

# Great Western Safety Meeting Agenda

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This step by step checklist identifies the tasks that the Safety Plan Manager must perform in order to get the Safety Plan up and running. It should be filed in the [Program Reviews] folder once all of the tasks have been completed.

## **Start-Up Checklist**

Item Date Completed

Emergency Action Plan - Write an Emergency Action Plan using the Federal OSHA Emergency Action Plan Expert System at <http://www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm> (you must turn off your web browser's pop-up blocker to use this website). You may also write your own plan including the required elements which are listed on the website. Print the completed Emergency Action Plan and place it in

## **Appendix 4.**

Sign PPE Certification - Review the personal protective equipment (PPE) hazard assessment and sign the written certification in Appendix 5.

Safety Plan - The Safety Plan Manager must read the Safety Plan and understand their responsibilities under the program.

Review Company Profile - Review the Company Profile (Appendix 6) carefully. Make sure the profile accurately describes your company. The contents of this Safety Plan are based on the company description which is summarized in the Company Profile. Errors in the Company Profile may produce errors in the Safety Plan.

Verify Hazard Information - You were not sure of the following issues. Verify the indicated selection is correct or update the Safety Plan if necessary. Incorrect answers may result in a program which is not compliant.

- Individuals may be hired through temporary agencies or labor leasing companies.
- Liquefied petroleum gases (LP-Gas) are not present in the work area. (Painting and Office)
- Employees are not exposed to cotton dust. (Painting and Office)
- Adsorbent cartridges are used on the air purifying respirators (Painting and Office)

Review Program with Responsible Parties - Give every responsible party identified in this Safety Plan a copy of the program. Brief every responsible party on their responsibilities under this program.

Create Accident Investigations File - Label a file folder [Accident Investigations] and place it with the Safety Plan files. Use this folder to keep documentation of all accident investigation documentation and unsafe condition reports.

Create OSHA 300 Log File - Label a file folder [OSHA 300 Log] and place it with the Safety Plan files. Obtain the required forms from <http://www.osha.gov/recordkeeping/index.html> and place them in the folder.

Create Safety Meetings File - Label a file folder [Safety Meetings] and place it with the Safety Plan files. Use this folder to keep documentation of all safety meetings.

Create Safety Inspection File - Label a file folder [Safety Inspections] and place it with the Safety Plan. Use this folder to keep documentation of formal safety inspections.

Create Air Monitoring Files - Label a file folder [Air Monitoring Results] and place these folders with the Safety Plan documentation. Place all air monitoring reports in this file.

Create Program Review File - Label a file folder [Program Reviews] and place it with the Safety Plan files.

Safety Committee Checklist - Complete all items on the safety committee start-up checklist.

Initial Safety Training - Give existing employees all of the training required in Appendix 3. The Code of Safe Practices (Appendix 2) must be distributed to all employees and all employees should know how to obtain a copy of the Safety Plan upon request.

## 2 Start-Up Checklist

Item Date Completed

Supervisor Heat Stress Training - Train all supervisors on heat stress hazards and their responsibilities for managing heat stress given in Section 3 (page 1).

Additional Regulatory Requirements - Implement all applicable items on the [Additional Regulatory Requirements] checklist (Appendix 1).

Respirator Selection - The Safety Plan Manager should review the National Institute of Occupational Safety and Health (NIOSH) Respirator Selection Logic (<http://www.cdc.gov/niosh/docs/2005-100>) while considering that the current OSHA Assigned Protect Factors ([http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=NEWS\\_RELEASES&p\\_id=12373](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=NEWS_RELEASES&p_id=12373)) should be used instead of those given by NIOSH. The Safety Plan Manager should then verify that all respirators in use are consistent with the criteria given by the NIOSH Respirator Selection Logic and OSHA assigned protection factors. Respirator manufacturers and distributors may also be consulted to verify proper selection providing their advice is consistent with the NIOSH Respirator Selection Logic and the appropriate assigned protection factors.

## Safety Plan

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2 Code of Safe Practices

Painting

Painting (Spanish)

Office

Office (Spanish)

Sample

Contents  
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6 Company Profile  
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This document may not be submitted to regulators or insurance carriers. This document may not be used as a contract or proposal submittal.

#### **1 Safety Policy**

Great Western painting has implemented this Safety Plan in order to provide every employee with a safe and healthy workplace. Our goal is zero accidents, injuries, and occupational illnesses. This program details the procedures used to prevent occupational injuries and illnesses at Great Western painting. All employees, supervisors, and managers must comply with the requirements of and perform their responsibilities defined in this program. All individuals hired through temporary agencies or labor leasing companies are subject to all of the requirements of this Safety Plan. Great Western painting managers and supervisor may, by written contract, delegate authority for performing safety related responsibilities to the temporary agency but retain the responsibility (as indicated in this program) for ensuring they are completed.

It is the intention of Great Western painting to comply with all applicable Occupational Safety and Health Administration (OSHA) regulations. This Safety Plan describes the process and procedures used to manage occupational safety and health issues at Great Western painting and identifies the most critical regulatory requirements. However, this Safety Plan may not include every Occupational Safety and Health Administration (OSHA) regulatory requirement that applies to Great Western painting. Specific regulatory requirements that may apply but are beyond the scope of this Safety Plan are listed on the "Additional Regulatory Requirements Checklist" in Appendix 1.

No employee will be required to work in dangerous conditions. No employee will be sanctioned for refusing to work in dangerous conditions or for reporting dangerous conditions.

#### **2 Safety Plan Manager**

The Safety Plan Manager has authority and responsibility for the over-all implementation of this program. The Safety Plan Manager is Great Western painting.

#### **3 Responsibilities**

This section identifies who is responsible for implementing each element of this Safety Plan. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

##### **3.1 All Managers and Supervisors**

Read this Safety Plan. - It is important that all managers and supervisors understand how this Safety Plan operates.

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**2 Set A Good Example** - Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.

Follow-up on Unsafe Condition Reports - Follow-up on all unsafe conditions or near miss

incidents reported by employees. Report problems that are corrected immediately to the Safety Plan Manager verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Safety Plan Manager. Inform the Safety Plan Manager in writing when appropriate corrective actions are implemented.

Enforce Code of Safe Practices - Discipline employees who do not comply with the Code of Safe Practices (Appendix 2) or behave unsafely in accordance with company discipline policy. **At a minimum, discipline must include:**

**1. Verbal warning and retraining for first offense**

**2. Written warning for second offense (place copy in employee's personnel file)**

**3. Suspension without pay or termination for subsequent offenses**

Refusal to Perform Dangerous Work and Reporting Dangerous Conditions - Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program. Do not sanction employees who must rest because they are showing signs or symptoms of heat stress; make sure that employees know they can rest in a shady/cool area if they need to. It is important that employees who are experiencing heat stress cool off before the problem becomes a medical emergency.

Imminent Hazards - In the event of an imminent hazard which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Safety Plan Manager.

Temporary and Leased Employees Safety - Ensure that all individuals placed with other employers receive the training and other health and safety protection they need to perform their assigned duties safely. This training must be performed by an individual who is knowledgeable about their work assignments and how those assignments can be performed safely. Ensure that all contracts clearly define which employer is responsible for providing safety training and other protection.

Process Changes - Notify the Safety Plan Manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Safety Plan may need to be updated to accommodate the process changes.

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#### **3.2 Safety Plan Manager**

Complete Start-Up Checklist - Perform all of the tasks identified on the start-up checklist.

Perform Formal Safety Inspections - Conduct Safety Inspections using the appropriate written checklist (see Appendix 1). The inspections must be performed periodically as described in Section 6 (page 13). Ensure any deficiencies identified are corrected. File the completed checklists in the [Safety Inspections] folder.

Hoist, Crane and Rigging Inspections - Perform thorough inspections of all cranes, hoists and rigging before new equipment is placed into service, if equipment is returned to service after having been idle for over one month, and at least annually. Maintain written documentation of these inspections. Note: This does not include daily operator inspections; written documentation of daily operator inspections is not required.

Track Corrective Actions to Completion - The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the General Manager any required corrective actions that are not completed in a timely manner.

Injury Reporting and Recording - Notify Occupational Safety and Health Administration (OSHA) of all fatalities and catastrophes as indicated in Section 9 (page 16). Contact your worker's compensation insurance carrier to determine if additional reporting and recording requirements apply. Record injuries and illnesses in accordance with Occupational Safety and Health Administration (OSHA) requirements. Additional information about

these requirements and the forms which must be used are available at <http://www.osha.gov/recordkeeping/index.html>. Post the OSHA Form 300-A form from February 1 through April 30 as required in Section 9 (page 16).

Accident Investigations - Conduct accident investigations for work related injuries, illnesses, and near miss incidents. Ensure these investigations are performed in accordance with the requirements of this program (Section 9, page 16). Ensure that documentation of completed investigations is filed in the [Accident Investigations] folder of the Safety Plan files. Additional guidance on how to perform accident investigations is provided in Appendix 7.

Conduct Safety Meetings - Conduct safety meetings to discuss safety related topics. The meeting frequency is given in Section 4.1 (page 12). The meeting should include discussion of injuries and near misses that have occurred since the last meeting and how to prevent future incidents, a presentation from the safety committee, and a status report of any open safety issues.

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Write down the agenda, date, names of the employees who attended, and notes of any discussions. Ensure that any safety issues that were brought up during the meeting are forwarded to the correct person for resolution. File documentation of all safety meetings in the [Safety Meeting] folder.

Supervisor and Manager Safety Training - Ensure that all supervisors and managers are aware of their responsibilities under this Safety Plan. Ensure that all supervisors and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.

Supervisor Heat Stress Training - Train all supervisors with employees working in hot environments on the hazards of heat stress (see Appendix 2) and their responsibilities and the procedures for managing heat stress hazards listed in this section (Section 3, page 1) under their department name. Ensure that supervisors understand the procedures they are to follow if one of their employees develops a heat related illness. Document the training and file in the [Safety Training] folder.

New Employee Safety Training - Provide employees with a copy of the Code of Safe Practices (Appendix 2) and perform all of the training required in Appendix 3. Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. File the completed form in the [Safety Training] folder.

**Forklifts**, Powered Industrial Trucks, and Heavy Equipments Refresher Training - Perform refresher training and evaluate every driver's performance in writing at least every three years. The refresher training does not need to include topics where the driving evaluation shows the operator remains competent. File the training documentation and evaluations as indicated in Section 5 (page 13).

Start-up Safety Training - Ensure that all employees receive initial safety training when this Safety Plan is first established.

Provide Personal Protective Equipment - Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices (Appendix 2) are readily available for use by employees. When possible, stock a variety of suitable models for each type of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Respirator Selection - Ensure that all respirators are selected in accordance with the National Institute of Occupational Safety and Health (NIOSH) Respirator Selection Logic (<http://www.niosh.gov>):

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5 should be used instead of those given by NIOSH. All respirators must be NIOSH approved except unapproved dust masks or surgical masks may be used to

cover the face when respiratory protection is not required.

**Verify that all filters and cartridges used with air purifying respirators are appropriate for the contaminants from which employees must be protected.** Respirator manufacturers and distributors can help you to determine which filters or cartridges you need. Determine the breakthrough time for all respirator cartridges used to protect against gases and vapors. The breakthrough time is how long it takes the cartridge to fill up so that it can no longer remove contaminants from the air inhaled by employees. Respirator manufacturers and distributors can help you determine the breakthrough time for your application. Ensure that all respirator users and their supervisor know how often they must change the cartridges on air purifying respirators.

**Ensure that all air supplied respirators are provided with high quality Grade D breathing air.** This is best accomplished using an oil-less compressor specifically designed to provide breathing air. However, filtration systems with continuous monitoring may also be used. Respirator Medical Evaluations - Arrange for all respirator users to receive a Respirator Medical Evaluation from a Physician or other licensed health care professional that you choose. Employees that only wear filtering face piece respirators in areas where respirator use is not required by Occupational Safety and Health Administration (OSHA) regulations do not need a medical evaluation. Ensure the evaluator has all of the information required for them to perform the evaluation Section 8 (page 14). The evaluation records must be filed in the employee's personnel file. Ensure that employees receive follow-up evaluations when recommended by the Physician or other licensed health care professional, or when the employee reports signs or symptoms that may impact their ability to wear a respirator (e.g. weight gain/loss, traumatic scarring, dentures, etc.).

Respirator Fit Testing - Ensure that all respirator users are fit tested in accordance with the Federal Occupational Safety and Health Administration Respirator Fit Testing Procedures ([http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9780](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9780)). Employees that only wear filtering face piece respirators in areas where respirator use is not required by Occupational Safety and Health Administration (OSHA) regulations do not need fit testing. Fit testing must be performed after the employee has been approved to wear a respirator by a Physician or other licensed health-care professional. Ensure that employees are fit tested at least once per year and whenever there is a facial change that may impact respirator fit (e.g. weight change) or the employee reports problems with their respirator fit.

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**Respirator Refresher Training** - Ensure that all respirator users receive refresher training at least once per year. Employees that only wear filtering face piece respirators in areas where respirator use is not required by Occupational Safety and Health Administration (OSHA) regulations do not need refresher training. File refresher training as indicated in Section 5 (page 13).

Hazard, Control and Personal Protective Equipment Changes - Update this Safety Plan to reflect any changes in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they use. The program may be updated at <http://www.mysafetyprogram.com>.

Perform Annual Review - Review the effectiveness of this program every year by completing the Program Review Checklist (Appendix 1). Report the results of the review to the General Manager, and place the completed checklist in the [Program Reviews] file.

Disseminate Internal Safety Inspections - Ensure that all safety inspections which are not performed by the safety committee are provided to the safety committee for review.

Disseminate External Safety Inspections - Ensure that the results of third party safety inspections (e.g. government, insurance company, etc.) are provided to the safety committee for review.

Disseminate Accident Investigations - Provide the safety committee with the results of any accident/near miss investigations which weren't performed by the committee itself for review.

Maintain Safety Plan Files - Ensure that all documentation generated by this program is properly filed.

### 3.3 General Manager

Provide Adequate Resources - Provide sufficient resources to administer this Safety Plan and control all occupational health and safety hazards identified by management and employees.

Corrective Actions - Ensure that all safety and health corrective actions that have not been completed in a timely manner (as reported by the Safety Plan Manager) are implemented promptly.

Management Representation at Safety Meetings - Ensure that an authorized representative of management attends every safety meeting. Attend safety meetings whenever possible.

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**Management and Supervision Changes** - Ensure that the Safety Plan Manager is notified of all changes in company organization or management/supervisor assignments so that this Safety Plan can be updated (if necessary) and new managers/supervisors informed of their responsibilities under this program.

See additional responsibilities defined in Section 3.1 (page 1), "All Managers and Supervisors".

### 3.4 Painting Supervisor

Monitor Safety Conditions - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

Report all Injuries and Illnesses - Report all work related injuries or illnesses to employees under your supervision to the Safety Plan Manager. If the injury or illness involves a fatality or hospitalization of an employee, inform the Safety Plan Manager immediately because Great Western painting may be required to notify Occupational Safety and Health Administration (OSHA) within eight (8) hours. If the Safety Plan Manager is not available, see Section 9 (page 16) for the specific reporting requirements. Contact the General Manager immediately to determine who should make any required reports.

Ensure Employees Attend Safety Meetings - Ensure your employees attend Safety Meetings whenever possible. If an employee under your supervision cannot attend a meeting because of absence or any other reason, summarize the key safety related points of the meeting for them as soon as possible.

**Hazards Created by Other Companies** - Tell your employees how to protect themselves from the hazard or instruct them to stop working near the hazard until it is corrected. For serious hazards, immediately notify all personnel (regardless of company affiliation) in the vicinity of the hazard.

Inform Trainer of New Employees - Notify the individual responsible for training new employees (Section 5, page 13) whenever new employees that require initial training are hired.

Verify that employees under your direct supervision have the skills and knowledge necessary to perform their work safely. Provide employees under your direct supervision with any additional safety training required. Provide or arrange for additional training when employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, or when new workplace hazards are recognized.

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**Forklifts, Powered Industrial Trucks, and Heavy Equipments Refresher Training** - Ensure that any driver who has been observed to operate their vehicle in an unsafe manner or has been involved in an accident or near-miss incident receives refresher training.

Additional Personal Protective Equipment Training - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

Hazard and Control Changes - Notify the Safety Plan Manager whenever work process

changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Safety Plan can be updated to reflect the changes. Notify the Safety Plan Manager before introducing any new type of respirator into the workplace; the Safety Plan Manager must approve the selection of all respirators.

Management of Heat Stress - Ensure that cool drinking water (at least one quart per hour) and shade or a cool resting area are available for employees. Encourage employees to drink small amounts of water frequently (up to 4 cups per hour). Ensure that there is a means for obtaining emergency medical services should a heat related illness occur. Ensure that employees know how to summon help should a heat related illness occur.

Competent Person; Demolition - Ensure that a competent person continuously inspects demolition work to detect hazards resulting from weakened or deteriorated floors, or walls, or loosened material. Do not allow employees to work where such hazards exist until they are corrected by shoring, bracing, or other effective means.

Report Respirator Usage Problems - Refer any respirator user who reports signs or symptoms which may affect their ability to wear a respirator (e.g. weight gain/loss, traumatic scarring, dentures, etc.) to the Safety Plan Manager) for a follow-up medical evaluation.

Any employee who experiences facial change which may impact respirator fit (e.g. weight change) or who reports problem with their respirator fit should be referred to the Safety Plan Manager) for a respirator fit test.

See additional responsibilities defined in Section 3.1 (page 1), "All Managers and Supervisors".

### 3.5 Office Supervisor

Monitor Safety Conditions - Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

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**Report all Injuries and Illnesses** - Report all work related injuries or illnesses to employees under your supervision to the Safety Plan Manager. If the injury or illness involves a fatality or hospitalization of an employee, inform the Safety Plan Manager immediately because Great Western painting may be required to notify Occupational Safety and Health Administration (OSHA) within eight (8) hours. If the Safety Plan Manager is not available, see Section 9 (page 16) for the specific reporting requirements. Contact the General Manager immediately to determine who should make any required reports.

Ensure Employees Attend Safety Meetings - Ensure your employees attend Safety Meetings whenever possible. If an employee under your supervision cannot attend a meeting because of absence or any other reason, summarize the key safety related points of the meeting for them as soon as possible.

Hazards Created by Other Companies - Tell your employees how to protect themselves from the hazard or instruct them to stop working near the hazard until it is corrected. For serious hazards, immediately notify all personnel (regardless of company affiliation) in the vicinity of the hazard.

Inform Trainer of New Employees - Notify the individual responsible for training new employees (Section 5, page 13) whenever new employees that require initial training are hired.

Verify that employees under your direct supervision have the skills and knowledge necessary to perform their work safely. Provide employees under your direct supervision with any additional safety training required. Provide or arrange for additional training when employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, or when new workplace hazards are recognized.

Forklifts, Powered Industrial Trucks, and Heavy Equipments Refresher Training - Ensure that any driver who has been observed to operate their vehicle in an unsafe manner or has been involved in an accident or near-miss incident receives refresher training.

Additional Personal Protective Equipment Training - Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an



employee is observed using their equipment incorrectly.

**Hazard and Control Changes** - Notify the Safety Plan Manager whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Safety Plan can be updated to reflect the changes. Notify the Safety Plan Manager before introducing any new type of respirator into the workplace; the Safety Plan Manager must approve the selection of all respirators.

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**Management of Heat Stress** - Ensure that cool drinking water (at least one quart per hour) and shade or a cool resting area are available for employees. Encourage employees to drink small amounts of water frequently (up to 4 cups per hour). Ensure that there is a means for obtaining emergency medical services should a heat related illness occur. Ensure that employees know how to summon help should a heat related illness occur.

**Competent Person; Demolition** - Ensure that a competent person continuously inspects demolition work to detect hazards resulting from weakened or deteriorated floors, or walls, or loosened material. Do not allow employees to work where such hazards exist until they are corrected by shoring, bracing, or other effective means.

**Report Respirator Usage Problems** - Refer any respirator user who reports signs or symptoms which may affect their ability to wear a respirator (e.g. weight gain/loss, traumatic scarring, dentures, etc.) to the Safety Plan Manager for a follow-up medical evaluation.

Any employee who experiences facial change which may impact respirator fit (e.g. weight change) or who reports problem with their respirator fit should be referred to the Safety Plan Manager for a respirator fit test.

See additional responsibilities defined in Section 3.1 (page 1), "All Managers and Supervisors".

### 3.6 Safety Committee

**Make Safety Recommendations** - Recommend safety and health related improvements to management as appropriate.

**Investigate Issues Reported by Employees or Management** - Investigate hazard reports or other safety related issues reported to any safety committee member. Document the progress and results of all investigations in the meeting minutes and track issues to closure.

**Review Third Party Inspections** - Review all inspection reports generated by government, insurance company, or other third party inspectors. Verify abatement actions when appropriate.

**Review Workplace Safety Inspections** - Review workplace safety inspections performed by others within the company. When necessary, the committee may perform their own walkthrough inspections.

**Review Accident Investigations** - Review all workplace accidents and near miss investigations performed by others. Review workplace injury and illness records.

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**Program Review** - Review the effectiveness of this Safety Plan and the accountability system used by Great Western painting to ensure that all necessary safety related activities are completed. When appropriate, give the Safety Plan Manager written findings for inclusion with the annual program review documentation.

### 3.7 Safety Committee Chairperson

**Conduct Safety Committee Meetings** - Schedule, prepare agendas for, and conduct safety committee meetings. Ensure that the committee meets often enough to perform all of the functions described in this Safety Plan (at least once per quarter).

Ensure that a written agenda is distributed to all members before each Safety Committee meeting. The Agenda must include the minutes of the previous Safety Committee meeting, any issues identified by management or employees since the previous meeting, discussion of any accident or near miss investigations completed since the previous meeting, and a status report on any open issues.

Ensure that minutes for each safety committee meeting are prepared. The minutes should

include the meeting date, the name of each person that attended, a summary of the issues discussed at the meeting, and the results of any decisions made by the committee. Action items should include the name of the person who has been assigned responsibility for completing the item.

**Management Representatives** - Request management to designate a replacement safety committee representatives when one of their representatives leaves the committee or fails to perform their responsibilities as a committee member. The committee must always have at least one management representative.

Safety Committee Coordination - Coordinate the activity of the safety committee with the Safety Plan Manager.

Maintain Safety Committee Documentation - Ensure that all Safety Committee documentation (e.g. agendas, meeting minutes, the current list of member names, and written documentation of any committee activities such as inspections or investigations) is prepared and properly filed. Ensure that Safety Committee documentation is kept for at least five years.

### 3.8 Safety Committee Members

Attend Safety Committee Meetings - Attend safety committee meetings and complete all assignments given by the committee.

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**Communicate With Employees** - Safety committee members should go out of their way to communicate with employees about safety related issues. If an employee raises an issue with a safety committee member, that member must take the issue to the committee and keep the employee informed of its status until the issue is closed.

## 4 Safety Communication

Great Western painting uses the following methods to communicate with employees regarding safety related issues. Safety communication will be in a form that is understandable to every employee. When necessary, Great Western painting will provide language translation of safety communications.

### 4.1 Safety Meetings

All employees attend regular meetings where safety related topics are presented and discussed. Safety meetings are conducted by the Safety Plan Manager; their frequencies are given in Table 4.1.

An initial Safety Meeting must be conducted at the start of each job.

Department/Crew Frequency

Painting Weekly

Office Monthly

#### Table 4.1 Safety Meetings

A written agenda describing the topics to be covered in the meeting may be prepared prior to the meeting. A list of all employees who attend each meeting is prepared during the meeting. Safety meetings include discussion of all injuries and near misses that have occurred since the last meeting and how to prevent future incidents. Safety meetings also include a report from the safety committee on their activities. Every safety meeting includes an Open Forum where employees may raise and discuss safety related issues. The discussion that occurs during the open forum is recorded by a note-taker. If a safety issue is raised that cannot be resolved during the meeting, the meeting coordinator will ensure that a status report (on the open issue) is included in every subsequent meeting until the issue is resolved. The meeting coordinator is responsible for ensuring that any open issues are forwarded to the appropriate individual for resolution.

The agenda (or a brief description of the topics covered), attendee list, and notes (if any) for each safety meeting are filed by the Safety Plan Manager.

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## 4.2 Safety Committee

Great Western painting operates a safety committee chartered to help maintain a safe and healthy workplace. The safety committee chairperson is the Safety Plan Manager. The safety committee will meet in accordance with a schedule determined by vote of the committee members (at least once per quarter). The responsibilities of the safety committee chairperson, individual safety committee members and the safety committee are listed in Section 3 (page 1).

All employees who participate in safety committee activities are paid their normal wage and salary as if they were performing their normally assigned work duties. The safety committee will include both employee and management representatives. Reasonable efforts will be made so that every part of the company is represented on the safety committee. The safety committee will include at least 2 members.

Employee members of the safety committee are selected by management. Safety committee members serve for a term of one year that may be extended indefinitely.

## 5 Safety Training

All employees will receive safety training prior to starting work, whenever the hazards in their work area change, and when they are given new work assignments with different hazards. Refresher training may be conducted from time to time to ensure all employees retain the necessary safety related information. Training will also be conducted when a new workplace hazard is recognized. Safety training for all employees will be conducted when this Safety Plan is first established. Initial safety training will include the topics given in Appendix 3. New employees will be given a copy of the Code of Safe Practices. The completed training certification forms are filed with the Safety Plan documentation. Initial safety training is performed by the Safety Plan Manager.

All forklift, powered industrial truck, or heavy equipment drivers receive refresher training at least once every three years. The training includes a field evaluation of their driving performance. Refresher training is also provided if a driver is observed operating their vehicle in an unsafe manner or is involved in an accident or near miss incident while driving. Written documentation of the training and evaluations is filed with the training documentation. The refresher training is performed by the Safety Plan Manager.

## 6 Safety Inspection

All supervisors must continuously observe their work areas for unsafe actions or conditions and correct any deficiencies noted. Supervisors must walk around their work area regularly

## Safety Plan

### Great Western painting

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(i.e. daily) in order to perform these observations. Unsafe condition reports received from supervisors or employees are filed in the [Accident Investigations] folder.

Formal safety inspections using the checklists provided in Appendix 1 are conducted regularly.

The completed checklists are filed by the Safety Plan Manager. The formal inspections are performed Safety Plan Manager; their frequencies are indicated in Table 6.1.

Department/Crew Frequency

Painting Weekly

Office Monthly

### Table 6.1 Safety Inspections

Crane and hoist operators must inspect their cranes, hoists and rigging daily. Thorough inspections of all cranes, hoists, and rigging, documented in writing, are performed whenever new equipment is placed in service, if equipment is returned to service after having been idle for over one month, and at least annually. These documented inspections are performed by the Safety Plan Manager.

## 7 Personal Protective Equipment

Employees are trained on the proper use of all personal protective equipment (PPE) they use when they are first given an assignment that requires the PPE and if they are observed using the equipment incorrectly. Additional guidance on the proper selection of PPE is available at <http://www.nclabor.com/osha/etta/indguide/ig25.pdf>. Personal protective equipment supplies

are managed by the Safety Plan Manager.

The workplace hazard assessment, a list of the PPE used, and written certification are provided in Appendix 5.

### **8 Respiratory Protection Program**

The purpose of this Respirator Protection Program is to ensure that all respirator users at Great Western painting receive adequate protection when using their respirators. The program is administered by the Safety Plan Manager.

Respirators are selected using the National Institute of Occupational Safety and Health (NIOSH) Respirator Selection Logic (<http://www.cdc.gov/niosh/docs/2005-100>) except that the current OSHA Assigned Protect Factors ([http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=NEWS\\_RELEASES&p\\_id=12373](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=NEWS_RELEASES&p_id=12373)) are used instead of those given by NIOSH. Respirator manufacturers and distributors and qualified outside consultants may also provide assistance with respirator selection as long as their advice is consistent with the

Safety Plan

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the **NIOSH Respirator Selection Logic and OSHA Assigned Protection Factors**. All respirators must be NIOSH approved, except unapproved dust masks or surgical masks may be used to cover the face when protection from inhalation hazards is not required. The selection of all respirators must be approved by the Safety Plan Manager.

All employees who wear respirators (except those that only wear filtering face piece respirators in areas where respirator use is not required by Occupational Safety and Health Administration (OSHA) regulations) must receive a medical evaluation before they are fit tested or required to wear a respirator. The purpose of the medical evaluation is to verify that the employee is healthy enough to wear a respirator. The Safety Plan Manager is responsible for arranging the medical evaluations. The medical evaluation is performed by a Physician or other licensed health care professional at no cost to the employee. The professional performing the evaluation must obtain the information contained in the Respirator Evaluation Medical Questionnaire ([http://www.mysafetyprogram.com/respirator\\_questionnaire.pdf](http://www.mysafetyprogram.com/respirator_questionnaire.pdf)) from the employee. In addition, the Safety Plan Manager must ensure that the Physician or other licensed health care professional has the following information:

1. The type and weight of the respirator to be used by the employee;
2. The duration and frequency of respirator use (including use for rescue and escape);
3. The expected physical work effort;
4. Additional protective clothing and equipment to be worn;
5. Temperature and humidity extremes that may be encountered; and
6. A copy of this Safety Plan and the Occupational Safety and Health Administration (OSHA) Respirator Regulations ([http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=12716](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12716)).

**The Safety Plan Manager must obtain the following information from the Physician or other licensed health care professional:**

1. An opinion on whether or not the employee is medically able to wear a respirator including any limitations on respirator use related to the medical condition of the employee or relating to the workplace conditions in which the respirator will be used.
  2. The need for follow-up medical evaluations, if any.
  3. A statement that the employee was provided with a copy of the Physician or other licensed health care professional's written opinion.
  4. A recommendation that the employee use a powered air purifying respirator (PAPR) in place of a negative pressure respirator when medically indicated.
  5. The report must contain no other information (e.g. no confidential medical information).
- The Safety Plan Manager must ensure employees receive additional medical evaluations when recommended by the Physician or other licensed health care professional and if the

**Safety Plan**

**Great Western painting**

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employee reports medical signs or symptoms that may impact their ability to wear a respirator (e.g. weight gain/loss, traumatic scarring, dentures, etc.). Medical evaluation records are filed in the employee's personnel file, and will be maintained for at least thirty (30) years. All tight fitting respirator users (except those that only wear filtering face piece respirators in areas where respirator use is not required by Occupational Safety and Health Administration **(OSHA) regulations** - filtering facepiece respirators are considered tight fitting) must be fit tested before being allowed to wear their respirators. The purpose of fit testing is to help select the most effective respirator for each employee and to verify that the respirator selected fits the employee properly. Respirator fit testing is performed in accordance with the Federal Occupational Safety and Health Administration Respirator Fit Testing Procedures ([http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9780](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9780)). Respirator users will be fit tested at least once per year, whenever there is a facial change which may impact respirator fit (e.g. weight change), and whenever the employee reports difficulty with their respirator fit. Respirator fit testing is the responsibility of the **Safety Plan Manager**.

All respirator users will be trained before using their respirators and will receive refresher training at least once per year. The training will include:

1. The purpose of respirator protection, including the specific contaminants that respiratory protection is intended to protect them against;
2. How to properly inspect, put on, take off, clean, maintain, and store their respirators;
3. The limitations of the respirators they use; and
4. How to recognize respirator malfunction.

#### 9 Accident Investigation and Reporting

All accidents and near miss incidents are investigated and corrective actions implemented when appropriate. The purpose of each investigation is to determine exactly what happened, why it happened (the root cause), and how similar accidents can be prevented in the future.

Accident and near miss investigations are performed by the Safety Plan Manager.

Accident investigations may include interviewing or obtaining written statements from witnesses (including the injured employee), taking photographs of the accident scene, taking measurements at the accident scene, and reviewing procedures and equipment manuals relevant to the activities in progress when the accident occurred. The investigation may also include recommended corrective actions to prevent similar accidents from happening in the future. Additional information on accident and near miss investigation is provided in Appendix 7.

## **Safety Plan**

### **Great Western painting**

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Injury and illness records (OSHA Log 300) are maintained in accordance with Occupational Safety and Health Administration (OSHA) requirements by the Safety Plan Manager. The OSHA Form 300-A (Summary of Work-Related Injuries and Illnesses) for the previous year is posted on February 1 through April 30 in a conspicuous place or places where notices to employees are customarily posted. The Safety Plan Manager ensures that the annual summary is not altered, defaced or covered by other material during this time period. The death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident must be reported within eight (8) hours by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident or to the toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742). Deaths or injuries from motor vehicle accidents on public roads do not need to be reported unless they occur in a construction zone. All injuries and illnesses will also be reported in accordance with the requirements of applicable workers compensation laws as specified by the insurance carrier.

#### 10 Annual Review

The Safety Plan Manager will review the effectiveness of this Safety Plan at least annually and correct any deficiencies noted during the review. The safety committee will participate in this review and may submit written comments which will be included in the documentation

for the annual review.

#### 11 Records Retention

Records documenting the administration of this Safety Plan will be retained for at least three **(3) years.**

1. Training documentation will be retained for at least five (5) years.
2. Accident investigation records will be retained for at least five (5) years.
3. Safety inspection records will be retained for at least five (5) years.
4. The OSHA 300 log and summary, and incident reports will be retained for at least five **(5) years.**
5. All safety committee records will be retained at least five (5) years.
6. Air monitoring records will be retained for at least duration of employment plus thirty **(30) years.**
7. Reports from respirator medical evaluations will be retained for duration of employment plus thirty (30) years.

### Appendix 1 Forms

#### Sample

#### Walk-through Inspection Checklist Painting

1

**Inspector: Date:**

#### Instructions:

Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems

noted in the blank space below or on the reverse side. Give the completed form to the Safety Plan Manager for filing.

Item OK Needs

Work

N/I N/A

Required Postings Displayed - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at <http://www.dol.gov/osbp/sbrefa/poster/matrix.htm>.

Housekeeping - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry. Scrap lumber, waste material, and rubbish are removed of the immediate work area as the work progresses. Solvent waste, oily rags, and flammable liquids are kept in labeled, fire resistant covered containers until removed from the worksite. All surfaces (including difficult to see areas such as the top of equipment, ducts, and pipes) are free of accumulated combustible dust.

First Aid - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items (<http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22>). A clinic, hospital or infirmary is available nearby, or a person with a valid first aid certificate is available on site.

The kit is in a waterproof container with individual sealed packages for each type of item.  
Drinking Water - Cool drinking water is available. Employees do not use a common cup for drinking.

Shade or Cooling Areas - Shade or cooling areas are available for employees who experience heat stress.

Sanitation - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available.

Illumination - There is enough light for employees to perform their assigned duties.

PPE Worn and in Good Condition - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.

Personal Fall Arrest Systems - All fall protection equipment is in good condition. Appropriate anchor points are available in all locations where employees must use personal fall arrest systems. A plan is in place to quickly rescue an employee who falls.

**Respirators** - Respirators are readily available, worn properly when required, and stored



properly when not in use. Respirators in use are appropriate for the hazards employees are exposed to. All respirator users perform positive and negative pressure checks when putting on tight fitting respirators. Respirator cleaning supplies/services and replacement respirator parts, filters and cartridges are readily available. Powered Air Purifying Respirator (PAPR) replacement batteries are readily available. Air supplied respirators are provided with Grade D breathing air. Continuous monitoring of breathing air quality is provided unless an oil-less compressor specifically designed to provide breathing air is used.

**Eyewash and Shower Station** - An eyewash station is present within ten (10) seconds of areas where corrosive, strongly irritating, or highly toxic chemicals are used (shower required if major portions of the body may be exposed). Eyewash and shower can deliver 0.4 and 20 gallons per minute respectively for 15 minutes. Plumbed units are flushed monthly; other units serviced per manufacturers recommendations.

Sample

Walk-through Inspection Checklist Painting

2

Item OK Needs

Work

N/I N/A

**Fire Extinguishers OK** - A fire extinguisher (rated class 2A or better), is available for every 3,000 square feet of the protected building area; travel distance from any point of the protected area to the nearest fire extinguisher does not exceed 100 feet. Note: A garden hose may substitute for a fire extinguisher providing it can reach the entire protected area and still provide at least five gallons per minute of water. Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year.

**Combustible Dust Handling** - All equipment which handles combustible dust is properly grounded and bonded.

Industrial Ventilation - Industrial ventilation systems, if present, are all working properly and are turned on when required. Smoke tubes are used to verify that contaminants are captured by the ventilation hood. Air flow is measured periodically. Note: this item does not include building heating/air conditioning systems.

**Electrical Equipment** - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).

Machine and Tool Guarding OK - All required guards are in place on power operated hand tools.

**Hand-Held Power Tool Switches** - Hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders with wheels greater than 2 inches in diameter, disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools are equipped with a momentary contact "on-off" control. They may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

**Note:** Hand-held powered platen sanders, grinders with wheels 2-inch diameter or less, routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jigsaws with blade shanks one-fourth of an inch wide or less may be equipped with only a positive "on-off" control.

All other hand-held powered tools (e.g. circular saws, chain saws, and percussion tools without positive accessory holding means) are equipped with a constant pressure switch that will shut off the power when the pressure is released.

Note: These requirements do not apply to concrete vibrators, concrete breakers, powered tampers, jack hammers, rock drills, and similar hand operated power tools.

Forklifts and Powered Industrial Trucks - All trucks comply with ANSI B56.1 (will usually bear an approval mark from a nationally recognized testing laboratory). Vehicles are in proper tune and good condition. All vehicles are inspected per manufacturer's recommendations.

Vehicles are not operated where there is a hazardous concentration of

**flammable vapors.** Vehicles operated around chemicals or dust bear the appropriate designation (see the operator's manual or [http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9828](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9828) for more information. All areas where internal combustion engine powered vehicles are operated have adequate ventilation to prevent build-up of carbon monoxide from vehicle exhaust.

Heavy Equipment - Roll over protective structure (ROPS) is present (ROPS required on most heavy equipment). Seat belts installed on all equipment with ROPS. Dump trucks have permanently attached support for use during servicing. Dump levers have latches or other mechanism to prevent accidental activation. All equipment is inspected in accordance with the manufacturer's recommendations.

Battery Charging Area - Ventilation is adequate to prevent build-up of hydrogen gas. Lifting equipment is available for handling batteries. A carboy tilter or siphon is available for dispensing electrolyte (if required).

Sample

Walk-through Inspection Checklist Painting

3

Item OK Needs

Work

N/I N/A

**Cranes, Hoists, and Slings** - Operators inspect equipment and rigging at least daily. All equipment conforms with ANSI B30.2.0. Capacity plates present. All controls are clearly marked. Barriers installed if operator must stand in danger zone of recoil from broken rope, chain or wire. Two turns remain on drum when limit switch is activated. All custom and reconditioned rigging is marked with safe working load and proof tested to 125% of rated load. Welded alloy steel chain slings are marked with size, grade, rated capacity, and sling manufacturer. Welded end attachments have been proof tested at twice their rated capacity. For overhead cranes with cabs: Access to crane cab is provided by fixed ladders or stairs. Dry chemical fire extinguisher is present in the crane cab.

**Material Storage** - Material storage is OK.

Debris Chutes - Debris chutes are used whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of a building. Near vertical (over 45 degrees from horizontal) debris chutes are fully covered. Wall openings for chute access do not exceed 48 inches in height. Standard guardrails protect chute openings and there is no open space between the chute opening and floor. If wheelbarrows are used to dump debris, a four inch thick and six inch high toe-board bumper is installed. A substantial gate is installed at the discharge end.

If debris is dropped through holes in the floor without the use of chutes, the area onto which the material is dropped is completely enclosed with barricades at least 42 inches high 6 feet back from the projected edge of the opening above. Warning signs are posted. Openings are no more than 25% of the floor area and do not make the floor structurally unsafe.

Additional Hazards - No other hazards were noted during this walk-through.

Sample

Walk-through Inspection Checklist Office

1

Inspector: Date:

Instructions:

Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems

noted in the blank space below or on the reverse side. Give the completed form to the Safety Plan Manager for filing.

Item OK Needs

Work

N/I N/A

Required Postings Displayed - All required posters are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional



information on posting requirements is available at <http://www.dol.gov/osbp/sbrefa/poster/matrix.htm>.

**Housekeeping** - Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry. Scrap lumber, waste material, and rubbish are removed of the immediate work area as the work progresses. Solvent waste, oily rags, and flammable liquids are kept in labeled, fire resistant covered containers until removed from the worksite. All surfaces (including difficult to see areas such as the top of equipment, ducts, and pipes) are free of accumulated combustible dust.

**First Aid** - The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items (<http://www.benmeadows.com/refinfo/ezfacts/ezpdf/tech208.pdf#search=%22ansi%20Z308%22>). A clinic, hospital or infirmary is available nearby, or a person with a valid first aid certificate is available on site.

The kit is in a waterproof container with individual sealed packages for each type of item.  
**Drinking Water** - Cool drinking water is available. Employees do not use a common cup for drinking.

**Shade or Cooling Areas** - Shade or cooling areas are available for employees who experience heat stress.

**Sanitation** - Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap, and clean drying facilities are available.

**Illumination** - There is enough light for employees to perform their assigned duties.

**PPE Worn and in Good Condition** - All employees are wearing the PPE required for the task they are performing. The PPE is all clean and in good working order.

**Personal Fall Arrest Systems** - All fall protection equipment is in good condition. Appropriate anchor points are available in all locations where employees must use personal fall arrest systems. A plan is in place to quickly rescue an employee who falls.

**Respirators** - Respirators are readily available, worn properly when required, and stored properly when not in use. Respirators in use are appropriate for the hazards employees are exposed to. All respirator users perform positive and negative pressure checks when putting on tight fitting respirators. Respirator cleaning supplies/services and replacement respirator parts, filters and cartridges are readily available. Powered Air Purifying Respirator (PAPR) replacement batteries are readily available. Air supplied respirators are provided with Grade D breathing air. Continuous monitoring of breathing air quality is provided unless an oil-less compressor specifically designed to provide breathing air is used.

**Eyewash and Shower Station** - An eyewash station is present within ten (10) seconds of areas where corrosive, strongly irritating, or highly toxic chemicals are used (shower required if major portions of the body may be exposed). Eyewash and shower can deliver 0.4 and 20 gallons per minute respectively for 15 minutes. Plumbed units are flushed monthly; other units serviced per manufacturers recommendations.

Sample

Walk-through Inspection Checklist Office

2

Item OK Needs

Work

N/I N/A

**Fire Extinguishers OK** - A fire extinguisher (rated class 2A or better), is available for every 3,000 square feet of the protected building area; travel distance from any point of the protected area to the nearest fire extinguisher does not exceed 100 feet. Note: A garden hose may substitute for a fire extinguisher providing it can reach the entire protected area and still provide at least five gallons per minute of water. Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialist) within the last year.

**Combustible Dust Handling** - All equipment which handles combustible dust is properly grounded and bonded.

**Industrial Ventilation** - Industrial ventilation systems, if present, are all working properly

and are turned on when required. Smoke tubes are used to verify that contaminants are captured by the ventilation hood. Air flow is measured periodically. Note: this item does not include building heating/air conditioning systems.

Electrical Equipment - All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).

Machine and Tool Guarding OK - All required guards are in place on power operated hand tools.

**Hand-Held Power Tool Switches** - Hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders with wheels greater than 2 inches in diameter, disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools are equipped with a momentary contact "on-off" control. They may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

Note: Hand-held powered platen sanders, grinders with wheels 2-inch diameter or less, routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jigsaws with blade shanks one-fourth of an inch wide or less may be equipped with only a positive "on-off" control.

All other hand-held powered tools (e.g. circular saws, chain saws, and percussion tools without positive accessory holding means) are equipped with a constant pressure switch that will shut off the power when the pressure is released.

Note: These requirements do not apply to concrete vibrators, concrete breakers, powered tampers, jack hammers, rock drills, and similar hand operated power tools.

Forklifts and Powered Industrial Trucks - All trucks comply with ANSI B56.1 (will usually bear an approval mark from a nationally recognized testing laboratory). Vehicles are in proper tune and good condition. All vehicles are inspected per manufacturer's recommendations.

Vehicles are not operated where there is a hazardous concentration of flammable vapors. Vehicles operated around chemicals or dust bear the appropriate designation (see the operator's manual or [http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9828](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9828) for more information). All areas where internal combustion engine powered vehicles are operated have adequate ventilation to prevent build-up of carbon monoxide from vehicle exhaust.

Heavy Equipment - Roll over protective structure (ROPS) is present (ROPS required on most heavy equipment). Seat belts installed on all equipment with ROPS. Dump trucks have permanently attached support for use during servicing. Dump levers have latches or other mechanism to prevent accidental activation. All equipment is inspected in accordance with the manufacturer's recommendations.

Battery Charging Area - Ventilation is adequate to prevent build-up of hydrogen gas. Lifting equipment is available for handling batteries. A carboy tilter or siphon is available for dispensing electrolyte (if required).

Walk-through Inspection Checklist Office

3

Item OK Needs

Work

N/I N/A

Cranes, Hoists, and Slings - Operators inspect equipment and rigging at least daily. All equipment conforms with ANSI B30.2.0. Capacity plates present. All controls are clearly marked. Barriers installed if operator must stand in danger zone of recoil from broken rope, chain or wire. Two turns remain on drum when limit switch is activated. All custom and reconditioned rigging is marked with safe working load and proof tested to 125% of rated load. Welded alloy steel chain slings are marked with size, grade, rated capacity, and sling manufacturer. Welded end attachments have been proof tested at twice their rated capacity. For overhead cranes with cabs: Access to crane cab is provided by fixed ladders or stairs. Dry chemical fire extinguisher is present in the crane cab.

Material Storage - Material storage is OK.

Debris Chutes - Debris chutes are used whenever materials are dropped more than 20 feet

to any point lying outside the exterior walls of a building. Near vertical (over 45 degrees from horizontal) debris chutes are fully covered. Wall openings for chute access do not exceed 48 inches in height. Standard guardrails protect chute openings and there is no open space between the chute opening and floor. If wheelbarrows are used to dump debris, a four inch thick and six inch high toe-board bumper is installed. A substantial gate is installed at the discharge end.

If debris is dropped through holes in the floor without the use of chutes, the area onto which the material is dropped is completely enclosed with barricades at least 42 inches high 6 feet back from the projected edge of the opening above. Warning signs are posted. Openings are no more than 25% of the floor area and do not make the floor structurally unsafe.

Additional Hazards - No other hazards were noted during this walk-through.

1 1

The safety committee should follow the following steps in order to get starting carrying out their responsibilities under this Safety Plan.

Safety Committee Start-Up Checklist

Item Date Completed

Create Safety Committee File - Label a file folder [Safety Committee] and place it with the Safety Plan files. Use this folder to keep an archive of all of the documentation generated by the Safety Committee.

Select Management Representatives - Select the management representatives who will serve on the committee.

Committee Member Training - All safety committee members must read the Safety Plan and understand their responsibilities listed in Section 3 (page 1).

Safety Plan Review Checklist

1

Reviewer: Date:

Instructions:

This checklist identifies items that should be reviewed periodically to ensure that the Safety Plan is functioning as intended. The

Safety Plan Manager must perform this review of the Safety Plan at least Annually. When the review has been completed and any deficiencies

corrected, this checklist should be filed in the [Program Review] folder.

Item OK Needs

Work

N/I N/A

OSHA 300 Log Maintained - The [OSHA 300 Log] folder contains documentation of all injuries and illnesses that occurred during the year. The OSHA Form 300-A was posted as required in Section 9 (page 16).

Accident Investigations - The [Accident Investigations] folder contains documentation showing that all injuries and illnesses that have occurred since the last review were properly investigated, recorded, and reported. Unsafe condition reports were investigated and the conditions corrected when necessary.

Safety Meetings are Conducted - The [Safety Meetings] folder contains documentation showing that the Safety meetings are being conducted in accordance with the frequency described in Section 4.1 (page 12).

Safety Inspections are Performed - The [Safety Inspections] folder contains documentation showing that Safety Inspections are being performed as required in Section 6 (page 13). Issues identified during inspections were corrected in a timely manner.

Contracts Define Safety Training Responsibility - All contracts define who is responsible for providing temporary or leased employees with safety training and other required health and safety protections.

Placed Employees Receive Training and Protection - All employees placed with other companies received the safety training and other protections required for them to safely perform their assigned work duties. This requirement may be verified by spot checking

employer documentation or asking a sample of employees if they have received training and other required protections.

Respiratory Protection Program - All new respirator users received medical evaluations. All tight fitting respirator users received fit tests within the last year. All respirator users received respirator training within the last year. Note: These requirements do not apply to employees that only wear filtering face piece respirators in areas where respirator use is not required by Occupational Safety and Health Administration (OSHA) regulations. Respirator users were consulted to assess their views on the Respiratory Protection Program's effectiveness and to identify any problems. Any problems that were identified by the employees were documented and corrected.

Crane Inspections - Supervisors have written documentation that they perform thorough inspections of all cranes, hoists and rigging before new equipment is placed into service, if equipment has been idle for over one month, and at least annually.

Company Profile and Hazard Assessment - I have reviewed the Company Profile contained in Appendix 6 and the personal protective equipment (PPE) hazard assessment in Appendix 5. If there have been any significant changes to the profile or hazard assessment, I have updated the program. Note: The program may be updated at <http://www.mysafetyprogram.com>.

General Program Effectiveness - I have considered the overall effectiveness of this Safety Plan and discussed the program with others at Great Western painting. The safety committee has also reviewed the program and their written comments (if any) have been attached to this checklist. I have concluded this program is effectively achieving the goal of reducing occupational injuries and illnesses at Great Western painting, or I have implemented changes in the program to make it more effective. I have discussed my findings with the General Manager.

Great Western painting

Accident and Near Miss Incident Investigation Form

Accident Investigator Date and Time

Location

Employees and Managers Involved

Description of Incident; Controls and Personal Protective Equipment in Use/Not in Use

Causal Factors (including underlying problems)

Corrective Actions

Sample

Great Western painting

Accident and Near Miss Incident Investigation Witness Statement Form

Accident Investigator Date and Time

Witness Name Supervisor

What happened?

What do you think caused this incident? Are there any underlying problems which helped cause this incident?

How do you think similar incidents could be prevented in the future?

Sample

The hazard assessment conducted during the development of this Safety Plan identified additional regulations that may apply to Great Western painting. The Safety Plan Manager should review the regulations listed below to determine which, if any, requirements actually apply to Great Western painting.

This is not a comprehensive list of all Occupational Safety and Health Administration (OSHA) requirements that apply to Great Western painting. It contains only the most common and important regulatory requirements that are not addressed by this Safety Plan.

Additional Regulatory Requirements Checklist

Item Date Completed

Hazardous Waste Regulations - Companies that generate, transport or store hazardous waste are subject

to strict environmental regulations which are beyond the scope of this Safety Plan.

Sample

Appendix 2 Code of Safe Practices

## Code of Safe Practices

### Painting

1

Follow All Safety Rules - All employees must work safely and follow all safety rules.

Safety Plan Available - Great Western painting has a written Safety Plan that describes in detail the policies and procedures which are used to provide you with a safe work place. You may get a copy of this program by asking any manager or supervisor, the Safety Plan Manager, at any safety meeting, or any safety committee member. The Safety Plan Manager is Great Western painting.

Report Unsafe Conditions or Actions - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Safety Plan Manager, at any safety meeting, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.

Report all Injuries - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally.

Do not disturb or clean-up the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

Don't Work When Impaired - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use illegal drugs is strictly prohibited.

Housekeeping - Keep your work area tidy and free from unnecessary clutter and trip hazards.

Clean up spills as soon as possible. Remove scrap lumber, waste material, and rubbish from the immediate work area as the work progresses. Keep solvent waste, oily rags, and flammable liquids in labeled fire resistant covered containers until removed from the work-site.

No Horseplay - Horseplay is forbidden.

Threats and Violence are Prohibited - Violence, threats of violence, and physical intimidation are prohibited.

Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Safety Plan Manager, at any safety meeting, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.

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Attend Safety Meetings - All employees are required to attend safety meetings when scheduled. These meetings are one important way that Great Western painting communicates safety information to employees and provides a place where employees may discuss safety issues with management.

Safety Committee Records Available Upon Request - Great Western painting operates a safety committee chartered to help maintain a safe and healthy workplace. Any employee may obtain a list of the Safety Committee members or the minutes of Safety Committee meetings by asking the Safety Plan Manager. Employees may contact any safety committee member to discuss safety related issues. The safety committee member will forward your concerns to the safety committee and let you know what they decide to do about them.

Fire Extinguishers - Do not use a fire extinguisher unless you have been trained to do so.

Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

Personal Protective Equipment - The personal protective equipment (PPE) used in your work area is listed below. Do not perform any tasks which require the use of protective equipment until you have been shown how to use the protective equipment. During your initial safety training you will be told which work tasks require the use of personal protective equipment and how to obtain the equipment you need.

- Personal fall arrest system (required for some tasks)
- Rescue/retrieval harness (required for some tasks)
- Knee pads (available but not required)
- Elbow pads (required for some tasks)
- Leg guards (available but not required)
- Back support (required for some tasks)
- Coast Guard approved flotation vest (required for some tasks)
- Safety glasses (ANSI Z87.1) with side protection (required for some tasks)
- Safety goggles meeting ANSI Z87.1 (required for some tasks)
- Chemical splash goggles meeting ANSI Z87.1 (required for some tasks)
- Face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Hardhat meeting ANSI Z89.1 (required for some tasks)
- Overshoes: Steel toe meeting ASTM F2413-05 (always required)
- Unapproved Dust Mask (required for some tasks)
- Surgical mask (required for some tasks)
- NIOSH Approved N95 Filtering Facepiece Respirator (required for some tasks)
- NIOSH Approved N99 Filtering Facepiece Respirator (required for some tasks)
- NIOSH Approved full face air purifying respirator with appropriate filter or cartridge (required for some tasks)

Sample

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- NIOSH Approved loose fitting hood and powered air purifier with appropriate filter or cartridge (required for some tasks)
- NIOSH Approved abrasive blasting helmet with supplied air (required for some tasks)
- NIOSH Approved abrasive blasting helmet with tight fitting full face pressure demand supplied air respirator (required for some tasks)

Respirators - Respirators are meant to protect you from contaminants present in the workplace air. Respirators can only protect you if you wear them consistently and use them properly. Always inspect your respirator before each use to ensure it is in proper condition. When wearing a tight fitting respirator, you must be clean shaven where the respirator contacts your face. Facial hair or stubble under the respirator seal will cause the respirator to leak and is prohibited.

Wearing a respirator puts an extra strain on your body. For this reason, you will receive a medical evaluation to verify you are medically able to wear a respirator unless you only wear filtering face piece respirators in areas where the exposures are below certain exposure limits. The evaluation will be done by a Physician or licensed health care professional. The evaluator will ask you questions about your medical history in order to find out if there is anything which might cause you problems when you wear a respirator. Your answers will be confidential. The evaluator will not give any of your answers to anyone at the company. The evaluator will only give the company their opinion on whether or not you are able to wear a respirator and describe any limitations for your respirator usage.

Depending on the type of respirator you use, you may be required to undergo a respirator fit test. The purpose of the fit test is to help you select the right respirator and to verify your respirator fits properly. Your respirator will not protect you if it doesn't fit well.

Always put on, take off, clean and store your respirator as instructed by the manufacturer. Make sure you use the correct respirator for the contaminants you will be exposed to. Always use the correct filters and cartridges for your respirator. The filters and cartridges must be made by the same manufacturer as the face piece, and they must be intended for use on the specific face piece you are using. Change your respirator or filters whenever they become

clogged and you feel extra resistance when breathing. Change your respirator cartridges according to schedule, if the end of service indicator shows the cartridge is full, or if you smell the chemical inside your respirator. Discard disposable respirators at the end of your work shift. Change Powered Air Purifying Respirator (PAPR) filters in accordance with the manufacturer's instructions and if you notice a decrease in air flow that is not corrected by changing batteries. Never fold, bend, or distort a respirator, especially during storage. The distorted respirator will not fit as well on your face. Do not place your respirator in a sealed container until it is completely dried. Placing a wet respirator in a sealed container may damage the respirator and lead to mold or bacterial growth that can be a health hazard. Do not store your respirator with used filters or cartridges. Contaminants from the filter or cartridge

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may get on the inside of your respirator.

Perform a respirator seal check every time you put on your respirator. Cover the exhalation valve and exhale slightly. The mask should expand slightly without leaking. Then cover the air inlets and breathe in slightly. You should feel the mask suck in without air leaking in. If you feel air leaking during either the exhalation or inhalation test, remove the respirator and try again.

Always use breathing air with an air supplied respirator. Breathing air is compressed using an oil-less air compressor specifically designed to provide breathing air. Do not use shop air for breathing purposes unless a filtration system with continuous monitoring and an alarm is installed.

Dust and Surgical Masks - Dust and surgical masks without a "NIOSH Approval Number" do not filter the air you breathe in very well. Using a dust or surgical mask is fine if all you need is to keep material off of your face and for patient or product protection. Use a "NIOSH Approved" filtering facepiece respirator if you need to filter the air you are breathing. A "NIOSH Approved" filtering facepiece respirator looks similar to an unapproved dust mask but the box it comes in will have a NIOSH Approval number on it. The types of filtering facepiece respirators that are available include:

1. N95 - Filters at least 95% of airborne particles. Not resistant to oil.
2. N99 - Filters at least 99% of airborne particles. Not resistant to oil.
3. N100 - Filters at least 99.97% of airborne particles. Not resistant to oil.
4. R95 - Filters at least 95% of airborne particles. Somewhat resistant to oil.
5. R99 - Filters at least 99% of airborne particles. Somewhat resistant to oil.
6. R100 - Filters at least 99.97% of airborne particles. Somewhat resistant to oil.
7. P95 - Filters at least 95% of airborne particles. Strongly resistant to oil.
8. P99 - Filters at least 99% of airborne particles. Strongly resistant to oil.
9. P100 - Filters at least 99.97% of airborne particles. Strongly resistant to oil.

Fall Protection - Always wear your fall protection equipment when you may fall more than 6 feet. Exception(s): If there is a fall protection plan for a specific job follow the requirements of the plan. Inspect your equipment before every use. Check ropes, webbing, and lanyards for wear, damaged strands, and fraying. Check metal parts for cracks, bending, and corrosion. Replace equipment which doesn't work correctly or is damaged. Fall protection equipment which has deployed in a fall requires careful inspection and some equipment is not designed to be reused after a fall. Make sure you tie off on an anchor point that is strong enough. Ask your supervisor if you are not sure where to tie off.

Rescue Retrieval Harness - Wear a rescue retrieval harness in areas like confined spaces to allow your co-workers to rescue you without entering the danger zone themselves. The har

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ness is normally connected to a lifeline which is often used with a pulley and tripod. Inspect your equipment before every use. Check ropes, webbing, and lanyards for wear, damaged strands, and fraying. Check metal parts for cracks, bending, and corrosion. Replace equipment

which doesn't work correctly or is damaged. Your harness may not be suitable for use as fall protection. Check the manufacturer's specifications before using a rescue retrieval harness for fall protection.

Eyesight is Precious - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

Face Shields and Welding Helmets - Face shields and welding helmets do not provide adequate eye protection by themselves. Always wear safety glasses or safety goggles under the face shield.

Lockout/Tagout - Never open electrical circuits or turn on equipment which has been locked/tagged out by someone else. Only the person who put on a lock or "Do Not Operate" tag or their supervisor may remove it and turn on the circuits or equipment.

Use the following procedure when working on equipment or structures which are connected to energy sources (i.e. electricity, hydraulics) or may retain stored energy after being disconnected from their source of energy. Sources of stored energy include, but are not limited to batteries, capacitors, compressed gas (air) buffers, pressurized hydraulic systems, hot materials, cold materials, springs, flywheels, magnets, reactive chemicals, and elevated machine parts or material (gravity).

1. Notify anyone else working in the area and their supervisor that you will be disconnecting the circuits or equipment.
2. Identify the types of energy used and stored in the equipment. Make sure you understand all of the hazards of the energy and the methods used to control and/or dissipate the energy.
3. If equipment is operating, shut it down using the normal stopping procedure.
4. Isolate the machine from all sources of energy using the appropriate switches, valves, and other energy isolating devices. Put your lock and/or a "Do Not Operate" tag on each switch, valve or energy isolating device. Make sure the reason the equipment was turned off, the date and time the tag was applied, and your name are on the tag. It is better use a lock and tag instead of just a tag. It is better if each person who is servicing a machine puts on their own lock and tag.
5. Dissipate or block all stored energy within the equipment.
6. Make sure that all personnel are clear and then verify that the equipment is in a zero energy state using appropriate tests. Make sure to return the operating controls to the "off" position after testing.

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7. Perform the required work.
8. Verify your tools and any items used to do the work have been removed. Make sure that all personnel are clear, and that any controls are in neutral. Reinstall all guards.
9. Remove your locks and tags and re-energize the circuits or equipment. Verify it equipment working properly using the normal start-up procedure.
10. Notify all affected employees and their supervisor that you have completed your work.

Eyewash and Showers - If you get a chemical in your eyes or on your skin, it is very important to wash it out completely right away. Some chemicals can cause permanent eye damage within seconds. Eyewash stations are provided for this purpose; showers may also be provided if necessary.

If you need to wash a chemical out of your eyes, use your hands to hold your eyes open and hold your eyes in the water for fifteen (15) minutes. This will seem like a very long time but it is necessary to completely wash the chemical out of your eyes. Your supervisor or a co-worker can help by timing you. If a chemical gets on a large portion of skin, remove any clothing which is soaked with the chemical and stay in the shower for fifteen 15 minutes. Inform your supervisor once you have flushed your eyes and/or affected skin for 15 minutes. Additional medical treatment may be necessary.

Combustible Dust - Any material that can burn in air in solid form will become a combustible dust when finely divided and suspended in air at the right concentration. The fine



dust of some materials that are not combustible in solid form can also be combustible. Sugar, starch, flour, grain, plastics, wood, paper, rubber, dyes, coal, sulfur, aluminum, chromium, iron, magnesium, titanium, and zinc are all examples of materials that can form combustible dusts. This is not a complete list of materials that can form combustible dust. Very powerful dust explosions may occur a combustible dust is suspended in air with an ignition source (e.g. flame or spark). A small initial explosion may disturb nearby dust which is then ignited. The resulting chain reaction can destroy an entire facility and kill those inside.

Do not allow combustible dust to accumulate on surfaces in your work area. Avoid making dust clouds when working with or cleaning up combustible dust. Do not handle combustible dust near open flames or a source of sparks. Transferring material between containers can generate static electricity. Ensure that all containers are properly bonded and grounded when transferring combustible dusts.

Battery Charging - Lead acid batteries produce explosive hydrogen gas under normal operating conditions. Always wear eye protection when connecting or disconnecting batteries from vehicles or charging equipment. Do not smoke in the battery charging area. Always use lifting equipment when moving batteries. Keep tools and metallic objects away from batteries when not in use; never intentionally short a battery with a metallic object. When diluting electrolyte fluid, always add acid to water; never add water to acid. When charging batteries

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in the vehicle, make sure the brakes are on and leave the battery cover open.

Safe Use of Hoists, Cranes, and Slings - Never stand under a load being lifted by a hoist or crane. Crane operators and riggers should obey the following safety rules:

1. Never use a hoist or crane unless you have been trained to do so.
2. Inspect the crane and rigging carefully before use (at least daily). Look for worn or distorted chain links. Test the limit switches each shift. Remove from service any hook that has been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook. Remove from service any wire rope sling that has ten randomly distributed broken wires in one rope lay; five broken wires in one strand in one rope lay; wear or scraping of one-third the original diameter of outside individual wires; kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure; evidence of heat damage; end attachments that are cracked, deformed or worn; or corrosion of the rope or end attachments. Verify the piston air hoist locknut is secure (if applicable).
3. Never lift a person with a hoist or crane. Never move a load over a person or lift molten metal where it could strike a person if spilled.
4. Never exceed the rated capacity of a hoist or crane.
5. Always position the load directly under the hoist mechanism before lifting. Off vertical lifts can damage the crane and cause the load to swing.
6. Make sure that the rated capacity of hooks, rings, links, welded or mechanical coupling links, or other attachments is equal to or greater than the capacity of the chain or rope.
7. Do not secure wire rope by knots, except on haul back lines on scrapers.
8. Use at least three full tucks on an eye splice made in any wire rope. Do not form eyes in wire rope bridles, slings, or bull wires by using wire rope clips or knots.
9. Use padding to protect slings from the sharp edges of a load. When used for eye splices, apply a U-bolt so that the "U" section is in contact with the dead end of the rope. Do not kink sling legs. Always balance the load of slings used in a basket hitch to prevent slippage. Never place your hands or fingers between a sling and its load while the sling is being tightened around the load. Never pull a sling from under a load when the load is resting on the sling. Do not shorten slings with knots, bolts or other makeshift devices. Shock loading is prohibited.
10. Cable laid, 6 X 19 slings, and 6 X 37 slings must have a minimum clear length of wire rope 10 times the component rope diameter between splices, sleeves or end fittings. Braided slings must have a minimum clear length of wire rope 40 times the component

rope diameter between the loops or end fittings. Cable laid grommets, strand laid grommets and endless slings must have a minimum circumferential length of 96 times their body diameter.

11. Remove fiber core wire rope slings from service if they are exposed to temperatures in excess of 200 deg. F (93.33 deg. C). Follow the sling manufacturer's recommendations when using non-fiber core wire rope slings at temperatures above 400 deg. F or below

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minus 60 deg. F.

12. Remove rope and slings from service if abnormal wear, powdered fiber between strands, broken or cut fibers, variations in the size/roundness of strands, discoloration, rotting, acid/caustic burns, snags, tears, cuts, punctures, broken/worn stitches, or distortion of hardware in the sling are present.

13. Do not use knots instead of splices.

14. Do not use ropes and rope slings outside of the temperature range recommended by the manufacturer.

15. Do not use ropes or slings in environments where there are fumes, vapors, mists, or sprays of incompatible materials. Nylon is incompatible with phenolics. Polyester and polypropylene are incompatible with caustics. Aluminum fittings are incompatible with caustics. Check the manufacturer's specifications for additional incompatibilities.

16. Eye splices in manila rope must contain at least three full tucks and short splices at least six full tucks (three on each side of the center line of the splice). Eye splices in layered synthetic fiber rope must contain at least four full tucks and short splices at least eight full tucks (four on each side of the center line of the splice). Do not trim strand end tails short (flush with the surface of the rope) immediately adjacent to the full tucks. Tails should extend at least six rope diameters beyond the last full tuck but do not need to exceed six inches. If projecting the tails is objectionable, the tails may be tapered and spliced into the body of the rope using at least two additional tucks which will require a tail length of approximately six rope diameters beyond the last full tuck. For all eye splices, the eye must be large enough to provide an included angle of not greater than 60 deg. at the splice when the eye is placed over the load or support.

17. Operate hoists and cranes smoothly; avoid jerky motions. Take up slack slowly before lifting load.

18. On near capacity lifts, test the brakes after lifting the load a few inches.

19. Never leave the controls when a load is in the air.

20. When using a double saddle hook, use a double sling or choker to distribute the load over both saddles of the hook.

21. Under normal operating conditions, stop the crane before reaching the limit switch.

22. Never lift a load with sling hooks hanging loose.

23. Do not operate mobile cranes in areas where they can contact electrical wires.

24. Tools, oil cans, extra fuses, and other necessary articles must be stored in a tool box, and may not be permitted to lie loose in or about the crane cab.

25. Never operate a crane near electrical lines unless they have been de-energized and visibly grounded. Minimum clearance is 10 feet for lines rated up to 50 kV. For lines over 50 kV, clearance ten feet plus 0.4 inches for each 1 kV over 50 kV or twice the length of the line insulator (but never less than ten feet). When moving a crane with no load and boom lowered, clearance must be at least 4 feet for voltages less than 50 kV., and 10 feet for voltages over 50 kV up to and including 345 kV., and 16 feet for voltages up to and including 750 kV. Use a spotter if it is difficult for the crane operator to judge distance from the live electrical lines.

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26. When using a crane near operating transmission towers, make sure that an electrical charge is not induced on the crane. When necessary, ground the upper rotating structure supporting the boom, and install ground jumper cables to materials being handled by boom equipment. Ground crews must use non-conductive poles having large alligator clips or other similar protection to attach the ground cable to the load. Combustible and flammable materials must be removed from the immediate area prior to operations.

27. The weight of a demolition ball must not exceed 50% of the crane's rated load, based on the length of the boom and the maximum angle of operation at which the demolition ball will be used, and must also not exceed 25% of the nominal breaking strength of the line by which it is suspended. Keep the crane boom and load line as short as possible. Use a swivel type connection to prevent twisting of the load line.

Heavy Equipment - Be careful around heavy equipment. Assume the driver does not see you unless you have made eye contact with the driver. Do not ride or allow riders on a vehicle unless it is designed to carry passengers. Inspect your vehicle daily before use (brakes, trailer brake connections, parking brakes, tires, horn, steering mechanism, coupling devices, seat belts, operating controls; backup alarms, safety devices, glass, lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc.). Do not operate a vehicle that needs repairs.

Use seat belts when they are installed on your vehicle. Use a ground guide when necessary.

Set the parking brake when leaving vehicle; chock wheels when parked on an hill. Lower blades, buckets and similar equipment when not in use and before repair.

Inspect Power Cords - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry, or pull electrical equipment. Report all problems with electrical equipment to your supervisor.

Guarding - Never use portable power-operated tool unless all guards are in place and fully operational.

Heat Stress - Drink plenty of water when working in hot environments. It is best to drink small amounts frequently (up to four cups per hour). Take it easy when you first start working in a hot environment. It takes your body at least a week to get used to working in a hot environment. Tell your supervisor if you or a co-worker experiences extreme weakness or fatigue, giddiness, nausea, or headache or if your face becomes pale or flushed. These are symptoms of heat exhaustion and anyone with these symptoms should rest in a shady or cool area. If shade is not available, ask your supervisor and they will provide shade. You will not be punished in any way if you experience heat stress and must rest. Watch out for your coworkers; sometimes a person with heat stress does not realize it themselves.

If you or a co-worker stops sweating stops and experiences mental confusion, delirium, loss

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of consciousness, convulsions or coma this may be heat stroke. Immediately soak the person in cool water and fan them. The person must go to a hospital or medical clinic as soon as possible. A person with heat stroke may die without medical treatment.

Cold Stress - If you or a co-worker experiences uncontrollable shivering and the sensation of coldness, a slower heartbeat and weak pulse, slurred speech, memory lapses, or extreme sleepiness, you may be suffering from hypothermia (low body temperature). Anyone suffering from hypothermia should rest in a warm environment right away.

If you work in cold environments for extended periods of time, watch for the symptoms of frostbite in your hands, feet, and face. These include burning, numbness, tingling, itching, or cold sensations. Skin with superficial frostbite may appear white and frozen, but it retains some resistance when pressed. Skin with deep frostbite is hard.

Watch for Ice - In cold environments, watch for ice on walkways or floors. Do not walk on slippery ice. Remove ice build-up from floors or walk-ways if necessary.

Forklifts and Powered Industrial Trucks - Watch out for moving forklifts or trucks. Do not step in front of a moving forklift or trucks; large loads make it difficult for the driver to see you and stop. Never pass under the elevated portion of any forklift whether loaded or empty.

Never ride on any moving forklift or truck except in a designated passenger seat.

Only trained drivers may operate forklifts or trucks. All drivers will obey the following rules:

1. Inspect your vehicle before use. If your vehicle is broken, defective, or in any way unsafe, remove it from service until it is repaired. Never operate a vehicle with a fuel leak or faulty brakes.
2. Obey plant speed limits. Watch out for people walking. Slow down where vision is obstructed or the floors are slippery. Avoid loose objects. Stunt driving and horseplay is prohibited.
3. Keep your arms and legs in the driver's area. Do not allow others to touch the load or vehicle while it is moving. Do not allow people to ride your vehicle (except in a designated passenger seat) or to step under the load.
4. When leaving your vehicle, always fully lower the load and set the brakes. If you go more than 25 feet from your vehicle or go where you cannot see your vehicle, you must first shut off the power. Block the wheels if parked on an incline.
5. Stay a safe distance from the edge of ramps, platforms, or freight cars. Do not use your truck for opening or closing freight doors. Make sure that the brakes of trucks, trailers or railroad cars are set while loading or unloading. When needed, install a fixed jack on a semitrailer before loading or unloading. Always check the floors of trucks, trailers and railroad cars for breaks and weaknesses before driving in them.
6. Always make sure that there is enough overhead space for your vehicle and the load.

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7. Yield the right of way to ambulances, fire trucks, or other emergency vehicles.
8. If the load obstructs your forward view, drive backwards.
9. Cross railroad tracks diagonally wherever possible. Do not park closer than 8 feet from the center of railroad tracks.
10. Go up or down grades slowly. If the grade exceeds 10%(ten feet up for every 100 feet forward), loaded trucks must be driven with the load upgrade. On all grades the load must be tilted back if possible and raised only as far as necessary to clear the road surface.
11. Make sure that dock-boards and bridge-plates are secure before driving over them. Do not exceed their rated capacity.
12. Approach elevators slowly, and enter them squarely after the elevator car is leveled. Shut off the power and set the brakes once in the elevator car. Motorized hand trucks must enter elevator or other confined areas with load end forward.
13. Make turns at a reduced safe speed by turning the steering wheel in a smooth, moderate, even, sweeping motion.
14. Never exceed the rated capacity of the vehicle. Carry only stable loads. Always try to center the load; be extra careful if the load cannot be centered. Adjust long or high loads which may affect the capacity. Be very careful when tilting the load forward or backward.
15. Always stop the engine before refueling. Avoid spillage. Make sure any spilled fuel is completely evaporated and the fuel tank cap replaced before restarting engine.
16. Do not use open flames to check battery electrolyte or fuel levels.

Confined Space Safety - A confined space is any space that is difficult to enter and exit and is not designed for continuous employee occupancy. Tanks, vessels, silos, storage bins, hoppers, vaults, pits, and trenches are all examples of possible confined spaces. Do not enter any confined spaces in your work area unless you have been trained to do so. Always discuss the potential hazards with your supervisor and take all necessary precautions to perform the work safely. Always tell you supervisor before entering a confined space.

Because confined spaces have restricted ventilation, it is easy for hazardous atmospheres to build up inside them. This is especially true if the space is used for chemical storage or you will be performing work which generates air contaminants like welding, hot cutting, cleaning, or painting. In spaces containing stagnant water, microbial growth can use up all of the oxygen or generate toxic hydrogen sulfide. Hydrogen sulfide smells like rotten eggs but the smell goes away quickly because your nose gets used to it. Use of inerting gas displaces all

oxygen in the space making it impossible to breath without an air supplied respirator. Before entering a space that may contain a hazardous atmosphere, it must be well ventilated and the air quality tested with an appropriate meter. Depending on hazard, a respirator may also be required. Always leave a confined space immediately if you notice your breathing speeding up; this is a sign that there is not enough oxygen in the space.

It is critical that any mechanical equipment within the space be locked out at a zero energy state before entering the space. All supply line valves must be closed and locked, and the

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supply lines blanked out or disconnected before entry. If the space contains inwardly tapering walls or another dangerous configuration which could trap you, safe access procedures must be worked out before entry. It is sometimes necessary to set up a barricade around the entrance to a confined space in order to protect the entrant from activity going on outside the space. Do not enter spaces containing bulk materials like grain without fall protection equipment because the material can shift and engulf you.

An outside attendant and rescue plan are required when working in a hazardous confined space. A retrieval harness with lifeline and winch should be worn by the entrant unless this introduces an even greater hazard. Constant communication between the entrant and attendant is required. The attendant's only job is watching out for the entrant. If you are the attendant and the entrant has a problem, get help immediately. Do not enter the space to try and rescue your co-worker unless you are part of the rescue plan and help has already arrived. A rescue attempt will only delay getting your co-worker out of the space if the rescuers first have to rescue the attendant before reaching the entrant.

Demolition - Do not let wall or other material fall on building floors over the safe carrying capacity of the floor. Do not place material or equipment on floors if their weight is over the carrying capacity of the floor.. Always brace walls over one story high left standing alone unless they were designed to stand alone. Do not remove load supporting floor members until demolition work above the floor is completed (material drops may be installed if they do not compromise the floor's structural integrity). Plank over floor openings within ten feet of a wall being demolished unless no one is allowed in the area below. Clear steel framing left in place of loose material as demolition progresses downward. Do not demolish retaining walls until adjacent structures have been adequately underpinned. Always leave all walls in stable condition at the end of your shift.

When demolishing floors, cut floor openings the full span of the arch between supports. Remove debris from the arch and nearby floor area before demolishing a floor arch. Use 2 inch by 10 inch planks to stand on while breaking down floor arches between beams. Locate the planks so they will support you if the arch between the beams collapses. Position planks so that the form walkways at least 18 inches wide so you do not need to step on exposed beams. Overlap planks at least one foot. Open space between planks cannot be over 16 inches. Never work below employees removing a floor arch; do not demolish floor arches if other employees are working below.

Do not work in areas where balling or clamming is being performed. Do not perform balling or clamming if other personnel are present in the danger zone. Remove roof cornices and ornamental stonework and cut steel members free before pulling walls over.

Debris Chutes - Always use debris chutes when present. Never remove material from a debris chute or debris drop area until debris handling on the level above has finished.

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Additional Information - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area.

Never start working on a task until you have been fully trained on the safety requirements and

your supervisor has cleared you to begin.

#### Código de prácticas de seguridad/protección

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Cumplir con todas las reglas de seguridad/protección - Todos los empleados deben trabajar de manera segura y cumplir con todas las reglas de seguridad/protección.

Política de Seguridad Disponible - Great Western painting tiene un escrito Política de Seguridad que describe en detalle las políticas y procedimientos que se emplean para que usted trabaje en un lugar seguro. Usted puede conseguir una copia del programa si se lo solicita a cualquier gerente o supervisor, el coordinador del programa de seguridad/protección, en cualquier reunión de seguridad/protección, o cualquier integrante del comité de seguridad/protección. El coordinador del programa de seguridad/protección es Great Western painting

Reportar las condiciones o acciones inseguras. - Todos los empleados deben reportar las condiciones inseguras o posibilidades de accidentes de inmediato a cualquier gerente o supervisor, el coordinador del programa de seguridad/protección, en cualquier reunión de seguridad/protección, o cualquier integrante del comité de seguridad/protección. Una posibilidad de accidente es un incidente donde alguien pudo haber salido lastimado pero se salvó. Es importante corregir las condiciones o procedimientos inseguros antes de que alguien se lastime.

Reportar todas las lesiones. - Los empleados deben reportar todas las lesiones (sin importar cuán leves sean) al supervisor para que se tomen medidas de atención médica o de primeros auxilios. Esto incluye enfermedades o dolores que el empleado considere relacionadas con el trabajo y que no desaparecen normalmente.

No altere o ni haga limpieza de un lugar donde haya ocurrido un accidente serio (salvo brindar ayuda a la gente lesionada o para dejar el lugar seguro) hasta que no se haya terminado la investigación del accidente.

No trabaje si está imposibilitado. - Los empleados no deben trabajar si están imposibilitados por fatiga, enfermedad, medicamentos o por sustancias embriagantes, como el alcohol.

Está totalmente prohibido consumir drogas ilegales.

Limpieza - Mantenga limpia y ordenada su zona de trabajo, libre de cosas innecesarias y riesgos que pudieran causar tropiezos. Limpie los derrames lo antes posible. Quite madera y materiales de desperdicio y basura de la zona de trabajo inmediata a medida que avanza el trabajo. Guarde los desperdicios de solventes y de líquidos inflamables en los recipientes marcados contra incendios hasta que se retiren de la zona de trabajo.

Evite accidentes; no juegue en el trabajo. - Se prohíbe jugar en el trabajo.

Se prohíben la violencia y las amenazas - Se prohíben la violencia, las amenazas de violencia y la intimidación física.

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Los empleados que piensen que un empleado o un cliente de la empresa pudiera comportarse con violencia deben reportar tales inquietudes de inmediato a cualquier gerente o supervisor, el coordinador del programa de seguridad/protección, en cualquier reunión de seguridad/protección, o cualquier integrante del comité de seguridad/protección. Los empleados que sean víctimas de la violencia en el trabajo, reciban amenazas o se sientan intimidados física o verbalmente deben reportar tal situación al supervisor inmediato.

Asistir a las reuniones de seguridad/protección - Todos los empleados tienen la obligación de asistir a las reuniones de seguridad/protección programadas. Estas reuniones es una de las maneras importantes que Great Western painting utiliza para comunicar la información de seguridad/protección a los empleados y es un lugar propicio para que los empleados intercambian puntos de vista sobre los temas de seguridad/protección con los directores.

Los documentos del comité de seguridad/protección están disponibles cuando usted los solicite - Great Western painting tiene en operación un comité de seguridad/protección diseñado a mantener un lugar de trabajo seguro y saludable. Cualquier empleado puede conseguir

del el coordinador del programa de seguridad/protección una lista de los integrantes del comité de seguridad o de las actas de las reuniones del comité de seguridad. Los empleados puede comunicarse con cualquier integrante del comité de seguridad para hablar sobre los temas de seguridad/protección. El integrante del comité de seguridad transmitirá las inquietudes que usted tenga al comité de seguridad y el comité informará la medida que se tomará al respecto.

Extintores contra incendios - No utilice un extinguidor contra incendios al menos que haya recibido capacitación en su uso. No utilice un extinguidor contra incendios para apagar un incendio al menos que esté muy seguro que el extinguidor sí apagará el incendio. En lugar de ello, reporte los incendios al supervisor y desaloje las instalaciones y llame al departamento de bomberos si es necesario.

Equipo de protección personal - El equipo de protección personal que se utiliza en su zona de trabajo aparece en la lista de abajo. No realice ningún trabajo que requiere el uso de equipo de protección personal hasta que haya recibido capacitación sobre la manera de utilizarlo. Durante la fase inicial de la capacitación de seguridad/protección recibirá información en cuanto a los trabajos que requieren el uso de equipo de protección personal y cómo obtener el equipo necesario.

- Equipo personal contra caídas (requerido/obligatorio para algunas actividades)
- Arnés de rescate/recuperación (requerido/obligatorio para algunas actividades)
- Rodilleras (disponible pero no requerido/no obligatorio)
- Coderas (requerido/obligatorio para algunas actividades)
- Protectores de piernas (disponible pero no requerido/no obligatorio)
- Soporte de espalda (requerido/obligatorio para algunas actividades)

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- Chaleco de flotación (requerido/obligatorio para algunas actividades)
- Visores protectores con protector lateral (requerido/obligatorio para algunas actividades)
- Visores protectores (requerido/obligatorio para algunas actividades)
- Visores contra salpicaduras químicas (requerido/obligatorio para algunas actividades)
- Escudo facial con visores protectores (requerido/obligatorio para algunas actividades)
- Casco duro (requerido/obligatorio para algunas actividades)
- Protector de zapatos: punta de acero (siempre requerido, obligatorio)
- Mascarilla de polvo no autorizada (requerido/obligatorio para algunas actividades)
- Mascarilla de cirugía (requerido/obligatorio para algunas actividades)
- Respirador de cara con filtro N95 (requerido/obligatorio para algunas actividades)
- Respirador de cara con filtro N99 (requerido/obligatorio para algunas actividades)
- Respirador de purificación de aire de cara completa (requerido/obligatorio para algunas actividades)
- Capucha no ajustada y purificador de aire con potencia (requerido/obligatorio para algunas actividades)
- Casco de aspersion abrasiva a presión con suministro de aire (no suficiente para aspersion a presión con sílicato abrasivo fuera de una caja de guantes) (requerido/obligatorio para algunas actividades)
- Casco de aspersion abrasiva a presión con respirador de suministro de aire ajustado firmemente a la cara completa (requerido/obligatorio para algunas actividades)

Respiradores - Los respiradores sirven de protección contra los agentes contaminantes en el aire del trabajo. Los respiradores solo lo protegen si se utilizan de manera constante y correcta. Siempre inspeccione el respirador antes de utilizarlo para asegurar que se encuentra en buen estado. Al utilizar un respirador que queda muy apretado, usted debe estar bien rasurado en los lugares donde el respirador está en contacto con su rostro. El cabello facial o la barba debajo del sello del respirador provocará fugas del respirador y está prohibido.

El uso del respirador impone una carga adicional a su cuerpo. Por ello, le harán una valoración médica para verificar que usted está en condiciones médicas para utilizar un respirador a menos que usted solo utilice respiradores con pieza facial filtrante en las zonas donde los

niveles de exposición están por debajo de unos límites específicos.

La valoración la realizará un médico o un especialista médico certificado. Esta persona le hará preguntas sobre su historial médico con el fin de saber si pudiera haber algo que le ocasionaría problemas al utilizar un respirador. Sus respuestas se mantendrán en privado. Esta persona no divulgará ninguna de sus respuestas a nadie de la empresa y solo le dará la empresa su opinión sobre la capacidad de usted de poder o no utilizar un respirador y detallará cualquier limitación que usted tenga en cuanto al uso de un respirador.

Según el respirador que utilice, quizá deba someterse a una prueba para determinar si puede o no utilizar un respirador. El propósito de la prueba es para determinar el tipo de respirador que puede utilizar. El propósito de la prueba es para determinar el tipo de respirador que puede utilizar.

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El respirador para usted y verificar que el respirador le quede correctamente. El respirador no le brindará protección sino le queda bien.

Siempre se debe colocar, quitar, limpiar y guardar el respirador según las instrucciones del fabricante. Asegúrese que utilizará el respirador adecuado que lo protegerá de los agentes contaminantes de exposición. Siempre utilice los filtros y cartuchos adecuados para el respirador.

Los filtros y cartuchos deben ser del mismo fabricante en cuanto a la pieza facial y deben estar diseñados para uso en la pieza facial específica que usted utiliza. Cambie el respirador o los filtros cuando se obstruyan y usted siente más resistencia al respirar. Cambie los cartuchos del respirador según el programa, si el extremo del indicador de servicio muestra que el cartucho está lleno o si alcanza a oler el agente química dentro del respirador. Deseche los respiradores desechables al final del turno de trabajo. Cambie los filtros del respirador de potencia de aire purificado (PAPR, por sus siglas en inglés) según las instrucciones del fabricante y si detecta una reducción del flujo de aire que no se corrige al cambiar las baterías. Nunca doble, pliegue ni distorsione un respirador, especialmente al guardarlo. Un respirador distorsionado no le quedará igual sobre el rostro. No guarde el respirador en un recipiente sellado antes de que esté totalmente seco. Si guarda un respirador húmedo en un recipiente sellado, el respirador puede sufrir daños que pueden ocasionar la acumulación de moho o crecimiento de bacterias que pueden resultar nocivas a la salud. No guarde su respirador junto con los filtros o cartuchos usados. Los agentes contaminantes de los filtros o cartuchos pueden introducirse al respirador.

Realice una prueba del sello del respirador cada vez antes de colocarse el respirador. Tape la válvula de exhalación y exhale ligeramente. La mascarilla se debe expandir ligeramente sin fugas. Luego, tape las entradas de aire e inhale ligeramente. Debe sentir que la mascarilla debe contraerse sin que entre nada de aire. Si detecta una fuga de aire durante la prueba de exhalación o inhalación, quítese el respirador y prueba una vez más.

Siempre utilice aire de respiración con un respirador con suministro de aire. El aire de respiración está comprimido mediante compresores de aire libres de aceite específicamente diseñados para entregar aire de respiración. No utilice el aire del compresor del taller como aire de respiración, a menos que se instale un sistema de filtración con monitoreo continuo y con alarma.

Mascarillas contra el polvo y quirúrgicas - Las mascarillas contra el polvo y las quirúrgicas sin la leyenda "NIOSH Approval Number" (Número de autorización NIOSH) no filtran bien el aire que se respira. El uso de una mascarilla contra el polvo o quirúrgica está bien si solo necesita cubrir el rostro contra materiales y para la protección de los pacientes y productos. Utilice un respirador con pieza facial filtrante con la leyenda "NIOSH Approved" (Autorizada por NIOSH) si tiene que filtrar el aire que respira. Un respirador con pieza facial filtrante autorizada por NIOSH se parece a una mascarilla similar sin autorización salvo que la caja viene con un número con la Autorización NIOSH. Los tipos de respiradores con pieza facial

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filtrante incluyen los siguientes:

1. N95 - Filtra, por lo menos, 95% de las partículas en el aire. Sin resistencia al aceite.



2. N99 - Filtra, por lo menos, 99%de las partículas en el aire. Sin resistencia al aceite.
  3. N100 - Filtra, por lo menos, 99.97%de las partículas en el aire. Sin resistencia al aceite.
  4. R95 - Filtra, por lo menos, 95%de las partículas en el aire. Algo de resistencia al aceite.
  5. R99 - N95 - Filtra, por lo menos, 99%de las partículas en el aire. Algo de resistencia al aceite.
  6. R100 - Filtra, por lo menos, 99.97%de las partículas en el aire. Algo de resistencia al aceite.
  7. P95 - Filtra, por lo menos, 95%de las partículas en el aire. Gran resistencia al aceite.
  8. P99 - Filtra, por lo menos, 99%de las partículas en el aire. Gran resistencia al aceite.
  9. P100 - Filtra, por lo menos, 99.97%de las partículas en el aire. Gran resistencia al aceite.
- Protección contra caídas - Siempre utilice el equipo de protección contra caídas cuando la altura de caída es más de 6 pies. Inspeccione el equipo antes de usarlo cada vez. Inspeccione las cuerdas, el entramado y las lianas para asegurar que no haya muestras de desgaste, daño o roturas. Inspeccione las partes metálicas para que no haya grietas, dobleces o corrosión. Cambie el equipo que no funcione correctamente o que estédañado. El equipo de protección contra caídas que se ha activado por una caída se debe inspeccionar cuidadosamente y algunos equipos no están diseñados para volver a utilizarse después de una caída. Asegúrese de sujetar un punto de anclaje que sea lo suficientemente resistente. Consulte a su supervisor si no sabe dónde sujetarse. Excepción(es): si existe un plan de protección contra caídas para un trabajo específico, cumpla con los requisitos del plan.

Arnés de recuperación de rescate - Utilice un arnés de recuperación de rescate en lugares restringidos para que sus compañeros los puedan rescatar sin entrar a la zona de peligro. Por lo general, el arnés se sujeta a una línea de recuperación que, con frecuencia, se utiliza junto con una polea y un tripié. Inspeccione el equipo antes de usarlo cada vez. Inspeccione las cuerdas, el entramado y las lianas para asegurar que no haya muestras de desgaste, daño o roturas. Inspeccione las partes metálicas para que no haya grietas, dobleces o corrosión. Cambie el equipo que no funcione correctamente o que estédañado. Puede ser que el arnés que usted utiliza no sea el adecuado como equipo de protección contra caídas. Consulte las especificaciones del fabricante antes de utilizar un arnés de recuperación de rescate como protección contra caídas.

La vista no tiene precio - Siempre utilice protección de los ojos cuando se requiera. Existen muchos tipos de equipo de protección de los ojos. Consulte con su supervisor si la protección de los ojos distorsiona su vista o le ocasiona jaquecas.

Protectores de la cara y cascos de soldadura - Los protectores de la cara y los cascos de soldadura por sí mismos no ofrecen un nivel suficiente de protección a los ojos. Siempre utilice

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ice visores de protección o visores de protección por debajo del escudo del protector de la cara.

Candado/Etiqueta - Nunca abra los circuitos eléctricos ni encienda equipo que alguien más le haya puesto un candado o etiqueta. Solo la persona que le puso el candado o la etiqueta "Do Not Operate" (No Utilizar) o el supervisor puede quitarlo y encender los circuitos o el equipo.

Los lugares donde se almacena energía, por lo general, sin solo estar limitado a éstos, incluyen: baterías, capacitores, amortiguadores de gas comprimido (aire), sistemas de aire presurizado, materiales calientes, materiales fríos, resortes, ruedas volantes, imanes, agentes químicos reactivos y piezas de equipo o materiales en lugares elevados (gravedad).

1. Informe a los demás trabajadores del área y al supervisor que usted desconectará los circuitos o equipo.
2. Identifique los tipos de energía que utiliza y almacena el equipo. Asegúrese que entiende todos los riesgos de la energía y los métodos para controlar o disiparla.
3. Si la máquina o el equipo estáfuncionando, corte la corriente mediante el procedimiento normal para cortar el servicio.
4. Aísle la máquina de todas las fuentes de energía haciendo uso de los interruptores, válvulas y demás dispositivos de aislamiento de energía. Coloque su candado en cada interruptor,

válvula o dispositivo de aislamiento. Coloque una etiqueta que incluya la razón por la que se sacó el equipo de producción, la fecha y la hora que se colocó la etiqueta y el nombre de usted. Es mejor usar un candado y una etiqueta en lugar de solo una etiqueta. Es mejor que cada persona de mantenimiento coloque su propio candado y etiqueta al equipo que se está bajo mantenimiento.

5. Disipe o bloquee toda la energía almacenada en el equipo.

6. Asegúrese que todo el personal haya quedado alejado del equipo y verifique que el equipo se quede en estado de energía en cero mediante el uso de los controles normales. Asegúrese de volver a colocar los controles en la posición de "off" (apagado) después de realizar las pruebas.

7. Llene la documentación necesaria.

8. Verifique que las herramientas y demás artículos que utilizó durante el mantenimiento no hayan quedado en el equipo. Asegúrese que todo el personal esté alejado del equipo y que los controles estén en posición neutral. Vuelva a colocar todas las protecciones.

9. Quite los candados y etiquetas y vuelva a restaurar la energía al equipo. Verifique que el equipo funciona correctamente mediante el uso del procedimiento normal de arranque.

10. Notifique a todos los empleados afectados y al supervisor que usted ha dejado el equipo listo para producción una vez más.

Lavado de los ojos y duchas - Si le cayera alguna sustancia química en los ojos o piel, es muy importante que de inmediato se lave hasta quitársela por completo. Algunas sustancias químicas pueden ocasionar daño permanente a los ojos en cuestión de segundos. Se han colocado estaciones de lavado para tal propósito; también se pueden proporcionar duchas si es necesario.

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Si se ve obligado a lavarse los ojos para quitarse alguna sustancia química, utilice las manos para mantener los ojos abiertos y mantenga los ojos debajo del agua durante quince (15) minutos. Esto parecerá como demasiado tiempo pero es necesario para eliminar la sustancia química por completo de los ojos. El supervisor o un compañero de trabajo lo puede ayudar a tomarle el tiempo. Si una sustancia química llegara a cubrir una amplia sección de la piel, quítese la ropa que esté empapada de la sustancia y quédese debajo de la ducha unos 15 minutos. Infórmele al supervisor una vez que haya terminado de enjuagarse unos 15 minutos los ojos y/o la piel afectada. Quizá sea necesario recurrir a más atención médica.

Polvo combustible - Cualquier material que puede quemarse en el aire en estado sólido se convertirá en polvo combustible cuando se divida en partículas finas y suspendidas en el aire a la concentración correcta. El polvo fino de algunos materiales no combustibles en estado sólido también puede ser combustible. El azúcar, el almidón, la harina, los granos, los productos de plástico, el papel, el caucho, los colorantes, el carbón, el azufre, el aluminio, el cromo, el hierro, el magnesio, el titanio y el cinc son todos ejemplos de materiales que pueden formar polvo combustible. Estos no son los únicos materiales que pueden formar polvo combustible. Pueden ocurrir unos estallidos de polvo muy potentes cuando el polvo combustible se encuentra suspendido en el aire y entra en contacto con una fuente de ignición (como una flama o chispa). Un pequeño estallido inicial puede alterar un polvo cercano que luego se enciende. La reacción en cadena resultante puede destruir todo un conjunto de instalaciones y acabar con la vida de los que se encuentren en su interior.

No permita que se acumule el polvo de combustible en las superficies donde trabaja. Evite la formación de las nubes de polvo al trabajar o limpiar el polvo combustible. No maneje polvo combustible cerca de flamas abiertas ni junto a los lugares donde se forman chispas. El traslado de materiales entre los envases puede generar electricidad estática. Verifique que todos los envases estén bien sellados y aterrizados al trasladar polvo combustible. Carga de baterías - Las baterías de ácido de plomo generan gas hidrógeno explosivo en condiciones normales de trabajo. Siempre utilice protección de los ojos al conectar o desconectar las baterías de los vehículos o al suministrar carga a los equipos. No debe fumar en la zona donde se estén cargando las baterías. Siempre utilice equipo de carga para mover las baterías. Mantenga alejadas las herramientas y los objetos metálicos de las baterías cuando

no se estén utilizando; nunca ponga una batería en corto de manera deliberada con un objeto metálico. Al diluir el líquido de electrolito, siempre agregue ácido al agua, nunca agregue agua al ácido. Al cargar las baterías dentro de un vehículo, verifique que los frenos estén puestos y deje abierta la tapa de la batería.

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Seguridad en el uso de izadores, grúas y eslingas - Nunca se coloque por debajo de una carga que esté levantando una grúa o izador. Los operadores de las grúas y del equipo deben cumplir con las siguientes reglas de seguridad:

1. Nunca utilice una grúa o izador al menos que haya recibido capacitación para ello.
2. Inspeccione la grúa y equipo antes de utilizarlos (por lo menos, diariamente). Verifique que no haya eslabones de cadena desgastados o distorsionados. Ponga prueba los switches limitadores en cada turno de trabajo. Retire de servicio cualquier gancho que haya quedado abierto más del 15 por ciento de la abertura normal de la garganta medido desde el punto más estrecho o doblado más de 10 grados del plano de la sección no doblada del gancho. Retire de servicio cualquier correo de cuerda de alambre que tenga diez cables rotos distribuidos aleatoriamente en un tramo de cuerda; cinco cables rotos en un tramo de cuerda; desgaste o una superficie raspada de un tercio del diámetro original de los cables externos individuales; dobleces, compresión, formación de jaula de pájaro o cualquier daño que ocasione la distorsión de la estructura de la cuerda de alambre; muestras de daño térmico; aditamentos en los extremos que estén agrietados, deformados o desgastados; o corrosión de la cuerda o de los aditamentos en los extremos. Verifique que esté bien sujeta la tuerca de presión de la grúa pistón de aire (en su caso).
3. Nunca levante a una persona con la grúa o izador. Nunca mueva una carga sobre una persona ni levante metal fundido donde podría caer sobre alguien si se derramara.
4. Nunca exceda la capacidad de carga nominal de una grúa o izador.
5. Siempre coloque la carga directamente debajo del mecanismo del izador antes de levantarla. Las maniobras de elevación fuera de la vertical pueden ocasionar daños a la grúa y hacer que la carga gire.
6. Verifique que la capacidad de carga nominal de los ganchos, anillos, eslabones, conectores mecánicos o soldados o demás aditamentos sea equivalente o mayor que la capacidad de la cadena o cuerda.
7. No sujete el cable de alambre con nudos salvo en las líneas de arrastre atrás de las hojas topadoras.
8. Utilice, por lo menos, tres dobleces completos en cualquier empalme de cualquier cuerda de alambre. No forme ojales en las bridas, eslingas o alambres pesados de cuerda de alambre con sujetadores o nudos de cuerda de alambre.
9. Utilice material protector para proteger las eslingas de las orillas filosas de la carga. Si se utiliza para empalmes de argolla, coloque una tuerca "U" de tal manera que la sección "U" quede en contacto con el extremo muerto de la cuerda. No ocasione cortaduras en las patas de las eslingas. Siempre balancee la carga de las eslingas que se utilizan en una conexión de canasta para evitar deslizamiento. Nunca coloque los dedos ni manos entre las eslingas y la carga cuando se estén apretando/tensionando las eslingas alrededor de la carga. Nunca tire de una eslinga por debajo de una carga si tal carga está apoyada en la eslinga. No acorte las eslingas con nudos, pernos o demás dispositivos improvisados. Se prohíbe cargar con las eslingas en tensión.
10. El cable tendido, de eslingas de 6 x 19 y de 6 x 37 deben tener un mínimo de longitud

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de claro de cuerda de alambre de 10 veces el diámetro de la cuerda componente entre ojales, mangas o accesorios de los extremos. Las eslingas reforzadas deben tener un claro mínimo de cuerda de alambre de 40 veces el diámetro de la cuerda componente entre los

vuelatas o accesorios de los extremos. Los ojales para cable, para cuerda y las eslingas sin fin deben tener una longitud mínima de circunferencia de 96 veces del diámetro de su cuerpo.

11. Retire de servicio las eslingas de alambre de alma de fibra si están expuestas a temperaturas de más de 200 grados Fahrenheit (93.33 grados centígrados). Siga las recomendaciones del fabricante al utilizar eslingas de cuerda de alambre sin alma de fibra en temperaturas de más de 400 grados Fahrenheit o por debajo de 60 grados Fahrenheit.

12. Retire de servicio las cuerdas y eslingas si presentan desgaste anormal, fibra de polvo entre los hilos, fibras rotas o cortadas, variaciones en el tamaño o redondez de los hilos, descoloración, putrefacción, quemaduras de ácido o agentes de sosa cáustica, cortes, desgarres, perforaciones, puntadas rotas/desgastadas o distorsión los herrajes.

13. No utilice nudos en lugar de empalmes.

14. No utilice cuerdas y eslingas de cuerda fuera del intervalo de temperatura recomendado por el fabricante.

15. No utilice cuerdas ni eslingas en entornos donde haya humo, gases, neblinas o aerosoles de materiales incompatibles. El nylon no es compatible con los materiales fenólicos. El poliéster y el polipropileno son incompatibles con la sosa cáustica. Los herrajes de aluminio no son compatibles con las sustancias de sosa cáustica. Consulte las especificaciones del fabricante.

16. Los empalmes de argolla en la cuerda de manila deben tener, por lo menos, tres dobleces completos y uniones cortas de, por lo menos, seis dobleces completos (tres a cada lado de la línea central de la unión). Los empalmes de argolla en la cuerda de fibra sintética deben tener, por lo menos, cuatro dobleces completos y uniones cortas de, por lo menos, ocho dobleces completos (cuatro a cada lado de la línea central de la unión). No corte los extremos cortos (al ras con la superficie de la cuerda) inmediatamente junto a los dobleces completos. Los extremos se deben extender, por lo menos, seis diámetros de cuerda más allá del último doblez completo pero no tienen que ser de más de seis pulgadas. Si es contraproducente dejar extremos salidos, los extremos se pueden ahusar y empalmar al cuerpo de la cuerda mediante, por lo menos, dos dobleces que requerirán extremos de aproximadamente seis diámetros de cuerda de largos más allá del último doblez completo. En todos los empalmes de argolla, la argolla debe ser lo suficientemente grande para dejar un ángulo de no más de 60 grados con respecto al empalme cuando la argolla se coloque sobre la carga o punto de apoyo.

17. Opere el equipo de grúas y para izar o levantar de manera suave sin movimientos bruscos. Recoja la cuerda o cadena suelta lentamente antes de levantar la carga.

18. En situaciones de elevación de carga a poco menos de la capacidad de carga, ponga a prueba los frenos después de levantar la carga unas cuantas pulgadas.

19. Nunca abandone los controles cuando la carga esté levantada en el aire.

20. Al utilizar un gancho de silla doble, utilice una eslinga doble o "choker" para distribuir la

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carga sobre las dos sillas del gancho.

21. En condiciones de trabajo normal, pare la grúa antes de llegar al switch limitador.

22. Nunca levante una carga si alungo de los ganchos de la eslinga está flojo.

23. No opere grúas móviles en lugares donde pueda haber contacto con cables eléctricos.

24. Las herramientas, recipientes de aceite, fusibles adicionales y demás artículos necesarios se deben almacenar en una caja de herramientas y no se permite que se dejen sueltos ni cerca ni dentro de la cabina de la grúa.

25. Nunca opere una grúa cerca de líneas eléctricas, a menos que se les haya quitado la corriente y están visiblemente aterrizadas. El claro mínimo es una distancia de 10 pies para líneas de hasta 50 kV. Para líneas de más de 50 kV, una distancia de claro de diez pies más 0.4 pulgadas por cada 1 kV por arriba de 50 kV o doble la distancia del aislante de línea (pero nunca menos de diez pies). Al mover una grúa sin carga y con los brazos hacia abajo, la distancia de claro debe ser, por lo menos, 4 pies para voltajes de menos de 50

kV y de 10 pies para voltajes de más de 50 kV hasta e inclusive 345 kV, y de 16 pies para voltajes de hasta e inclusive 750 kV. Utilice a una persona como guía si es difícil que el operador de la grúa juzgue la distancia de las líneas eléctricas con corriente viva.

26. Al utilizar una grúa cerca de torres de transmisión de corriente, verifique que no se induzca una carga eléctrica a la grúa. Si es necesario, aterrice la estructura superior giratoria que apoya el brazo e instale cables de conexión a tierra a los materiales que estén manejando el equipo del brazo. Las cuadrillas de tierra deben utilizar postes que no conduzcan corriente con sujetadores de caimán grandes o demás equipo de protección para sujetar el cable de tierra a la carga. Se deben retirar los materiales combustibles e inflamables de la zona inmediata antes de iniciar las operaciones.

27. El peso de la bola de demolición no debe exceder el 50% de la capacidad de trabajo de la grúa, con base en la longitud del brazo y el ángulo máximo de operación donde se utilizará la bola de demolición, y no debe ser de más del 25% de la resistencia a la rotura de trabajo de la línea que la sujeta. Mantenga la distancia de la línea del brazo y de la línea de carga lo más cortas posibles. Utilice un conector tipo destorcedor para evitar torceduras en la línea de carga.

Equipo pesado - Tenga cuidado alrededor del equipo pesado. Debe suponer que el conductor no lo puede ver al menos que usted haya hecho contacto visual con él. No se suba ni deje que nadie se suba al vehículo a menos que el mismo esté diseñado para llevar pasajeros. Inspeccione diariamente su vehículo antes de usarlo (frenos, conexiones del freno del remolque, frenos de mano, bocina, mecanismo de dirección, dispositivos de acoplamiento, neumáticos, cinturones de seguridad, controles de operación, alarmas de respaldo, dispositivos de seguridad, cristales, luces/faros, reflectores, limpiadores de parabrisas, desnubilizadores, extinguidores de fuego, etc. No utilice un vehículo que requiere mantenimiento. Utilice los cinturones de seguridad si los tiene el vehículo que usted utiliza. Utilice una guía terrestre cuando sea necesario. Coloque el freno de mano al abandonar el vehículo, coloque cuñas en las ruedas al estacionar un vehículo en cuesta. Baje las hojas, los cucharones y demás equipo cuando no se esté utilizando y antes de efectuar reparaciones.

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Inspeccione los cables de corriente - Nunca utilice equipo eléctrico a menos que el cable de corriente y el conector de tierra (en su caso) estén en buenas condiciones. Nunca utilice equipo que le de toques, aún una ligera descarga de un cortocircuito pequeño será peor cada vez. Nunca utilice el cable de corriente para levantar, cargar ni tirar equipo eléctrico. Infórmele al supervisor todos los problemas del equipo eléctrico.

Protecciones - Nunca utilice ninguna herramienta portátil de corriente a menos que tenga colocadas todas las protecciones y que todas funcionen bien.

Esfuerzo térmico - Beba mucha agua al trabajar en entornos calurosos. Es mejor beber pequeñas cantidades de agua con frecuencia (hasta cuatro vasos por hora). Inicie lentamente al empezar a trabajar en un entorno caluroso. El cuerpo requiere, por lo menos, una semana para aclimatarse al entorno caluroso. Avísele al supervisor si usted o un compañero de trabajo siente demasiada debilidad o fatiga, mareos, náuseas o dolor de cabeza o si su rostro se pone pálido o muy rojo. Estos son síntomas de fatiga por calor y cualquiera que tenga estos síntomas debe descansar bajo la sombra o en lugar fresco. Usted no será castigado de ninguna manera por sentir esfuerzo térmico que requiera descanso. Vigile a sus compañeros de trabajo porque, a veces, una persona no se da cuenta que padece de esfuerzo térmico.

Si su compañero de trabajo deja de sudar y presenta confusión mental, delirio, pérdida de conciencia, convulsiones o coma, puede ser por insolación. De inmediato, moje a la persona con agua fría y abaníquelo. La persona debe acudir a un hospital o clínica de atención médica lo antes posible. Una persona con insolación puede morir si no recibe atención médica.

Esfuerzo por frío - Si usted o su compañero de trabajo empieza a temblar fuera de control, siente frío, le baja el latido del corazón y tiene un pulso débil, no se entiende lo que dice, la falla la memoria o siente mucho sueño, quizá tenga hipotermia (temperatura baja del cuerpo).

La persona con hipotermia debe descansar en un lugar caliente de inmediato.

Si usted trabaja en un ambiente frío durante mucho tiempo, vigile que no se le presenten síntomas de congelación en las manos, pies y cara. Los síntomas pueden ser sensación de quemadura, adormecimiento, cosquilleo, comezón o frío. La piel superficial congelada puede verse blanca y congelada pero retiene algo de resistencia al oprimirla. La piel muy congelada se pone muy dura.

Cuidado con el hielo - En los lugares fríos, tenga cuidado del hielo en los pasillos y pisos. No camine sobre hielo resbaladizo. Quite la acumulación de hielo de los pisos o pasillos, si es necesario.

Montacargas y vehículos industriales de potencia - Tenga cuidado de los montacargas y vehículos en movimiento. No camine frente a un montacargas o vehículo en movimiento;

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Las cargas grandes impiden que el conductor lo vea y se detenga. Nunca pase por la porción levantada de un montacargas cargado o vacío. Nunca viaje en un montacargas o vehículo en movimiento salvo en el asiento designado para pasajero.

Solo el personal calificado debe manejar los montacargas o vehículos. Todos los conductores deben cumplir las siguientes reglas.

1. Inspeccione el vehículo antes de usarlo. Si el vehículo está descompuesto, defectuoso o inseguro por lo que sea, sáquelo de servicio hasta que quede reparado. Nunca utilice un vehículo con fuga de combustible o frenos con fallas.
2. Respete los límites de velocidad de la planta. Tenga cuidado con la gente que va caminando. Disminuya la velocidad si su visión está obstruida o si los pisos están resbaladizos. Evite los objetos sueltos. Queda prohibido realizar maniobras peligrosas o jugar al manejar.
3. Mantenga los brazos y las piernas dentro de la zona de conductor. No permite que los demás toquen la carga ni el vehículo en movimiento. No permite que nadie se suba al vehículo (salvo en el asiento designado para pasajero) ni que nadie se coloque debajo de la carga.
4. Al abandonar el vehículo, siempre baje la carga y ponga los frenos. Si se aleja más de 25 pies del vehículo o se va a un lugar donde no lo ve, primero debe apagarlo. Luego, coloque bloques en las ruedas si está estacionado en una pendiente.
5. Manténgase a una distancia segura de la orilla de rampas, plataformas o vehículos de carga. No utilice el vehículo para abrir o cerrar las puertas de carga. Verifique que estén puestos los frenos de los vehículos, remolques o furgones de ferrocarril en las operaciones de carga o descarga. De ser necesario, coloque un gato fijo en el remolque antes de cargar o descargar. Siempre verifique los pisos de los vehículos, remolques y furgones de ferrocarril en busca de roturas y puntos débiles antes de manejarlos.
6. Siempre verifique que haya suficiente espacio arriba para que pase el vehículo y la carga.
7. Ceda el paso a las ambulancias, vehículos de bomberos y demás vehículos de emergencia.
8. Si la carga obstruye su visión hacia adelante, maneje hacia atrás.
9. Cruce las vías del tren en diagonal, en lo posible. No se estacione a menos de 8 pies de distancia del centro de las vías del tren.
10. Suba o baje las pendientes despacio. Si la pendiente es de más del 10% (diez pies hacia arriba por cada 100 pies hacia adelante), los vehículos con carga deben conducir con la carga por delante. En todas las pendientes, se debe inclinar la carga hacia atrás, en lo posible, y levantarse solo lo necesario para librar la superficie del camino.
11. Verifique que las tablas de las plataformas y las placas de los puentes estén bien fijadas antes de circular sobre ellas. No sobrepase la capacidad de carga nominal de tales estructuras.
12. Acérquese despacio a los elevadores o ascensores y, luego, entre justo sobre el centro después de que el carro del elevador esté bien nivelado. Apague el motor y ponga los frenos una vez dentro del elevador. Los diablitos con motor deben entrar al elevador o

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demás espacios reducidos con la carga hacia adelante.

13. De vueltas a una velocidad lenta segura, girando el volante con un solo movimiento suave, moderado, uniforme y continuo.

14. Nunca opere al vehículo a más de su capacidad normal de trabajo. Solo lleve cargas estables. Siempre intente centrar la carga, tenga más cuidado si no se puede centrar la carga.

Tenga cuidado al inclinar la carga hacia adelante o hacia atrás.

15. Siempre apague el motor al llenar el tanque de combustible. Evite derramar el combustible. Verifique que se evapore por completo el combustible derramado y que el tapón de combustible quede bien colocado antes de volver a encender el motor.

16. No utilice flamas abiertas para verificar los niveles de electrolito o combustible.

Seguridad en los espacios reducidos - Un espacio reducido es cualquier espacio con acceso y salida difíciles y no está diseñado para ocupación continua de los empleados. Los tanques, cámaras, silos, cajas de almacenamiento, tolvas, bóvedas y zanjas son ejemplos de espacios reducidos posibles. No ingrese a ningún espacio reducido en su trabajo, a menos que haya recibido capacitación. Siempre consulte con su supervisor sobre los peligros potenciales y tome todas las medidas necesarias para realizar el trabajo de manera segura. Siempre avísele al supervisor antes de entrar.

Dado que los espacios reducidos tienen ventilación restringida, se facilita la acumulación de atmósferas peligrosas en su interior. Esto es de mayor importancia si el espacio se utiliza para almacenar sustancias químicas o si usted realizará trabajo que genera contaminantes del aire como soldadura, cortes en caliente, limpieza o pintura. En los espacios que contienen agua estancada, el crecimiento microbiano puede agotar el oxígeno o generar ácido sulfhídrico tóxico. El ácido sulfhídrico huele a huevo podrido pero el olor se disipa rápidamente porque su nariz se acostumbra al olor. El uso de un gas inerte desplaza todo el oxígeno, haciendo que sea imposible respirar sin el uso de un respirador con suministro de aire. Antes de ingresar a un espacio que puede contener una atmósfera peligrosa, primero se debe ventilar bien y se debe probar la calidad del aire con un calibrador respectivo. Según el riesgo, quizá también se requiera el uso de un respirador. Siempre abandone un espacio reducido de inmediato si observa que aumenta su ritmo de respiración; esto es sintomático de que no hay suficiente oxígeno en el espacio.

Es muy importante que cualquier equipo mecánico dentro del espacio se ponga al estado de energía/corriente cero antes de ingresar al espacio. Todas las líneas de suministro deben estar cerradas y con candado y las líneas de suministro deben estar sin carga o desconectadas antes de entrar. Si el espacio tiene muros ahusados con curvatura hacia adentro o alguna otra configuración peligrosa que lo pudiera atrapar, se deben planear unos procedimientos de acceso seguros antes de entrar. A veces, será necesario montar una barricada alrededor de la entrada del espacio reducido para proteger a los que entren de cualquier actividad fuera del espacio reducido. No ingrese a espacios que contienen materiales en bruto como granos sin equipo de protección contra caídas porque el material puede moverse y rodearlo por completo.

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Al trabajar en un espacio reducido peligroso, se requiere la presencia de una persona que cuida y un plan de rescate. La persona que ingresa debe utilizar un arnés de recuperación y una línea de vida con malacate, a menos que esto presente un riesgo mayor. Se debe mantener comunicación constante entre la persona que entra y la persona que está cuidando. El único trabajo de la persona que cuida consiste en cuidar al que entró. Si usted está cuidando y el que entró tiene un problema, consiga ayuda de inmediato. No entre al espacio para tratar de rescatar a su compañero, a menos que usted sea parte del plan de rescate y ya haya llegado ayuda. El intento de rescate solo puede retrasar la extracción del compañero de trabajo del espacio si los socorristas primero tienen que ayudar a rescatar al cuidador antes de llegar al que entró.

Demolición - No permita que caigan sobre el piso materiales de muro o de otras partes que excedan el peso de carga segura del piso de las estructuras. No coloque material ni equipo

sobre los pisos si su peso excede la capacidad de carga del piso. Siempre puntale los muros de más de un piso de altura que se dejen de pie solos, a menos que estén diseñados para mantenerse erguidos sin apoyo. No retire estructuras de piso que cargan peso hasta que no se concluyan las obras de demolición del piso superior (se pueden colocar caídas de materiales si no comprometen la integridad de la estructura del piso). Coloque tablonces sobre las aberturas a una distancia de diez pies del muro que se esté demoliendo, a menos que no le permita la entrada a nadie a la zona de abajo. Retire las estructuras metálicas de los lugares donde haya material suelto a medida que la obra de demolición avance hacia abajo. No quite por demolición los muros de carga sin antes apuntalar correctamente las estructuras adyacentes. Al final del turno, siempre deje todos los muros en condición estable.

Al realizar obras de demolición en los pisos, corte aberturas en los pisos que abarquen todo el radio del arco entre los puntos de apoyo. Quite el escombros del arco y la zona del piso adyacente antes de demoler el arco del piso. Utilice tablonces de 2 pulg. por 10 pulg. para pararse mientras rompe los arcos de piso entre las vigas. Coloque los tablonces para que lo apoyen en caso de que se derrumbe el arco entre las vigas. Coloque los tablonces para formar pasillos de, por lo menos, 18 pulg. de ancho para que no tenga necesidad de pisar las vigas expuestas. Deje un traslape de, por lo menos, un pie entre tablonces. Los espacios abiertos entre los tablonces no deben ser más de 16 pulgadas. Nunca trabaje abajo de los trabajadores que estén quitando un arco de piso; no quite los arcos de pisos si hay trabajadores abajo de usted.

No trabaje en zonas donde se realice la demolición con bola o cucharón. No realice operaciones de demolición con bola o cucharón si se encuentran trabajadores en la zona de peligro.

Retire las cornisas de los techos y la piedra ornamental y corte las estructuras de acero para que queden libres antes de tirar los muros.

Ductos de escombros - Siempre utilice los ductos de escombros si los hay. Nunca retire material de un ducto o de una caída de escombros hasta que no sea haya terminado de retirar el

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escombros en el nivel superior.

Más información - El supervisor le brindará más información en cuanto a los procedimientos de desalojo por emergencias y sobre los demás peligros o procedimientos específicos de trabajo.

Nunca empiece a trabajar en alguna actividad sin antes haber recibido toda la capacitación sobre los requisitos de seguridad y sin la autorización del supervisor para iniciar la actividad.

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Code of Safe Practices

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Follow All Safety Rules - All employees must work safely and follow all safety rules.

Safety Plan Available - Great Western painting has a written Safety Plan that describes in detail the policies and procedures which are used to provide you with a safe work place. You may get a copy of this program by asking any manager or supervisor, the Safety Plan Manager, at any safety meeting, or any safety committee member. The Safety Plan Manager is Great Western painting.

Report Unsafe Conditions or Actions - All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Safety Plan Manager, at any safety meeting, or any safety committee member. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.

Report all Injuries - Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally.

Do not disturb or clean-up the scene of a serious accident (except to aid injured people or



make the area safe) until an accident investigation has been completed.

Don't Work When Impaired - Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use of illegal drugs is strictly prohibited.

Housekeeping - Keep your work area tidy and free from unnecessary clutter and trip hazards.

Clean up spills as soon as possible. Remove scrap lumber, waste material, and rubbish from the immediate work area as the work progresses. Keep solvent waste, oily rags, and flammable liquids in labeled fire resistant covered containers until removed from the work-site.

No Horseplay - Horseplay is forbidden.

Threats and Violence are Prohibited - Violence, threats of violence, and physical intimidation are prohibited.

Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Safety Plan Manager, at any safety meeting, or any safety committee member. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.

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Attend Safety Meetings - All employees are required to attend safety meetings when scheduled. These meetings are one important way that Great Western painting communicates safety information to employees and provides a place where employees may discuss safety issues with management.

Safety Committee Records Available Upon Request - Great Western painting operates a safety committee chartered to help maintain a safe and healthy workplace. Any employee may obtain a list of the Safety Committee members or the minutes of Safety Committee meetings by asking the Safety Plan Manager. Employees may contact any safety committee member to discuss safety related issues. The safety committee member will forward your concerns to the safety committee and let you know what they decide to do about them.

Fire Extinguishers - Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

Personal Protective Equipment - The personal protective equipment (PPE) used in your work area is listed below. Do not perform any tasks which require the use of protective equipment until you have been shown how to use the protective equipment. During your initial safety training you will be told which work tasks require the use of personal protective equipment and how to obtain the equipment you need.

- Personal fall arrest system (required for some tasks)
- Rescue/retrieval harness (required for some tasks)
- Knee pads (available but not required)
- Elbow pads (required for some tasks)
- Leg guards (available but not required)
- Back support (required for some tasks)
- Coast Guard approved flotation vest (required for some tasks)
- Safety glasses (ANSI Z87.1) with side protection (required for some tasks)
- Safety goggles meeting ANSI Z87.1 (required for some tasks)
- Chemical splash goggles meeting ANSI Z87.1 (required for some tasks)
- Face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Hardhat meeting ANSI Z89.1 (required for some tasks)
- Overshoes: Steel toe meeting ASTM F2413-05 (always required)
- Unapproved Dust Mask (required for some tasks)
- Surgical mask (required for some tasks)
- NIOSH Approved N95 Filtering Facepiece Respirator (required for some tasks)
- NIOSH Approved N99 Filtering Facepiece Respirator (required for some tasks)
- NIOSH Approved full face air purifying respirator with appropriate filter or cartridge

(required for some tasks)

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- NIOSH Approved loose fitting hood and powered air purifier with appropriate filter or cartridge (required for some tasks)
- NIOSH Approved abrasive blasting helmet with supplied air (required for some tasks)
- NIOSH Approved abrasive blasting helmet with tight fitting full face pressure demand supplied air respirator (required for some tasks)

Respirators - Respirators are meant to protect you from contaminants present in the workplace air. Respirators can only protect you if you wear them consistently and use them properly. Always inspect your respirator before each use to ensure it is in proper condition. When wearing a tight fitting respirator, you must be clean shaven where the respirator contacts your face. Facial hair or stubble under the respirator seal will cause the respirator to leak and is prohibited.

Wearing a respirator puts an extra strain on your body. For this reason, you will receive a medical evaluation to verify you are medically able to wear a respirator unless you only wear filtering face piece respirators in areas where the exposures are below certain exposure limits. The evaluation will be done by a Physician or licensed health care professional. The evaluator will ask you questions about your medical history in order to find out if there is anything which might cause you problems when you wear a respirator. Your answers will be confidential. The evaluator will not give any of your answers to anyone at the company. The evaluator will only give the company their opinion on whether or not you are able to wear a respirator and describe any limitations for your respirator usage.

Depending on the type of respirator you use, you may be required to undergo a respirator fit test. The purpose of the fit test is to help you select the right respirator and to verify your respirator fits properly. Your respirator will not protect you if it doesn't fit well.

Always put on, take off, clean and store your respirator as instructed by the manufacturer. Make sure you use the correct respirator for the contaminants you will be exposed to. Always use the correct filters and cartridges for your respirator. The filters and cartridges must be made by the same manufacturer as the face piece, and they must be intended for use on the specific face piece you are using. Change your respirator or filters whenever they become clogged and you feel extra resistance when breathing. Change your respirator cartridges according to schedule, if the end of service indicator shows the cartridge is full, or if you smell the chemical inside your respirator. Discard disposable respirators at the end of your work shift. Change Powered Air Purifying Respirator (PAPR) filters in accordance with the manufacturer's instructions and if you notice a decrease in air flow that is not corrected by changing batteries. Never fold, bend, or distort a respirator, especially during storage. The distorted respirator will not fit as well on your face. Do not place your respirator in a sealed container until it is completely dried. Placing a wet respirator in a sealed container may damage the respirator and lead to mold or bacterial growth that can be a health hazard. Do not store your respirator with used filters or cartridges. Contaminants from the filter or cartridge

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may get on the inside of your respirator.

Perform a respirator seal check every time you put on your respirator. Cover the exhalation valve and exhale slightly. The mask should expand slightly without leaking. Then cover the air inlets and breath in slightly. You should feel the mask suck in without air leaking in. If you feel air leaking during either the exhalation or inhalation test, remove the respirator and try again.

Always use breathing air with an air supplied respirator. Breathing air is compressed using an oil-less air compressor specifically designed to provide breathing air. Do not use shop air for breathing purposes unless a filtration system with continuous monitoring and an alarm is

installed.

Dust and Surgical Masks - Dust and surgical masks without a "NIOSH Approval Number" do not filter the air you breathe in very well. Using a dust or surgical mask is fine if all you need is to keep material off of your face and for patient or product protection. Use a "NIOSH Approved" filtering facepiece respirator if you need to filter the air you are breathing. A "NIOSH Approved" filtering facepiece respirator looks similar to an unapproved dust mask but the box it comes in will have a NIOSH Approval number on it. The types of filtering facepiece respirators that are available include:

1. N95 - Filters at least 95% of airborne particles. Not resistant to oil.
2. N99 - Filters at least 99% of airborne particles. Not resistant to oil.
3. N100 - Filters at least 99.97% of airborne particles. Not resistant to oil.
4. R95 - Filters at least 95% of airborne particles. Somewhat resistant to oil.
5. R99 - Filters at least 99% of airborne particles. Somewhat resistant to oil.
6. R100 - Filters at least 99.97% of airborne particles. Somewhat resistant to oil.
7. P95 - Filters at least 95% of airborne particles. Strongly resistant to oil.
8. P99 - Filters at least 99% of airborne particles. Strongly resistant to oil.
9. P100 - Filters at least 99.97% of airborne particles. Strongly resistant to oil.

Fall Protection - Always wear your fall protection equipment when you may fall more than 6 feet. Exception(s): If there is a fall protection plan for a specific job follow the requirements of the plan. Inspect your equipment before every use. Check ropes, webbing, and lanyards for wear, damaged strands, and fraying. Check metal parts for cracks, bending, and corrosion. Replace equipment which doesn't work correctly or is damaged. Fall protection equipment which has deployed in a fall requires careful inspection and some equipment is not designed to be reused after a fall. Make sure you tie off on an anchor point that is strong enough. Ask your supervisor if you are not sure where to tie off.

Rescue Retrieval Harness - Wear a rescue retrieval harness in areas like confined spaces to allow your co-workers to rescue you without entering the danger zone themselves. The harSample Code of Safe Practices

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ness is normally connected to a lifeline which is often used with a pulley and tripod. Inspect your equipment before every use. Check ropes, webbing, and lanyards for wear, damaged strands, and fraying. Check metal parts for cracks, bending, and corrosion. Replace equipment which doesn't work correctly or is damaged. Your harness may not be suitable for use as fall protection. Check the manufacturer's specifications before using a rescue retrieval harness for fall protection.

Eyesight is Precious - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts your vision or gives you headaches.

Face Shields and Welding Helmets - Face shields and welding helmets do not provide adequate eye protection by themselves. Always wear safety glasses or safety goggles under the face shield.

Lockout/Tagout - Never open electrical circuits or turn on equipment which has been locked/tagged out by someone else. Only the person who put on a lock or "Do Not Operate" tag or their supervisor may remove it and turn on the circuits or equipment.

Use the following procedure when working on equipment or structures which are connected to energy sources (i.e. electricity, hydraulics) or may retain stored energy after being disconnected from their source of energy. Sources of stored energy include, but are not limited to batteries, capacitors, compressed gas (air) buffers, pressurized hydraulic systems, hot materials, cold materials, springs, flywheels, magnets, reactive chemicals, and elevated machine parts or material (gravity).

1. Notify anyone else working in the area and their supervisor that you will be disconnecting the circuits or equipment.
2. Identify the types of energy used and stored in the equipment. Make sure you understand all of the hazards of the energy and the methods used to control and/or dissipate the energy.
3. If equipment is operating, shut it down using the normal stopping procedure.

4. Isolate the machine from all sources of energy using the appropriate switches, valves, and other energy isolating devices. Put your lock and/or a "Do Not Operate" tag on each switch, valve or energy isolating device. Make sure the reason the equipment was turned off, the date and time the tag was applied, and your name are on the tag. It is better use a lock and tag instead of just a tag. It is better if each person who is servicing a machine puts on their own lock and tag.
5. Dissipate or block all stored energy within the equipment.
6. Make sure that all personnel are clear and then verify that the equipment is in a zero energy state using appropriate tests. Make sure to return the operating controls to the "off" position after testing.

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7. Perform the required work.
  8. Verify your tools and any items used to do the work have been removed. Make sure that all personnel are clear, and that any controls are in neutral. Reinstall all guards.
  9. Remove your locks and tags and re-energize the circuits or equipment. Verify it equipment working properly using the normal start-up procedure.
  10. Notify all affected employees and their supervisor that you have completed your work.
- Eyewash and Showers - If you get a chemical in your eyes or on your skin, it is very important to wash it out completely right away. Some chemicals can cause permanent eye damage within seconds. Eyewash stations are provided for this purpose; showers may also be provided if necessary.

If you need to wash a chemical out of your eyes, use your hands to hold your eyes open and hold your eyes in the water for fifteen (15) minutes. This will seem like a very long time but it is necessary to completely wash the chemical out of your eyes. Your supervisor or a co-worker can help by timing you. If a chemical gets on a large portion of skin, remove any clothing which is soaked with the chemical and stay in the shower for fifteen 15 minutes. Inform your supervisor once you have flushed your eyes and/or affected skin for 15 minutes. Additional medical treatment may be necessary.

Combustible Dust - Any material that can burn in air in solid form will become a combustible dust when finely divided and suspended in air at the right concentration. The fine dust of some materials that are not combustible in solid form can also be combustible. Sugar, starch, flour, grain, plastics, wood, paper, rubber, dyes, coal, sulfur, aluminum, chromium, iron, magnesium, titanium, and zinc are all examples of materials that can form combustible dusts. This is not a complete list of materials that can form combustible dust. Very powerful dust explosions may occur a combustible dust is suspended in air with an ignition source (e.g. flame or spark). A small initial explosion may disturb nearby dust which is then ignited. The resulting chain reaction can destroy an entire facility and kill those inside.

Do not allow combustible dust to accumulate on surfaces in your work area. Avoid making dust clouds when working with or cleaning up combustible dust. Do not handle combustible dust near open flames or a source of sparks. Transferring material between containers can generate static electricity. Ensure that all containers are properly bonded and grounded when transferring combustible dusts.

Battery Charging - Lead acid batteries produce explosive hydrogen gas under normal operating conditions. Always wear eye protection when connecting or disconnecting batteries from vehicles or charging equipment. Do not smoke in the battery charging area. Always use lifting equipment when moving batteries. Keep tools and metallic objects away from batteries when not in use; never intentionally short a battery with a metallic object. When diluting electrolyte fluid, always add acid to water; never add water to acid. When charging batteries

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in the vehicle, make sure the brakes are on and leave the battery cover open.

Safe Use of Hoists, Cranes, and Slings - Never stand under a load being lifted by a hoist or crane. Crane operators and riggers should obey the following safety rules:

1. Never use a hoist or crane unless you have been trained to do so.
2. Inspect the crane and rigging carefully before use (at least daily). Look for worn or distorted chain links. Test the limit switches each shift. Remove from service any hook that has been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook. Remove from service any wire rope sling that has ten randomly distributed broken wires in one rope lay; five broken wires in one strand in one rope lay; wear or scraping of one-third the original diameter of outside individual wires; kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure; evidence of heat damage; end attachments that are cracked, deformed or worn; or corrosion of the rope or end attachments. Verify the piston air hoist locknut is secure (if applicable).
3. Never lift a person with a hoist or crane. Never move a load over a person or lift molten metal where it could strike a person if spilled.
4. Never exceed the rated capacity of a hoist or crane.
5. Always position the load directly under the hoist mechanism before lifting. Off vertical lifts can damage the crane and cause the load to swing.
6. Make sure that the rated capacity of hooks, rings, links, welded or mechanical coupling links, or other attachments is equal to or greater than the capacity of the chain or rope.
7. Do not secure wire rope by knots, except on haul back lines on scrapers.
8. Use at least three full tucks on an eye splice made in any wire rope. Do not form eyes in wire rope bridles, slings, or bull wires by using wire rope clips or knots.
9. Use padding to protect slings from the sharp edges of a load. When used for eye splices, apply a U-bolt so that the "U" section is in contact with the dead end of the rope. Do not kink sling legs. Always balance the load of slings used in a basket hitch to prevent slippage. Never place your hands or fingers between a sling and its load while the sling is being tightened around the load. Never pull a sling from under a load when the load is resting on the sling. Do not shorten slings with knots, bolts or other makeshift devices. Shock loading is prohibited.
10. Cable laid, 6 X 19 slings, and 6 X 37 slings must have a minimum clear length of wire rope 10 times the component rope diameter between splices, sleeves or end fittings. Braided slings must have a minimum clear length of wire rope 40 times the component rope diameter between the loops or end fittings. Cable laid grommets, strand laid grommets and endless slings must have a minimum circumferential length of 96 times their body diameter.
11. Remove fiber core wire rope slings from service if they are exposed to temperatures in excess of 200 deg. F (93.33 deg. C). Follow the sling manufacturer's recommendations when using non-fiber core wire rope slings at temperatures above 400 deg. F or below

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minus 60 deg. F.

12. Remove rope and slings from service if abnormal wear, powdered fiber between strands, broken or cut fibers, variations in the size/roundness of strands, discoloration, rotting, acid/caustic burns, snags, tears, cuts, punctures, broken/worn stitches, or distortion of hardware in the sling are present.
13. Do not use knots instead of splices.
14. Do not use ropes and rope slings outside of the temperature range recommended by the manufacturer.
15. Do not use ropes or slings in environments where there are fumes, vapors, mists, or sprays of incompatible materials. Nylon is incompatible with phenolics. Polyester and polypropylene are incompatible with caustics. Aluminum fittings are incompatible with caustics. Check the manufacturer's specifications for additional incompatibilities.
16. Eye splices in manila rope must contain at least three full tucks and short splices at least

six full tucks (three on each side of the center line of the splice). Eye splices in layered synthetic fiber rope must contain at least four full tucks and short splices at least eight full tucks (four on each side of the center line of the splice). Do not trim strand end tails short (flush with the surface of the rope) immediately adjacent to the full tucks. Tails should extend at least six rope diameters beyond the last full tuck but do not need to exceed six inches. If projecting the tails is objectionable, the tails may be tapered and spliced into the body of the rope using at least two additional tucks which will require a tail length of approximately six rope diameters beyond the last full tuck. For all eye splices, the eye must be large enough to provide an included angle of not greater than 60 deg. at the splice when the eye is placed over the load or support.

17. Operate hoists and cranes smoothly; avoid jerky motions. Take up slack slowly before lifting load.

18. On near capacity lifts, test the brakes after lifting the load a few inches.

19. Never leave the controls when a load is in the air.

20. When using a double saddle hook, use a double sling or choker to distribute the load over both saddles of the hook.

21. Under normal operating conditions, stop the crane before reaching the limit switch.

22. Never lift a load with sling hooks hanging loose.

23. Do not operate mobile cranes in areas where they can contact electrical wires.

24. Tools, oil cans, extra fuses, and other necessary articles must be stored in a tool box, and may not be permitted to lie loose in or about the crane cab.

25. Never operate a crane near electrical lines unless they have been de-energized and visibly grounded. Minimum clearance is 10 feet for lines rated up to 50 kV. For lines over 50 kV, clearance ten feet plus 0.4 inches for each 1 kV over 50 kV or twice the length of the line insulator (but never less than ten feet). When moving a crane with no load and boom lowered, clearance must be at least 4 feet for voltages less than 50 kV., and 10 feet for voltages over 50 kV up to and including 345 kV., and 16 feet for voltages up to and including 750 kV. Use a spotter if it is difficult for the crane operator to judge distance from the live electrical lines.

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26. When using a crane near operating transmission towers, make sure that an electrical charge is not induced on the crane. When necessary, ground the upper rotating structure supporting the boom, and install ground jumper cables to materials being handled by boom equipment. Ground crews must use non-conductive poles having large alligator clips or other similar protection to attach the ground cable to the load. Combustible and flammable materials must be removed from the immediate area prior to operations.

27. The weight of a demolition ball must not exceed 50% of the crane's rated load, based on the length of the boom and the maximum angle of operation at which the demolition ball will be used, and must also not exceed 25% of the nominal breaking strength of the line by which it is suspended. Keep the crane boom and load line as short as possible. Use a swivel type connection to prevent twisting of the load line.

Heavy Equipment - Be careful around heavy equipment. Assume the driver does not see you unless you have made eye contact with the driver. Do not ride or allow riders on a vehicle unless it is designed to carry passengers. Inspect your vehicle daily before use (brakes, trailer brake connections, parking brakes, tires, horn, steering mechanism, coupling devices, seat belts, operating controls; backup alarms, safety devices, glass, slights, reflectors, windshield wipers, defrosters, fire extinguishers, etc.). Do not operate a vehicle that needs repairs. Use seat belts when they are installed on your vehicle. Use a ground guide when necessary. Set the parking brake when leaving vehicle; chock wheels when parked on an hill. Lower blades, buckets and similar equipment when not in use and before repair.

Inspect Power Cords - Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry,

or pull electrical equipment. Report all problems with electrical equipment to your supervisor.  
Guarding - Never use portable power-operated tool unless all guards are in place and fully operational.

Heat Stress - Drink plenty of water when working in hot environments. It is best to drink small amounts frequently (up to four cups per hour). Take it easy when you first start working in a hot environment. It takes your body at least a week to get used to working in a hot environment. Tell your supervisor if you or a co-worker experiences extreme weakness or fatigue, giddiness, nausea, or headache or if your face becomes pale or flushed. These are symptoms of heat exhaustion and anyone with these symptoms should rest in a shady or cool area. If shade is not available, ask your supervisor and they will provide shade. You will not be punished in any way if you experience heat stress and must rest. Watch out for your coworkers; sometimes a person with heat stress does not realize it themselves.

If you or a co-worker stops sweating stops and experiences mental confusion, delirium, loss

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of consciousness, convulsions or coma this may be heat stroke. Immediately soak the person in cool water and fan them. The person must go to a hospital or medical clinic as soon as possible. A person with heat stroke may die without medical treatment.

Cold Stress - If you or a co-worker experiences uncontrollable shivering and the sensation of coldness, a slower heartbeat and weak pulse, slurred speech, memory lapses, or extreme sleepiness, you may be suffering from hypothermia (low body temperature). Anyone suffering from hypothermia should rest in a warm environment right away.

If you work in cold environments for extended periods of time, watch for the symptoms of frostbite in your hands, feet, and face. These include burning, numbness, tingling, itching, or cold sensations. Skin with superficial frostbite may appear white and frozen, but it retains some resistance when pressed. Skin with deep frostbite is hard.

Watch for Ice - In cold environments, watch for ice on walkways or floors. Do not walk on slippery ice. Remove ice build-up from floors or walk-ways if necessary.

Forklifts and Powered Industrial Trucks - Watch out for moving forklifts or trucks. Do not step in front of a moving forklift or trucks; large loads make it difficult for the driver to see you and stop. Never pass under the elevated portion of any forklift whether loaded or empty. Never ride on any moving forklift or truck except in a designated passenger seat.

Only trained drivers may operate forklifts or trucks. All drivers will obey the following rules:

1. Inspect your vehicle before use. If your vehicle is broken, defective, or in any way unsafe, remove it from service until it is repaired. Never operate a vehicle with a fuel leak or faulty brakes.
2. Obey plant speed limits. Watch out for people walking. Slow down where vision is obstructed or the floors are slippery. Avoid loose objects. Stunt driving and horseplay is prohibited.
3. Keep your arms and legs in the driver's area. Do not allow others to touch the load or vehicle while it is moving. Do not allow people to ride your vehicle (except in a designated passenger seat) or to step under the load.
4. When leaving your vehicle, always fully lower the load and set the brakes. If you go more than 25 feet from your vehicle or go where you cannot see your vehicle, you must first shut off the power. Block the wheels if parked on an incline.
5. Stay a safe distance from the edge of ramps, platforms, or freight cars. Do not use your truck for opening or closing freight doors. Make sure that the brakes of trucks, trailers or railroad cars are set while loading or unloading. When needed, install a fixed jack on a semitrailer before loading or unloading. Always check the floors of trucks, trailers and railroad cars for breaks and weaknesses before driving in them.
6. Always make sure that there is enough overhead space for your vehicle and the load.

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7. Yield the right of way to ambulances, fire trucks, or other emergency vehicles.
8. If the load obstructs your forward view, drive backwards.
9. Cross railroad tracks diagonally wherever possible. Do not park closer than 8 feet from the center of railroad tracks.
10. Go up or down grades slowly. If the grade exceeds 10%(ten feet up for every 100 feet forward), loaded trucks must be driven with the load upgrade. On all grades the load must be tilted back if possible and raised only as far as necessary to clear the road surface.
11. Make sure that dock-boards and bridge-plates are secure before driving over them. Do not exceed their rated capacity.
12. Approach elevators slowly, and enter them squarely after the elevator car is leveled. Shut off the power and set the brakes once in the elevator car. Motorized hand trucks must enter elevator or other confined areas with load end forward.
13. Make turns at a reduced safe speed by turning the steering wheel in a smooth, moderate, even, sweeping motion.
14. Never exceed the rated capacity of the vehicle. Carry only stable loads. Always try to center the load; be extra careful if the load cannot be centered. Adjust long or high loads which may affect the capacity. Be very careful when tilting the load forward or backward.
15. Always stop the engine before refueling. Avoid spillage. Make sure any spilled fuel is completely evaporated and the fuel tank cap replaced before restarting engine.
16. Do not use open flames to check battery electrolyte or fuel levels.

Confined Space Safety - A confined space is any space that is difficult to enter and exit and is not designed for continuous employee occupancy. Tanks, vessels, silos, storage bins, hoppers, vaults, pits, and trenches are all examples of possible confined spaces. Do not enter any confined spaces in your work area unless you have been trained to do so. Always discuss the potential hazards with your supervisor and take all necessary precautions to perform the work safely. Always tell you supervisor before entering a confined space.

Because confined spaces have restricted ventilation, it is easy for hazardous atmospheres to build up inside them. This is especially true if the space is used for chemical storage or you will be performing work which generates air contaminants like welding, hot cutting, cleaning, or painting. In spaces containing stagnant water, microbial growth can use up all of the oxygen or generate toxic hydrogen sulfide. Hydrogen sulfide smells like rotten eggs but the smell goes away quickly because your nose gets used to it. Use of inerting gas displaces all oxygen in the space making it impossible to breath without an air supplied respirator. Before entering a space that may contain a hazardous atmosphere, it must be well ventilated and the air quality tested with an appropriate meter. Depending on hazard, a respirator may also be required. Always leave a confined space immediately if you notice your breathing speeding up; this is a sign that there is not enough oxygen in the space.

It is critical that any mechanical equipment within the space be locked out at a zero energy state before entering the space. All supply line valves must be closed and locked, and the

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supply lines blanked out or disconnected before entry. If the space contains inwardly tapering walls or another dangerous configuration which could trap you, safe access procedures must be worked out before entry. It is sometimes necessary to set up a barricade around the entrance to a confined space in order to protect the entrant from activity going on outside the space. Do not enter spaces containing bulk materials like grain without fall protection equipment because the material can shift and engulf you.

An outside attendant and rescue plan are required when working in a hazardous confined space. A retrieval harness with lifeline and winch should be worn by the entrant unless this introduces an even greater hazard. Constant communication between the entrant and attendant is required. The attendant's only job is watching out for the entrant. If you are the attendant and the entrant has a problem, get help immediately. Do not enter the space to try and rescue your co-worker unless you are part of the rescue plan and help has already arrived. A rescue attempt will only delay getting your co-worker out of the space if the rescuers first



have to rescue the attendant before reaching the entrant.

Demolition - Do not let wall or other material fall on building floors over the safe carrying capacity of the floor. Do not place material or equipment on floors if their weight is over the carrying capacity of the floor.. Always brace walls over one story high left standing alone unless they were designed to stand alone. Do not remove load supporting floor members until demolition work above the floor is completed (material drops may be installed if they do not compromise the floor's structural integrity). Plank over floor openings within ten feet of a wall being demolished unless no one is allowed in the area below. Clear steel framing left in place of loose material as demolition progresses downward. Do not demolish retaining walls until adjacent structures have been adequately underpinned. Always leave all walls in stable condition at the end of your shift.

When demolishing floors, cut floor openings the full span of the arch between supports. Remove debris from the arch and nearby floor area before demolishing a floor arch. Use 2 inch by 10 inch planks to stand on while breaking down floor arches between beams. Locate the planks so they will support you if the arch between the beams collapses. Position planks so that the form walkways at least 18 inches wide so you do not need to step on exposed beams. Overlap planks at least one foot. Open space between planks cannot be over 16 inches. Never work below employees removing a floor arch; do not demolish floor arches if other employees are working below.

Do not work in areas where balling or clamming is being performed. Do not perform balling or clamming if other personnel are present in the danger zone. Remove roof cornices and ornamental stonework and cut steel members free before pulling walls over.

Debris Chutes - Always use debris chutes when present. Never remove material from a debris chute or debris drop area until debris handling on the level above has finished.

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Additional Information - Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area.

Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

Sample

Código de prácticas de seguridad/protección

Office

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Cumplir con todas las reglas de seguridad/protección - Todos los empleados deben trabajar de manera segura y cumplir con todas las reglas de seguridad/protección.

Política de Seguridad Disponible - Great Western painting tiene un escrito Política de Seguridad que describe en detalle las políticas y procedimientos que se emplean para que usted trabaje en un lugar seguro. Usted puede conseguir una copia del programa si se lo solicita a cualquier gerente o supervisor, el coordinador del programa de seguridad/protección, en cualquier reunión de seguridad/protección, o cualquier integrante del comité de seguridad/protección. El coordinador del programa de seguridad/protección es Great Western painting

Reportar los condiciones o acciones inseguras. - Todos los empleados deben reportar las condiciones inseguras o posibilidades de accidentes de inmediato a cualquier gerente o supervisor, el coordinador del programa de seguridad/protección, en cualquier reunión de seguridad/protección, o cualquier integrante del comité de seguridad/protección. Una posibilidad de accidente es un incidente donde alguien pudo haber salido lastimado pero se salvó. Es importante corregir las condiciones o procedimientos inseguros antes de que alguien se lastime.

Reportar todas las lesiones. - Los empleados deben reportar todas las lesiones (sin importar cuán leves sean) al supervisor para que se tomen medidas de atención médica o de primeros auxilios. Esto incluye enfermedades o dolores que el empleado considere relacionadas con el trabajo y que no desaparecen normalmente.

No altere o ni haga limpieza de un lugar donde haya ocurrido un accidente serio (salvo brindar ayuda a la gente lesionada o para dejar el lugar seguro) hasta que no se haya terminado la investigación del accidente.

No trabaje si está imposibilitado. - Los empleados no deben trabajar si están imposibilitados por fatiga, enfermedad, medicamentos o por sustancias embriagantes, como el alcohol.

Está totalmente prohibido consumir drogas ilegales.

Limpieza - Mantenga limpia y ordenada su zona de trabajo, libre de cosas innecesarias y riesgos que pudieran causar tropiezos. Limpie los derrames lo antes posible. Quite madera y materiales de desperdicio y basura de la zona de trabajo inmediata a medida que avanza el trabajo. Guarde los desperdicios de solventes y de líquidos inflamables en los recipientes marcados contra incendios hasta que se retiren de la zona de trabajo.

Evite accidentes; no juegue en el trabajo. - Se prohíbe jugar en el trabajo.

Se prohíben la violencia y las amenazas - Se prohíben La violencia, las amenazas de violencia y la intimidación física.

Código de prácticas de seguridad/protección

Office

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Los empleados que piensen que un empleado o un cliente de la empresa pudiera comportarse con violencia deben reportar tales inquietudes de inmediato a cualquier gerente o supervisor, el coordinador del programa de seguridad/protección, en cualquier reunión de seguridad/protección, o cualquier integrante del comité de seguridad/protección. Los empleados que sean víctimas de la violencia en el trabajo, reciban amenazas o se sientan intimidados física o verbalmente deben reportar tal situación al supervisor inmediato.

Asistir a las reuniones de seguridad/protección - Todos los empleados tienen la obligación de asistir a las reuniones de seguridad/protección programadas. Estas reuniones es una de las maneras importantes que Great Western painting utiliza para comunicar la información de seguridad/protección a los empleados y es un lugar propicio para que los empleados intercambian puntos de vista sobre los temas de seguridad/protección con los directores.

Los documentos del comité de seguridad/protección están disponibles cuando usted los solicite - Great Western painting tiene en operación un comité de seguridad/protección diseñado a mantener un lugar de trabajo seguro y saludable. Cualquier empleado puede conseguir del el coordinador del programa de seguridad/protección una lista de los integrantes del comité de seguridad o de las actas de las reuniones del comité de seguridad. Los empleados puede comunicarse con cualquier integrante del comité de seguridad para hablar sobre los temas de seguridad/protección. El integrante del comité de seguridad transmitirá las inquietudes que usted tenga al comité de seguridad y el comité informará la medida que se tomará al respecto.

Extinguidores contra incendios - No utilice un extinguidor contra incendios al menos que haya recibido capacitación en su uso. No utilice un extinguidor contra incendios para apagar un incendio al menos que esté muy seguro que el extinguidor sí apagará el incendio. En lugar de ello, reporte los incendios al supervisor y desaloje las instalaciones y llame al departamento de bomberos si es necesario.

Equipo de protección personal - El equipo de protección personal que se utiliza en su zona de trabajo aparece en la lista de abajo. No realice ningún trabajo que requiere el uso de equipo de protección personal hasta que haya recibido capacitación sobre la manera de utilizarlo. Durante la fase inicial de la capacitación de seguridad/protección recibirá información en cuanto a los trabajos que requieren el uso de equipo de protección personal y cómo obtener el equipo necesario.

- Equipo personal contra caídas (requerido/obligatorio para algunas actividades)
- Arnés de rescate/recuperación (requerido/obligatorio para algunas actividades)
- Rodilleras (disponible pero no requerido/no obligatorio)
- Coderas (requerido/obligatorio para algunas actividades)
- Protectores de piernas (disponible pero no requerido/no obligatorio)
- Soporte de espalda (requerido/obligatorio para algunas actividades)

## Código de prácticas de seguridad/protección

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- Chaleco de flotación (requerido/obligatorio para algunas actividades)
- Visores protectores con protector lateral (requerido/obligatorio para algunas actividades)
- Visores protectores (requerido/obligatorio para algunas actividades)
- Visores contra salpicaduras químicas (requerido/obligatorio para algunas actividades)
- Escudo facial con visores protectores (requerido/obligatorio para algunas actividades)
- Casco duro (requerido/obligatorio para algunas actividades)
- Protector de zapatos: punta de acero (siempre requerido, obligatorio)
- Mascarilla de polvo no autorizada (requerido/obligatorio para algunas actividades)
- Mascarilla de cirugía (requerido/obligatorio para algunas actividades)
- Respirador de cara con filtro N95 (requerido/obligatorio para algunas actividades)
- Respirador de cara con filtro N99 (requerido/obligatorio para algunas actividades)
- Respirador de purificación de aire de cara completa (requerido/obligatorio para algunas actividades)
- Capucha no ajustada y purificador de aire con potencia (requerido/obligatorio para algunas actividades)
- Casco de aspersión abrasiva a presión con suministro de aire (no suficiente para aspersión a presión con sílicato abrasivo fuera de una caja de guantes) (requerido/obligatorio para algunas actividades)
- Casco de aspersión abrasiva a presión con respirador de suministro de aire ajustado firmemente a la cara completa (requerido/obligatorio para algunas actividades)

Respiradores - Los respiradores sirven de protección contra los agentes contaminantes en el aire del trabajo. Los respiradores solo lo protegen si se utilizan de manera constante y correcta.

Siempre inspeccione el respirador antes de utilizarlo para asegurar que se encuentra en buen estado. Al utilizar un respirador que queda muy apretado, usted debe estar bien rasurado en los lugares donde el respirador está en contacto con su rostro. El cabello facial o la barba debajo del sello del respirador provocará fugas del respirador y está prohibido.

El uso del respirador impone una carga adicional a su cuerpo. Por ello, le harán una valoración médica para verificar que usted está en condiciones médicas para utilizar un respirador a menos que usted solo utilice respiradores con pieza facial filtrante en las zonas donde los niveles de exposición están por debajo de unos límites específicos.

La valoración la realizará un médico o un especialista médico certificado. Esta persona le hará preguntas sobre su historial médico con el fin de saber si pudiera haber algo que le ocasionaría problemas al utilizar un respirador. Sus respuestas se mantendrán en privado. Esta persona no divulgará ninguna de sus respuestas a nadie de la empresa y solo le dará a la empresa su opinión sobre la capacidad de usted de poder o no utilizar un respirador y detallará cualquier limitación que usted tenga en cuanto al uso de un respirador.

Según el respirador que utilice, quizá deba someterse a una prueba para determinar si puede o no utilizar un respirador. El propósito de la prueba es para determinar el tipo de respi

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rador para usted y verificar que el respirador le quede correctamente. El respirador no le brindará protección sino le queda bien.

Siempre se debe colocar, quitar, limpiar y guardar el respirador según las instrucciones del fabricante. Asegúrese que utilizará el respirador adecuado que lo protegerá de los agentes contaminantes de exposición. Siempre utilice los filtros y cartuchos adecuados para el respirador.

Los filtros y cartuchos deben ser del mismo fabricante en cuanto a la pieza facial y deben estar diseñados para uso en la pieza facial específica que usted utiliza. Cambie el respirador o los filtros cuando se obstruyan y usted siente más resistencia al respirar. Cambie los cartuchos del respirador según el programa, si el extremo del indicador de servicio muestra que el cartucho está lleno o si alcanza a oler el agente química dentro del respirador.

Deseche los respiradores desechables al final del turno de trabajo. Cambie los filtros del respirador de potencia de aire purificado (PAPR, por sus siglas en inglés) según las instrucciones

del fabricante y si detecta una reducción del flujo de aire que no se corrige al cambiar las baterías. Nunca doble, pliegue ni distorsione un respirador, especialmente al guardarlo. Un respirador distorsionado no le quedará igual sobre el rostro. No guarde el respirador en un recipiente sellado antes de que esté totalmente seco. Si guarda un respirador húmedo en un recipiente sellado, el respirador puede sufrir daños que pueden ocasionar la acumulación de moho o crecimiento de bacterias que pueden resultar nocivas a la salud. No guarde su respirador junto con los filtros o cartuchos usados. Los agentes contaminantes de los filtros o cartuchos pueden introducirse al respirador.

Realice una prueba del sello del respirador cada vez antes de colocarse el respirador. Tape la válvula de exhalación y exhale ligeramente. La mascarilla se debe expandir ligeramente sin fugas. Luego, tape las entradas de aire e inhale ligeramente. Debe sentir que la mascarilla debe contraerse sin que entre nada de aire. Si detecta una fuga de aire durante la prueba de exhalación o inhalación, quítese el respirador y prueba una vez más.

Siempre utilice aire de respiración con un respirador con suministro de aire. El aire de respiración está comprimido mediante compresores de aire libres de aceite específicamente diseñados para entregar aire de respiración. No utilice el aire del compresor del taller como aire de respiración, a menos que se instale un sistema de filtración con monitoreo continuo y con alarma.

Mascarillas contra el polvo y quirúrgicas - Las mascarillas contra el polvo y las quirúrgicas sin la leyenda "NIOSH Approval Number" (Número de autorización NIOSH) no filtran bien el aire que se respira. El uso de una mascarilla contra el polvo o quirúrgica está bien si solo necesita cubrir el rostro contra materiales y para la protección de los pacientes y productos. Utilice un respirador con pieza facial filtrante con la leyenda "NIOSH Approved" (Autorizada por NIOSH) si tiene que filtrar el aire que respira. Un respirador con pieza facial filtrante autorizada por NIOSH se parece a una mascarilla similar sin autorización salvo que la caja viene con un número con la Autorización NIOSH. Los tipos de respiradores con pieza facial

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filtrante incluyen los siguientes:

1. N95 - Filtra, por lo menos, 95% de las partículas en el aire. Sin resistencia al aceite.
2. N99 - Filtra, por lo menos, 99% de las partículas en el aire. Sin resistencia al aceite.
3. N100 - Filtra, por lo menos, 99.97% de las partículas en el aire. Sin resistencia al aceite.
4. R95 - Filtra, por lo menos, 95% de las partículas en el aire. Algo de resistencia al aceite.
5. R99 - N95 - Filtra, por lo menos, 99% de las partículas en el aire. Algo de resistencia al aceite.
6. R100 - Filtra, por lo menos, 99.97% de las partículas en el aire. Algo de resistencia al aceite.
7. P95 - Filtra, por lo menos, 95% de las partículas en el aire. Gran resistencia al aceite.
8. P99 - Filtra, por lo menos, 99% de las partículas en el aire. Gran resistencia al aceite.
9. P100 - Filtra, por lo menos, 99.97% de las partículas en el aire. Gran resistencia al aceite.

Protección contra caídas - Siempre utilice el equipo de protección contra caídas cuando la altura de caída es más de 6 pies. Inspeccione el equipo antes de usarlo cada vez. Inspeccione las cuerdas, el entramado y las lianas para asegurar que no haya muestras de desgaste, daño o roturas. Inspeccione las partes metálicas para que no haya grietas, dobleces o corrosión. Cambie el equipo que no funcione correctamente o que esté dañado. El equipo de protección contra caídas que se ha activado por una caída se debe inspeccionar cuidadosamente y algunos equipos no están diseñados para volver a utilizarse después de una caída. Asegúrese de sujetar un punto de anclaje que sea lo suficientemente resistente. Consulte a su supervisor si no sabe dónde sujetarse. Excepción(es): si existe un plan de protección contra caídas para un trabajo específico, cumpla con los requisitos del plan.

Arnés de recuperación de rescate - Utilice un arnés de recuperación de rescate en lugares restringidos para que sus compañeros los puedan rescatar sin entrar a la zona de peligro. Por lo general, el arnés se sujeta a una línea de recuperación que, con frecuencia, se utiliza junto con una polea y un tripié. Inspeccione el equipo antes de usarlo cada vez. Inspeccione

las cuerdas, el entramado y las lianas para asegurar que no haya muestras de desgaste, daño o roturas. Inspeccione las partes metálicas para que no haya grietas, dobleces o corrosión. Cambie el equipo que no funcione correctamente o que esté dañado. Puede ser que el arnés que usted utiliza no sea el adecuado como equipo de protección contra caídas. Consulte las especificaciones del fabricante antes de utilizar un arnés de recuperación de rescate como protección contra caídas.

La vista no tiene precio - Siempre utilice protección de los ojos cuando se requiera. Existen muchos tipos de equipo de protección de los ojos. Consulte con su supervisor si la protección de los ojos distorsiona su vista o le ocasiona jaquecas.

Protectores de la cara y cascos de soldadura - Los protectores de la cara y los cascos de soldadura por sí mismos no ofrecen un nivel suficiente de protección a los ojos. Siempre utilice

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ice visores de protección o visores de protección por debajo del escudo del protector de la cara.

Candado/Etiqueta - Nunca abra los circuitos eléctricos ni encienda equipo que alguien más le haya puesto un candado o etiqueta. Solo la persona que le puso el candado o la etiqueta "Do Not Operate" (No Utilizar) o el supervisor puede quitarlo y encender los circuitos o el equipo.

Los lugares donde se almacena energía, por lo general, sin solo estar limitado a éstos, incluyen: baterías, capacitores, amortiguadores de gas comprimido (aire), sistemas de aire presurizado, materiales calientes, materiales fríos, resortes, ruedas volantes, imanes, agentes químicos reactivos y piezas de equipo o materiales en lugares elevados (gravedad).

1. Informe a los demás trabajadores del área y al supervisor que usted desconectará los circuitos o equipo.

2. Identifique los tipos de energía que utiliza y almacena el equipo. Asegúrese que entiende todos los riesgos de la energía y los métodos para controlar o disiparla.

3. Si la máquina o el equipo está funcionando, corte la corriente mediante el procedimiento normal para cortar el servicio.

4. Aísle la máquina de todas las fuentes de energía haciendo uso de los interruptores, válvulas y demás dispositivos de aislamiento de energía. Coloque su candado en cada interruptor, válvula o dispositivo de aislamiento. Coloque una etiqueta que incluya la razón por la que se sacó el equipo de producción, la fecha y la hora que se colocó la etiqueta y el nombre de usted. Es mejor usar un candado y una etiqueta en lugar de solo una etiqueta. Es mejor que cada persona de mantenimiento coloque su propio candado y etiqueta al equipo que se está bajo mantenimiento.

5. Disipe o bloquee toda la energía almacenada en el equipo.

6. Asegúrese que todo el personal haya quedado alejado del equipo y verifique que el equipo se quede en estado de energía en cero mediante el uso de los controles normales. Asegúrese de volver a colocar los controles en la posición de "off" (apagado) después de realizar las pruebas.

7. Llene la documentación necesaria.

8. Verifique que las herramientas y demás artículos que utilizó durante el mantenimiento no hayan quedado en el equipo. Asegúrese que todo el personal esté alejado del equipo y que los controles estén en posición neutral. Vuelva a colocar todas las protecciones.

9. Quite los candados y etiquetas y vuelva a restaurar la energía al equipo. Verifique que el equipo funciona correctamente mediante el uso del procedimiento normal de arranque.

10. Notifique a todos los empleados afectados y al supervisor que usted ha dejado el equipo listo para producción una vez más.

Lavado de los ojos y duchas - Si le cayera alguna sustancia química en los ojos o piel, es muy importante que de inmediato se lave hasta quitársela por completo. Algunas sustan

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cias químicas pueden ocasionar daño permanente a los ojos en cuestión de segundos. Se han

colocado estaciones de lavado para tal propósito; también se pueden proporcionar duchas si es necesario.

Si se ve obligado a lavarse los ojos para quitarse alguna sustancia química, utilice las manos para mantener los ojos abiertos y mantenga los ojos debajo del agua durante quince (15) minutos. Esto parecerá como demasiado tiempo pero es necesario para eliminar la sustancia química por completo de los ojos. El supervisor o un compañero de trabajo lo puede ayudar a tomarle el tiempo. Si una sustancia química llegará a cubrir una amplia sección de la piel, quítese la ropa que esté empapada de la sustancia y quédese debajo de la ducha unos 15 minutos. Infórmele al supervisor una vez que haya terminado de enjuagarse unos 15 minutos los ojos y/o la piel afectada. Quizá sea necesario recurrir a más atención médica.

Polvo combustible - Cualquier material que puede quemarse en el aire en estado sólido se convertirá en polvo combustible cuando se divida en partículas finas y suspendidas en el aire a la concentración correcta. El polvo fino de algunos materiales no combustibles en estado sólido también puede ser combustible. El azúcar, el almidón, la harina, los granos, los productos de plástico, el papel, el caucho, los colorantes, el carbón, el azufre, el aluminio, el cromo, el hierro, el magnesio, el titanio y el cinc son todos ejemplos de materiales que pueden formar polvo combustible. Estos no son los únicos materiales que pueden formar polvo combustible. Pueden ocurrir unos estallidos de polvo muy potentes cuando el polvo combustible se encuentra suspendido en el aire y entra en contacto con una fuente de ignición (como una flama o chispa). Un pequeño estallido inicial puede alterar un polvo cercano que luego se enciende. La reacción en cadena resultante puede destruir todo un conjunto de instalaciones y acabar con la vida de los que se encuentren en su interior.

No permita que se acumule el polvo de combustible en las superficies donde trabaja. Evite la formación de las nubes de polvo al trabajar o limpiar el polvo combustible. No maneje polvo combustible cerca de flamas abiertas ni junto a los lugares donde se forman chispas. El traslado de materiales entre los envases puede generar electricidad estática. Verifique que todos los envases estén bien sellados y aterrizados al trasladar polvo combustible.

Carga de baterías - Las baterías de ácido de plomo generan gas hidrógeno explosivo en condiciones normales de trabajo. Siempre utilice protección de los ojos al conectar o desconectar las baterías de los vehículos o al suministrar carga a los equipos. No debe fumar en la zona donde se estén cargando las baterías. Siempre utilice equipo de carga para mover las baterías. Mantenga alejadas las herramientas y los objetos metálicos de las baterías cuando no se estén utilizando; nunca ponga una batería en corto de manera deliberada con un objeto metálico. Al diluir el líquido de electrolito, siempre agregue ácido al agua, nunca agregue agua al ácido. Al cargar las baterías dentro de un vehículo, verifique que los frenos estén puestos y deje abierta la tapa de la batería.

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Seguridad en el uso de izadores, grúas y eslingas - Nunca se coloque por debajo de una carga que esté elevando una grúa o izador. Los operadores de las grúas y del equipo deben cumplir con las siguientes reglas de seguridad:

1. Nunca utilice una grúa o izador al menos que haya recibido capacitación para ello.
2. Inspeccione la grúa y equipo antes de utilizarlos (por lo menos, diariamente). Verifique que no haya eslabones de cadena desgastados o distorsionados. Ponga prueba los switches limitadores en cada turno de trabajo. Retire de servicio cualquier gancho que haya quedado abierto más del 15 por ciento de la abertura normal de la garganta medido desde el punto más estrecho o doblado más de 10 grados del plano de la sección no doblada del gancho. Retire de servicio cualquier correo de cuerda de alambre que tenga diez cables rotos distribuidos aleatoriamente en un tramo de cuerda; cinco cables rotos en un tramo de cuerda; desgaste o una superficie raspada de un tercio del diámetro original de los cables externos individuales; dobleces, compresión, formación de jaula de pájaro o cualquier daño que ocasione la distorsión de la estructura de la cuerda de alambre; muestras de daño térmico; aditamentos en los extremos que estén agrietados, deformados o desgastados; o corrosión de la cuerda o de los aditamentos en los extremos. Verifique que

- esté bien sujeta la tuerca de presión de la grúa pistón de aire (en su caso).
3. Nunca levante a una persona con la grúa o izador. Nunca mueva una carga sobre una persona ni levante metal fundido donde podría caer sobre alguien si se derramara.
  4. Nunca exceda la capacidad de carga nominal de una grúa o izador.
  5. Siempre coloque la carga directamente debajo del mecanismo del izador antes de levantarla. Las maniobras de elevación fuera de la vertical pueden ocasionar daños a la grúa y hacer que la carga gire.
  6. Verifique que la capacidad de carga nominal de los ganchos, anillos, eslabones, conectores mecánicos o soldados o demás aditamentos sea equivalente o mayor que la capacidad de la cadena o cuerda.
  7. No sujete el cable de alambre con nudos salvo en las líneas de arrastre atrás de las hojas topadoras.
  8. Utilice, por lo menos, tres dobleces completos en cualquier empalme de cualquier cuerda de alambre. No forme ojales en las bridas, eslingas o alambres pesados de cuerda de alambre con sujetadores o nudos de cuerda de alambre.
  9. Utilice material protector para proteger las eslingas de las orillas filosas de la carga. Si se utiliza para empalmes de argolla, coloque una tuerca "U" de tal manera que la sección "U" quede en contacto con el extremo muerto de la cuerda. No ocasione cortaduras en las patas de las eslingas. Siempre balancee la carga de las eslingas que se utilizan en una conexión de canasta para evitar deslizamiento. Nunca coloque los dedos ni manos entre las eslingas y la carga cuando se estén apretando/tensionando las eslingas alrededor de la carga. Nunca tire de una eslinga por debajo de una carga si tal carga está apoyada en la eslinga. No acorte las eslingas con nudos, pernos o demás dispositivos improvisados. Se prohíbe cargar con las eslingas en tensión.
  10. El cable tendido, de eslingas de 6 x 19 y de 6 x 37 deben tener un mínimo de longitud

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de claro de cuerda de alambre de 10 veces el diámetro de la cuerda componente entre ojales, mangas o accesorios de los extremos. Las eslingas reforzadas deben tener un claro mínimo de cuerda de alambre de 40 veces el diámetro de la cuerda componente entre los vueltas o accesorios de los extremos. Los ojales para cable, para cuerda y las eslingas sin fin deben tener una longitud mínima de circunferencia de 96 veces del diámetro de su cuerpo.

11. Retire de servicio las eslingas de alambre de alma de fibra si están expuestas a temperaturas de más de 200 grados Fahrenheit (93.33 grados centígrados). Siga las recomendaciones del fabricante al utilizar eslingas de cuerda de alambre sin alma de fibra en temperaturas de más de 400 grados Fahrenheit o por debajo de 60 grados Fahrenheit.

12. Retire de servicio las cuerdas y eslingas si presentan desgaste anormal, fibra de polvo entre los hilos, fibras rotas o cortadas, variaciones en el tamaño o redondez de los hilos, descoloración, putrefacción, quemaduras de ácido o agentes de sosa cáustica, cortes, desgarres, perforaciones, puntadas rotas/desgastadas o distorsión los herrajes.

13. No utilice nudos en lugar de empalmes.

14. No utilice cuerdas y eslingas de cuerda fuera del intervalo de temperatura recomendado por el fabricante.

15. No utilice cuerdas ni eslingas en entornos donde haya humo, gases, neblinas o aerosoles de materiales incompatibles. El nylon no es compatible con los materiales fenólicos. El poliéster y el polipropileno son incompatibles con la sosa cáustica. Los herrajes de aluminio no son compatibles con las sustancias de sosa cáustica. Consulte las especificaciones del fabricante.

16. Los empalmes de argolla en la cuerda de manila deben tener, por lo menos, tres dobleces completos y uniones cortas de, por lo menos, seis dobleces completos (tres a cada lado de la línea central de la unión). Los empalmes de argolla en la cuerda de fibra sintética deben tener, por lo menos, cuatro dobleces completos y uniones cortas de, por lo menos, ocho dobleces completos (cuatro a cada lado de la línea central de la unión). No corte los

extremos cortos (al ras con la superficie de la cuerda) inmediatamente junto a los dobleces completos. Los extremos se deben extender, por lo menos, seis diámetros de cuerda más allá del último doblez completo pero no tienen que ser de más de seis pulgadas. Si es contraproducente dejar extremos salidos, los extremos se pueden ahusar y empalmar al cuerpo de la cuerda mediante, por lo menos, dos dobleces que requerirán extremos de aproximadamente seis diámetros de cuerda de largos más allá del último doblez completo. En todos los empalmes de argolla, la argolla debe ser lo suficientemente grande para dejar un ángulo de no más de 60 grados con respecto al empalme cuando la argolla se coloque sobre la carga o punto de apoyo.

17. Opere el equipo de grúas y para izar o levantar de manera suave sin movimientos bruscos. Recoja la cuerda o cadena suelta lentamente antes de levantar la carga.

18. En situaciones de elevación de carga a poco menos de la capacidad de carga, ponga a prueba los frenos después de levantar la carga unas cuantas pulgadas.

19. Nunca abandone los controles cuando la carga esté levantada en el aire.

20. Al utilizar un gancho de silla doble, utilice una eslinga doble o "choker" para distribuir la

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carga sobre las dos sillas del gancho.

21. En condiciones de trabajo normal, pare la grúa antes de llegar al switch limitador.

22. Nunca levante una carga si alungo de los ganchos de la eslinga está flojo.

23. No opere grúas móviles en lugares donde pueda haber contacto con cables eléctricos.

24. Las herramientas, recipientes de aceite, fusibles adicionales y demás artículos necesarios se deben almacenar en una caja de herramientas y no se permite que se dejen sueltos ni cerca ni dentro de la cabina de la grúa.

25. Nunca opere una grúa cerca de líneas eléctricas, a menos que se les haya quitado la corriente y están visiblemente aterrizadas. El claro mínimo es una distancia de 10 pies para líneas de hasta 50 kV. Para líneas de más de 50 kV, una distancia de claro de diez pies más 0.4 pulgadas por cada 1 kV por arriba de 50 kV o dobel la distancia del aislante de línea (pero nunca menos de diez pies). Al mover una grúa sin carga y con los brazos hacia abajo, la distancia de claro debe ser, por lo menos, 4 pies para voltajes de menos de 50 kV y de 10 pies para voltajes de más de 50 kV hasta e inclusive 345 kV, y de 16 pies para voltajes de hasta e inclusive 750 kV. Utilice a una persona como guía si es difícil que el operador de la grúa juzgue la distancia de las líneas eléctricas con corriente viva.

26. Al utilizar una grúa cerca de torres de transmisión de corriente, verifique que no se induzca una carga eléctrica a la grúa. Si es necesario, aterrice la estructura superior giratoria que apoya el brazo e instale cables de conexión a tierra a los materiales que estén manejando el equipo del brazo. Las cuadrillas de tierra deben utilizar postes que no conduzcan corriente con sujetadores de caimán grandes o demás equipo de protección para sujetar el cable de tierra a la carga. Se deben retirar los materiales combustibles e inflamables de la zona inmediata antes de iniciar las operaciones.

27. El peso de la bola de demolición no debe exceder el 50% de la capacidad de trabajo de la grúa, con base en la longitud del brazo y el ángulo máximo de operación donde se utilizará la bola de demolición, y no debe ser de más del 25% de la resistencia a la rotura de trabajo de la línea que la sujeta. Mantenga la distancia de la línea del brazo y de la línea de carga lo más cortas posibles. Utilice un conector tipo destorcedor para evitar torceduras en la línea de carga.

Equipo pesado - Tenga cuidado alrededor del equipo pesado. Debe suponer que el conductor no lo puede ver al menos que usted haya hecho contacto visual con él. No se suba ni deje que nadie se suba al vehículo a menos que el mismo esté diseñado para llevar pasajeros. Inspeccione diariamente su vehículo antes de usarlo (frenos, conexiones del freno del remolque, frenos de mano, bocina, mecanismo de dirección, dispositivos de acoplamiento, neumáticos, cinturones de seguridad, controles de operación, alarmas de respaldo, dispositivos de seguridad, cristales, luces/faros, reflectores, limpiadores de parabrisas, desnubilizadores, extinguidores de fuego, etc. No utilice un vehículo que requiere mantenimiento. Utilice los



cinturones de seguridad si los tiene el vehículo que usted utiliza. Utilice una guía terrestre cuando sea necesario. Coloque el freno de mano al abandonar el vehículo, coloque cuñas en las ruedas al estacionar un vehículo en cuesta. Baje las hojas, los cucharones y demás equipo cuando no se esté utilizando y antes de efectuar reparaciones.

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Inspeccione los cables de corriente - Nunca utilice equipo eléctrico a menos que el cable de corriente y el conector de tierra (en su caso) estén en buenas condiciones. Nunca utilice equipo que le de toques, aún una ligera descarga de un cortocircuito pequeño será peor cada vez. Nunca utilice el cable de corriente para levantar, cargar ni tirar equipo eléctrico. Infórmele al supervisor todos los problemas del equipo eléctrico.

Protecciones - Nunca utilice ninguna herramienta portátil de corriente a menos que tenga colocadas todas las protecciones y que todas funcionen bien.

Esfuerzo térmico - Beba mucha agua al trabajar en entornos calurosos. Es mejor beber pequeñas cantidades de agua con frecuencia (hasta cuatro vasos por hora). Inicie lentamente al empezar a trabajar en un entorno caluroso. El cuerpo requiere, por lo menos, una semana para aclimatarse al entorno caluroso. Avísele al supervisor si usted o un compañero de trabajo siente demasiada debilidad o fatiga, mareos, náuseas o dolor de cabeza o si su rostro se pone pálido o muy rojo. Estos son síntomas de fatiga por calor y cualquiera que tenga estos síntomas debe descansar bajo la sombra o en lugar fresco. Usted no será castigado de ninguna manera por sentir esfuerzo térmico que requiera descanso. Vigile a sus compañeros de trabajo porque, a veces, una persona no se da cuenta que padece de esfuerzo térmico.

Si su compañero de trabajo deja de sudar y presenta confusión mental, delirio, pérdida de conciencia, convulsiones o coma, puede ser por insolación. De inmediato, moje a la persona con agua fría y abaníquelo. La persona debe acudir a un hospital o clínica de atención médica lo antes posible. Una persona con insolación puede morir si no recibe atención médica.

Esfuerzo por frío - Si usted o su compañero de trabajo empieza a temblar fuera de control, siente frío, le baja el latido del corazón y tiene un pulso débil, no se entiende lo que dice, la falla la memoria o siente mucho sueño, quizá tenga hipotermia (temperatura baja del cuerpo). La persona con hipotermia debe descansar en un lugar caliente de inmediato.

Si usted trabaja en un ambiente frío durante mucho tiempo, vigile que no se le presenten síntomas de congelación en las manos, pies y cara. Los síntomas pueden ser sensación de quemadura, adormecimiento, cosquilleo, comezón o frío. La piel superficial congelada puede verse blanca y congelada pero retiene algo de resistencia al oprimirla. La piel muy congelada se pone muy dura.

Cuidado con el hielo - En los lugares fríos, tenga cuidado del hielo en los pasillos y pisos. No camine sobre hielo resbaladizo. Quite la acumulación de hielo de los pisos o pasillos, si es necesario.

Montacargas y vehículos industriales de potencia - Tenga cuidado de los montacargas y vehículos en movimiento. No camine frente a un montacargas o vehículo en movimiento;

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las cargas grandes impiden que el conductor lo vea y se detenga. Nunca pase por la porción levantada de un montacargas cargado o vacío. Nunca viaje en un montacargas o vehículo en movimiento salvo en el asiento designado para pasajero.

Solo el personal calificado debe manejar los montacargas o vehículos. Todos los conductores deben cumplir las siguientes reglas.

1. Inspeccione el vehículo antes de usarlo. Si el vehículo está descompuesto, defectuoso o inseguro por lo que sea, sáquelo de servicio hasta que quede reparado. Nunca utilice un vehículo con fuga de combustible o frenos con fallas.
2. Respete los límites de velocidad de la planta. Tenga cuidado con la gente que va caminando.

- Disminuya la velocidad si su visión está obstruida o si los pisos están resbaladizos. Evite los objetos sueltos. Queda prohibido realizar maniobras peligrosas o jugar al manejar.
3. Mantenga los brazos y las piernas dentro de la zona de conductor. No permite que los demás toquen la carga ni el vehículo en movimiento. No permite que nadie se suba al vehículo (salvo en el asiento designado para pasajero) ni que nadie se coloque debajo de la carga.
  4. Al abandonar el vehículo, siempre baje la carga y ponga los frenos. Si se aleja más de 25 pies del vehículo o se va a un lugar donde no lo ve, primero debe apagarlo. Luego, coloque bloques en las ruedas si está estacionado en una pendiente.
  5. Manténgase a una distancia segura de la orilla de rampas, plataformas o vehículos de carga. No utilice el vehículo para abrir o cerrar las puertas de carga. Verifique que estén puestos los frenos de los vehículos, remolques o furgones de ferrocarril en las operaciones de carga o descarga. De ser necesario, coloque un gato fijo en el remolque antes de cargar o descargar. Siempre verifique los pisos de los vehículos, remolques y furgones de ferrocarril en busca de roturas y puntos débiles antes de manejarlos.
  6. Siempre verifique que haya suficiente espacio arriba para que pase el vehículo y la carga.
  7. Ceda el paso a las ambulancias, vehículos de bomberos y demás vehículos de emergencia.
  8. Si la carga obstruye su visión hacia adelante, maneje hacia atrás.
  9. Cruce las vías del tren en diagonal, en lo posible. No se estacione a menos de 8 pies de distancia del centro de las vías del tren.
  10. Suba o baje las pendientes despacio. Si la pendiente es de más del 10% (diez pies hacia arriba por cada 100 pies hacia adelante), los vehículos con carga deben conducir con la carga por delante. En todas las pendientes, se debe inclinar la carga hacia atrás, en lo posible, y levantarse solo lo necesario para librar la superficie del camino.
  11. Verifique que las tablas de las plataformas y las placas de los puentes estén bien fijadas antes de circular sobre ellas. No sobrepase la capacidad de carga nominal de tales estructuras.
  12. Acérquese despacio a los elevadores o ascensores y, luego, entre justo sobre el centro después de que el carro del elevador esté bien nivelado. Apague el motor y ponga los frenos una vez dentro del elevador. Los diablitos con motor deben entrar al elevador o

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demás espacios reducidos con la carga hacia adelante.

13. De vueltas a una velocidad lenta segura, girando el volante con un solo movimiento suave, moderado, uniforme y continuo.
  14. Nunca opere al vehículo a más de su capacidad normal de trabajo. Solo lleve cargas estables. Siempre intente centrar la carga, tenga más cuidado si no se puede centrar la carga. Tenga cuidado al inclinar la carga hacia adelante o hacia atrás.
  15. Siempre apague el motor al llenar el tanque de combustible. Evite derramar el combustible. Verifique que se evapore por completo el combustible derramado y que el tapón de combustible quede bien colocado antes de volver a encender el motor.
  16. No utilice flamas abiertas para verificar los niveles de electrolito o combustible.
- Seguridad en los espacios reducidos - Un espacio reducido es cualquier espacio con acceso y salida difíciles y no está diseñado para ocupación continua de los empleados. Los tanques, cámaras, silos, cajas de almacenamiento, tolvas, bóvedas y zanjas son ejemplos de espacios reducidos posibles. No ingrese a ningún espacio reducido en su trabajo, a menos que haya recibido capacitación. Siempre consulte con su supervisor sobre los peligros potenciales y tome todas las medidas necesarias para realizar el trabajo de manera segura. Siempre avísele al supervisor antes de entrar.
- Dado que los espacios reducidos tienen ventilación restringida, se facilita la acumulación de atmósferas peligrosas en su interior. Esto es de mayor importancia si el espacio se utiliza para almacenar sustancias químicas o si usted realizará trabajo que genera contaminantes del aire como soldadura, cortes en caliente, limpieza o pintura. En los espacios que contienen agua estancada, el crecimiento microbiano puede agotar el oxígeno o generar ácido sulfhídrico tóxico. El ácido sulfhídrico huele a huevo podrido pero el olor se disipa rápidamente

porque su nariz se acostumbra al olor. El uso de un gas inerte desplaza todo el oxígeno, haciendo que sea imposible respirar sin el uso de un respirador con suministro de aire. Antes de ingresar a un espacio que puede contener una atmósfera peligrosa, primero se debe ventilar bien y se debe probar la calidad del aire con un calibrador respectivo. Según el riego, quizá también se requiera el uso de un respirador. Siempre abandone un espacio reducido de inmediato si observa que aumenta su ritmo de respiración; esto es sintomático de que no hay suficiente oxígeno en el espacio.

Es muy importante que cualquier equipo mecánico dentro del espacio se ponga al estado de energía/corriente cero antes de ingresar al espacio. Todas las líneas de suministro deben estar cerradas y con candado y las líneas de suministro deben estar sin carga o desconectadas antes de entrar. Si el espacio tiene muros ahusados con curvatura hacia adentro o alguna otra configuración peligrosa que lo pudiera atrapar, se deben planear unos procedimientos de acceso seguros antes de entrar. A veces, será necesario montar una barricada alrededor de la entrada del espacio reducido para proteger a los que entren de cualquier actividad fuera del espacio reducido. No ingrese a espacios que contienen materiales en bruto como granos sin equipo de protección contra caídas porque el material puede moverse y rodearlo por completo.

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Al trabajar en un espacio reducido peligroso, se requiere la presencia de una persona que cuida y un plan de rescate. La persona que ingresa debe utilizar un arnés de recuperación y una línea de vida con malacate, a menos que esto presente un riesgo mayor. Se debe mantener comunicación constante entre la persona que entra y la persona que está cuidando. El único trabajo de la persona que cuida consiste en cuidar al que entró. Si usted está cuidando y el que entró tiene un problema, consiga ayuda de inmediato. No entre al espacio para tratar de rescatar a su compañero, a menos que usted sea parte del plan de rescate y ya haya llegado ayuda. El intento de rescate solo puede retrasar la extracción del compañero de trabajo del espacio si los socorristas primero tienen que ayudar a rescatar al cuidador antes de llegar al que entró.

Demolición - No permita que caigan sobre el piso materiales de muro o de otras partes que excedan el peso de carga segura del piso de las estructuras. No coloque material ni equipo sobre los pisos si su peso excede la capacidad de carga del piso. Siempre apunte los muros de más de un piso de altura que se dejen de pie solos, a menos que estén diseñados para mantenerse erguidos sin apoyo. No retire estructuras de piso que cargan peso hasta que no se concluyan las obras de demolición del piso superior (se pueden colocar caídas de materiales si no comprometen la integridad de la estructura del piso). Coloque tabloncillos sobre las aberturas a una distancia de diez pies del muro que se está demoliendo, a menos que no le permita la entrada a nadie a la zona de abajo. Retire las estructuras metálicas de los lugares donde haya material suelto a medida que la obra de demolición avance hacia abajo. No quite por demolición los muros de carga sin antes apuntalar correctamente las estructuras adyacentes. Al final del turno, siempre deje todos los muros en condición estable.

Al realizar obras de demolición en los pisos, corte aberturas en los pisos que abarquen todo el radio del arco entre los puntos de apoyo. Quite el escombros del arco y la zona del piso adyacente antes de demoler el arco del piso. Utilice tabloncillos de 2 pulg. por 10 pulg. para pararse mientras rompe los arcos de piso entre las vigas. Coloque los tabloncillos para que lo apoyen en caso de que se derrumbe el arco entre las vigas. Coloque los tabloncillos para formar pasillos de, por lo menos, 18 pulg. de ancho para que no tenga necesidad de pisar las vigas expuestas. Deje un traslape de, por lo menos, un pie entre tabloncillos. Los espacios abiertos entre los tabloncillos no deben ser más de 16 pulgadas. Nunca trabaje abajo de los trabajadores que estén quitando un arco de piso; no quite los arcos de pisos si hay trabajadores abajo de usted.

No trabaje en zonas donde se realice la demolición con bola o cucharón. No realice operaciones de demolición con bola o cucharón si se encuentran trabajadores en la zona de peligro.

Retire las cornisas de los techos y la piedra ornamental y corte las estructuras de acero para que queden libres antes de tirar los muros.

Ductos de escombros - Siempre utilice los ductos de escombros si los hay. Nunca retire material de un ducto o de una caída de escombros hasta que no sea haya terminado de retirar el

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escombros en el nivel superior.

Más información - El supervisor le brindará más información en cuanto a los procedimientos de desalojo por emergencias y sobre los demás peligros o procedimientos específicos de trabajo.

Nunca empiece a trabajar en alguna actividad sin antes haber recibido toda la capacitación sobre los requisitos de seguridad y sin la autorización del supervisor para iniciar la actividad.

Sample

Appendix 3 Training Requirements

Sample

1

This checklist includes the safety training requirements for employees. When all applicable items have been

finished, give the completed form to the Safety Plan Manager for filing. If a requirement does not apply to a

particular employee, so indicate in the "Date Completed" column.

Employee Training Requirements, Painting

Employee Name:

Primary Trainer:

Item Date Completed

Code of Safe Practices - Provide the employee with a copy of the Code of Safe Practices (Appendix 2). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe practices to them; have them read it while you watch if they decline. Introduce the employee to the Safety Plan Manager.

First Aid - Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.

Evacuation Plan - Show employee how to leave their work area in an emergency.

Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan (Appendix 4) with the employee.

Fire Extinguisher Training - Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced.

Note: This requirement does not apply to employees who have been instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.

Eyewash and Shower Station - Show the employee where the eyewash and/or shower station is located near their work area. Show the employee how to activate the unit and summon help.

Machines and Power Tools - Show the employee how to use all power tools they will be expected to operate. Show the employee the proper position for all guards and instruct the employees that all guards must be in place when operating any power tool.

2

Employee Training Requirements, Painting

Employee Name:

Primary Trainer:

Item Date Completed

Forklifts, Powered Industrial Trucks, and Heavy Equipments Driver Training -

Demonstrate proper techniques using same kind of vehicle the driver will use and then let the employee practice. Verify that the employee has the necessary driving skills by giving them a behind the wheel driving test. Train drivers on the following topics:

1. The driving rules listed in the Code of Safe Practices (Appendix 2)
2. Operating instructions, warnings, and precautions for all types of truck the operator will be authorized to operate.
3. Differences between the truck and the automobile
4. Truck controls and instrumentation; engine or motor operation; steering and maneuvering; visibility (including restrictions due to loading); fork and attachment adaptation, operation, and use limitations; vehicle capacity and stability; operator inspection and maintenance; operating limitations; and refueling and/or battery recharging
5. Any operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate
6. Surface conditions where the vehicle will be operated
7. Composition of loads to be carried and load stability; load manipulation, stacking, and unstacking
8. Pedestrian traffic in areas where the vehicle will be operated
9. Narrow aisles and other restricted places where the vehicle will be operated
10. Hazardous (classified) locations where the vehicle will be operated
11. Ramps and other sloped surfaces that could affect the vehicle's stability
12. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust
13. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

List the name of the person who does the driver training/evaluation if it is not the same as the person who completes this checklist. This document serves as the required employer certification of driver training and evaluation.

Cranes and Hoists - Show employee how to inspect and operate all cranes they will be authorized to use. Show the employee any hand signals used for communication between riggers and crane operators. Show employee how to position cranes when not in use. For overhead cranes with cabs: Show employee how to operate the fire extinguisher in the cab.

Hazardous Waste Handling - Train employees on how to safely handle any hazardous waste present in their work area. Explain the record keeping requirements for hazardous waste. Explain the potential health hazards of the hazardous waste. Provide employees with the hazardous waste emergency response procedures.

Lockout/Tagout - Show the employee where lockout/tagout supplies (e.g. tags, hasps, electric plug locks, etc) are located. Explain the energy control procedures to them. Show the employee where they can obtain an electric plug lock in case they need to put one on a machine they are servicing.

Confined Space Entry - If the employee will enter confined spaces, instruct the employee on how to do so safely.

3

Employee Training Requirements, Painting

Employee Name:

Primary Trainer:

Item Date Completed

Personal Protective Equipment - Show the employee how obtain the personal protective equipment that they will use (see Appendix 2). Show the employee how to use and inspect all of the equipment. Explain what each piece of equipment is designed to protect against and the limitations of all personal protective equipment. Have the employee demonstrate putting on and taking off every piece of equipment to give them practice and show that they know how to do it properly. Tell the employee to replace all damaged equipment right away. Tell the employee what personal protective equipment is

required for each work task that they will be assigned to perform.

1. Explain to the employee the importance of tying off to proper anchors and show the anchor points in their work area.
2. Show employees who wear prescription eyeglasses how to wear their eye protection over their glasses. Alternatively, provide employees who wear prescription eyeglasses with prescription safety glasses.
3. Explain to the employee that face protection like face shields and welding helmets do not provide good enough eye protection by themselves and must be worn with safety glasses or safety goggles to obtain adequate protection.

Combustible Dust - Tell the employee which materials in the work area can form combustible dust.

Respirator Medical Evaluation - Arrange with the Safety Plan Manager for the employee to have a respirator medical evaluation. A medical evaluation is not required if the employee will not use any respirator or will only wear filtering face piece respirators in areas where respirator use is not required by Occupational Safety and Health Administration (OSHA) regulations.

Get Respirator Fit Test - Employees who have received medical clearance to wear a respirator and will be wearing a tight fitting respirator must receive a respirator fit test.

Heat Stress Training - Train employees on the following topics:

1. The environmental and personal risk factors for heat illness;
2. The procedures used to ensure that cool drinking water, shade or cool rest areas, and emergency medical services are available;
3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
4. The importance of acclimatization;
5. The different types of heat illness and the common signs and symptoms of heat illness;
6. The importance of immediately reporting symptoms or signs of heat illness in themselves, or in co-workers; and
7. The procedures for responding to heat illness including how emergency services will be provided if necessary.

Electrical Safety - Review applicable electrical safety requirements with the employee.

See [http://www.osha.gov/pls/oshaweb/owadis.show\\_document?p\\_table=STANDARDS&p\\_id=10915](http://www.osha.gov/pls/oshaweb/owadis.show_document?p_table=STANDARDS&p_id=10915) for more information.

Assignment Specific Hazards and Safety Procedures - Train employee on any additional hazards and safety procedures required for their specific work assignment.

1

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Employee Training Requirements, Office

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Item Date Completed

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2

Employee Training Requirements, Office

Employee Name:

Primary Trainer:

Item Date Completed

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3

Employee Training Requirements, Office

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Primary Trainer:

Item Date Completed

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&p\_id=10915 for more information.

Assignment Specific Hazards and Safety Procedures - Train employee on any additional hazards and safety procedures required for their specific work assignment.

Sample

Appendix 4 Emergency Action Plan

Sample

Appendix 5 PPE Hazard Assessment and Written Certification

Sample

PPE Written Certification

Great Western painting

I certify that the following workplace hazard assessment was performed for Great Western painting. This workplace hazard assessment lists the hazards which are not completely controlled using engineering controls and the personal protective equipment (PPE) which is used to protect employees from those incompletely controlled hazards. The hazards have been carefully considered and I have determined that the PPE listed is adequate to protect employees from those hazards. Additional information about the hazards to which employees are exposed is available in Appendix 6 (Company Profile).

Signature Printed Name Date

PPE Hazard Assessment

Great Western painting

1

Applies To: Painting

Office

Hazards Noted:

- Employees may be exposed to flying chips, fragments, sparks, dust, etc.
- Chemicals may splash in eyes or on face.
- Hands may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Chemicals/materials may splash on body.
- Objects may fall from overhead.
- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.
- Employees are exposed to falls of over 6 feet.
- Heavy objects may fall or roll on feet.
- Objects may pierce shoes.
- Employees may work around vehicle traffic.
- Employees work on or around exposed electrically energized parts.
- Employees may be exposed to flash fires.
- Employees may work while kneeling.
- Employees over or near water (risk of drowning)

Personal Protective Equipment:

- Personal fall arrest system (required for some tasks)
- Rescue/retrieval harness (required for some tasks)
- Knee pads (available but not required)
- Elbow pads (required for some tasks)
- Leg guards (available but not required)
- Back support (required for some tasks)
- Coast Guard approved flotation vest (required for some tasks)
- Safety glasses (ANSI Z87.1) with side protection (required for some tasks)
- Safety goggles meeting ANSI Z87.1 (required for some tasks)
- Chemical splash goggles meeting ANSI Z87.1 (required for some tasks)
- Face shield with safety glasses meeting ANSI Z87.1 (required for some tasks)
- Hardhat meeting ANSI Z89.1 (required for some tasks)
- Overshoes: Steel toe meeting ASTM F2413-05 (always required)
- Unapproved Dust Mask (required for some tasks)

- Surgical mask (required for some tasks)
- NIOSH Approved N95 Filtering Facepiece Respirator (required for some tasks)
- NIOSH Approved N99 Filtering Facepiece Respirator (required for some tasks)

#### PPE Hazard Assessment

Great Western painting

2

- NIOSH Approved full face air purifying respirator with appropriate filter or cartridge (required for some tasks)
- NIOSH Approved loose fitting hood and powered air purifier with appropriate filter or cartridge (required for some tasks)
- NIOSH Approved abrasive blasting helmet with supplied air (required for some tasks)
- NIOSH Approved abrasive blasting helmet with tight fitting full face pressure demand supplied air respirator (required for some tasks)

Sample

Appendix 6 Company Profile

Sample

Company Profile

Great Western painting

1

Great Western painting

13202 DAY CT DRAPER,

DRAPER, ut, MP 84020

Safety Plan Manager: Great Western painting

Number of Employees: 45

Type of Business: Construction

Description of Great Western painting

- The company is not engaged in the culture, production, concentration, experimentation, or manipulation of HIV or HBV.
- The company provides temporary help or leases employees to other companies.
- Individuals may be hired through temporary agencies or labor leasing companies.
- Employees may work at multi-employer work-sites.
- Does not sell or distribute chemicals.
- Very large quantities of certain specific chemicals are not present on site.
- Does not remediate hazardous waste sites, operate a TSD facility, or conduct hazardous substance emergency response operations.

Description of Painting

Activity: Construction

- No computer workstations are in use.
- Employees do not provide first aid as part of their assigned job duties.
- Employees do not drive on public roads during their work day.
- Work does not involve manual material handling.
- No floor holes or openings are present.
- There are no stairways in the work area.
- Employees do not use hand tools.
- Employees use portable power operated tools
- Employees do not use powder activated hand tools.
- Steam pipes are not present in the work area.
- Employees may work in hot environments.
- Employees may work in cold environments.
- Portable and/or bench grinders are not used in the work area.
- Welding, brazing or cutting is not performed in the work area.
- Combustible dust is present.
- Noise levels do not interfere with normal conversation.

Sample

Company Profile

## Great Western painting

2

- Powered industrial trucks (e.g. forklifts) are present in the work area.
- Lead acid battery charging is performed in the work area.
- Industrial ventilation systems are present.
- There are one or more confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- One or more confined space contains or has the potential to contain a hazardous atmosphere.
- No confined space contains a material that has the potential to engulf an entrant.
- No confined space has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- One or more confined space contains another recognized safety or health hazard.
- Employees do not enter confined spaces that do not contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees enter confined spaces that contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees are not exposed to ionizing radiation.
- Employees do not work on elevated work surfaces.
- Employees do not use portable ladders or stepladders.
- No fixed ladders are present.
- Hoists or cranes are present in the work area.
- Employees do not work on scaffolding.
- Heavy equipment is used at work site.
- Employees do not dig, enter or work around excavations.
- Employees do not work on telecommunications equipment.
- Employees do not perform concrete or masonry construction and do not work on sites where concrete or masonry construction is performed.
- Employees do not perform steel erection and do not work on sites where steel erection is performed.
- Employees perform demolition work or work at sites where demolition is performed.
- Explosives are not used in the work area.
- Employees do not perform underground construction.
- Employees do not work on electrical transmission and distribution equipment.
- Employees do not use vehicle-mounted elevating and rotating work platforms.
- No source of compressed air is present in the work area.
- All work is conducted indoors.
- No portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.

## Company Profile

### Great Western painting

3

- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- It is practical to keep floors dry at all times.
- Registered pesticides are not used.
- Hazardous waste is present.
- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.
- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.

- Chemicals in consumer products used as consumer products are not present.
- Drugs in final form for direct administration to patient are not present.
- Untreated wood products which won't be manipulated are not present.
- Chemicals in "Articles" are not present.
- Tobacco or tobacco products are not present.
- Except as may be indicated above, chemicals are not present in the workplace.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- Air monitoring indicates that some employee exposures are over the applicable permissible exposure limits but the respirators they wear provide adequate protection.
- Employees may be exposed to flying chips, fragments, sparks, dust, etc.
- Work does not involve mechanical action which may cause flying chips.
- Chemicals may splash in eyes or on face.
- Hands may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Chemicals/materials may splash on body.
- Objects may fall from overhead.
- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.
- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are exposed to falls of over 6 feet.
- Heavy objects may fall or roll on feet.
- Objects may pierce shoes.
- Feet are not exposed to electrical hazards.
- Employees may work around vehicle traffic.
- Employees are not exposed to electric arc.
- Employees work on or around exposed electrically energized parts.
- Employees may be exposed to flash fires.
- Employees do not handle hot objects.
- Employees are not exposed to radiant heat.
- Employees do not handle very cold objects.
- Employees do not handle cryogenic liquids
- Employees do not work in the rain.

#### Company Profile

Great Western painting

4

- Employees do not work in wet conditions.
- Employees do not work on ice or snow.
- Employees may work while kneeling.
- Employees do not work in a prone position.
- Employees are not exposed to hand/arm vibration.
- Employees over or near water (risk of drowning)
- Adsorbent cartridges are used on the air purifying respirators

#### Description of Office

Activity: Construction

- No computer workstations are in use.
- Employees do not provide first aide as part of their assigned job duties.
- Employees do not drive on public roads during their work day.
- Work does not involve manual material handling.
- No floor holes or openings are present.
- There are no stairways in the work area.
- Employees do not use hand tools.
- Employees use portable power operated tools
- Employees do not use powder activated hand tools.
- Steam pipes are not present in the work area.

- Employees may work in hot environments.
- Employees may work in cold environments.
- Portable and/or bench grinders are not used in the work area.
- Welding, brazing or cutting is not performed in the work area.
- Combustible dust is present.
- Noise levels do not interfere with normal conversation.
- Powered industrial trucks (e.g. forklifts) are present in the work area.
- Lead acid battery charging is performed in the work area.
- Industrial ventilation systems are present.
- There are one or more confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- One or more confined space contains or has the potential to contain a hazardous atmosphere.
- No confined space contains a material that has the potential to engulf an entrant.
- No confined space has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- One or more confined space contains another recognized safety or health hazard.

#### Company Profile

Great Western painting

5

- Employees do not enter confined spaces that do not contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees enter confined spaces that contain a potentially hazardous atmosphere, engulfment hazards, inwardly converging walls/floors, or another safety/health hazard.
- Employees are not exposed to ionizing radiation.
- Employees do not work on elevated work surfaces.
- Employees do not use portable ladders or stepladders.
- No fixed ladders are present.
- Hoists or cranes are present in the work area.
- Employees do not work on scaffolding.
- Heavy equipment is used at work site.
- Employees do not dig, enter or work around excavations.
- Employees do not work on telecommunications equipment.
- Employees do not perform concrete or masonry construction and do not work on sites where concrete or masonry construction is performed.
- Employees do not perform steel erection and do not work on sites where steel erection is performed.
- Employees perform demolition work or work at sites where demolition is performed.
- Explosives are not used in the work area.
- Employees do not perform underground construction.
- Employees do not work on electrical transmission and distribution equipment.
- Employees do not use vehicle-mounted elevating and rotating work platforms.
- No source of compressed air is present in the work area.
- All work is conducted indoors.
- No portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.
- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- It is practical to keep floors dry at all times.
- Registered pesticides are not used.
- Hazardous waste is present.

- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.
- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.
- Chemicals in consumer products used as consumer products are not present.
- Drugs in final form for direct administration to patient are not present.
- Untreated wood products which won't be manipulated are not present.
- Chemicals in "Articles" are not present.
- Tobacco or tobacco products are not present.

#### Company Profile

Great Western painting

6

- Except as may be indicated above, chemicals are not present in the workplace.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- Air monitoring indicates that some employee exposures are over the applicable permissible exposure limits but the respirators they wear provide adequate protection.
- Employees may be exposed to flying chips, fragments, sparks, dust, etc.
- Work does not involve mechanical action which may cause flying chips.
- Chemicals may splash in eyes or on face.
- Hands may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms may contact dust, chemicals, sharps objects, or suffer mechanical abrasion.
- Chemicals/materials may splash on body.
- Objects may fall from overhead.
- Employees may bump head on obstructions.
- Inhalation of dust, mist or chemical vapors.
- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are exposed to falls of over 6 feet.
- Heavy objects may fall or roll on feet.
- Objects may pierce shoes.
- Feet are not exposed to electrical hazards.
- Employees may work around vehicle traffic.
- Employees are not exposed to electric arc.
- Employees work on or around exposed electrically energized parts.
- Employees may be exposed to flash fires.
- Employees do not handle hot objects.
- Employees are not exposed to radiant heat.
- Employees do not handle very cold objects.
- Employees do not handle cryogenic liquids
- Employees do not work in the rain.
- Employees do not work in wet conditions.
- Employees do not work on ice or snow.
- Employees may work while kneeling.
- Employees do not work in a prone position.
- Employees are not exposed to hand/arm vibration.
- Employees over or near water (risk of drowning)
- Adsorbent cartridges are used on the air purifying respirators

#### Appendix 7 Accident and Near Miss Investigation

Sample

Accident and Near Miss Incident Investigation

Great Western painting

1

Accident and near miss incident investigation is a critical part of every Safety Plan. The purpose of these investigations is to determine why an incident occurred and then prevent similar

incidents in the future.

#### Definitions

**Accident** An unintended injury, illness, death or property damage.

**Near Miss Incident** An event which could have resulted in an accident but didn't (e.g. "that was a close one...")

It is important to report and investigate every accident and incident especially minor accidents and near miss incidents. Often, many minor incidents occur before a major accident; investigating and preventing minor incidents can also prevent major accidents. For example, many people may slip on an oil puddle before someone falls and hurts themselves. By finding and fixing the oil leak after someone slips (the "near miss incident") we also prevent someone from falling (the "accident").

#### Accident Causation

Most accidents have more than one cause; the accident occurs because of a combination of factors which by themselves might not have caused an accident. Sometimes, the most obvious causes of an accident are in fact symptoms of underlying problems. When conducting an accident or near miss investigation it is important to understand all of the causal factors in order to identify the most effective corrective actions. For example, an investigation into an injury which occurred when an employee slipped on an oil puddle might find the following factors contributed to (caused) the accident:

1. Several employees slipped on the puddle but did not report it.

Underlying problem: The employees in this part of the company accept slippery floors as "normal".

2. The operator of the leaky machine failed to clean up the puddle as required by standard operating procedures because the clean up materials are located quite far from their work area.

3. The supervisor failed to discipline the operator for not cleaning up the spill as required by procedure.

#### Accident and Near Miss Incident Investigation

Great Western painting

2

Underlying problem: The management in this part of the company accepts slippery floors as "normal".

4. The leak was not repaired even though the supervisor reported it to the maintenance department.

Underlying problems: an unfilled mechanics position in maintenance has produced a backlog of maintenance issues. Maintenance does not have a system for prioritizing safety related issues.

Once the accident investigator understands all of the causes which contributed to the accident, they can devise corrective actions to prevent the accident from happening again and also prevent similar accidents elsewhere in the company. For this example:

1. Clean up the spilled oil immediately.

2. Provide training to employees and management to remind them that slippery floors are not "normal" and are not acceptable.

3. Provide additional clean up materials near all locations where small spills are likely. Ensure that they are restocked as necessary.

4. Have maintenance fix the leak so the puddle does not recur.

5. Fully staff the maintenance department and eliminate the backlog of open maintenance issues.

6. Add prioritization to the maintenance request system so that safety related issues are corrected before non-safety related issues.

#### Accident and Near Miss Incident Investigation Step by Step

This section describes the major activities performed during an accident investigation. Some activities may not apply to all investigations. The specific steps required and how far in depth to take each step depends on the individual circumstances of the incident and the resources available to perform the investigation. The forms provided in this Appendix may be used to help the investigator with specific portions of the investigation. Specific procedures for

documenting an Accident or Near Miss Investigation are provided in Section 9 (page 16) of the Safety Plan.

#### Accident and Near Miss Incident Investigation

Great Western painting

3

##### 1. Make the area safe

If necessary, evacuate the area until it can be made safe.

##### 2. Care for the injured

##### 3. Cordon off the accident area

Avoid further disturbing the area (except for what is necessary to accomplish steps 1 and 2 above) until the investigation is complete.

##### 4. Assemble the investigation team (if necessary)

For complex investigations it may be advisable to obtain help from outside experts. Your worker's compensation insurance carrier may provide assistance.

##### 5. Investigate

- Examine the area and physical evidence. Take measurements of equipment involved in the accident. Take photographs including close-ups. When taking close-ups include a reference object such as a ruler to provide scale. Label the photographs as soon as possible.
- Describe engineering controls (e.g. machine guards, ventilation systems, etc.) and personal protective equipment (e.g. gloves, safety glasses, etc.) in use during the incident. Identify controls and protective equipment that should have been used but were not in use.
- Interview witnesses and/or have them complete written statements. Take notes of each interview. Perform the interviews as soon as possible while memories are still fresh. Each witness should be interviewed separately so they don't influence each other. It is sometimes helpful to interview individuals who are familiar with the activity/equipment involved in the accident for background even if they didn't witness the actual accident. Tell the witness that the purpose of the investigation is to find and correct the causes of the accident and not to "fix blame". Ask the witness what happened and why it happened. Ask the witness if they think there are any underlying problems which contributed to the accident. Summarize the witnesses main points and repeat them back to verify you understood the witness correctly.

#### Accident and Near Miss Incident Investigation

Great Western painting

4

##### 6. Analyze the evidence

Identify all of the unsafe acts or conditions which contributed to the accident. Then identify all of the underlying problems which contributed to the unsafe acts or conditions.

Keep asking "why" each problem occurred and write down the findings.

##### 7. Devise corrective actions

Identify changes to policies, procedures or equipment that would eliminate the unsafe acts or conditions identified in Step Six. Include other parts of the company not directly affected by a particular accident. Create an action plan to implement these changes.

##### 8. Follow-up

Implementation of specific corrective actions may be delegated to various individuals, but the original accident investigator should follow-up on all corrective actions to closure.