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Introduction

1. Urban's Partition and Remodeling Company is committed to the health and safety of our employees.

2. Urban's Partition and Remodeling Company has a safety and health manual that is a crucial part of every job site specific safety plan.

3. Health and safety of our employees, subcontractors, vendors, and the general public are first priority in the operation of our company business on all projects.

4. A minimum of one person per site must hold a valid First Aid and CPR certificate

5. It is Urban's goal to establish and maintain safety policies and practices which are in full compliance with all applicable local and federal OSHA regulations.

6. Each subcontractor will be responsible for their own emergency plan.

7. Protection of the general public by means of
    a. Keeping walkways, sidewalks, parking lots, cleared and accessible
    b. Erecting barricades, flashing lights, or do not enter signage

8. Protection of site personnel by means of
    a. Work site orientation
    b. Weekly or biweekly subcontractor meetings
    c. Toolbox talks
    d. Hazard communication

9. Safety meetings & toolbox talks will be held by site superintendent or foreman

Emergency Contacts

Emergency Contact	Contact Name	Number
Local Police and Fire Department:	N/A	911
Urban's Project Manager	_____	
Urban's Superintendent/foreman	_____	
Urban's Main Office	Reporting Secretary	(248)-348-1180

This must be posted on jobsite

Closest Hospital _____

Closest Occupational Clinic _____

Urban's Partition & Remodeling Company

Statement of Safety

It is the policy of this company to strive for the highest safety standards on our projects. Safety does not occur by chance. It is the result of careful attention to all project operations by those who are directly and indirectly involved. Employees at all levels must work diligently to execute the company's policy of maintaining safety and occupational health.

Our safety program has been developed to assure compliance with Federal, State and Local regulations and the OSHA requirements that apply to our service and construction operations. It is the obligation of all employees to be knowledgeable of the standards established by these agencies and to implement the rules and regulations contained therein on projects under their direction.

Regard for safety of the general public, our own employees, and the employees of our subcontractors is a supreme responsibility of all levels of our organization. We intend to prevent any accidental injury, property damage, fire damage, and occupational illness of any kind. Prevention of injury and illness is the goal we strive for.

Urban's Project Management

ACCIDENT PREVENTION PROGRAM

SCOPE

This program shall apply to the entire scope of all projects for URBAN'S PARTITION & REMODELING COMPANY. It will serve only as a minimum requirement and will be supplemented and expanded periodically as necessary to achieve its objective.

OBJECTIVE

Effectively prevent accidents and their causes with a sound Accident Prevention Program.

PURPOSE OF MANUAL

To assist all foremen and managers in uniformly administering and directing an effective Accident Prevention Program on all projects, to control human suffering and economic loss related to accidents.

MAJOR AREAS OF RESPONSIBILITY

PROJECT MANAGERS:
Project Managers will establish a policy and provide active support and direction of the overall safety effort. The Project Managers are responsible for planning, administering and inspecting the project operations to facilitate applying the provisions of the program. Project Managers will appoint a Safety Officer on each project.

SAFETY OFFICER:
The Safety Officer (Project Superintendent) will provide leadership and monitor the Safety Program. He will police the project for compliance with this program and all other applicable programs and safety regulations. He will act as an advisor and teacher to the project personnel for all aspects of safety. The Company Safety Officer is responsible for all record keeping and reporting, and that it is completed in a timely manner.

FOREMAN:
Each Superintendent and Foreman shall coordinate and participate in all functions of this program. Superintendent and Foreman shall be responsible for:

1. Pre-planning work to prevent hazards to employees and all others.
2. Maintaining safe conditions on and around the jobsite.
3. Observing and making immediate corrections to performances of workers deemed unsafe.
4. Complete investigation of any and all accidents immediately following any mishap.

EMPLOYEES:
All employees are responsible for their personal safety and the safety of their fellow employees and will work in accordance with accepted safe practices. They will make safety suggestions, observe safety rules and regulations. They will report unsafe conditions, promptly report any injuries, accidents, property damage, or job site hazards.

GENERAL SAFETY RULES

1. Hard hats and safety glasses are required at all times thru the duration of the project. (This provision applies to visitors and subcontractors also).

2. Proper eye protection will be provided and required on all jobs presenting an eye injury hazard, including, but not limited to: grinding, chopping and burning.

3. Erect and use scaffolding strictly in accordance with all OSHA and common safety practices.

4. The use of all ladders is to be in strict accordance with all OSHA and common safety practices.

5. Fire extinguishers are to be with or adjacent to all welding and cutting operations.

6. Practice safe manual lifting habits.

7. Excavation is to conform to all OSHA rules and common safety practices.

8. Respirators are required on dusty jobs.

9. All employees shall wear appropriate clothing, including sturdy work shoes. Loose clothing and jewelry not appropriate.

10. Throwing materials over the side from above is not allowed. .

11. Company vehicles and power equipment are to be operated by authorized personnel only.

12. No power tool will be operated without proper guards adjusted and in place.

13. All electrical equipment must be grounded.

14. All machinery must be shut down with motors off prior to cleaning, fueling, lubricating or repairing.

15. Cylinders of compressed gas such as oxygen, acetylene and propane shall be chained or otherwise secured in an upright position.

16. Riding the hook is absolutely forbidden.

17. Riding materials hoists is absolutely forbidden.

18. Hand tools shall be used only for the purpose for which they were designed and will be kept in good repair.

19. All injuries are to be reported immediately to job supervisor.

20. All injuries, regardless how small shall receive first aid treatment.

21. The use of alcoholic beverages, drugs or controlled substances on any project at any time is strictly forbidden.

22. Practice good housekeeping. All projects shall be kept clean and free from debris.

23. Report any defective equipment, unsafe conditions or acts immediately.

24. All subcontractor employees will be required to observe URBAN'S PARTITION & REMODELING COMPANY safety rules.

25. Abide by safety rules as established by the Project Manager and appointed project Safety Officer.

26. Abide by traffic patterns as established by the Project Manager.

27. Be familiar with all the requirements of "OSHA"

28. Read and heed the notices posted in offices, trailers and shanties.

GENERAL SAFETY PROCEDURES

PLANNING:

Safety shall be an integral part of the following activities:

- Job site Layout
- Materials storage and handling
- Equipment selection
- Scheduling of operations
- Relations with subcontractors
- Emergency measures
- Medical facilities
- Welding and cutting - Fire protection
- Crane and hoist operation
- Controls over damage to utilities, members of the general public and the property of others.

EMERGENCY PHONE NUMBERS SHALL BE POSTED

NEW EMPLOYEE INDOCTRINATION:

It is the responsibility of each General Foreman to see to it that all employees receive job safety training and work in a safe manner. Special attention should be given to new employees on the job by giving specific instructions, and acquainting them with Company Safety Rules before first starting work.

A copy of the Company Safety Rules shall be reviewed with each new employee until they are fully understood. The Foreman or Safety Officer will hold brief job safety meetings on a regularly scheduled basis.

ACCIDENT REPORTING AND FIRST AID PROCEDURES:

A. If a workman is injured:

1) Except in a case of overriding danger to the life of such workman, do not move him/her if:
   (a) He/she has suffered a fall.
   (b) There is an indication of a broken bone.
   (c) There may be injury to the back or to the head.

2) Report the matter immediately to the General Foreman and arrange for first aid or other appropriate required emergency medical treatment

3) In the event of a serious injury or death, the General Foreman will promptly report the accident to Management

4) In case of death or if *five* or more employees are seriously injured in the same accident then the Safety Officer or Management must, no later than 24 hours after the occurrence thereof, notify the proper authorities in accordance with OSHA regulations.

5) The Company Safely Officer will complete State acceptable report form as required by the Workman's Compensation Laws.

B. If a member of the public is injured:
   1) Except in a case of overriding danger to such person, do not move him/her if:
      (a) He/she has suffered a fall.
      (b) There is an indication of a broken bone.
      (c) There may be injury to the back or to the head.
      (d) Take action to assure no additional injuries
      (e) Call of assistance (first aid, ambulance, etc.) as appropriate.
   2) Report the matter immediately to the Safely Officer.

   3) The Safety Officer will promptly:
      (a) Obtain names, addresses and telephone numbers of witnesses
      (b) Assist the Company Insurance Representative in their investigation and documentation efforts.
   2) All subsequent inquiries, correspondence and documents relating to such serious injury or death, including court summonses, complaints and other legal documents, shall be forwarded by any participants who receive them forthwith to the Safely Officer who will send them to the office of the State, OSHA, and Insurance Company.

   3) All employees shall cooperate fully with the Insurance Carrier in the investigation of or litigation regarding such serious injury of death.

C. If there is loss or damage to properly of others, including damage to equipment or tools being used at the project
   1) Promptly report the loss or damage to the Safely Officer.

   2) The Company Safety Officer will notify the Insurance Carrier within 24 hours and assist in completing the required forms.

D. If there is any loss or damage to items or materials to be incorporated into the improvements on the projects:
   1) Promptly report the loss or damage to the Safety Officer who will contact the Project Manager.

E. If an automobile accident occurs:
If any automobile accident occurs which arises out of work connected with the Project, the employee or other concerned personnel involved shall report the same promptly to the Safety Officer who will notify the Company Insurance Carrier with 24 hours.

JOB SITE INSPECTIONS:

It shall be the responsibility of the Safety Officer and the General Foremen to periodically make a formal safety inspection of the job site. This is in addition to the day-to-day surveillance and activities that are expected which will have effect on the quality of job safety.

A. Each Foreman shall personally conduct periodic toolbox safety sessions with his crew. The frequency of meetings will be determined for each job and material in the form of prepared talks and safety pamphlets. The Company Safety Officer will provide these.
B. Special Meetings:

Special meetings to review with Supervision and management the progress of the Safety Program, conformity to Job Safety Standards, and the accident and loss experience of the Company are anticipated periodically.

C. Safety Literature and Materials:

The various signs, posters, pamphlets, and other materials and forms to supplement the safety effort will be made available through the Company Safety Officer.

DISCIPLINE:

While discipline should never be thought of as a substitute for an effective safety program, *it* is a vital support beam in the structure of any safety program. The purpose of this discipline is to improve or correct the employee's behavior to assure more safety oriented conduct.

The majority of disciplinary actions are intended to be positive. Positive or corrective actions include direct supervision, verbal and written reprimands or suspensions. Because the actions presume that the employee will return to the work place as a more productive, cooperative and safer employee, the only truly negative discipline is discharge.

Keep in mind a principle involved in any of our operations; all legitimate orders issued by supervision must be carried out.

Examples of violations:

(a) Refusal to wear personal protective equipment.
(b) Refusal to follow a specific safety procedure.
(c) Refusal to obey safety rules.

Discipline must be administered equitably. A logical progression of discipline would begin with a supervisor's warning and increase in severity until finally discharged. A system of progressive discipline is important to insure fairness and provide a defensible pattern if a discharge is appealed to State or Federal Agencies.

An immediate discharge should only be used for the most extreme circumstances where a clearly stated or posted safety rule, procedure or practice has been deliberately violated.

In the event of an appeal, URBAN'S PARTITION & REMODELING COMPANYS position should indicate:

(a) Was the violated safety rule, procedure or practice known to the employee?
(b) Did the employee have prior warnings or possible disciplinary action for repeated safety violations?
(c) Has discipline for safety violations been uniform prior to the incident?
(d) Do we have documentation to prove our actions and positions?

In the investigation of a safety violation, it is extremely important that every effort be made to determine whether the violations were the result of negligence, willful disregard of safety rules or the result of a misunderstanding or lack of knowledge on the employee's part.

Discipline certainly is no substitute for a good solid safety program however, when appropriate it can be an effective tool.

HAZARD COMMUNICATION:

URBAN'S PARTITION & REMODELING COMPANY provides information and training to employees that are likely to be exposed to hazardous chemicals in the normal course of their employment. URBAN'S PARTITION & REMODELING COMPANY has a written hazard communication program
A copy of the program is attached to this Accident Prevention Program

CONFINED OR ENCLOSED SPACE:

A. Requirements

Employees required to enter confined or enclosed spaces will be told:

- The nature of the hazards
- The necessary precautions to be taken
- The use of emergency and protective equipment

1. Definition:
   A confined or an enclosed space is a space with a limited means of egress where toxic or flammable contaminants may accumulate, or where there may be an oxygen deficient atmosphere. Rescue equipment shall be immediately available.
2. Personal Protection Equipment
   Employees exposed to hazards shall wear suitable eye and face protection, as well as protective clothing.
3. Emergency Lighting
   Emergency lighting shall be provided to all entrances to confined spaces. When this is not practical, flashlights shall be given.
4. Environmental Testing
   Where flammable or toxic air contaminants may be present in a confined area, or where deficiencies or oxygen are suspected, the Safety Department shall make appropriate test of the atmosphere,
5. Ventilation / Exhaust
   Ventilation and exhaust will be maintained in all confined or enclosed areas to prevent concentrations of toxic or hazardous gases and dusts beyond prescribed limits. In areas where adequate ventilation cannot be provided, personnel will be required to wear appropriate respiratory protection.

ELECTRICAL GROUNDING:

The non-current-carrying metal parts of plug-connected or portable equipment shall be grounded. Extensions cords used with portable electric tools and appliances shall be the 3-wire type.

SUBCONTRACTORS:

URBAN'S PARTITION & REMODELING COMPANY has always considered safety of prime importance. This safety program has been established to eliminate hazards that might cause injury to employees and/or damage or loss to property. As a contractor and employer, we are required by Federal and State Occupational Safety and Health Regulations, Standards, Codes, Rules and Regulations to provide safe working conditions for all employees. We must also provide protection for our customers' employees and the public who could come into contact with our operations.

A. Duties of Employer
   1. Safety Orientation for Contractor Supervision.
      Each subcontractor shall meet with URBAN'S PARTITION & REMODELING COMPANY to review and agree to the following:
      a. Safety procedures at the project
      b. Safety orientation and meetings for tradesmen.
      c. Record keeping requirements for inspections, violations, and variances.
      d. Employee complaint and discipline
      e. Lost time injury reports
      f. Sanitation and water supply system
      g. Tagging and lockout system procedures

   2. URBAN'S PARTITION & REMODELING COMPANY and our subcontractors shall follow OSHA requirements that state "Each employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment: Each tradesman that works on this project shall attend a basic safety orientation and sign in through his own company program.

   3. Project Equipment
      URBAN'S PARTITION & REMODELING COMPANY or our subcontractors will supply the proper equipment, take the necessary precautions to maintain the equipment according to current regulations and specification, and accept responsibility to assure that necessary safety equipment is supplied and used when required.

   4. Clean up
      URBAN'S PARTITION & REMODELING COMPANY or our subcontractor Shall at all times keep the premises free from accumulations of waste or excess materials and rubbish caused by his/her work, and shall at completion of the project clean up his/her own work, remove all his/her own equipment and return all excess materials.

FIRST AID

KIT INSIDE

REPORTING ACCIDENTS / INCIDENTS

1. Notify Reporting Secretary within one (1) hour of any accident.

   Contact Numbers: Larry Urban (248) 982-6482
   Home Office (248) 348-1180

2. Complete the following:
   a. Supervisor to fill out accident report and fax to Larry Urban at the main office (248)-348-1297 within four (4) hours of the accident.
   b. Report all the information that you receive from the injured employee
   c. All injuries must be reported as soon as possible by all employees. Send/Fax all information to the office at (248)-348-1297

3. If employee does not report to work at the start time the next day after an injury, the employee or supervisor must contact the office.
   a. Larry Urban
   b. Reporting Secretary

4. It is the Supervisor/Job Foreman's responsibility to report all accidents or injuries.

5. Any question about injury forms/paper work, please contact the office at (248)-348-1180.

Incident Report

Job #	Project Name:
Incident Date:	Time of Incident

Incident Classification	(CHECK APPROPRIATE BOX) ☐ Injury/Illness ☐ Near Miss ☐ Property Damage ☐ Fire
Injury Classification	(CHECK ALL THAT APPLY) ☐ First Aid ☐ OSHA Recordable ☐ Restricted/Transferred ☐ Lost Time Comments/Clarifications: Employee Treated: ☐ Onsite ☐ Offsite Offsite Treatment Location:
Employee Involved	Name: Sex: ☐ Male ☐ Female Job being performed at time of incident: Length of Experience: Years: Months: Employee start date on this job:
Contractor Involved	Company: Contact Number: Supervisor: Contact Number:
Injury/Illness Information	Incident Type (CHECK ONLY ONE) ☐ -- Struck by ☐ -- Same level fall ☐ -- Inhalation ☐ -- Struck against ☐ -- fall to below ☐ -- Heat ☐ -- Caught in/on ☐ -- over exertion ☐ -- Other ☐ -- Caught between ☐ -- electrical ☐ -- NA Injury/Illness Type (CHECK ONLY ONE) ☐ -- Abrasion ☐ -- Amputation ☐ -- Puncture ☐ -- Burn ☐ -- Laceration ☐ -- Fracture ☐ -- Crushing ☐ -- Sprain/Strain Body Part Affected (CHECK ONLY ONE) ☐ -- Head ☐ -- Back ☐ -- Arm ☐ -- Leg ☐ -- Face ☐ -- Chest ☐ -- Hand ☐ -- Knee ☐ -- Eye ☐ -- Shoulder ☐ -- Finger ☐ -- Foot/Ankle ☐ -- Neck ☐ -- Elbow ☐ -- Groin/Hernia ☐ -- Other
Description of Incident	Incident Description:
Root Cause Analysis	Why Did Incident Happen: 1 2 3
Corrective Actions	What Can Be Done To Prevent In The Future 1 2 3 4
Signatures	Supervisor: Date: Injured Employee: Date:

GENERAL SAFETY PROCEDURES
HOUSEKEEPING

1. Clean work and storage areas encourage better accident prevention and make the work easier to do.

2. Dispose of trash and scrap in proper containers. This includes lunch papers, soft drink can, banding, strips, wood, rags, paper cups, etc.

3. Keep tools, material and equipment stored in an orderly manner and in their proper places. This prevents unnecessary damage, helps you to find them when you need them and reduces temptation for tools to walk.

4. Keep stored materials, scrap and other tripping hazards out of roads, walkways, off stairs and away from emergency equipment. If it's in a walkway and not moving, it does not belong there.

5. Cords, cables and hoses crossing roads and walkways are to be covered to prevent tripping or damage or are to be supported overhead - at least seven (7) feet above walkways, fourteen (14) feet above roads.

6. Shavings, dust, scraps, oil or grease must not accumulate. Good housekeeping is part of the job; remove trash piles as soon as they build up.

PROJECT SAFETY CHECK LIST

Project Manager and Project Foreman acknowledge and review the following safety related items before the start of all new projects.

- Review the Urban's Company Safety Manual. Foreman are responsible to make sure every employee has read the safety manual.
- Keep in mind that safety is EVERYONE'S responsibility.
- If working in "confined space", review the Confined Space Manual and Training Information. Foreman is to make sure everyone has read the manual.
- Review Employee Right To Know Law.
- S.D.S. book is at the jobsite & employees know where the book is.
- All employees have been issued safety glasses & hard hats.
- Review where and when to use ground fault protection with each employee.

- POST: An Employee Right To Know Poster at the trailer or main tool box

- POST: S.D.S. new or revised material forms

- POST: Emergency Phone Numbers. Keep this form posted on the trailer or main toolbox and send a copy to office or Project Manager.

- Foreman to have toolbox talks at the very least bi-weekly.
- Foreman to conduct Jobsite Safety Inspection using Jobsite Safety Checklist as a guide.
- First Aid Kit & fire Extinguisher.
- Fill out accident report ASAP when accidents happen and forward to Office or Project Manager.

DATE:_____

TOOL BOX SAFETY TALK SIGN-IN SHEET

Tool Box Talk Title:_____

Tool Box Talk Number:_____

Print Name	Signature	Company

COMPANY VEHICLE POLICIES

- All occupants of the vehicle must wear seat belts at all times
- Prohibit any non-employees from operating the vehicle
- Have the vehicle serviced at the appropriate centers following manufacture specifications
- Report and mechanical or cosmetic problems
- Before stepping into the vehicle, do a quick check for and damage
- Keep the vehicle in clean working condition
- Vehicle registration and proof of insurance are in the glove box. Do not remove these!

IF YOU HAVE AN ACCIDENT

STOP IMMEDIATELY and take all necessary precautions to prevent further accidents

CALL 911 FOR HELP and don't leave the scene!

IF ABLE, ASSIST THOSE IN NEED If you are injured or others are injured beyond your knowledge leave the care to the authorities.

GET NAMES of witnesses.

DO NOT make a statement to anyone other than to Urbans, a law enforcement officer, or insurance representative of Urbans.

INFORM MAIN OFFICE of the accident, if anyone is injured, and if vehicle is disabled.

DISCIPLINARY PROCESS

Three-Step System:

First Violation: Written warning: for personnel file or subcontractors

Second Violation: Written warning: one day suspension for personnel without pay

Third Violation: Personnel or subcontractors will be terminated on the spot

RECORDS WILL BE MAINTAINED OF ALL DISCIPLINARY ACTION

HAZARD COMMUNICATION PROGRAM

URBAN'S PARTITION & REMODELING COMPANY in compliance with the Chemical Right to Know Law is required to provide information and training to employees that are likely to be exposed to hazardous chemicals in the normal course of their employment. This information and training keys in on your rights under the Chemical Right to Know Law in relation to hazardous chemicals that may exist in your work area.

URBAN'S PARTITION & REMODELING COMPANY will use Safety Data Sheets as a foundation for its written hazard communication program. When hazardous chemicals are brought into a jobsite, our supervision will ensure that a SDS and Label accompany that hazardous chemical. Chemicals that are not required by Federal Law to have a SDS are not considered hazardous under this law. We will compile these SDS and will make the SDS available to employees during regular working hours.

On the construction jobsite, SDS will be kept at one or more central locations. We will use OSHA posters to indicate from whom you can obtain SDS. You may also obtain SDS from the Michigan Department of Public Health if you choose.

URBAN'S PARTITION & REMODELING COMPANY jobsite supervision will make you aware of the hazardous chemicals that are present in you work are. Our company policy is that employees will use appropriate personal protective equipment when working with hazardous chemicals. The SDS for the hazardous chemicals you may be working with contains important safety information you must be attentive to! DO NOT remove the SDS labels from hazardous chemical containers!

URBAN'S PARTITION & REMODELING COMPANY supervision will review appropriate safety procedures in relation to the relevant SDS. Labels are required on any hazardous chemical container accept those portable containers used to transport smaller amounts that are used up during that work shift by that employee. If you encounter an unlabeled chemical container, accept those mentioned in the previous sentence, make your jobsite supervision aware of its existence.

If, as part of your work assignment, you participate in a non-routine work task, such as working in a confined space, our supervision will review the appropriate safety procedures relevant to that non-routine work task prior to performing the non-routine task.

We will inform our subcontractors of the hazardous chemicals that may exist in the workplace and suggest appropriate protective procedures.

We will not discriminate against employees that exercise their rights under the Right to Know Law.

URBAN'S PARTITION & REMODELING COMPANY

WRITTEN HAZARD COMMUNICATION PROGRAM

The following hazard communication program has been established for all URBAN'S PARTITION & REMODELING COMPANY employees.

This program will be available for review by all URBAN'S PARTITION & REMODELING COMPANY employees.

LABELING:

1) All hazard materials at the job site will be relying on material safety data sheets from manufacture / suppliers to meet determination requirements
2) All hazard materials at the job site and office, warehouse will be labeled.
3) The labeling will be responsible for seeing that all containers coming into the job site or warehouse are properly labeled.
4) All labels must be checked for:
   a) Identity
   b) Hazard Warnings including Words, Symbols & Pictures
   c) Names & Address for responsible party
5) Each URBAN'S foreman / employee shall be responsible for seeing that portable containers used at and in the work area are labeled with identity and hazard warning, unless they are portable containers that received their contents from a labeled container and are intended only for immediate use of the employee performing the transfer.

SAFETY DATA SHEETS (S.D.S.)

1) Each URBAN'S foreman will be responsible for compiling the master S.D.S. on site files. Files will be kept at the job site in a location that all employees will be aware of.

2) All copies of S.D.S. information for hazardous chemicals to which employees may be exposed will be keep in a file at the same location as the M.S.D.S. job site files

3) S.D.S.'s will be available for review to all URBAN'S PARTITION & REMODELING COMPANY employees during each work shift. Copies will be available upon request of any URBAN'S employees.

4) The job site foreman will provide the required OSHA Right-To-Know posters notifying employees of the new or revised S.D.S.s location.

EMPLOYEE INFORMATION AND TRAINING:

1) URBAN'S PARTITION foreman shall coordinate and maintain records of employees training for working on the job site in their daily logs.

2) Before starting work at the time of the employee's initial assignment, each new employee will attend a job safety meeting with the following information.
   a) Chemicals and their hazards in the work place
   b) How to lessen or prevent exposure to these chemicals
   c) What URBAN'S PARTITION has done to lessen or prevent worker exposure to these chemicals.
   d) Procedures to follow if they are exposed.
   e) How to read and interpret labels and S.D.S.s.
   f) Where to locate S.D.S.s information and whom they may obtain copies from.

3) Employees will be informed that:
   a) The employer is prohibited from discharging, or discriminating against, an employee who exercises their rights regarding information about hazardous chemicals in the work place.
   b) As an alternative to requesting an S.D.S. from the employer, the employee may obtain a copy from the Department of Public Health. A sign will be posted with the address and telephone number of the department responsible for such request.
   c) Attendance will be taken at the training meeting and records will be kept by name at the job site and office.

HAZARDOUS NON-ROUTINE TASK:

1) On occasion, employees are required to do work in hazardous areas. Prior to starting work in such areas, each employee will be given information about the hazards involved in these work areas. This information will include:
   a) Specific chemical hazards
   b) Protection / safety measures the employee can take to lessen risk
   c) Measures taken to lessen the hazards including ventilation, respirators, the presence of another employee, and emergency procedures.

2) It is URBAN'S PARTITION & REMODELING COMPANY policy that no employee will begin working in a confined space, or any non-routine task, without first receiving a safety training / briefing.

19430 Gerald Ave • P.O. Box 5289 • Northville, Michigan 48167 • (248)-348-1180 • (248)-348-1297

LOCKOUT AND TAGOUT PROGRAM

PURPOSE:

This procedure establishes the requirements for the lockout-tag out of energy isolating devices. This procedure will be used to ensure that the machine (s) or equipment is isolated from all potentially hazardous energy, and locked and tagged before an employee performs any servicing or maintenance activities where the unexpected energizing, start-up or release of stored energy could cause injury.

RESPONSIBILITY:

The supervisor has the overall responsibility for the implementation and functioning of the lockout tag out program. The authorized lockout-tag out coordinator in charge of the lockout-tag out procedure will be responsible for helping other employees to locate and lockout and tag valves, switches, etc., through the owners' authorized representative.

TRAINING:

The project foreman, prior to performing work on any mechanical or electrical system shall give each employee who will be involved in the lockout-tag out procedure training. A 5-minute meeting will discuss the proper lockout-tag out procedure for the task at hand.

PREPARATION FOR LOCKOUT-TAGOUT PROCEDURES:

Conduct a survey to locate and identify all isolating devices to be certain which switch (es), valve(s), or other energy isolating devices apply to the equipment to be locked and tagged out. The lockout-tag out procedure involves, but is not limited to, electric motors, compressed air, hydraulic systems, steam systems, digesters, sewers, etc.

LOCKOUT-TAGOUT RESTRICTIONS:

1. Lockout and tag devices must be singularly identified and are the only devices used for controlling energy, which is not to be used for any other purpose.
2. Lock and tag devices must be able to withstand any kind of environment they may be used in. It must be ensured that tags, which are to be located in adverse conditions, will not deteriorate, making the message on the tag illegible.
3. Lockout requirements are not met by just the removal of fuses.
4. Locks and tags are not to be removed by any other person except the individual who applied the device(s).
5. No other employee shall rely on another employee's lock and tag device to lock and tag out equipment.

SEQUENCE OF LOCKOUT-TAGOUT SYSTEM PROCEDURE:

1. The lockout-tag out log is to be completed prior to commencing any work. The log shall consist of the following information:
   - Date and time of installation and removal of locks and tags.
   - Name of employee applying the lock and tag.
   - Name of employee's employer
   - Machine or apparatus being locked out and disconnected.
   - Purpose for locking and tagging the system(s)
   - Lock number.
   - Authorization to proceed with work duties.

2. Notify all affected employees that a lockout-tag out system is going to be utilized and the reason for it. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilized and shall understand the hazards thereof.

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

4. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). STORED ENERGY (such as that in springs, elevated machine members, rotating flywheels, hydraulic system, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, disconnecting, etc.

5. Only authorized employees must attach the lockout device to each energy-isolating device. The lockout devices, where used, must be affixed in a manner that will hold the energy isolating devices in a "safe" or "off' position. Every effort is to be made to ensure that new or overhauled equipment can accommodate locks. "Danger - Do Not Operate" tags are to be attached to each locking device. The tag will include the name of employee, employer, and date of attachment. If more than one individual is required to lockout and tag out the equipment, each person has to place his/her own personal lockout-tag out device on the energy isolating device(s). When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tag out device (hasp) must be used. Each employee will use his/her own lock and tag to secure the system. As each person no longer needs to maintain his or her lockout-tag out protection, no person will remove his/her lock. NO EMPLOYEE MAY REMOVE THE LOCK OF ANOTHER EMPLOYEE.

6. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating control to "neutral" or "off" position after the test.

7. In the event a lockout device cannot be utilized, a tag out system is to be implemented. The tag out device is to be affixed so it will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off' position is prohibited. Employees are to be trained in the following limitations of the tag out system:
    1. Tags are warning devices and do not provide the physical restraint of locks.
    2. The tag is not to be removed without authorization of the authorized person responsible for it.
    3. Tags must be legible, understandable and made of environmentally resistant materials.
    4. The tag is to be securely attached so it will not be inadvertently removed.

Where a tag cannot be affixed directly to the energy isolating device, the tag is to be located as close as safely possible to the device in a position immediately obvious to anyone attempting to operate the device. For URBAN'S PARTITION, the FOREMAN will be responsible for the lockout-tag out procedure, to make sure that it is followed and not violated.

8. The system is now properly locked out

SEQUENCE TO RESTORING MACHINES TO NORMAL OPERATION:

1. When working on equipment that requires "inching" or "jogging" to move parts for adjustment or maintenance, special attention at the energy source must be continued until work is completed. Special attention involved at the energy source must be continued until work is completed. Special attention involves an employee stationed at the primary disconnect switch (energy source) which he would switch off in the event the secondary switch would fail during "inching" and "jogging".

2. After the servicing and/or maintenance are complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.

3. After all tools have been removed from the machines or equipment, guards have been reinstalled and employees are in the clear, notify the designated lockout-tag out coordinator before the removal of the tag and lock. After authorization is given, remove all lock and tag out devices. Operate the energy isolating devices to restore energy to the machine or equipment.

IF AN EMPLOYEE FORGETS TO REMOVE A LOCK AND TAG:

No employee may remove the lock and tag of another employee. The exception to this is when an employee has forgotten to remove his/her lock and is not available to do so. The designated lockout-tag out coordinator is the only person who may remove a lock or tag only after:

-DOCUMENTATION: all lockout-tag out situations will be documented by the safety manager and also monitored. He/she will also notify the customer with the proper forms.

-VERIFICATION is made by the employer that the authorized employee who applied the device is not at the facility.

-All reasonable efforts are made to contact the authorized employee to inform him/her that his/her lockout and tag out device is to be removed.

-Ensuring that the authorized employee has the knowledge of their lock and tag removal before he/she resumes work at that facility.

DEFINITIONS:

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

LOCKOUT DEVICE: A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

CAPABLE OF BEING LOCKED OUT: An energy isolating device will be considered to be capable of being locked out either if it is designed with a hasp or other attachment or integral part to which, or through which, a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices will also be considered to be capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its control ability.

TAGOUT DEVICE: A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the equipment being controlled may not be operated until the tag out device is removed. The tag will include the name of the employer, name of employee, and date of attachment.

AUTHORIZED AND DESIGNATED LOCKOUT-TAGOUT COORDINATOR: A person authorized and designated by the supervisor that will be responsible for making contact with the owners' authorized representative to locate all systems to be locked/tagged out, and then assist other employees to locate and lock/tag valves, etc.

AFFECTED EMPLOYEE: An employee whose job requires him to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tag out, or whose job requires him to work in an area in which such servicing or maintenance is being performed.

AUTHORIZED EMPLOYEE: Each employee who is involved in a lockout-tag out will have the only key to his or her padlock. The project manager or safety manager in the office trailer, in a locked key box will keep the spare key, which is used only in an emergency.

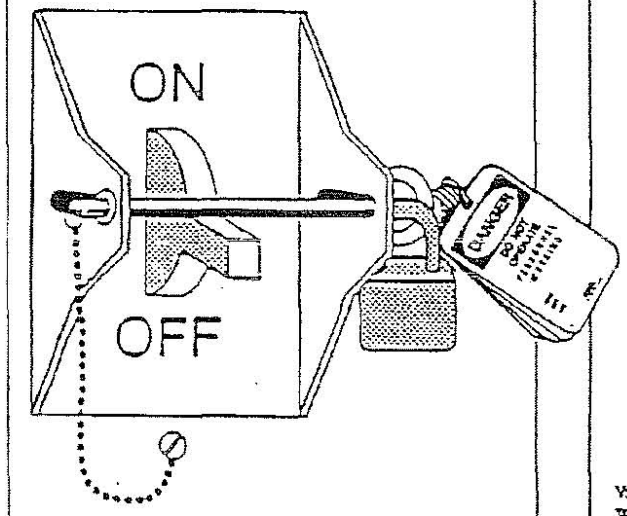
ENERGY SOURCE: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other type of energy.

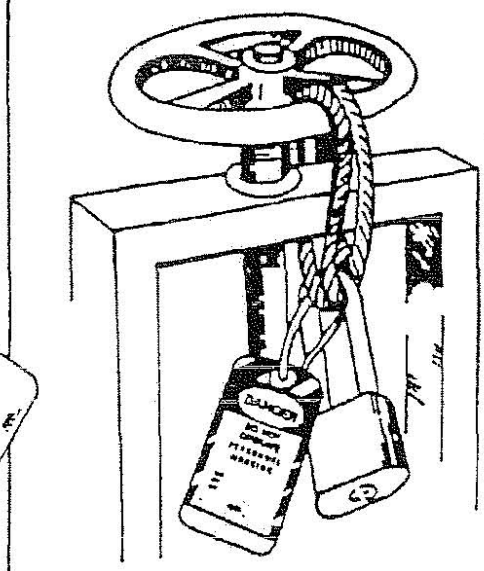
ENERGY ISOLATING DEVICE: A mechanical device that physically prevents the transmission or release of energy, including, but not limited to, the following; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently. A block; any similar device used to block or isolate energy. The term does not include a push button, selector switch, and other control circuit type devices.

SERVICING AND/OR MAINTENANCE: Work place activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment These activities include lubrication, cleaning or un-jamming of adjustments or tool changes, where the employee may be exposed to the unexpected energizing or start up of the equipment or release of hazardous energy.

Methods of Controlling Hazardous Energy

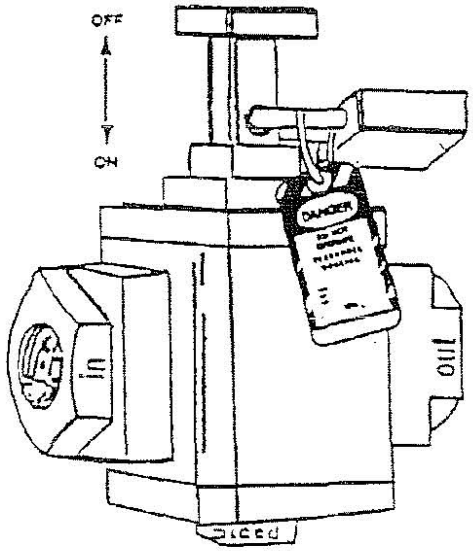
Toggle Switch Lockout



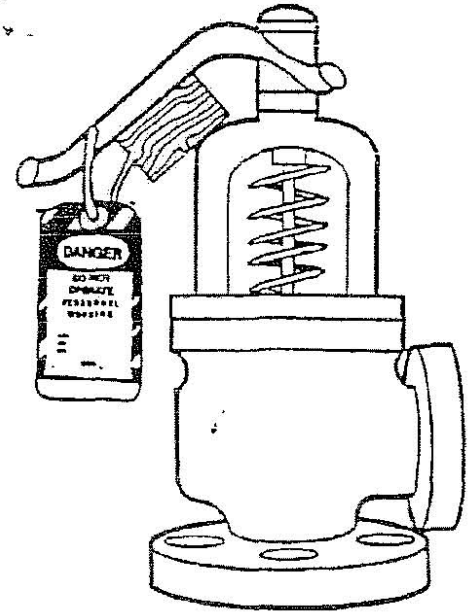


Valve Lockout/tagout with Wire Cable or Chain

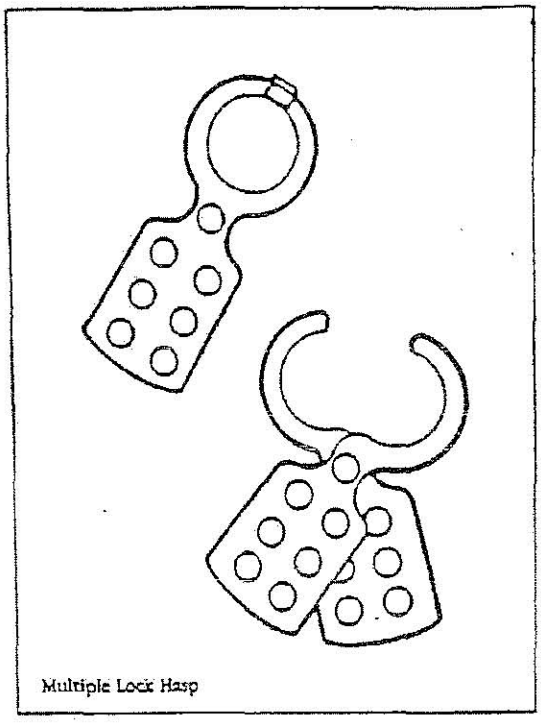
Shut-off and Bleed Valve Lockout for Pneumatic Controlled Valves



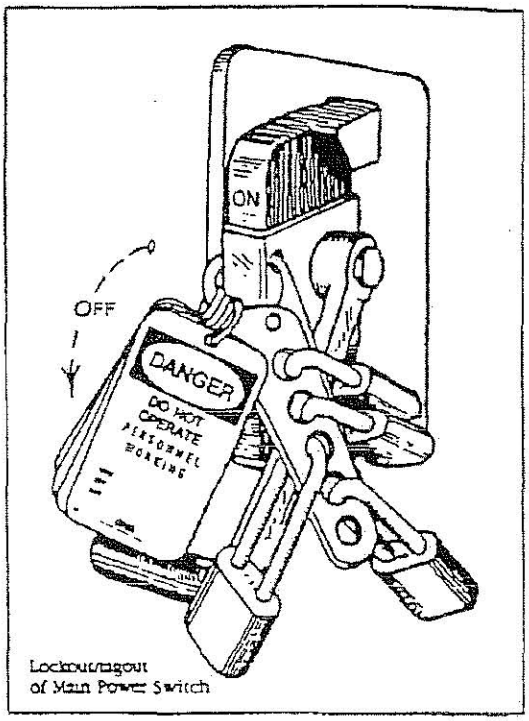
Valve Blocked



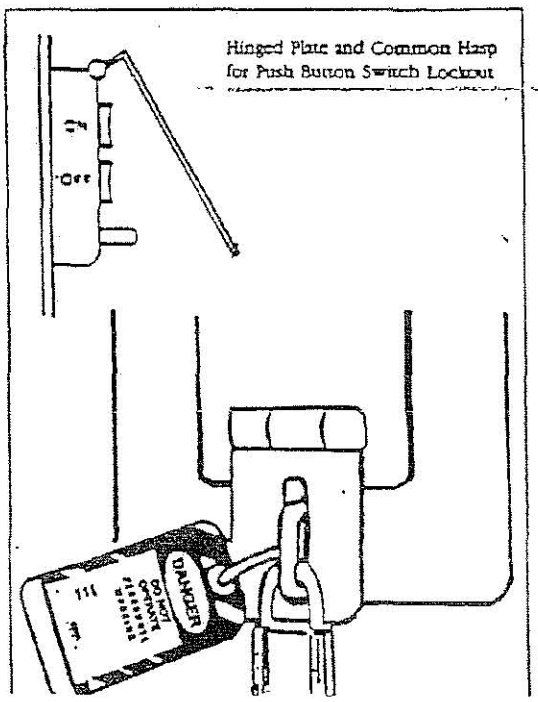
Methods of Controlling Hazardous Energy



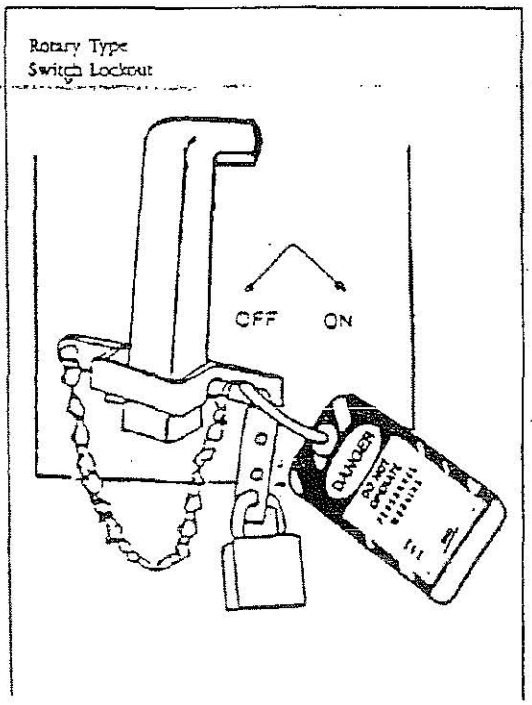
Multiple Lock Hasp



Lockout/tagout of Main Power Switch



Hinged Plate and Common Hasp for Push Button Switch Lockout



Rotary Type Switch Lockout

FALL PROTECTION

Construction is a hazardous industry where workers are exposed to varied hazards. Each operation or jobsite presents its own peculiar problems; thus no two jobs are alike, Therefore, it is not possible to formulate one set of rules to cover all the hazards that may be encountered in construction work. Ideally, the best way to protect against potential falls is to eliminate the hazards that are present. When the hazard cannot be eliminated, a comprehensive fall management program can protect against most, if not all fall related incidents.

Regular surveys of project operations and conditions should be conducted to identify principal sources and causes of possible injury and losses due to unsafe methods and conditions. A focus on fall hazards should be increased in the following general areas and conditions:

- Steel erection Excavations
- Bridges Use of Ladders
- Pre-fab erection
- Open sides, floor coverings, and stairs
- Heavy equipment access/egress
- Unsecured materials, tools, & equipment
- Scaffolds Elevating equipment
- Uneven/cluttered surfaces
- Roofs & Skylights
- Hoist way enclosures

This information supports compliance with Occupational Safety and Health Administration (OSHA) Fall Protection Standard as found in 29 CFR 1926,500, 501, 502, and 503, general requirements for scaffolds in 29 CFR 1926.451, use of safety nets where other forms of fall protection are impractical in 29 CFR 1926.105, and fall protection for steel erectors working two stories or more above the ground or floor in 29 CFR 1926.750. This information applies to all company employees who work in areas where fall hazards of 6 feet or greater are possible.

Duty To Have Fall Protection:

The Fall Protection Standard prescribes the duty for employers to provide fall protection, sets the criteria and practices for fall protection systems, and requires training. It covers hazard assessment, fall protection, and safety monitoring systems.

Fall Hazard Control:

Each job and each jobsite should be thoroughly analyzed for potential hazards. A written program should be developed which specifies the means of dealing with identified hazards. If a hazard can be eliminated by a new work procedure, this new procedure should be specified and implemented.

The written program should indicate what types of personal protective equipment are required for the job, wherever elimination of potential hazards is impossible. The program should also indicate how the equipment is to be used and maintained. Work procedures, clearly written and communicated, should be developed detailing how each type of work is to be performed. The written program does not need to be elaborate, but should cover the basics, with essential elements clearly communicated and understood by all jobsite personnel. Fall hazard control can be broken down into fall prevention and fall protection, both being considered independently.

Fall Prevention:

Fall prevention lessens the worker's exposure to a fall by minimizing potentially hazardous situations. Fall prevention planning requires forethought and supervision to assure the plan to minimize fall hazards will be executed. It is important the written policy be continuously monitored and updated during the construction project. Listing known fall hazards helps in predicting how they can be controlled. Eliminating potential fall hazards and correcting existing hazards helps to protect against accidents. Fall prevention measures include proper work area access, good housekeeping, required protection, and specially required procedures.

Fall Protection:

Fall protection is a means of minimizing or protecting workers from experiencing accidental falls from elevations. Fall protection is required when, during the jobsite evaluation, a potentially hazardous condition cannot be adequately or fully minimized is recognized. Fall protection minimizes the consequences of an accident and is either passive or active.

Passive- Passive fall protection consists of systems and components that are installed before work is started on the jobsite. An example of passive protection is a safety net. Protection is achieved whether or not workers are wearing any fall arrest equipment. No action is required on the part of the workers to stop a fall. If passive fall protection is properly installed and maintained workers are protected 100% of the time.

Active- Active fall protection consists of components and systems that require specific action by the worker to achieve specific protection. Active equipment should be recognized as a means to minimize, control, or limit injuries from a fall. Active fall protection is a substitute measure, which does not actually prevent a fall.

Active fall protection products fit into four functional categories:

1) Fall Arrest - the purpose of a fall arresting system is not only to arrest the fall, but also to assure the energy gained by the body during the fall is distributed to minimize injury to the wearer.
2) Positioning - a personal positioning system holds workers in place, using positioning belts, while keeping hands free to work. A fall arrest system should be used in conjunction with the personal positioning system.
3) Suspension - the personal suspension system lowers and supports workers while allowing a hands-free work environment. A fall arrest system should be used in conjunction with the personal suspension system.
4) Retrieval/Rescue - Retrieval/rescue efforts are more effective when time is minimized between the time of the fall and the arrival of medical attention. Rescue procedures should be reviewed on a regular basis.

The latest types of fall protection equipment should be made available to employees. The complete system should be the most suitable for each particular project. The uniqueness of each jobsite requires knowledgeable supervising personnel who will make the appropriate decisions. If workers are properly trained and properly supervised, and if they use the correct equipment properly, they should be able to work at maximum efficiency at any height.

Fall Protection Plan:

A Fall Protection Plan should be developed and evaluated on a site by site basis with the stated purpose of prevention of injuries associated with falls. A Fall Protection Plan should contain:

1) Location of the job, Company Name, date of preparation or modification of the plan, name of plan preparer, name of plan approver, and Name of plan supervisor.
2) Statement of Company Policy.
3) Fall protection systems to be used on this project.
4) How the Fall Protection Plan is to be implemented.
5) Other Fall Protection measures considered for this job.
6) Enforcement.
7) Accident investigation.
8) Changes to the plan.

Urban's Partition will assess the workplace to determine if the walking/working surfaces have the strength and structural integrity to safely support workers. Employees are not permitted to work on those surfaces until determining the surfaces have the strength and structural integrity for support. Once employers have determined that the surface is safe for employees to work on, the employer must select one of the options listed in "Construction Fall Protection Requirements" for the work operation if a fall hazard is present.

FALL PROTECTION REQUIREMENTS

	Type of protection required (29 CFR 1926 Subpart M)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Unprotected Sides & Edges	X	X	X												
Leading Edges	X	X	X												X*
Hoisting Areas	X		X												
Holes	X		X	X											
Formwork Reinforcinq Steel		X	X		X										
Ramps, Runways, other Walkways	X														
Excavations	X					X	X								
Excavations (wells, pits, shafts)	X			X		X	X								
Dangerous Equipment (less than 6 feet)	X							X							
Dangerous Equipment (more than 6 feet)	X	X	X												
Overhand Bricklaying	X	X	X						X						
Overhand Bricklaying (reaching 10" belov	X	X	X												
Roofing Work (low slope)	X	X	X							X	X	X	X	X**	
Steep Roofs	X	X	X												
Precast Concrete Erection	X	X	X												X*
Residential Construction	X	X	X												X*
Wall Openings	X	X	X												
Other Walking Working Surfaces	X	X	X												
*Must Show unfeasibility or greater hazard															
**Roof width less than 50ft															

TYPE OF PROTECTION REQUIRED

1) Guardrail System
2) Safety Net System
3) Personal Fall Arrest System
4) Covers
5) Positioning Devices
6) Fences
7) Barricades
8) Equipment Guards
9) Controlled access Zone
10) Warning Line System/Guardrail
11) Warning Line/Safety Net System
12) Warning Line/Personal Fall Arrest System
13) Warning Line System/Safety Monitor
14) Safety Monitor
15) Fall Protection Plan

Definitions

Anchorage: A secure point of attachment for lifelines, lanyards, or deceleration devices.

Authorized person: A person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the jobsite.

Body Harness: Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a personal fall arrest system.

Competent person: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Controlled Access Zone (CAZ): An area in which certain work may take place without the use of fall arrest systems, or safety net systems, and access to the zone is controlled.

Dangerous Equipment: Equipment, which, as a result of form or function, may be hazardous to employees who fall onto or into such equipment.

Deceleration device: Any mechanism, such as a rope grab, rip-stitch lanyard, specially woven lanyard, tearing or deforming lanyards, or automatic self-retracting lifelines/lanyards which serve to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

Deceleration distance: The additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body belt or body harness attachment point at the moment of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.

Free fall: The act of falling before a personal fall arrest system begins to apply force to arrest the fall.

Free fall distance: The vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

Guardrail system: A barrier erected to prevent employees from falling to lower levels.
Hole: A gap or void 2 inched (5.1 cm) or more in its least dimension, in a floor, roof, or other walking/working surface.

Infeasible: Impossible to perform the construction work using a conventional fall protection system or that it is technologically impossible to use anyone of these systems to provide fall protection.

Lanyard: A flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting a body harness to a deceleration device, lifeline, or anchorage.

Leading edge: The edge of a floor, roof, or formwork for a floor or other working surface which changes location as additional floor, roof, decking, or formwork sections are placed formed or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.

Lifeline: A component consisting of a flexible line for connection to an anchorage at *one* end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Low-slope roof: A roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

Opening: A gap or void 30 inches (76 cm) or more high and 18 inches (48cm) or more wide, in a wall or partition, through which employees can fall to a lower level.

Overhand bricklaying and related work: The process of laying bricks and masonry units such that the surface of the wall to be jointed is on the opposite side of the wall from the mason, requiring the mason to lean over the wall to complete the work. Related work includes mason tending and electrical installation incorporated into the brick wall during the overhand bricklaying process.

Personal fall arrest system: A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body harness, and may include a lanyard, deceleration device, lifeline, or suitable combination of these.

Positioning device system: A body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

Qualified: One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work or the project.

Rope grab: A deceleration device, which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial licking, cam/level locking, or both.

Roofing work: The hoisting, storage, application, and removal of roofing materials and equipment, including related insulation, sheet metal, and vapor barrier work, but not including the construction of the roof deck.

Safety monitoring system: A safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Self-retracting lifeline/lanyard: A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

Steep roof: A roof having a slope greater than 4 in 12 (vertical to horizontal).

Toe board: A low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

Unprotected sides and edges: Any side or edge (except at entrances to points of access) of a walking/working surface where there is no wall or guardrail system at least 39 inches (1.0m) high.

Walking/working surface: Any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel, but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

Warning line system: A barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of guardrail, body harness, or safety net systems to protect employees in the area.

GUARDRAILS, BARRICADES, HOLE COVERS

1) Guardrails are used to prevent people from falling and are to be strong enough to hold someone that may fall against it. A guardrail is approximately 42" high.
2) Barricades are used to warn people of hazards. Fiber or synthetic rope, road block horses, or similar devices may be used. Colored flagging helps.
3) Barricades around fall hazards (holes in floors, excavations, etc.) must be at least six (6) feet back from the edge of the hazard. Top rail approximately 42" high. Must have toe plate and center rail.
4) Hole covers are to be strong enough to support the maximum intended load and are to be secured in place to prevent displacement

OVERHEAD WORK

1) No one is to be under overhead work.
2) Erect and use barricades and signs or other devices to warn people of overhead work.
3) Covered walkways are needed where people must pass under overhead work.

FIRE PREVENTION AND CONTROL

1) Know the locations of fire extinguishers, fire alarms and exit routes out of buildings and work areas.
2) Control open flame equipment, i.e. burners, torches, heating devices, etc.
3) Protect nearby combustible materials from heat, flames, spark and slag by moving or covering them.
4) Keep flammables in closed containers. Use safety cans. Do not store more than one day's worth of material in an area at one time.
5) End of shift inspections of work have prevented many fires from starting or growing.
6) Packing material (plastic, cardboard, excelsior, etc.) is very combustible.
7) Use closed metal containers for storage of flammable waste debris and dispose of each day.
8) Dispose of dirty or oily rags in closed containers to prevent fires from spontaneous combustion.
9) Different types of extinguishers are for different types of fires - know the difference.
10) Extra extinguishers are needed when using open flame tools. Check with your supervisor.
11) Extinguishers are inspected monthly, serviced yearly, and must be recharged immediately after use. Notify your supervisor if you have used an extinguisher.
12) Extinguishers, hydrants, hose stations and fire doors must be kept clear of stored material. Don't block them.
13) Do not use flammable liquids or solvents such as carbon tetrachloride, benzene and paint thinner for cleaning purposes unless approved by a supervisor.
14) Maintain metallic contact between the two containers when pouring gasoline or other flammable materials from one container to another.
15) Shut off engines of vehicles and other equipment before adding fuel.
16) Report all fire hazards to your supervisor immediately.
17) In case of fire:
    a) Warn others on the job - yell for help if it is needed
    b) Attempt to put out a small fire with a proper extinguisher.
    c) If the fire is too large for you to control, report it and call in the fire department immediately.
18) Keep a safe distance from the fire. Post lookouts to direct firefighters to the fire. For electrical fires turn off current before attempting to put out the blaze.
19) When using an extinguisher
    a) **Aim at the base**
    b) **Pull the pin and squeeze the trigger**
    c) **Sweep back and forth until blaze is put out**
    d) **If blaze is not put out after you extinguisher is emptied GET OUT IMMEDIATELY!**


FIRE
EXTINGUISHER

COMPRESSED GAS CYLINDERS

1) All gas cylinders shall have their contents clearly marked on the outside of each cylinder.

2) Cylinders must be placed and secured in an upright position, including storage and transfer.

3) Cylinder valves must be protected with caps or guards when not in use.

4) All leaking or defective cylinders must be removed from service promptly, tagged as inoperable and placed in an open space removed from the work area.

5) All operators are required to inspect equipment prior to utilization.
6) Oxygen and gas cylinders placed in storage are to be kept 20 feet apart or have the fire barrier between them.

7) Empty cylinders must be marked "MT", the valves closed, and valve protection caps put in place.

8) Never use oxygen as a substitute for compressed air.

9) Never use acetylene above 15 pounds per square inch; it is likely to explode above this pressure.

10) Cylinders must never be lifted by a crane unless they are in a cradle or substitute stand.

11) Full and empty cylinders are to be stored separately and protected from excess heat, snow, ice or physical damage.

12) Oxygen and gas cylinders must have fire barrier between them when in use (solid divider).

13) Keep oil and grease away from oxygen.

14) Do not store any LPG cylinders inside a building.

15) Do not roll the cylinder.

16) AII cylinders must be tied off (Strong rope or chain).

POWER TOOLS – STATIONARY

1) Areas in and around a machine are to be free of trip and slip hazards, fire hazards and hand hazards.
2) Insure that the machine is securely anchored to prevent vibration.
3) Inspect daily for defects. Keep it clean, oiled and adjusted.
4) Authorized operators only. Check with your supervisor for training, basic safety requirements and authorization.
5) Do not wear jewelry, clothing or gloves near rapidly rotating machines.
6) Guard exposed moving parts before using machine.
7) Remove chuck keys, wrenches or other servicing tools before starting the equipment Anchor material securely.
8) Keep hands away from point of operation. Use push sticks or tongs when feeding material if hands will be near point of operation. Don't use hands or fingers to remove waste.
9) Make adjustments only when power is off and equipment cannot be restarted accidentally. Follow the tag out procedure.
10) Be sure that grinder stones and disks are equipped with proper protective guards.
11) Wear a proper face shield during all grinding operations.
12) Check grinding stone disks daily for nicks, cracks or other defects and replace immediately if damaged.
13) Handle grinders carefully. If dropped, inspect grinder and stone disk at once for damage.
14) Do not jolt, force or jam a grinder; such use may cause a stone to shatter.

HAND TOOLS

1) Every tool is designed for a specific use. Do not misuse.
2) Inspect daily for defects.
3) Keep tools in proper working condition - clean, sharp, oiled, dressed, and adjusted.
4) Mushroomed chisels, star drills, etc., can cause dangerous flying objects. Keep them dressed.
5) Never hit hardened steel with hardened steel, such as hitting a hatchet with a hammer.
6) Don't use cheaters to increase capacity. Get a bigger size tool.
7) Carry tools in proper sheath belt, bag or box, points down.

POWER HAND TOOLS

1) Control tools effectively. Power tools have limits of operation - do not overload.
2) Know how to shut it off before turning it on.
3) Never use lock-on switches on hand-held power tools.
4) Eye protection is required for protection from flying particles.
5) Inspect for worn or lose parts before connecting the power supply.
6) Check that guards are in place and secure. Retainers are required if parts can be thrown from tool.
7) Check that the power supply is properly attached to tool source. Electric tools must be grounded or double insulated.
8) Check area for other people and warn them before starting tool.
9) Be prepared for jamming of rotating tools. Have good footing, good balance and watch out for nearby obstructions.
10) Check yourself for loose clothing.
11) Shut off and bleed down air hose before disconnecting air tools. Unplug electric cords.
12) Store hand tools in a box or a safe place when not in use.
13) Do not use hoses or electric cords for hoisting or lowering tools or other materials.
14) Be sure switch is off before plugging tool cord into electric outlet. Surprise and accidental start-ups can be dangerous.
15) Clamp or otherwise secure small or light materials before attempting to ream, drill, tap or perform other operations.
16) Keep moving parts of power tools pointed away from your body.
17) Do not operate electrical tools while standing on damp or wet surfaces unless you are wearing rubber boots or ground fault circuit interrupters are in operation. Keep your hands dry.
18) Make sure your power tool is off and motion stopped before setting it down.
19) Disconnect tool from power source before changing blades or bits or attempting repairs or adjustments. Never leave a running tool unattended.
20) Only a trained qualified operator shall operate an explosive powder actuated tool such as a ram set gun.
21) Do not use compressed air for cleaning purposes except where pressure is reduced to less than 30 pounds and then only with effective guarding and proper personal protective equipment.

WELDING/BURNING

ELECTRIC

1) Keep leads out of walkways.
2) Shield arcs, i.e., flash screen.
3) Remove rod from electrode holder before laying it down. Be sure to put butts in a container, not on the floor.
4) Proper grounding from work to machine is a must.
5) Turn off machine at end of shift.

GAS

1) Keep hoses out of walkways.
2) Close regulators before opening cylinders.
3) Check area - sides and below - for possible fire hazard.
4) Acetylene cylinder valve must have wrench attached while cylinder is open.
5) Back-flow prevention devices are required on both oxygen and acetylene cylinders at the gauges or base of the torch handle.
6) Remove regulator at end of shift and replace cap on cylinder.
7) Use soapy water when checking for leaks.
8) Follow the cutting & welding work permit procedures.

A fire watch must be in affect during any welding operations and up to 30 minutes after welding activities have been complete.

POLICY FOR DEALING WITH THE HAZARDS ASSOCIATED WITH CONFINED SPACES

Portions of work under construction by **Urban's Partition & Remodeling Company** may pose some hazards associated with work in confined spaces. **In** order to protect employee's health, the following rules must be adhered to before entry into areas where confined space hazards may be present. Confined space hazards may exist in any space having a limited means of entry or exit which may have an oxygen deficient atmosphere or accumulations of toxic, explosive or flammable gases. These spaces include, but are not limited to, storage tanks, sewers, manholes, utility vaults, tunnels, pipelines and some open top spaces more than 4 feet in depth such as pits, tubs, vaults and vessels. Monitoring for trenches and excavations will be according to 1926.651 (g).

1) No person may enter any area which may contain confined space hazards until the supervisor has tested the air and filled out a confined space hazard checklist.
2) Any employee or group of employees working in an area where confined space hazards could exist will perform continuous monitoring. The area will be evacuated immediately at any sign of oxygen deficiency, explosive or toxic gases.
3) Fresh air ventilation will be used when necessary to maintain a safe working environment. Sources of contamination such as vehicle exhaust will be kept away from air intakes.
4) At least one worker will remain topside of any area that may contain confined space hazards to observe workers, at all times.
5) Keep vehicles, equipment and other sources of ignition upwind of potentially explosive air being exhausted from confined spaces.
6) Keep work areas well illuminated. **If** the atmosphere is potentially explosive, use only explosion-proof flashlights, lighting, and other equipment.
7) In the event an emergency rescue is necessary, do not enter the confined space unless you have the proper equipment to affect the rescue or the space has been declared safe by your supervisor.
8) Wherever possible, rescues should be affected without the rescuer entering the space.
9) Potential sources of contamination or other hazards will be blocked or locked out before any entry into space that may contain confined space hazards.

INSTRUCTIONS FOR FILLING OUT CONFINED SPACE HAZARD CHECKLIST

1) Before any employee will be allowed to enter any space that could contain confined space hazards; their supervisor will test monitor the air in the space and fill out a confined space hazard checklist.
   a) The space will be tested for:
   b) Oxygen deficiency
   c) Flammable gasses
   d) Carbon Monoxide
2) If the air test prior to entry indicates no problem with the atmosphere, employees may enter on the following conditions:
3) The checklist is completed properly and signed by supervisor.
4) Continuous monitoring is performed in the space
5) Employees are instructed to vacate the space at any indication of the occurrence of a hazardous substance or oxygen deficiency.
6) An individual is posted topside to aid in rescue.
7) Any potential sources of contamination or hazards are locked out of or blocked.
8) If the air test prior to entry indicates an oxygen deficiency or the presence of a hazardous substance entry may be made only after ventilation of the area and retesting indicates the hazard is no longer present and:
9) The checklist is properly completed and signed.
10) Employees in the space perform continuous monitoring.
11) Employees are instructed to vacate the space at any indication of the occurrence of a hazardous substance or oxygen deficiency.
12) The ventilation remains on while the space is occupied.
13) All employees in the space are wearing rescue harnesses and leads running to the surface.
14) There are sufficient personnel and equipment stationed topside to affect a rescue without entering the space.
15) Explosion proof equipment and lights are used if the initial monitoring indicated the presence of a flammable gas.
16) If ventilation does not clear up the problem, entry will not be made without consultation with and the permission of, URBAN'S PARTITION & REMODELING COMPANY.

CONFINED SPACE ENTRY PROCEDURES

The purpose of this program is to establish safe operating procedures to protect both employees and contractors from the hazards associated with entry into confined space at the project. This written "CONFINED SPACE ENTRY" program is available for inspection by employees and their authorized representatives.

IDENTIFICATION OF CONFINED SPACE

Many workplaces contain spaces considered to be "confined" because their configurations hinder activities of any employees who must enter into, work in, and exit from them. In many instances, employees who work in confined spaces also face increased risk of exposure to serious physical injury from hazards such as entrapment, engulfment, and hazardous atmospheric conditions. Confinement itself may pose entrapment hazards, and work in confined spaces may keep employees closer to hazards, such as asphyxiating atmosphere, than they would be otherwise. For example, confinement, limited access, and restricted airflow can result in hazardous conditions that would not arise in an open workplace. The term "permit-required confined space" (i.e. permit space) refers to those spaces that meet the definition of a "confined space" and pose health or safety hazards, thereby requiring a permit for entry.

A confined space has limited or restricted means of entry or exit, is large enough for employees to enter and perform work, and is not designed for continuous employee occupancy. These spaces may include, but are not limited to, underground vaults, tanks, storage bins, pits and dike areas, vessels, and soils.

A permit-required confined space is one that meets the definition of a confined space and has one or more of these characteristics: One contains or has potential to contain a hazardous atmosphere. Two, contains a material that has potential for engulfing entrants. Three has an internal configuration that might cause entrants to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section, and/or (4) contains any other recognized serious safety or health hazards.

OSHA's standard for confined spaces, 1910.146, effective April 15, 1993, contains the requirements for practices and procedures to protect employees in general industry from the hazards of entry into permit-required confined spaces (i.e. permit spaces).

REQUIREMENTS

Evaluation of Confined Space
Employers must evaluate the workplace to determine if spaces are permit required confined spaces. If there are permit spaces, the employer must inform exposed employees of existence, location, and danger posed by the spaces. This can be accomplished by posting danger signs or by another equally effective means. The following language would satisfy the requirements for such a sign:

DANGER PERMIT-REQUIRED CONFINED SPACE
AUTHORIZED ENTRANTS ONLY

If employees are not to enter and work in permit spaces, employers must take effective measures to prevent employees from entering the permit spaces. If employees are to enter permit spaces, the employer must develop a written permit space program, as follows made available to employees or their representatives. If employers can demonstrate with monitoring and inspection data the only hazard is an actual or potential hazardous atmosphere, which can be made safe for entry by the use of continuous forced air ventilation alone, they may be exempted from some requirements such as permits and attendants. Even is such circumstances, however, internal atmosphere of the space must be tested first for oxygen content, second for flammable gases and vapors, and third for potential toxic air contaminants before any employee enters.

WRITTEN PROGRAM

1) These procedures specified in this program are required when employees or contractors personnel are involved with confined space entry. The safety supervisor must approve any changes in this procedure.
2) Identify and evaluate permit space hazards before allowing employee entry.
3) Test conditions in the permit space before entry. Operations and monitoring the space during entry.
4) Perform the following test for atmospheric hazard:
   a) Oxygen
   b) Combustible gases/vapors
   c) Toxic gases/vapor
5) Implement necessary measures to prevent unauthorized entry.
6) Implement the following procedures and practices:
   a) Specify acceptable entry conditions.
   b) Isolate the permit space with barricades.
   c) Verifying acceptable entry conditions by flushing or ventilating the permit space to eliminate or control hazards necessary for safe permit space entry.
7) Identify all employees that will work in the permit space.
8) Require, provide and maintain the use of personal protective equipment and any other equipment necessary for safe entry.
   a) Testing equipment
   b) Air monitoring equipment
   c) Required ventilation
   d) Communications
   e) Lighting as required
   f) Barriers
   g) Ladders
9) Furnish one attendant outside the permit space during the entry and through the construction operations.
10) Implement and coordinate entry operations with employees and contractor working in the permit space.
11) Implement and coordinate rescue and emergency services procedures.
12) If hazardous conditions are detected during entry or while working, employees must immediately leave the space. Safety Supervisor must evaluate the space to determine the cause of the hazardous atmospheres before employees may re-enter the permit space.

PERMIT SYSTEM

1) The safety supervisor must approve employees entering the permit space.
2) Sign in before entry or re-entry.
3) Sign must be posted at the entrance that the space is safe to enter.
4) Safety supervisor must keep records/certification documents of oxygen, combustible gases or toxic gases/vapors. The documentation must include the date, location of the space, and the signature of the person making the certification of the testing.

ENTRY PERMIT

Entry permit must include the following information:
1) Test results
2) Tester signature
3) Name and signature of supervisor who is authorizing for employee entry.
4) Name of permit space to be entered.
5) Name of employees authorized to enter the permit space.
6) Name of the authorized attendant
7) Name of the authorized entry supervisor.
8) Name and telephone numbers of rescue and emergency services.
9) Communication procedures and equipment to be maintained during entry and construction
10) Special equipment and procedures, including personal protective equipment and alarm systems as required.
11) Any other information needed to ensure employee safety.

AUTHORIZED SUPERVISION/ENTRANT PERSON DUTIES

1) Know space hazards, including information on the mode of exposure (e.g. inhalation or dermal absorption), signs or symptoms, and consequences of the exposure.
2) Use appropriate personal *protective* equipment properly (e.g. face and eye protection and other forms of barrier protection such as *gloves,* aprons, and *coveralls).*
3) Maintain communication (Le. telephone, radio, and visual observation) with attendants to enable the attendant to monitor the entrant's status as well as to alert the entrant to *evacuate.*
4) Exit from permit space as soon as possible when ordered by an authorized person, when the entrant recognizes the warning signs or symptoms of exposure exists, when a prohibited condition exist, or when an automatic alarm is activated.
5) Alert the attendant when a prohibited condition exists or when warning signs or symptoms of exposure exist.

ATTENDANT'S DUTIES

1) Remain outside permit space during entry operations unless relieved by another authorized attendant.
2) Perform non-entry rescues when specified by employers rescue procedure.
3) Know existing and potential hazards, including information on the mode of exposure, signs or symptoms, consequences of the exposure, and their physiological effects.
4) Maintain communication with and keep an accurate account of those workers entering the permit-required space.
5) Order evacuation of the permit space when a prohibited condition exists, when a worker shows signs of physiological effects of hazard exposure, when an emergency outside the confined space exists, and when the attendant cannot effectively and safely perform required duties.
6) Summon rescue and other services during an emergency.
7) Ensure that unauthorized persons stay away from permit spaces or exit immediately if they have entered the permit space.
8) Inform authorized entrants and entry supervisor of entry by unauthorized persons; and perform no other duties that interfere with the attendant's primary duties.

ENTRY SUPERVISOR'S DUTIES

1) Know space hazards including information on the mode of exposure, signs, or symptoms and consequences of exposure.
2) Verify emergency plans and specified entry conditions such as permits, test, procedures, and equipment before allowing entry.
3) Terminate entry and cancel permits when entry operations are completed or if a new condition exists.
4) Take appropriate measures to remove unauthorized entrants.
5) Ensure that entry operations remain consistent with the entry permit and that acceptable entry conditions are maintained.

EMERGENCIES

The employer to ensure that rescue service personnel are provided with and trained in the proper use of personal protective and rescue equipment, including respirators; trained to perform assigned rescue duties; and have had authorized entrants training. The standard also requires that all rescuers are trained in first aid and CPR and at a minimum; one rescue team member is currently certified in first aid and CPR. The employer also must ensure that practice rescue exercises are performed yearly, and that rescue services are provided access to permit spaces so that they can practice rescue operations. Rescuers also must be informed of the hazards of the permit space.

Where appropriate, authorized entrants who enter a permit space must wear a chest or full body harness with a retrieval line attached to the center of their backs near shoulder level, or above their heads. Wristlets may be used if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard. Also, the employer must ensure that the other end of the retrieval line is attached to a mechanical device or to a fixed point outside the permit space. A mechanical device must be available to retrieve personnel from vertical type permit spaces more than five (5) feet deep. In addition, if an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or similar written information is required to be at the worksite, that SDS or written information must be made available to medical facility treating the exposed entrant.

TRAINING AND EDUCATION

Before initial work assignment begins, the employer must provide proper training for all workers who are required to work in permit spaces. Upon completing this training, employers must ensure that employees have acquired the understanding, knowledge, and skills necessary for the safe performance of their duties. Additional training is required when (1) the job duties change, (2) there is a change in the permit-space program or the permit space operation presents a new hazard and (3) when an employee's job performance shows deficiencies. Training also is required for rescue team members, including cardiopulmonary resuscitation (CPR) and first-aid training (see Emergencies). Employers must certify that training has been accomplished. Upon completion of training, employees must receive a certificate of training that includes the employee's name, signature or initials of trainer (s), and dates of training. Employees and their authorized representatives must make the certification available for inspection. In addition, the employer also must ensure employees are trained in their assigned duties.

MODEL CONFINDED SPACE PRE-ENTRY CHECKLIST

- ☐ Unsafe conditions for removing an entrance cover are eliminated.
- ☐ Entrance openings are guarded to prevent workers and objects from falling into the space.
- ☐ Oxygen content tested and suitable for entry.
- ☐ Flammable gases and vapors tested and space suitable for entry.
- ☐ Potential toxic air contaminants tested and space suitable for entry
- ☐ Forced-air ventilation has eliminated any hazardous atmosphere.
- ☐ Forced-air ventilation ventilates the immediate area where work is performed.
- ☐ Forced-air ventilation continues until all workers have left the space.
- ☐ All test results are documented.
- ☐ All- supply for the forced-air ventilation is clean and does not increase hazards in the space.
- ☐ Atmosphere inside the space is periodically tested as necessary.
- ☐ The employer has taken the required pre-entry procedures through a written certification process.
- ☐ Certification includes date, location of space and the signature of the certifying person.
- ☐ The employer has verified that the space is safe for entry.

FORKLIFT AND PALLET MOVERS

1) You must have a driver's license issued by the company in order to operate this equipment.
2) Keep forks spread as far apart as possible. Check stability of load before moving it.
3) Look into direction of travel before moving and during moving. Watch out for the overhead!
4) Back down grades when carrying a load.
5) No riders, unless a passenger seat is provided.
6) Forks are not to be used as an elevator or as a work platform.
7) Lower forks all the way down before leaving the equipment.

MANLIFTS

1) Employees must be trained in the safe operation of a man lift (see your supervisor).
2) Maintain a firm footing on the platform while working. The use of railings, planks, ladders or any other device on the platform for achieving additional height is prohibited.
3) Do not use man lifts as a material hoist.
4) Full body harness and lanyards must be worn when working from any type of man lift or platform.
5) Instruction panels and controls must be legible and kept free of paint, fireproofing material, dirt, etc.

CHAIN FALLS

1) Designed to be operated by one person. Hard pulling on the hand chain means overloading or defective parts.
2) Be sure the overhead support will take the load. Proper sized beam clamps are safer than wrapping wire rope around the support.
3) Clear the area underneath.
4) Do not wrap the load chain around the load. Use a choker or sling.
5) Center the load in the bottom of the hook, not on the point of the hook.

CRANES

1) Ensure solid footing.
2) Use outriggers with rubber-tires cranes.
3) Barricade swing areas.
4) Keep boom, lines, and loads at least 10 feet away from electric power lines.
5) Minimum distance increases above 50,000 volts. Power lines must be de-energized to allow the crane to work closer than the minimum distance.
6) Do not swing loads over people.
7) All mobile hydraulic cranes shall have a positive acting device which prevents contact between the load block or ball and the boom tip. (Anti-two blocking device).
8) Only one signal man at any time.

RIGGING

1) Know the safe working loads of the rigging equipment you plan to use. Use larger size if in doubt. Inspect for defects.
2) All hooks need safety latches or need to be moused (except shake-out hooks).
3) Only put one eye on a hook. Use a shackle if two or more eyes are involved.
4) Use softeners at sharp edges to get a better bite.
5) Keep hands and fingers out from under and off of loads, chokers and slings.
6) Use leather palm gloves at all times when handling or using wire ropes.
7) Exposure of wire rope to dirt or grit should be avoided when in use or in storage. Exposure of wire rope to water or any corrosive material should be avoided wherever possible.
8) Extreme precaution must be taken to avoid kinking wire rope. When a kink has occurred in a wire rope, the wire rope or the damaged section of the wire rope must be removed from service.
9) Cranes, hoists, chain fails, etc., and proper rigging replace bull work. Trying to push or pull load by hands or feet causes accidents.
10) Keep body, fingers and feet out from under suspended loads.
11) Watch out for wet or slippery surfaces.
12) Use proper scaffolding, ladders, platform and personal protective equipment when required.
13) Check your footing before using spud wrench, pry bar, power tools, etc.

PERSONAL PROTECTION & RELATED EQUIPMENT

1) Personal protection equipment must be worn **as prescribed for each job by the Supervisor/General Foreman.**
2) Employees must check with their supervisor(s) regarding any portion(s) of their job that they do not understand.
3) Goggles, face shields, helmets and other comparable equipment are required to fit the eye and face protection needs of the employee for each application.
4) Hard hats must be worn by all employees at all times in all construction work areas.
5) Gloves are to be used when handling materials, and for protection against acids and other chemicals which could injure employees skin.
6) Respiratory equipment in many cases is needed for protection against toxic and hazardous fumes. Employees must verify with their supervisor which equipment meets the need for breathing safety.
7) Safety shoes are recommended to help eliminate toe and foot injuries.
8) The use of a full body harness and lanyard is required when working on lifts and ladders over 6 feet off the ground.
9) Employees are expected to utilize proper judgment in their personal habits.
10) When they report to work each morning they must be in fit condition to meet daily obligations.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

PURPOSE

The objective of the Personal Protective Equipment (PPE) Program is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering or administrative controls, or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required, and that such use will lessen the likelihood of occupational injury and/or illness.

SCOPE

This program addresses only minimum requirements of eye, face, head, foot, hand and/or dermal protection. Separate programs exist for respiratory and hearing protection, since the need for participation in these programs is established through industrial hygiene monitoring.

Hazard Assessment and Equipment Selection

Supervisors will evaluate each work area to identify sources of hazards including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, and light radiation. Each survey will be documented, using the Certification of Hazard Assessment Form, identifying the workplace surveyed, the person conducting the survey, findings of potential hazards, and the date of the survey.

Once the hazards of a workplace have been identified, management of will determine the suitability of the PPE currently available. New or additional PPE will be selected by management, supervisors, and employees that ensure that the level of protection is greater than the minimum required to protect the employees from identified hazards.

Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided or recommended for purchase.

Responsibilities

Management is responsible for the development, implementation, and administration of the Personal Protective Equipment Program. This includes:

- Conducting workplace hazard assessments to determine the presence of hazards that necessitate the use of PPE.
- Conducting periodic workplace reassessments as requested by supervisors and/or as determined by management.
- Maintaining records of hazard assessments.
- Providing training and technical assistance to supervisors on the proper use, care, and cleaning of approved PPE.
- Providing guidance to the supervisor for the selection and purchase of approved PPE.
- Periodically reevaluating the suitability of previously selected PPE.
- Reviewing, updating, and evaluating the overall effectiveness of the PPE Program.

Supervisors have the primary responsibility for implementation of the PPE Program in their work area. This involves:

- Providing appropriate PPE and making it available to employees.
- Ensuring employees are trained on the proper use, care, and cleaning of PPE.
- Maintaining records on PPE assignments and training.
- Supervising staffs to ensure the PPE Program elements are followed and the employees properly use and care for PPE.
- Seeking assistance from management to evaluate hazards.

- Notifying management when new hazards are introduced or when processes are added or changed.
- Ensuring defective or damaged equipment is immediately replaced.

Employees, as users, are responsible for following the requirements of the PPE Program. This involves:

- Wearing the PPE as required.
- Attending required training sessions.
- Informing the supervisor of the need to repair or replace PPE.

Protective Devices

All PPE will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet ANSI (American National Standards Institute) or NIOSHA
(National Institute of Safety & Health) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the OSHA PPE regulations, as found in 29 CFR 1910.132 through 1910.138.
Careful consideration will be given to comfort and fit in order to ensure the PPE will be used. Protective devices are generally available in a variety of sizes. Care will be taken to ensure the right size is selected.

PPE ASSESSMENT CHECKLIST

Date _____

General Policies

yes	no	Has a workplace survey been conducted to determine which PPE items are necessary?
yes	no	Is this survey documented?
yes	no	Is all protective equipment maintained in a sanitary condition and ready to use?
yes	no	Have employees been trained and tested on how and when to use PPE items?
yes	no	Are temporary or rotated shift employees, vendors, and visitors advised on the use of PPE items?
yes	no	Are these same groups required to wear PPE while in the work area?
yes	no	Has Material Safety Data Sheet information been surveyed for required PPE usage?
yes	no	Is employee training records maintained accurately and kept up to date?

Use and Disposal

yes	no	Are procedures in place for decontamination/disposal of PPE items?
yes	no	Are PPE items for reorder verified for the same level of protection when there is a change in manufacturer?
yes	no	Is the compatibility of replacement parts (such as respirator cartridges) also verified?
yes	no	Are procedures in place for cleaning up hazardous materials?

Vision Protection

yes	no	Are protective goggles, glasses, and face shields provided and worn when there is any danger of flying particles or corrosive materials?
yes	no	Are approved safety glasses required to be worn when there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns?
yes	no	Are employees who use corrective lenses required to wear approved prescription safety glasses with goggles and face shields?

Apparel

yes	no	Are protective gloves, aprons, shields, or other precautions (protective cream) provided wherever there is danger employees could be cut or exposed to corrosive, hazardous, or infectious materials?
yes	no	Are eyewash facilities and a quick drench shower within any work area where employees are exposed to injurious corrosives?
yes	no	Are hard hats inspected periodically for damage to the suspension system and the shell?
yes	no	Are employees who work in identified areas required to wear protective footwear?

Respirators, Hearing Protection

yes	no	Are approved respirators provided for regular or emergency use where needed?
yes	no	Is protection provided against occupational noise exposure when required?
yes	no	Is hearing testing also provided?

MAN LIFT TRAINING POLICY

It is the policy of URBAN'S PARTITION & REMODELING COMPANY to provide training to every employee working on aerial/elevating work platforms.

AERIAL/ELEVATING WORK PLATFORM:

URBAN'S PARTITION & REMODELING COMPANY is committed to provide each of its employees, safe and use training for all types of aerial and elevating work platforms. Personnel who are involved and required to work off elevating platforms face special dangers and require training before using any aerial or elevated platform equipment. To protect our employees, the Company has established a program that establishes guidelines for those who work on elevated platforms.

THE PROGRAM:

All employees will be trained before being allowed to work off an elevating work platform. (Only trained authorized personnel will be approved to work off any aerial platform.)

EQUIPMENT COVERED IN TRAINING:

The units covered are described by the following:
1. Scissor platform lifts
2. Boom platform lifts
3. Articulating boom platform lifts

Working elevated/aerial boom supported platforms. Applies to all integral frame boom supported elevating work platforms which telescope, articulate, rotate, or extend beyond the base dimensions of the equipment.

Self-propelled elevating work platform 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.

Employees will be instructed in the pre-operation check list that must be in their minds at all times while using aerial equipment.

PRE-OPERATION PROCEDURES FOR AERIAL LIFTS

All employees, before using the aerial/elevated work platform, must conduct a visual inspection for defects that would affect the equipment's safe operation and use.

The inspection shall consist of not less than the following:

1. Visual inspection searching for:
   a) Cracked welds.
   b) Bent or broken structural members.
   c) Hydraulic leaks.
   d) Fuel leaks.
   e) Damaged controls or cables.
   f) Loose wires.
2. Inspect tire condition.
3. Check fuel and hydraulic fluid levels.
4. Be aware of possible slippery conditions on the platform.
5. Check all operations of the platform and ground controls to ensure that they are performing as they are intended before fully operating the equipment.
6. Employee/operator shall inspect the job site area for the following before operating the equipment:
   a) Ditches
   b) Drop offs
   c) Holes
   d) Bumps and floor obstructions
   e) Debris
   f) Overhead obstructions
   g) Power lines
   h) Conveyors
   i) People in the area
   j) Other equipment in the area
   k) The entire area that the equipment will be used in to assure clearance for the platform and other parts of the unit.
7. All unsafe items found as a result of the inspection of the aerial/elevated work platform must be corrected before further use.

LADDER SAFETY

BEFORE USING

GENERAL- ALL PORTABLE LADDERS:

1) Inspect for defects.
2) Set ladder feet on solid foundation.
3) Only one person on a ladder at one time.
4) Use ladders for climbing - not for material skids, walkways or work benches.
5) Face the ladder while climbing up and down and while working from it. Use safety belt when falls are possible.
6) Both hands are needed for climbing. Use a hand line for material.
7) No metal ladders.
8) Store ladders safely to prevent damage from vehicles and materials.

STRAIGHT AND EXTENSION LADDERS:

1) The correct slope of ladder is 1:4.
2) Secure ladder from slipping. Non-slip feet on bottom and tie off with rope at top.
3) Extend ladder three feet above top landing when ladder is to be used for access to the landing.
4) Do not take extension ladders apart to get two ladders.
5) Keep hands off rungs while extending or lowering extension section.

STEPLADDERS:

1) Open fully, Lock spreaders, do not use as a straight ladder.
2) Do not stand or step on top platform.
3) Keep loose tools off steps and top platform.
4) Tie off stepladder if longer than 10 feet

SCAFFOLDS

ALL SCAFFOLDS

1) Do not use makeshift scaffolding. If scaffolding is needed, correct scaffolding is to be used.

2) Install top guardrail approximately 42" high and mid rails beginning with the first lift. Guardrails are to be at least 2 x 4 lumber, ½" wire rope pulled tight, *1-1/2"* OD pipe, 2 x 2 angle iron, or patented members. Do not use fiber or synthetic rope guardrails.

3) Toe boards, four inch minimum height are to be installed where it is practical to do so.

4) Screening. One-half inch hardware cloth from top rail to planking is to be installed where people are required to pass under the scaffolding and no other protection is provided.

5) Scaffold planks are purchased for that particular purpose. No other planking is to be used. Deck the full width of the scaffold. Cleat planks or anchor down to prevent slipping off supports.

6) Keep trash and excess material off scaffolding so the maximum amount of walking and working space is available.

7) Do not climb on or work from the cross bracing, top rail or mid rail.

8) Use safety belt if guardrails cannot be installed. Check with your supervisor.

9) When working on rolling scaffolding, make certain the wheels are locked and do not move the scaffolding unless getting down first.

10) Manually propelled scaffolds must be equipped with guardrails on all sides.

11) When moving a scaffold, the force must be applied near or as close to the base as practical.

12) Cross bracing must be installed on both sides of tubular metal scaffolding.

13) When climbing on or exiting from scaffolding, use a ladder. Do not climb the cross braces or end frames.

SILICA EXPOSURE CONTROL PLAN

Urban's written Crystalline Silica Exposure Control Plan is designed to prevent health effects from respirable crystalline silica exposures. This plan follows the requirements of both the OSHA General Industry Rule (29 CFR 1910.1053) and the OSHA Construction Rule (29 CFR 1926.1153) as Urban's employees may be involved in activities that are covered under either rule relative to potential crystalline silica exposures.

The requirements in this plan apply to all Urban's employees who are exposed to respirable crystalline silica at or above the action level or permissible exposure limit or perform construction-related tasks which are identified in Table 1 of the standard.

This written exposure control plan will be readily available for examination and copying, upon request, to each employee covered by this section, their designated representatives, the Assistant Secretary and the Director. This plan will be reviewed and evaluated for effectiveness at least annually and updated as needed.

Introduction

Silica is the compound formed from the elements silicon (Si) and oxygen (O) and has a molecular form of SiO_2. Silica is the second most common mineral on earth, found in the common form as "sand" and "rock." The three main forms or 'polymorphs' of silica are alpha quartz, cristobalite, and tridymite. The polymer most abundant and most hazardous to human health is alpha quartz, and is commonly referred to as crystalline silica. Crystalline silica is a common mineral that is found in materials that we see every day in roads, buildings, and sidewalks. It is a common component of sand, stone, rock, concrete, brick, block and mortar.

Health Hazards Associated with Silica Exposure

The health hazards of silica come from breathing in the dust. If crystalline silica becomes airborne through industrial activities, exposures to fine crystalline silica dust (specifically exposure to the size fraction that is considered to be respirable) can lead to disabling, sometimes fatal disease called silicosis and other non-malignant respiratory diseases, such as chronic bronchitis, Lung Cancer, kidney disease including nephritis & end-stage renal disease (kidneys), and may be associated with auto-immune disorders & cardiovascular disease.

Responsibilities

Due to the risk posed by respirable silica, personnel involved in activities that could potentially create silica dust take specific actions to ensure that, as much as practicable, a hazard is not created. In recognition of this, the following Silica related responsibilities have been established.

Jeff Canzoneri of Urban's will serve as the silica competent person and be responsible for the implementation of this written control plan.

SILICA CONTROL CONT'D

Urban's management (EH&S Manager or Manager(s)) is responsible for:

- Providing program oversight and consultation to Urban's employees regarding potential risks, exposure prevention, and training relating to potential crystalline silica dust exposures.
- Implementing a suitable respirable crystalline silica exposure monitoring program, or otherwise ensuring representative exposure monitoring results are available.
- Designating a "competent person" and defining/assigning appropriate responsibilities.
- Ensuring project and/or task specific Exposure Control Plans (ECPs) are developed, communicated, and effectively implemented as appropriate.
- Ensuring that all affected employees and their managers or supervisors receive the necessary training related to this plan, as well as task specific ECPs.
- Maintaining applicable records, i.e. exposure sampling, respirator fit tests, training, etc. in accordance OSHA regulations.
- Notifying the Employee Health Office of any employee/job category that meets any of the criteria for inclusion in this plan.
- Conducting a review of this plan annually and updating it as necessary.
- Conducting medical surveillance in accordance with 1910.1053 and 1926.1153.
- Maintaining records of the physical examinations, x-rays and tests.
- Providing the Employee and Employer with the PHLCP's Written Medical Opinion, as required under the standard.
- Inspecting job sites, materials and equipment on a regular and frequent basis;
- Identifying existing and foreseeable respirable crystalline silica hazards and taking prompt corrective action to minimize or eliminate these hazards;
- Being familiar with the Silica Exposure Control Plan;
- Notifying employees when problems arise, there is a change in engineering controls and work practices, or in situations of uncontrolled releases of visible dust in occupied buildings.
- Providing affected new employees with informal on-the-job training about this plan.
- Making information and training materials available to potentially affected employees.
- Supplying appropriate equipment and personal protective equipment (PPE) to affected employees free-of-charge.
- Requiring affected employees to wear personal protective equipment as outlined in the plan.
- Ensuring that affected employees receive medical surveillance and attend required training.

SILICA CONTROL CONT'D

Urban's Employees are responsible for:

- Observing the procedures and requirements outlined in this plan.
- Knowing the hazards of silica dust exposure.
- Reporting immediately to their supervisor, any hazards (i.e. unsafe conditions, unsafe acts, improperly operating equipment, PPE issues/needs etc.).
- Attending training sessions.
- Complying with medical surveillance requirements.
- Wearing respiratory protection, and other PPE, as required.
- Notifying supervisors of changes in the workplace that could cause an increase in exposures to respirable crystalline silica.

Specified Exposure Control Methods

Potential silica-containing substrates and materials encountered at this facility include brick, cement, concrete, concrete block, drywall, grout, mortar, paints containing silica, plasters, and various types of tile. Activities impacting these materials also vary, including cutting/sawing, demolishing/disturbing, drilling/coring, grinding, jackhammering, milling, mixing/pouring, sanding, scraping, and even clean-up activities such as sweeping and vacuuming.

The tasks that Urban's staff may perform on silica-containing materials that are not represented in the Table 1 list include scraping of painted drywall and plasters, light demolition activities involving handheld tools and reciprocating saws, mixing and pouring, and cleanup methods. Engineering and work practice controls will be used, employee exposure monitoring will be conducted, and respiratory protection will be employed, as necessary.

In addition to Urban's staff, there may be clients staff who have the potential to be exposed to respirable crystalline silica above the action limit while performing various tasks. If these tasks fall outside the scope of Table 1, Urban's will perform an exposure assessment using either the "Performance Option" or the "Scheduled Monitoring Option", both of which are described below. If these operations exceed the AL or PEL, they will be identified in the plan along with the controls used to ensure employees are protected.

Risk Control

Control Methods: When determining measures to reduce or eliminate worker exposure to silica dust, Urban's will generally select a combination of controls, listed in order of preference:

- Elimination and Substitution
- Engineering

SILICA CONTROL CONT'D

- Administrative
- Personnel Protection Equipment (PPE)

Substitution and Elimination: Whenever possible, Urban's will substitute products containing silica with products that do not contain (or contain a lower percentage of) crystalline silica. When substitution is not feasible, during the planning process, Urban's will make efforts to reduce the need and/or duration of activities that produce exposures to respirable silica.

Engineering Controls: Engineering controls are those controls which aim to control or otherwise minimize the release of crystalline silica. Two "common" engineering control options available are Local Exhaust Ventilation (LEV) and Wet Dust Suppression (WDS) systems.

Administrative Controls: Administrative controls are those that aim to control or otherwise minimize the release of silica using work procedure and work methods, rather than by affecting the actual physical work. Common examples of administrative controls include, but are not limited to:

- Rescheduling of work as to avoid the activities of others.
- Relocating unprotected workers away from dusty areas.
- Avoid using compressed air to clean and dry sweeping of silica containing material. Wet sweep whenever feasible.
- When administrative controls are used, Urban's will employ the following systems and safe work practices:
- As able, work activities will be scheduled to minimize the silica related effect on, and from, others.
- Suitable housekeeping, restricted work area, hygiene practices, training and supervision procedures/standards will be determined and implemented.

Personal Protective Equipment Controls: When engineering and administrative controls are not effective in reducing exposures below the PEL, use of respiratory protective equipment will be required.

Exposure Limits

Exposure Limits/Considerations: The OSHA silica regulation (1926.1153 Respirable Crystalline Silica) lists a Permissible Exposure Limit (PEL) for respirable crystalline silica (including quartz) of 50 micrograms per cubic meter of air (µg/m3) and an Action Level of 25 µg/m3. This is a concentration to which nearly all workers could be exposed for eight hours a day, five days a week, without adverse health effects.

SILICA CONTROL CONT'D

Exposure Assessment

Urban's will assess the exposure of each employee who is or may reasonably be expected to be exposed to respirable crystalline silica at or above the action level in accordance with the scheduled monitoring option.

Scheduled Monitoring Option

Urban's will perform initial monitoring to assess the 8-hour TWA exposure for each employee on the basis of one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, in each work area. Where several employees perform the same tasks on the same shift and in the same work area, the employer may sample a representative fraction of these employees in order to meet this requirement. In representative sampling, the employer shall sample the employee(s) who are expected to have the highest exposure to respirable crystalline silica.

- If initial monitoring indicates that employee exposures are below the action level, the employer may discontinue monitoring for those employees whose exposures are represented by such monitoring.
- Where the most recent exposure monitoring indicates that employee exposures are at or above the action level but at or below the PEL, the employer shall repeat such monitoring within six months of the most recent monitoring.
- Where the most recent exposure monitoring indicates that employee exposures are above the PEL, the employer shall repeat such monitoring within three months of the most recent monitoring.
- Where the most recent (non-initial) exposure monitoring indicates that employee exposures are below the action level, the employer shall repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken 7 or more days apart, are below the action level, at which time the employer may discontinue monitoring for those employees whose exposures are represented by such monitoring.

Housekeeping

- Dry sweeping or dry brushing of dust containing respirable crystalline silica is prohibited. Use of a HEPA filtered vacuum cleaner, followed by wet mopping or wet sweeping as necessary. Wet sweeping compounds can be an acceptable dust suppression housekeeping method provided that the compounds are non-grit, oil, or wax based. If HEPA vacuuming or wet mopping/sweeping is not feasible because doing so may cause damage to equipment or create a greater hazard, then management or competent person must be contacted to discuss alternative cleaning methods.

SILICA CONTROL CONT'D

- Do not use compressed air to clean an employee's clothes that have become soiled with dust containing respirable crystalline silica or use compressed air to clean skin and clothing at any time. A HEPA filtered vacuum should be used to remove dust followed by laundering. Coveralls can be used to minimize the transfer of dust to other areas such as an office, break room, vehicle or home environment. Vacuum the coveralls with a HEPA filtered vacuum before removing to launder or, if disposable, place in the normal trash. Vacuum filters can also be placed in the normal trash.

Regulated and Restricted Areas

A regulated area will be established where work exposures at a fixed location are known to be at or above the PEL. A regulated area must be separated from other areas in a way that will minimize the number of employees exposed. The following sign will be posted at each entrance to the regulated area:

> ***DANGER, RESPIRABLE CRYSTALLINE SILICA, MAY CAUSE CANCER, CAUSES DAMAGE TO LUNGS, WEAR RESPIRATORY PROTECTION IN THIS AREA AUTHORIZED PERSONNEL ONLY***

Only employees who have work to perform are allowed to enter a regulated area. All employees entering the regulated area must wear a respirator, regardless of the amount of time spent in the area.

Respiratory Protection

Respiratory protection is required during certain activities identified in Table 1 of this plan. It may also be required if other tasks are identified where employee exposures exceed the PEL and work practice or engineering controls are not feasible or effective enough to reduce exposures. All respirator use will comply with MIOSHA Part 451. Respiratory Protection standard and Urban's Respiratory Protection Program.

The following table provides recommended respiratory protection levels based on the measured or anticipated exposure levels:

Respirator	Protection Factor	Typical Silica Activity
N95	Less than 50 µg/m³	- Used on voluntary basis to control low exposures
Half-face with HEPA filters	50 – 500 µg/m³	- Housekeeping (wet method) - Saw cutting (wet method) - Drilling (wet method) - Power tools with dust collection
Full-face with HEPA filters	500 – 5,000 µg/m³	- Mixing grout in bulk - Vacuum abrasive blasting
SCBA / CABA	Above 5,000 µg/m³	- Abrasive Blasting

SILICA CONTROL CONT'D

Medical Surveillance

Medical surveillance will be required for any employee who meets any of the following criteria:

- Exposure to respirable crystalline silica above the permissible exposure limit.
- Exposure to respirable crystalline silica at/above the action level for 30 or more days per year.
- Required to wear a respirator for 30 or more days a year (per Table 1).
- Work with crystalline silica and develop signs/symptoms of excessive exposure to respirable crystalline silica.

Training

Training is required upon initial assignment to a job where silica-containing materials will be impacted and may result in exposures above the AL or where tasks in Table 1 are performed. This training will cover the following topics:

- Health hazards associated with respirable crystalline silica,
- Specific tasks in the workplace that could result in exposure to respirable crystalline silica,
- Specific measures the employer has implemented to protect employees from exposure, including engineering and work practice controls as well as respiratory protection,
- The contents and availability of the Construction and General Industry OSHA Silica Standards, as applicable,
- The identity of the competent person (for the construction related activities),
- The purpose and description of the medical surveillance program.

Education and Training

Prior to performing activities, or working on project sites where personnel could be exposed to silica dust, Urban's will ensure that personnel receive suitable education and training. While not necessarily an exhaustive list, education and training may include:

- The health hazards and risks associated with exposure to silica dust.
- The specific tasks that could result in silica exposure
- General and specific silica exposure reduction methods/strategies (i.e. as detailed in the general/specific exposure control plans).
- The use of specific pieces of equipment and control systems (i.e. LEV and WDS systems).
- The use and care of respiratory (and other) personal protective equipment.
- The general provisions of the OSHA silica standard.
- The employee identified as the competent person for the Silica Exposure Control Plan.

SILICA CONTROL CONT'D

The education and training detailed will be delivered to Urban's employees through a variety of forums, including but not necessarily limited to:

- Union apprenticeship training.
- Project/Site Orientations.
- Equipment/task specific training.
- Start of shift "Pre-Task Planning".
- Tool Box Talks
- Notifications and Bulletins

COMPANY-SPECIFIC AND TASK-SPECIFIC EXPOSURES AND CONTROLS

Location	Task	Control Methods	Personal Protective Equipment	Work Practices/Comments