?
☐ ☐	Do all welding helpers and equipment attendants use face or eye protection?
☐ ☐	Are helmets and hand shields worn to protect the face, neck, and ears when arc welding?
☐ ☐	Do lenses have permanent markings to show the source and shade?
☐ ☐	Do all employees wear PPE when exposed to the hazards created by welding, cutting, or brazing?
☐ ☐	Is clothing that is easily ignited or highly flammable, such as that made from synthetic materials, prohibited while welding, cutting, or brazing?
☐ ☐	Are all electrodes removed from the holders and the machine turned off when arc welding is stopped for lunch or overnight?
☐ ☐	Are the torch valves closed when gas welding or cutting is stopped for lunch or overnight?
☐ ☐	Are only approved apparatus such as torches, regulators, or pressure-reducing valves used?

HOT WORK SAFETY CHECKLIST/PERMIT (PAGE 2 OF 2)

☐ ☐	Are all compressed-gas cylinders legibly marked to identify the gas content?
☐ ☐	Are all compressed-gas cylinders stored away from radiators and other sources of heat?
☐ ☐	Do all compressed-gas cylinders have valve protection caps in place, hand- tight when not in use?
☐ ☐	Are all compressed-gas cylinders securely lashed in place to prevent them from falling?
☐ ☐	Are oxygen and fuel-gas cylinders stored separately by at least 20 feet or by a noncombustible barrier at least five feet high with a fire-resistance rating of at least one-half hour?
☐ ☐	Are there signs in fuel-gas storage areas that read “DANGER – NO SMOKING, MATCHES OR OPEN LIGHTS” or equivalent wording?
☐ ☐	Are regulators with cracked, broken, or defective parts removed from service?
☐ ☐	Are approved back-flow valves or flash-back valves installed between the blowpipe or torch and the hoses?
☐ ☐	Are arc welder lead cables or electrode lead cables with damaged insulation or exposed conductors removed from service?

Hot Work Permit Observations	

Assessor Name		Signature		Date	
Supervisor Name		Signature		Date	

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

DISCLAIMER

OSHA's "Safety and Health Regulations" are continuously being reinterpreted. Therefore, Safety Services Company is unable to completely guarantee the exactness of the information conveyed in this publication. Safety Services Company assumes no responsibility and shall be held harmless for any inaccuracies or omissions contained within this manual and shall not be held liable to any extent or form for any injury or loss resulting from the manner in which this information is interpreted and/or applied.

Careful effort has been dedicated in order to provide a simplified, understandable explanation of OSHA regulations based on currently available information. This "Safety and Health Manual" is distributed with the agreement that Safety Services Company is not employed in providing legal or other specialized business services. Should expert assistance be required, retain the services of a competent professional.

Safety Services Company

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NOTES

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EMPLOYEE SIGNOFF

This is to certify that I have received a copy of the Company Health, Safety and Environment Manual.

I have read these instructions, understand them, and will comply with them while working for the Company.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with Door Service, Inc.

I also understand that I am to report any injury to my foreman or superintendent immediately and report all safety hazards.

I further understand that I have the following “Safety Rights”:

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I will not be discriminated against for reporting safety concerns.

Employee Name	Signature	Date

Supervisor Name	Signature	Date

cc: Employee File