

Company Name

**SITE SPECIFIC
HEALTH AND SAFETY PLAN**

**JOB NAME
JOB ADDRESS**

**Company Name
Company
Address
Phone: (000) 000-0000 * Fax: (000) 000-0000**

Any questions or comments in regards to this plan should be addressed to:
Company POC
[POC](#) E-mail Address
(000) 000-0000

Site Specific Health & Safety Plan

SAFETY RESPONSIBILITIES AND LINES OF AUTHORITY

Ultimately, safety is the responsibility of **all** supervisors and employees. However, a line of authority has been created to ensure proper implementation of procedures, and enforcement for all noncompliance. Listed below is the line of authority that has been established, as well as their individual contact information.

Corporate Level

(Persons Name), Corporate Safety Director

Cell Phone (000) 000-0000

Office Phone (000) 000-0000 Extension 000

Project Level

(Persons Name), Project Manager

Cell Phone (000) 000-0000

Office Phone (000) 000-0000

Persons Name, Project Superintendent

Cell Phone (000) 000-0000

COMPETENT PERSONS

The following personnel are designated as competent persons in the areas listed.
These personnel are selected based upon training and experience in each specified area.

**** All subcontractors must provide a list of their competent persons to the site office. ****

OSHA 10 or 30 Hour Certification:

Name	-	Position
	-	

CPR and First Aid Certification:

Name	-	Position
	-	

NPDES Certification:

Name	-	Position
	-	

(Company Name) will provide competent person training in other areas as needed by jobsite conditions.

TRAINING REQUIREMENTS

It is the policy of **(Company Name)** that supervisors ensure their employees are properly trained and educated on the tasks and procedures each employee is required to perform prior to the execution of each task. These training requirements include, but are not limited to, the following:

SITE SAFETY ORIENTATION

Site safety orientation will include, but not be limited to, the following areas:

- Review of site safety plan.
- Training on specific procedures related to work to be performed.
- Review of corporate safety and health manual.
- Review of site specific security measures.
- Review of accident / incident reporting procedures.

EQUIPMENT OPERATOR TRAINING

All equipment operators must possess an equipment operator authorization card issued by **(Company Name)**. The following requirements must be met to receive authorization to operate equipment:

- Operator must successfully pass a functional competency test administered by a designated equipment operator competent person.
- Operator must successfully pass a written competency test administered by a designated equipment operator competent person.
- Operator must successfully pass a visual traffic sign recognition test administered by a designated equipment operator competent person.
- After successfully fulfilling all requirements, operators will be issued an equipment operator authorization card signed by a designated equipment operator competent person.

WEEKLY “TOOLBOX” SAFETY TRAINING SESSIONS

All **(Company Name)** employees and subcontractors are required to conduct a weekly “toolbox” safety training sessions that must meet the following requirements:

- Topic must be relevant to work or activities being performed.
- Content of topic must be documented and must include a sign-in sheet.
- Talks will be conducted by alternating supervisory personnel.
- Attendance is mandatory for all personnel on site.
- At the conclusion of the “toolbox” safety training session, an opportunity must be provided to all employees to express any issues or concerns related to work performed the prior week or work scheduled for the upcoming week.
- Any additional topics discussed must be added to the documentation of the “toolbox” safety training session.
- Copies of documentation of “toolbox” safety training sessions must be forwarded to the corporate office weekly. Originals must be kept on file at the **Job Name Here** site.
- Subcontractors must forward “toolbox” safety training session documentation to the site office weekly.

JSA (JOB SAFETY ANALYSIS) TRAINING

Prior to beginning any task, a JSA (Job Safety Analysis) must be conducted with all involved employees. Training on that procedure will include, but not be limited to, the following:

- All supervisors will receive training on the purpose of the JSA and instruction on how to properly conduct the briefing.
- All employees will receive training on the purpose of the JSA and attendance requirements during the site safety orientation.

INSPECTIONS

The following inspections are required to be conducted and documented as noted below.

EQUIPMENT INSPECTIONS

Equipment operators must conduct daily equipment inspections prior to the beginning of each work shift. If an operator changes equipment during a work shift, each piece of equipment operated during the shift must be separately inspected and documented.

- Operator must use the pre-printed inspection form provided by the corporate safety office.
- Completed inspection form must remain on the piece of equipment at all times while being operated until the end of the work shift.
- Inspection forms must be returned to the site supervisor daily for filing in the site office.

SUPERINTENDENT'S WEEKLY SAFETY INSPECTION

The project superintendent for **(Company Name)** must perform an overall job safety inspection on a weekly basis.

- The superintendent will use the pre-printed inspection form supplied by the corporate safety department.
- Any deficiencies should be noted on the form, as well as corrective actions taken.
- This form must be returned weekly to the corporate safety office for review. A copy must be maintained on file in the field office.

FIELD SAFETY COORDINATOR RANDOM INSPECTION

The field safety coordinator will perform and document random safety inspections for review by the corporate safety office. The inspections should include the following:

- Review of daily JSAs to ensure accuracy.
- Review of equipment inspections to ensure proper repair of safety items.
- Observations of work in progress to ensure compliance.
- Review of prior inspections to ensure corrective actions have been taken.

RANDOM CORPORATE SAFETY AUDITS

The corporate safety director will perform random audits to ensure compliance with policies and procedures by all field personnel, including subcontractors and vendors.

- Audits will be documented and copies provided to the project management.
- Any corrective actions required must be addressed immediately, and those measures documented and signed by the project manager.
- Corrective action documentation must be forwarded to the corporate office for review.

SITE SECURITY / IDENTIFICATION MEASURES

EMPLOYEE ENTRY POINT

All **(Company Name)** employees, subcontractors, and vendors will utilize the construction entrance(s) authorized by site management.

- Personal vehicles are to be parked in designated parking areas outside of the main construction area.
- Only authorized vehicles will be granted access into the main construction area.
- Only authorized drivers of **(Company Name)** will be permitted to operate company vehicles.
- All vehicles and personal items onsite should be free of contraband items identified in the corporate safety and health manual.

HARD HAT IDENTIFICATION SYSTEM

Hard hats must be worn at all times.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of PPE is a must when engineering controls cannot remove the hazards associated with performing a task. We must continually assess the hazards associated with our work, and attempt to engineer the hazards out. Regardless of engineering controls, the following PPE are required at all times while on the **Job Name Here** site.

STANDARD PPE REQUIREMENTS

- **Hard hats** must be worn in all non-administrative areas at all times during all phase of construction until the issue of the certificate of occupancy.
 - Hard hats must meet ANSI Z-89.1 standard.
 - Hard hats must be worn in the proper manner with the front of the hard hat facing forward at all times.
 - Hard hats must be inspected daily for cracks, breaks, defective suspension, expiration dates.
- **Safety glasses** must be worn in all non-administrative areas at all times, while using powers tools, saws, jackhammers, etc.
 - Safety glasses must meet ANSI Z-87 standard.
 - Tinted safety glasses meeting ANSI Z-87 standard are allowed when lighting conditions warrant; however, clear glasses must be worn in dark or poorly lit areas.
- **High visibility vests or shirts** must be worn in all non-administrative areas at all times during all phase of construction until the issue of the certificate of occupancy.
 - Vests must be in good repair and free of excessive soil.
 - Vests must be the proper size for the employee.
 - In cool weather conditions, traffic vests must be worn outside of any extra clothing.
 - Work performed within Department of Transportation right-of-way requires high visibility vests meeting Class III ANSI standards.
- **Boots** must be worn at all times while on site.
 - Boots must provide adequate ankle support.
 - Boots must be properly laced and tied at all times.
 - Boots must be in good repair.
 - No other types of shoes allowed unless approved by OSHA standards

ADDITIONAL TASK SPECIFIC PPE REQUIREMENTS

- **Brim mounted full-face shield.**
 - Must be worn when performing cutting or grinding with hand held power tools.
 - Must be worn while performing chipping or breaking of concrete.
 - Must be worn when working with any hazardous liquid chemicals that have a splash potential.
 - Must be inspected prior to use for any scratches, cuts, or breaks that distort visibility.

- **Full-face welding shield.**
 - Must be worn when performing cutting with torch or in welding operations.
 - Must have appropriate tinting shield for the type of task being performed.
 - Must be inspected prior to use for any scratches, cuts, or breaks that distort visibility.

- **Leg Chaps.**
 - Must be worn at all times while performing tree / brush cutting procedures with a chain saw.

- **Steel metatarsal guards**
 - Must be worn when performing any cutting or chipping of concrete products in which a pneumatic hammer or sledgehammer is utilized.
 - Must be worn when performing compaction operations utilizing a plate tamp.

- **Respiratory protection.**
 - Every effort should be made to engineer out all hazards associated with dust. If for some reason the hazard cannot be engineered out, the use of a dust mask (minimum N95) may become necessary.
 - The corporate safety office / field safety coordinator will assess the hazard to determine the proper PPE required.

- **Gloves**
 - Whenever the potential exists for a hand injury due to cutting, burning, chipping, handling sharp materials, or handling hazardous chemicals, the appropriate glove must be chosen for the task and must be worn at all times while performing the task.

BASIC WORK ATTIRE

This attire shall include:

- Long pants are required. No shorts, cut off pants, or torn pants that expose any skin may be worn.
- Shirts with a minimum of a 4-inch sleeve are required. No tank tops or sleeveless shirts will be allowed. Employees may not roll the sleeves any shorter than 4 inches.
- Hard-soled protective boots must be worn. Boots must cover the ankle to provide stability and support to the foot and ankle. Boots must remain laced and tied at all times.
- No low hanging pants are to be worn. They must be secured with a belt.

INJURY REPORTING AND MEDICAL TREATMENT

REPORTING OF INJURIES

Any (**Company Name**) employee who becomes injured while working at the **Job Name Here** project, is responsible for reporting the injury to his/her supervisor immediately who will determine if medical attention is required. If such injury or illness is life / limb threatening, fellow employees should immediately, prior to any notifications, access emergency services via 911. If the emergency deems calling 911, the following information should be provided to the 911 operator:

- Exact location of the jobsite as well as the location of the patient within the jobsite.
- Approximate age of the patient.
- Mechanism of injury or nature of illness.
- Level of consciousness / Altered mental status.
- Blood loss.

SEEKING MEDICAL TREATMENT

If non-emergency medical treatment of a job-related injury is required by a physician, the employee must select a physician from the “Panel of Physicians” which is posted along with the “Bill of Rights for the Injured Worker” in the **Job Name Here** field office.

Each employee is required to sign a statement during **Job Name Here** site orientation that acknowledges that they have seen the “Panel of Physicians” and the “Bill of Rights for the Injured Worker” posters that are posted in the RA-LIN and Associates, Inc. **Job Name Here** field office, as well as confirmation of understanding this policy.

RETURN TO WORK

When it is necessary to seek attention from a physician for a job-related injury, that physician must provide (**Company Name**) with a return to work status order. If the employee cannot return to full duties immediately due to the injury, the subcontractor’s employer may be able to provide “transitional duties” for the employee until such a time that the employee may return to full duty work.

SAFE WORK PRACTICES

ABRASIVE GRINDING

- Has the potential to produce sparks therefore hot work checklist is required.
- Proper respiratory protection will be worn during abrasive grinding.
- Prior to any abrasive grinding an inspection of the equipment to be used must be performed. Any deficiencies noted must be addressed prior to use.
- Abrasive wheel, bench, or stand grinders must have safety guards in place that are strong enough to withstand bursting wheels.
- Work rests on grinders must be present and adjusted to a clearance not to exceed 1/8 inch between the rest and the wheel surface.
- Prior to replacement of abrasive wheel, a ring test must be performed on the new wheel prior to installation. (Ring testing is conducted by gently tapping an abrasive wheel with a solid object while holding the wheel in your hand listening for any hollow areas denoting cracks or cavities within the wheel.)
- Safety glasses and full face shield must be worn at all times while performing abrasive grinding whether the grinder is bench mounted, stand mounted, or handheld.
- Gloves should be worn to prevent burns, abrasions, or lacerations to the hands from flying metal particles.
- Always ensure the RPM is compatible between the wheel and the tool.

ACCESS

- Use only safe means of access to and from work areas.
- Should a safe means of access to your work area not be available, notify your supervisor immediately.

ACCIDENT / INCIDENT REPORTING

- Refer to page 9 of this site-specific safety plan for accident / incident reporting procedures.

AIR TOOLS

- Prior to usage of any air tools inspection of the equipment to be used must be performed. Any deficiencies noted must be addressed prior to use.
- Inspect the hoses supplying the tool for any deficiencies.
- Inspect the air supply source for any deficiencies or malfunctions.
- Secure air tools to air hose in a positive manner to prevent accidental disconnection.
- Install and maintain approved safety clips or retainers on pneumatic impact tools to prevent attachments from being accidentally expelled.
- All hoses exceeding ½ inch inside diameter require safety devices at the source of supply to reduce pressure in case of hose failure.

ATTITUDE

- All employees are required to regard safety as their number one priority.
- All employees are expected to report to work in good mental and physical condition to safely perform their assigned duties.
- Prior to starting any task, employees must consider the possible effects of their actions on themselves, and others and take appropriate protective measures.

CELL PHONE USAGE

- Cell phones are not allowed while performing job duties, unless they are being used for job related issues.

CLOTHING, BASIC

- Refer to the PPE section on page numbers 8 & 9 of this site-specific safety plan for basic work attire requirements.

COMPRESSED AIR (USE OF)

- Compressed air used for cleaning purposes may not exceed 20 psi, and then only in conjunction with effective chip guarding and PPE.
- The use of compressed air to clean off yourself or other workers is prohibited.

COMPRESSED GAS CYLINDERS

- Valve protection caps must be in place before cylinders are transported, moved or stored.
- Cylinder valves will be closed when work is finished, when cylinders are empty, or while cylinders are being moved.
- Compressed gas cylinders will be properly secured in an upright position at all times.
- Cylinders must be kept at a safe distance or shielded from welding or cutting operations in places where they cannot become part of an electrical circuit.
- When stored, a minimum distance of 20 feet must separate oxygen and acetylene cylinders unless a flame resistant barrier is placed between them.

CONFINED SPACE ENTRY

- **(Company Name)** will address confined spaces in accordance with regulatory (OSHA, MSHA, Etc.) guidelines and laws.

ELECTRICAL (GENERAL)

- All extension cords must be inspected prior to use to ensure no breaks, exposed wires, missing insulation, missing ground pin or compromised strain relief.
- All extension cords must be three wire round type (no flat wire type cords) designed for hard or extra hard usage, protected from damage, and not fastened with staples, hung from nails, or suspended from wires.
- The use of extension cords with a damaged or missing ground pin is prohibited.
- Splices must have soldered wire connections with insulation equal to or greater than the existing cord and UL Approved.
- Receptacles for attachment plugs must be an approved concealed contact type. Where different voltages, frequencies, or types of current are applied receptacles must be such that attachment plugs are not interchangeable.
- Each disconnecting means for motors or appliances, and each service feeder or branch circuit at point of origin must be legibly marked to indicate its purpose, unless located and arranged so that the purpose is evident.
- Cables or cords passing through work areas must be covered, guarded or elevated to protect from damage.
- Boxes with covers for the purpose of disconnecting must be surely and rigidly fastened to mounting surface.

- No employee may work in proximity to an electric power circuit that may be contacted during the course of work unless protected against electrical shock by de-energizing the circuit and grounding it, by guarding with effective insulation, or with the use of a spotter.
- In work areas where the exact location of underground electric power is unknown, workers using jackhammers, bars, or other hand tools, which have the potential to contact, that power must wear insulated protected gloves.

ELECTRICAL (GFCI)

- All construction site receptacles which are not a part of the permanent wiring of a building or structure must be protected by ground fault circuit interrupters (GFCI)
- Where a GFCI receptacle is not present, a GFCI pigtail must be used and placed inline as close to the source of power as possible. (pigtails should be inspected prior to use)

EQUIPMENT OPERATIONS

- Prior to the operation of any equipment an inspection must be performed and documented.
- No employee will operate equipment or machinery unless qualified using the equipment operator training guidelines on page 4 of this plan.
- All operators must possess an equipment operator authorization card issued by the corporate office of **(Company Name)**

EXCAVATION AND TRENCHING

Prior to any excavation or trenching, the competent person must:

- Conduct a daily documented inspection to indicate the scope of work for the shift and the possible hazards related to it, at the start of every shift.
- Upon completion of the daily documented inspection with his crew, the superintendent will inspect the excavation site prior to beginning work taking into consideration the grade, weather, equipment needed and necessary personal protective equipment (PPE) to complete work for the shift.
- Upon completion of daily documented inspection, complete the Trenching and Excavation log.
- Inform all crewmembers of the contents of the Excavation log.
- All soil on the **Job Name Here** site has been classified as class “C” soil; as per OSHA standard 1926 subpart “P”. The sloping angle will be on a 1½ to 1, and all spoils will be back no less than two feet from top of slope.
- In all situations where 1 ½ to 1 slope cannot be implemented, or in areas of unusually unstable soil a trench box must be utilized.
- An access and egress ladder will be in place at all times no more than 25’ of lateral movement from ground personnel working in excavations greater than 3’ in depth.
- The excavation log and JSA will be readdressed as changes in weather or conditions warrant.

EXPLOSIVES AND BLASTING

- If the need for any blasting or use of explosives occurs the following will apply.
- Should the need arise; only authorized and qualified persons will be allowed to handle explosives.
- Smoking and open flames are prohibited within 50 feet of explosives and detonator storage magazines.

EYE / FACE PROTECTION

- Refer to the PPE section on page numbers 8 & 9 of this site-specific safety plan for eye / face protection usage requirements.

FALL PROTECTION

- If appropriate to the scope of work, a fall protection safety plan is required.
- Prior to implementation of fall protection measures, **(Company Name)** must meet with the site supervisor to ensure that employees have been properly trained and appropriate tie off points have been identified.
- When U-bolts are used for eye-splices, they must be applied so that the “U” section is in contact with the dead end of the rope.

FIRE PROTECTION

- Firefighting equipment must be conspicuously located and remain readily accessible at all times, inspected monthly, and maintained in good operating condition. Report any inoperative or missing equipment to site supervision.
- All portable fire fighting equipment on **Job Name Here** site must have a minimum of 5 lb. ABC extinguisher on board at all times.
- The RA-LIN and Associates, Inc. site office will be equipped with a 5 lb. ABC extinguisher not to exceed 100 feet of travel from any office; 1 by each stairwell, 1 per floor per level, and one at every 3,000 square feet of floor space.
- One 5 lb. ABC (2A) extinguisher will be provided for every 3,000 square feet of floor space. Travel distance must not exceed 100 feet. Each floor will have an extinguisher and there will be at least one located near every stairwell in a multi-story building.

FLAGGING PERSONNEL

- When signs, signals, and barricades do not provide the necessary protection on adjacent to a highway or street, flagging personnel or other appropriate traffic controls must be used.
- Flagging personnel must have the appropriate level of training to perform the tasks they are to perform.
- Flagging personnel must wear a lime green traffic vest. Traffic vests worn at night must be reflective, and meet ANSI Class III specifications.
- Flagging personnel must utilize a stop / slow paddle whenever those personnel must direct public traffic.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

- Only approved metal safety cans and approved portable / fixed tanks will be used for storage and handling of flammable and combustible liquids.
- No greater than 25 gallons of flammable or combustible liquids may be stored in a room outside of an approved storage cabinet.
- No greater than 60 gallons of flammable or 120 gallons of combustible liquids may be stored in any one storage cabinet.
- No greater than three storage cabinets may be located in a single storage area.
- Storage in tanks directly outside of buildings may not exceed 1,100 gallons in any one area.
- Smoking in service and refueling areas is strictly prohibited and signs to that affect must be posted on the fixed / mobile fuel tank itself.

FOOT PROTECTION

- All pipe-laying personnel entering open trenches, as well as personnel performing dewatering activities must wear steel-toed rubber work boots.
- For additional foot protection requirements refer to the PPE section on page numbers 8 & 9 of this site-specific safety plan for foot protection usage requirements.
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GUARDING OF POWER TOOLS

- Prior to the use of power tools, an inspection must be performed. Any deficiencies noted must be addressed prior to use.
- When power tools are designed to accommodate guards, they shall be equipped with such guards while in use.
- Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if exposed to contact by employees or otherwise constitute a hazard.
- Wear proper Apparel. Do not wear loose clothing, gloves, neckties, rings, or jewelry which may get caught in moving parts. Wear protective hair covering to contain long hair and wear non-slip footwear.
- No power tools may be used without the proper guards in place.

GROUND PERSONNEL

Ground personnel will be required to perform certain operations within our scope of work. Exposure of ground personnel to moving equipment is a major hazardous condition. Therefore, we enforce measures to ensure their safety.

- Haul routes / equipment paths
 - Haul routes and main equipment routes should be clearly identified and relayed to all site personnel during the JSA meeting.
 - Ground personnel should avoid these areas.
 - Equipment operators should use extreme caution when traveling haul routes and constantly scan surrounding areas for ground personnel.
- Foot traffic in active cut / fill operations
 - Foot Traffic in active cut / fill operations other than functions outlined by procedure is prohibited unless authorized by site management.
- Pipe work activities
 - Ground personnel are necessary to perform pipe work activities, however these ground personnel are limited to the immediate area of the open trench where pipe laying activities are taking place unless otherwise directed by site management.
- Soils testing
 - All soil testing should be coordinated closely with site management to ensure the safety of the personnel on the ground performing these test(s).
 - Every effort should be made by site management to redirect equipment traffic as to avoid areas where soils testing is taking place.
 - All employees should be informed daily during the JSA as to proposed soils testing locations.
 - All soil testing personnel should remain outside of active equipment areas except for the performance of soils tests.
- Subcontractors, vendors and visitors to active work areas
 - **(Company Name)** must notify RA-LIN and Associates, Inc. site management of the need to enter active work areas.
 - Subcontractors, vendors, and visitors must adhere to all policies and procedures instituted by RA-LIN and Associates, Inc.

HAZARD COMMUNICATION

- Refer to the hazard communication program on pages 21 & 22 of this site specific safety plan.

HAND PROTECTION

- All pipe-laying personnel entering open trenches, as well as personnel performing dewatering activities must wear nitrile gloves.
- For additional informational about hand protection refer to the PPE section on page numbers 8 & 9 of this site-specific safety plan for hand protection usage requirements.

HAND TOOLS

- All hand tools must be inspected prior to use to ensure serviceability.
- Unserviceable / unsafe hand tools must not be used.
- When jaws of wrenches are sprung to the point that slippage occurs, they must be taken out of service.
- Keep impact tools free of mushroomed heads.
- Keep wooden tool handles free of splinters or cracks and assure a tight connection between the tool head and the handle.
- Gloves should be worn when using wooden handled tools.

HARD HATS

- Refer to the PPE section on page numbers 8 & 9 of this site-specific safety plan for hardhat usage requirements.

HEARING PROTECTION

- Hearing protection will be worn in areas where sound levels will exceed 85 decibels.
- As a rule of thumb, when surrounding noise levels make it difficult to hear yourself speaking in a normal tone of voice, hearing protection is needed.

HOISTING (MATERIALS AND PERSONNEL)

- Rated load capacities, recommended operating speeds, and special hazard warnings or instructions posted on cars and platforms may not be exceeded.
- A competent person must be certified/ qualified as a rigger to perform any hoisting activities.

HORSEPLAY

- All disruptive activities, usually referred to as “horseplay”, are forbidden. No practical jokes or fights will be tolerated.

HOUSEKEEPING & RECYCLING

- Any scrap lumber with protruding nails and other debris will be kept clear from work areas.
- Combustible scrap and debris will be removed from the work areas at regular intervals.
- Containers will be provided for collection of all refuse.
- At the end of each phase of work, return all tools and excess material to proper storage. Employees must clean up of all debris before moving on to the next phase of work, as well as maintaining a clean work area during each phase of work.

- The following items are to be recycled at the jobsite in the appropriate containers or designated areas: Masonry, Pallets, Steel, Aluminum Cans, cardboard and other material that can be recycled on site.

ILLUMINATION

- While work is in progress, construction areas should be lighted to not less than the minimum illumination intensities listed in OSHA CFR 1926.56.

LADDERS

- The use of ladders with bent, broken or missing rungs or steps, bent, broken or split side rails, or with other faulty or defective construction is prohibited. When ladders with such defects are discovered, withdraw them from service immediately.
- Place portable ladders on a substantial base at a 1H:4V pitch, have clear access at top and bottom, extend a minimum of 36 inches above landing or, where not practicable, provide grab rails. Secure top and bottom against movement while in use.
- Portable metal ladders may not be used for electrical work or where they may contact electrical conductors.
- Job-made ladders will be constructed for their intended use. Cleats will be inset into side rails ½ inch, or filler blocks used. Cleats will be uniformly spaced, 12 inches top to top.
- Three points of contact must be maintained when ascending and descending ladders.

LASERS

- Only trained employees will be allowed to operate lasers.
- Employees will wear proper eye protection where there is a potential exposure to laser light greater than 0.005 watts (5 milliwatts).
- Beam shutters or caps will be utilized, or laser turned off when laser transmission is not actually required. When lasers are left unattended for a substantial period of time, turn them off.

MECHANIZED EQUIPMENT

- Heavy machinery, equipment, or parts thereof, which are suspended or held aloft, will be substantially blocked to prevent falling or shifting work under or between them.
- Seat belts must be worn at all times while equipment is in operation.
- Wheels must be chocked when the equipment is parked on an incline.

MOTOR VEHICLES

- Check all vehicles in use at the beginning of each shift to assure all parts, equipment, and accessories affecting operation are in proper operating condition and free from defects. All defects must be corrected before placing the vehicle in service.
- No employees will use any motor vehicles having obstructed view to the rear unless:
 - Vehicle has a reverse alarm distinguishable from the surrounding noise level.
 - Vehicle is only backed up with a spotter in place which signals it is safe to do so.
- Seatbelts must be worn at all times while vehicles are in motion.
- All vehicles are subject to search upon suspicion of illegal activity.
- No employees may ride in the back of a truck.
- For dump trucks and heavy equipment, no one may leave a key in the ignition while the operator is not in/on the equipment.

POLICIES AND PROCEDURES

- All policies and procedures with regard to safety will be developed and implemented according to the following steps:
 - Generated by the corporate safety office.
 - Passed along to the onsite office for implementation by the site management.
 - Obeyed by all field and administrative personnel.
- Any changes, additions, or deletions to policies and procedures will be forwarded via transmittal letter to all subcontractors by the corporate safety office.

POTABLE WATER

- It is the responsibility of site supervision to ensure that a sufficient amount of fresh potable water is provided to all employees daily.
- Water coolers should be cleaned daily to ensure sanitary conditions.
- Cups must be provided and stored in a sanitary location. The use of a community cup is prohibited.

RESPIRATORY PROTECTION

- In emergencies or when feasible engineering or administrative controls are not effective in controlling toxic or harmful substances, approved NIOSH respiratory protective equipment will be provided and used.
- Respiratory protective devices will be approved for the hazardous material involved and extent and nature of work requirements and conditions.
- Employees required to use respiratory protective devices will be thoroughly trained in their use. A fit test and pulmonary function test will be administered in accordance with regulatory respiratory protection program requirements.
- Respiratory protective equipment will be inspected regularly and maintained in good condition.

RIGGING EQUIPMENT

- Refer to the wire ropes / chains / ropes and other rigging equipment section on page 20 of this site-specific safety plan for rigging usage requirements.

ROLLOVER PROTECTIVE STRUCTURES (ROPS)

- Rollover protective structures (ROPS) standards apply to the following types of material handling equipment used in construction operations:
 - All rubber-tired, self-propelled scrapers.
 - Rubber-tired, front-end loaders.
 - Rubber tired dozers.
 - Wheel-type agricultural and industrial tractors.
 - Crawler-type loaders.
- All **(Company Name)** equipment on the **Job Name Here** site is equipped with ROPS.

SAWS

- Portable, power-driven circular saws will be equipped with guards above and below the base plate or shoe. The lower guard will cover the saw to depth of teeth, except for minimum arc required to allow proper reaction and contact with the work and will automatically return to covering position when the blade is removed from the work.

- Chainsaws may only be used by trained personnel wearing the appropriate PPE as outlined in the PPE section on page numbers 8 & 9 of this site-specific safety plan. Only chainsaws equipped with an anti-kickback / brake are permitted.

SCAFFOLDING

- All scaffolding must have base plates.
- Base plate must be nailed to 2" x 10" mud sill with a minimum of two nails.
- Soil must be compacted.
- All handrails must be 42" and 21".
- All toe boards must be a minimum of 3-1/2".
- All guardrails must withstand 200lbs of force with no more than a 3" deflection.
- A means of fall protection must be provided at and above 10'-0" on all scaffolds.

SIGNS

- For protection of all, warning signs such as "Exit", "No Exit", "No Smoking", "Keep Out", "Hard Hats Required", "PPE Required", "Out of Order—Do Not Use", and "Authorized Personnel" will be posted. All employees will obey these directions and aid in maintaining the signs.

STAIRS

- Flights of stairs having four or more risers or rising more than 30 inches, whichever is less, shall be equipped with a side handrail system along each unprotected side.
- A handrail will be constructed similar to a standard guardrail, but the vertical height will not be more than 37 inches, nor less than 36 inches from the upper surface of the top rail to the tread surface in line with the face of the riser at the forward edge of tread.
- The top rail, used as a handrail, shall be smooth so as to prevent injury to employees from punctures or lacerations and to prevent snagging of clothing.
- Where a door swings out onto a platform, such as steps to a storage trailer, there must be a landing that is greater than 20 inches beyond the swing of the door.

STANDARD GUARDRAIL

- A standard railing will consist of top rail, intermediate rail, toe-board, and posts, and have a vertical height of approximately 42 inches from the upper surface of the top rail to the floor, platform, etc. The top rail of a railing will be smooth-surfaced, with strength to withstand at least 200 pounds. The intermediate rail will be approximately halfway between top rail and floor, with strength to withstand at least 150 pounds.

STORAGE

- All materials stored in tiers will be secured to prevent sliding, falling, or collapse.
- Aisles, passageways, and exits will be kept clear and in good repair.
- Materials will be sorted with due regard to fire characteristics.
- Materials will only be stored in areas designated by RA-LIN and Associates, Inc. site management.

TOILETS

- Toilets will be provided according to the following guidelines:
 - Twenty or fewer persons – One facility.
 - Twenty or more persons – One toilet seat and one urinal per 40 persons.
 - Two hundred or more persons – One toilet seat and one urinal per 50 persons.
- Locks must be provided for facilities that will be used by employees' onsite.

TRAFFIC VESTS

- Refer to the PPE section on page numbers 8 & 9 of this site-specific safety plan for traffic vest usage requirements.

TRENCH BOXES

- All trench boxes must be assembled, installed, and maintained according to the manufacturer's recommendation.
- Subcontractors will submit names and proof of training for excavation competent persons. Daily inspections must be documented and copies maintained for review on the jobsite throughout the project.
- Ladders placed within trench boxes for access / egress must be tied off to the trench box.
- Trench boxes must be inspected prior to use each day or shift, and periodically throughout the day by site identified competent person to ensure no change of work environment.
- Tabulated data sheets must be maintained on-site for each trench box in use.

WELDING / CUTTING / HEATING

- Prior to welding / cutting / heating proper precautions including isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc. for fire prevention will be taken in areas where welding or other "hot work" is being performed.
- A hot work permit/ checklist must be properly completed prior to hot work being performed.
- No welding / cutting / heating will be performed where the application of flammable paints, or presence of other flammable compounds, or heavy dust concentrations create a fire hazard.

- All torches must be equipped with an anti-flash back device at the torch end.
- When electrode holders are left unattended, electrodes will be removed and the holder will be placed or protected so as not to make electrical contact.
- All arc welding and cutting cables must be completely insulated. There will be no repairs or splices within ten feet of the electrode holder.
- Approved tinted eye protection must be worn when welding or when in areas where welding is being performed. Eye protection must have the appropriate shade (tint) for the work being performed.

WIRE ROPES / CHAINS / ROPES AND OTHER RIGGING EQUIPMENT

- All wire ropes / chains / ropes and other rigging equipment must be inspected by a competent person prior to use, and as necessary during use to ensure safety.
- Defective rigging equipment must be tagged and removed from service immediately.
- Job or shop hooks and links, or makeshift fasteners formed from bolts, rods, or other such attachments may not be used.
- All rigging equipment must be properly tagged to show rated load capacities.
- Under no circumstances will any rigging equipment be used for anything other than its intended purpose and/or rated load capacity.
- Spreader bars or other specialty lifting devices must be marked with the rated capacity and proof-tested to 125% of that capacity.

HAZARD COMMUNICATION PROGRAM

This program has been prepared to comply with the requirements of the Federal OSHA standard 1926.59 and to ensure that information necessary for the safe use, handling, and storage of hazardous chemicals is provided to and made available to all **(Company Name)** employees, subcontractor employees, and visitors. This program includes guidelines on identification of chemicals, their hazards, and the preparation and proper use of container labels, placards, and other types of warning devices.

CHEMICAL INVENTORY

- **(Company Name)** maintains an inventory of all known hazardous chemicals in use on each of its construction projects. This list will include those hazardous chemicals brought in and used by the **(Company Name)**.
- A chemical inventory list is available at the **Job Name Here** site office. This list is available to all RA-LIN and Associates, Inc. employees and employees of subcontractors.
- No hazardous chemicals are to be brought on site without prior approval from site management. Once approved, quantities and Safety Data Sheets (SDS) must be provided to the site safety coordinator.
- The chemical inventory list will be updated as new hazardous chemicals are brought on site.

CONTAINER LABELING

- All hazardous chemicals on site will be stored in their original or approved container with the proper label attached, except small quantities for immediate use.
- Any container found not properly labeled should be brought to the attention of the site safety coordinator. Site management shall either label the container or properly dispose of it. If the hazardous chemical belongs to a subcontractor, site supervisor will notify that subcontractor to label the container or properly dispose of it.
- Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container, or to the supervisor for proper handling.
- No unmarked containers of any size are to be left in the work area unattended.
- **(Company Name)** will rely on manufacturers applied labels whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturers label has been removed will be relabeled.
- **(Company Name)** will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

SAFETY DATA SHEETS (SDS)

- **(Company Name)** will maintain an SDS for every hazardous substance brought on site. This will include substances used by **(Company Name)** as well as those used by subcontractors.
- Employees may request a copy of the SDS. Requests for SDS(s) should be made to the site management.

JOB SPECIFIC INVENTORY LIST

- A job specific Hazardous Substance Inventory List will be kept and maintained on the jobsite throughout the life of the project.

EMPLOYEE TRAINING

- Employees will be trained in the following areas:
 - Information on the hazard communication standard including:
 - ◆ Labeling and warning systems.
 - ◆ Proper use and understanding of SDS.
 - Safe work practices, emergency responses, and use of personal protective equipment.
 - Physical and health hazards associated with the use of chemicals

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Any PPE deemed necessary by the SDS will be provided to employees by site management.
- Site management will explain proper use of this PPE.

EMERGENCY RESPONSE

- Any incident of overexposure or spill of a hazardous chemical / substance must be reported to the employee's supervisor, who will immediately report to the site safety coordinator.
- Site management will be responsible for ensuring that proper emergency response actions are taken.

HAZARDS OF NON-ROUTINE TASKS

- Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
- Review of safe work procedures, use of required PPE, and completion of JSA will be conducted prior to the start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

INFORMING OTHER EMPLOYERS

- Other on-site employers are required to adhere to the provisions of OSHA's hazard communication standards 1926.59.
- As noted above, information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.
- Upon request, other employers will be provided with a copy of **(Company Name)** hazard communication program, and SDS.