



# **SAFETY & HEALTH POLICY FOR J&B ACOUSTICAL, INC.**





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**SAFETY AND HEALTH POLICY  
FOR  
J & B ACOUSTICAL, INC.**

FROM: Rick Ault, Safety Director

**J&B Acoustical** realizes that safety and health is a vital part of all of our operations and is an integral part of every employees daily duties. Your personal safety and health, as well as that of your co-workers, is of primary importance to us here at **J & B Acoustical** and will take precedence over production whenever necessary. For our program to be **THE BEST IN THE INDUSTRY**, you must view it as **YOUR** program.

Our objectives here at **J & B Acoustical** will be to eliminate or minimize exposures to conditions that may result in an injury and/or illness to you and foster a cooperative effort to have the program grow. Your input to the program will be vital to our combined efforts.

A good program must eliminate all **ACCIDENTS**. Keep in mind that “accidents” are defined as unplanned occurrences. This means that, even if an injury/illness does not occur, we need to know about near misses so that corrective action may take place. This will prevent another “accident” which could result in an injury or illness.



## SECTION I

### **J & B ACOUSTICAL, INC. Management Safety Policy**

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by this company. Management will give true attention to and provide the financial resources for the correction of unsafe conditions. Management will promote and influence safe behavior. This will be accomplished by both reinforcement of correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Management will participate in establishing and maintaining an effective safety program. This will include the following:

- Holding all management and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews or workplaces;
- Providing safety and health education and training as needed; and
- Reviewing and updating workplace safety policies, practices and performances

The policy statement serves to express this company's commitment to and involvement in providing our employees a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization. Compliance with these safe practices and those of any regulatory agency will be required of all employees as a condition of continued employment

A handwritten signature in black ink, appearing to read 'Adam C. Nunnery', is written over a horizontal line.

Vice President of Operations

02/25/2009

J&B Management

Title

Date



# **J & B ACOUSTICAL, INC. Safety Plan**

## **Responsibilities**

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### **Senior Managers / Managers**

- Ensure that safety is adequately budgeted for the department, job, etc.
- Communicate safe work practices regularly within the department.
- Attend departmental and company-wide safety meetings.
- Formally recognize outstanding safety performance by any/all personnel.
- Assist the Supervisor/Superintendent or any other personnel with the safety process as needed or as requested. This can include formal worksite periodic inspections.
- Uphold and enforce all known safe work practices.

### **Supervisors / Superintendents**

- Ensure new-hire orientation is given to new employees, or is followed up at the work level.
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally conduct--or designate a qualified person to conduct regular inspections of the workplace.
- Conduct frequent (daily) work discussions prior to the start of work that include safe work practices.
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance, and/or monetary or gift awards for safe behavior. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner.
- Investigate all incidents and take immediate corrective action to prevent re-occurrence.
- Provide safety meetings on a regular basis and require attendance of all workers.



### **All Employees**

- Are to follow safe work practices, and if they are unsure of what is the correct/safe way to perform a task or a job, they are to ask their foreman, supervisor or manager.
- Must immediately report all unsafe equipment or tools to their foreman, supervisor or manager. This includes reporting unsafe behavior of other workers, if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- Are to uphold the safe work practices this company has established.
- If injured on the job, or become ill, immediately inform their supervisor, foreman or manager.

## **WORKSITE ANALYSIS**

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- All work areas, departments, and jobs need to be inspected on a regular basis to ensure safe work practices and safe and healthy conditions. For the most part, these inspections are to be conducted by the Supervisor/Superintendent or his/her qualified and designated worker. Each inspection may not be required to be formal (written) although regular written completed inspections will be expected.
- This includes the purchase of new equipment or tools, or the re-working or retrofitting of workstations or equipment so as to ensure that safety and health is considered.
- This can include the assessment of a workstation or process that may need to be fitted to the worker (ergonomics) so as to avoid injury or illness.
- If approached by workers who appear to have a true concern regarding a safety or health issue, supervisors or managers need to act accordingly and give attention to the matter.
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated. In most cases, the department, job foreman or supervisor will complete this investigation. Managers will be involved as necessary or when requested.
- Incidents that involve injury and illnesses will be evaluated and analyzed for trends, common causes, and patterns so as to prevent further incidents. (see page 51 for sample of job site safety inspection checklist)





## **HAZARD PREVENTION AND CONTROL**

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- If feasible, engineering controls will be used first, rather than immediately providing personal protection equipment (PPE).
- Safe work practices will be developed and employees will be trained on using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analysis.
- PPE will be provided as necessary, and its use enforced by Supervisory and Management staff.
- If feasible, administrative controls, such as reducing the duration of exposure can be implemented.
- Equipment, tools, machines, trucks, vehicles, and structures/facilities etc., need to be maintained in good working order by a continued preventative maintenance process.
- All workers will be made aware of workplace emergency procedures. Training on this process will begin at orientation. Drills will be conducted periodically to assist with situations such as fire or explosion.

## **HAZARD COMMUNICATION TRAINING**

When employees are exposed to specific hazards, OSHA requires that a written program be prepared to address those hazards. Hazards communication is one requirement that is certain to apply to construction work. Hazard communication deals with communicating to employees the hazards associated with chemical use in the workplace. It is not limited to “hazardous chemicals” as one would normally think of hazardous chemicals such as explosives, acids, or poisons, but rather it applies to all chemicals that present a health or physical hazard. This would include even sawdust created when wood that has been treated with chemicals is cut and such being chemicals as hand cleaner (what would you do if you got a gritty hand cleaner in your eyes?). Of course, lubricants, fuels, adhesives, pastes, cement, and all manner of chemical products are potentially dangerous if inhaled, ingested, or injected into your body.

Information on the hazards associated with chemical products used in the workplace is provided on Material Safety Data Sheets (MSDS) as well as labels. Each chemical product that presents a hazard must have a readily available MSDS and all employees must know how to access that MSDS.



Specific training requirements include:

- a. methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.)
  1. you should be able to detect through sight or smell the chemicals with which you are working.
- b. the physical and health hazards of the chemicals in the work area
  1. this information can be found on labels as well as MSDS. MSDS are substantially more comprehensive than labels.
- c. the measures employees can take to protect themselves from these hazards, including specific procedures implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures and personal protective equipment (PPE).
  1. all job site chemical products are perfectly safe if properly used and appropriate PPE is worn. However, in the event of an accident, you should know the emergency (immediate) procedures to take to protect yourself from harm.
- d. the details of the hazard communication program including an explanation of the labeling system and the MSDS, and how employees can obtain and use hazard information
  1. you must know the location of the MSDS.

Additional hazard communication training will be given when a new chemical hazard is introduced into the workplace.





## **SAFETY AND HEALTH TRAINING**

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Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee should have access to a copy of the written safety program, through his or her supervisor, for review and future reference, and will be given a personal copy of any safe work practices, policies, and procedures pertaining to his / her job. Supervisors should question employees and should answer employees' questions to ensure knowledge and understanding of safe work practices, policies, and job-specific procedures. Supervisors are responsible to inform all employees that compliance with the safe work practices is required.

### **Job-Specific Training**

- Managers, Supervisors and Foremen should receive basic safety and health training as it relates to their positions.
- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee any specific safe work practices, policies, and procedures that are applicable.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

### **Periodic Retraining of Employees**

All employees will be retrained periodically on safe work practices, policies and procedures, and when changes are made to the written safety program.

If necessary, individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, or when a supervisor observes employees displaying unsafe acts, practices, or behaviors.



## **FIRST AID AND MEDICAL ASSISTANCE**

There will be adequate first aid supplies and / or an adequate first aid kit available at each workplace. Where required, or in the case of an emergency where the workplace is located in a remote location and emergency assistance cannot arrive within a few minutes, there will be a designated certified first aid (and possible CPR) trained employee who can assist in first aid emergency cases. Employees who receive work related injuries or illnesses will be given immediate attention in regards to the nature of their injury or illness.

## **INCIDENT INVESTIGATION**

### **Incident Investigation Procedures**

The supervisor at the location where the incident occurred will perform an incident investigation. Incidents can include property damage, near misses and workplace injuries and illnesses. These investigations are to assess the nature and the cause of the incident, not to place blame on personnel. Supervisors need to investigate incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees, damage to equipment or property or the public.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the cause(s).
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the incident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training, if needed.

Incident investigation reports must be submitted to the HR Manager as soon as possible after the incident.



## **Incident Report Form**

The incident report form should be a simple format for the supervisor to complete in a timely manner. It can be similar to the OSHA 301 “Injury and Illness Incident Report” form. To correctly assess the nature and causes of the incident, the form should contain questions such as

- What was the employee doing just prior to the incident?
- Were there any witnesses? What were their names? Did the witnesses provide statements of the incident?
- What happened? (“Ladder kicked out and employee fell to floor”, “forklift struck wall, wall collapsed.”)
- What part of the body was affected by the incident? (eye, arm, leg, fingers, hand, etc.) And what was the nature of the injury? (object in eyes, fractured arm, sprained leg, lacerated finger, cut in right hand, etc.)
- What was the object or substance that directly harmed the employee (if substance/object is known)?
- Was the injury fatal?  
(See pages 47-49 for sample accident investigation form)

## **RECORD KEEPING PROCEDURES**

The company will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate. The data on the Injury and Illness log and posting of the Summary of Work-related injuries and illnesses will be in accordance with government regulations. This will be posted on the employee bulletin board. The following will be included in the record keeping process:

- Log of Work-related Injuries and Illnesses (OSHA form 300)
- Summary of Work-related Injuries and Illnesses (OSHA form 300A)
- Incident investigation reports (OSHA form 301 or similar)
- Workers’ Compensation Notice of Injury



## **Fall Protection SECTION II**

**For  
J & B ACOUSTICAL, INC.**

The following Fall Protection Plan is prepared for the prevention of injuries associated with falls. A Fall Protection Plan must be developed and evaluated on a site by site basis.

### **1. STATEMENT OF COMPANY POLICY**

**J & B ACOUSTICAL, INC.** is dedicated to the protection of its employees from on-the-job injuries. All employees of **J & B ACOUSTICAL, INC.** have the responsibility to work safely on the job. The purpose of this plan is:

- (a) To supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on this job and; (b) to ensure that each employee is trained and made aware of the safety provisions which are to be implemented by this plan prior to the start of erection.

This Fall Protection Plan addresses the use of conventional fall protection at a number of areas on the project, as well as, identifying specific activities that require non-conventional means of fall protection. These areas include:

- a. Connecting activity (point of erection).
- b. Leading edge work.
- c. Unprotected sides or edge.



This plan is designed to enable employers and employees to recognize the fall hazards on this job and to establish the procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces. Each employee will be trained in these procedures and strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the foreman of the concern and the concern addressed before proceeding.

Safety policy and procedure on any one project cannot be administered, implemented, monitored and enforced by any one individual. The total objective of a safe, accident free work environment can only be accomplished by a dedicated, concerted effort by every individual involved with the project from management down to the last employee. Each employee must understand their value to the company; the costs of accidents, both monetary, physical, and emotional; the objective of the safety policy and procedures; the safety rules that apply to the safety policy and procedures; and what their individual role is in administering, implementing, monitoring, and compliance of their safety policy and procedures. This allows for a more personal approach to compliance through planning, training, understanding and cooperative effort, rather than by strict enforcement. If for any reason an unsafe act persists, strict enforcement will be implemented.

It is the responsibility of Job Foreman to implement this Fall Protection Plan. Job Foreman is responsible for continual observational safety checks of their work operations and to enforce the safety policy and procedures. The foreman also is responsible to correct any unsafe acts or conditions immediately. It is the responsibility of the employee to understand and adhere to the procedures of this plan and to follow the instructions of the foreman. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees. Any change to this Fall Protection Plan must be approved by the Job Foreman.



## FALL PROTECTION SYSTEMS CRITERIA AND PRACTICES

- A. Fall protection systems required by this program shall comply with the applicable provisions of 29 CFR 1926.500.
- B. All fall protection systems required by this program for an employee, shall be provided and other pertinent requirements of this program will be met before that employee begins the work that necessitates the fall protection.
- C. Guardrail systems and their use shall comply with the following provisions:
  - 1. Top edge height of top rails, or equivalent guardrail system members shall be 42 inches (1.1m) plus or minus 3 inches (8 cm) above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria of this paragraph.  
**Note: When employees are using stilts, the top edge height of the top rail, or equivalent member, shall be increased an amount equal to the height of the stilts.**
  - 2. Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches (53 cm) high.
    - a. Midrails, when used, shall be installed at a height midway between the top edge of the guardrail system and the walking/working level.
    - b. Screens and mesh, when used, shall extend from the top rail to the walking/working level and along the entire opening between top rail supports
    - c. Intermediate members (such as balusters) when used between posts, shall be not more than 19 inches (48 cm) apart
    - d. Other structural members (such as additional midrails and architectural panels) shall be installed such that there are no openings in the guardrail system that are more than 19 inches (.5 m) wide.





3. Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds (890 N) applied within 2 inches (5.1 cm) of the top edge, in any outward or downward direction, at any point along the top edge.
4. When the 200 pound (890 N) test load specified in paragraph (c) (3) of this section is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 39 inches (1.0 m) above the walking/working level. Guardrail system Components selected and constructed in accordance with the Appendix B to subpart M of 29 CFR 1926 will be deemed to meet this requirement.
5. Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure a force of at least 150 pounds (666 N) applied in any downward or outward direction at any point along the midrail or other member.
6. Guardrail systems shall be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.
7. The ends of all top rails and midrails shall not overhang the terminal posts, except where such overhang does not constitute a projection hazard.
8. Steel banding and plastic banding shall not be used as top rails or midrails.
9. Top rails and midrails shall be a least one-quarter inch (0.6 cm) nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it shall be flagged at not more than 6-foot intervals with high-visibility material.
10. When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.
11. When guardrail systems are used at holes, they shall be erected on all unprotected sides or edges of the hole.
12. When guardrail systems are used around holes, used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections to allow the passage of materials when the hole is not in use, it shall be closed over with a cover, or a



guardrail system shall be provided along all unprotected sides or edges.

13. When guardrail systems are used around holes which are used as points of access (such as ladder ways), they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.
14. Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.
15. Manila, plastic or synthetic rope being used for top rails or mid-rails shall be inspected as frequently as necessary to ensure that it continues to meet the strength requirements of paragraph (c c) (3) of this section.

Protection from falling objects. When an employee is exposed to falling objects, Each employee shall be required to wear a hard hat and one of the following shall be implemented:

1. Erect toe boards, screens, or guardrail systems to prevent objects from falling from higher levels; or
2. Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced; or,
3. Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally displaced.

Personal fall arrest systems. Personal fall arrest systems and their use shall comply with the provisions set forth below. **Note:** The use of a body belt in a positioning device system is acceptable and is regulated under paragraph (e) of this section.

1. Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.
2. Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.
3. Dee-rings and snap hooks shall have a minimum tensile strength of 5,000 pounds (22.2 kN).
4. Dee-rings and snap hooks shall be proof-tested to a minimum tensile load of 3,600 pounds (16 kN) without cracking, breaking, or taking permanent deformation.



5. Snap hooks shall be a locking type snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member.
6. On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.
7. Horizontal lifelines shall be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
8. Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds (22.2kN)
9. Each employee shall be attached to a separate lifeline.
10. Lifelines shall be protected against being cut or abraded.
11. Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet (0.61 m) or less shall be capable of sustaining a minimum tensile load of 3,000 (13.3kN) applied to the device with the lifeline or lanyard in the fully extended position.
12. Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet (0.61 m) or less, ripstitch lanyards, tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds (22.2kN) applied to the device with the lifeline or lanyard in the fully extended position.
13. Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses shall be made from synthetic fibers.
14. Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support suspended platforms and capable of supporting at least 5,000 pounds (22.2 kN) per employee attached, or shall be designed, installed, and used as follows:
  - a. as part of a complete personal fall arrest system which maintains a safety factor of at least two; and
  - b. under the supervision of a qualified person.
15. Personal fall arrest systems, when stopping a fall, shall:
  - a. limit maximum arresting force on an employee to 1,800 pounds (8 kN) when used with a body harness;
  - b. be rigged such that an employee can neither free fall more than 6 feet (1.8 m), nor contact any lower level
  - c. bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 m) and,



- d. have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 m), or the free fall distance permitted by the system, whichever is less.

**Note: If the personal fall arrest system meets the criteria and protocols contained in Appendix C to subpart M, and if the system is being used by an employee having a combined person and tool weight of less than 310 pounds (140 kg), the system will be considered to be in compliance with the program. If the system is used by an employee having a combined tool and body weight of 310 pounds (140 kg) or more, then the criteria and protocols of the Appendix must be appropriately modified to provide proper protection for such heavier weights, or the system will not be deemed to be in compliance with the program.**

16. The attached point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.
17. Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.
18. Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.
19. Employees shall be able to rescue themselves or prompt rescue of employees in the event of a fall shall be assured prior to the start of work
20. Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.
21. Body belts shall be at least one and five-eighths inches (4.1 cm) wide and **NOT USED FOR FALL ARREST.**
22. Personal fall arrest systems shall not be attached to guardrail systems, nor shall they be attached to hoists.
23. When a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.



## **PORTABLE LADDER SAFETY POLICY/PROCEDURE**

### **PURPOSE**

To prevent injury to any employee whose work requires the use of a ladder.

### **RESPONSIBILITY**

It is the responsibility of each portable ladder user to inspect the ladder each time it is used. It is also the responsibility of the user to tag a defective ladder and remove it from service.

It is the responsibility of J & B Acoustical, Inc. to provide portable ladders meeting the various governmental standards (29 CFR 1926.1050).

### **APPLICATION**

1. Heavy duty, portable, aluminum ladders shall be the preferred choice of ladders. Such ladders shall be equipped with safety shoes, spikes or spurs and shall have flat top rungs
2. Persons working around or with electricity may not use all-metal ladders. Ladders for this use may be constructed of wood properly treated and unpainted; however, they must be inspected on a regular frequency (six months) to ensure their safe working condition. records of inspection should be submitted to the Safety Department. Also, ladders having fiberglass side rails or metal rungs may be used, provided standards for electrical conductivity are maintained.
3. Specialty ladders include those designed to be used on specific types of scaffolding. Rung and cleat wooden ladders constructed for use for one time application are permitted, but shall be destroyed immediately upon completion of job for which they were constructed.



## **LADDERS**

### **CONSTRUCTION**

All ladders shall be constructed of wood, metal, or other equivalent material and shall have a safety factor of not less than four times maximum intended load. Each step or rung shall be capable of supporting a single concentrated load of at least 150 pounds.

Rungs, cleats, and steps of portable ladders and fixed ladders shall be spaced no less than 10 inches nor more than 14 inches apart, as measured between center lines of the rungs, cleats and steps.

The rungs and steps of portable metal ladders shall be corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize slipping.

### **SAFETY SHOES, SPIKES, OR SPURS**

All portable ladders shall be equipped with safety shoes, metal spikes, or spurs. This includes wood ladders.

NOTE: This does not apply to step ladders or hook ladders

#### **Step Ladders**

Height: Step ladders shall not exceed twenty feet (20) in height.

Spreader: A substantial spreader shall be provided on step ladders to hold the front and back sections in the open position





# **GUIDELINES FOR HAZARD ASSESSMENT AND PERSONAL PROTECTIVE EQUIPMENT SELECTION**

This program is intended to provide general guidelines for implementing requirements for a hazard assessment and the selection of personal protective equipment.

## **CONTROLLING HAZARDS**

PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing practices.

## **ASSESSMENT AND SELECTION**

It is necessary to consider certain guidelines for assessing the foot, head, eye and face, and hand hazard situations that exist in an occupation of educational operation or process, and to match the protective devices to the particular hazard. It should be the responsibility of the safety officer to exercise common sense and appropriate expertise to accomplish these tasks.

## **ASSESSMENT GUIDELINES**

In order to assess the need for PPE the following steps should be taken:

1. Survey. Conduct a walk-through survey of the areas in question. The purpose of the survey is to identify sources of hazards to workers and co-workers. Consideration should be given to the basic hazard categories:
  - a. Impact
  - b. Penetration
  - c. Compression (roll-over)
  - d. Chemical
  - e. Heat
  - f. Harmful dust
  - g. Light (optical) radiation



2. Sources: During the walk-through survey the safety officer should observe:
  - a. Sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects;
  - b. Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.
  - c. Types of chemical exposures;
  - d. Sources of harmful dust;
  - e. Sources of light radiation, i.e. welding, brazing, cutting furnaces, heat treating, high intensity lights, etc.;
  - f. Sources of falling objects or potential for dropping objects;
  - g. Sources of sharp objects which might pierce the feet or cut the hands
  - h. Sources of rolling or pinching objects which could crush the feet
  - i. Layout of workplace and location of co-workers; and
  - j. Any electrical hazards. In addition, injury/accident data should be reviewed to help identify problems areas.
3. Organize data. Following the walk-through survey, it is necessary to organize the data and information for use in the assessment of hazards. The objective is to prepare for analysis of the hazards in the environment to enable proper selection of protective equipment.
4. Analyze data. Having gathered and organized data on a workplace, an estimate of the potential for injuries should be made. Each of the basic hazards (paragraph 3.a.) should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. The possibility of exposure to several hazards simultaneously should be considered.



## SELECTION GUIDELINES

After completion of the assessment procedures, the general procedure for selection of protective equipment is to:

1. Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do; i.e., splash protection, impact protection, etc.;
2. Compare the hazards associated with the environment; i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment;
3. Select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards; and
4. Fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of all warning labels and limitations of their PPE.

## FITTING THE DEVICE

Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.



## DEVICES WITH ADJUSTABLE FEATURES

Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of helmets is important to ensure that it will not fall off during work operations. In some cases a chin strap may be necessary to keep the helmet on an employee's head. (Chin straps should break at a reasonably low force, however, so as to prevent a strangulation hazard). Where manufacturer's instructions are available, they should be followed carefully.

## REASSESSMENT OF HAZARDS

It is the responsibility of the safety committee to re-assess the workplace hazard situation as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE.

## SELECTION CHART GUIDELINES FOR EYE AND FACE PROTECTION

Some occupations (not a complete list) for which eye protection should be routinely considered are: carpenters, electricians, machinists, mechanics and repairers, millwrights, plumbers, and pipe fitters, sheet metal workers and tinsmiths, assemblers, sanders, grinding machine operators, lathe and milling machine operators, sawyers, welders, laborers, chemical process operators and handlers, and timber cutting and logging workers.



## SCAFFOLD SAFETY PROGRAM

The following program is intended to comply with the current applicable rules as of this date and regulations in the erection, dismantling, maintenance, and use of scaffolds as applicable to the construction industry. This program does not apply to aerial lifts, or to crane or derrick suspended scaffolds.

When scaffolds are required on construction sites, pre planning is required to determine the scaffold type, strength, and design. Pre planning can be accomplished by considering the following items:

- Load (workers, tools, equipment)
- Site conditions
- Height
- Type of work
- Duration of work
- Experience of the crew
- Pedestrian traffic
- Weather
- Access to platform
- Obstructions

Every employee who performs work while on a scaffold shall be trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall include the following areas, as applicable:

- The nature of any electrical hazards, fall hazards and falling object hazards in the work area;
- The correct procedures for dealing with the electrical hazards and for erecting, maintaining, and dismantling the fall protection systems and falling object protection systems being used;
- The proper use of the scaffold, and the proper handling of materials on the scaffold
- The maximum intended load and the load-carrying capacity of the scaffolds used; and
- Any other pertinent requirements of the standard.



Every employee who is involved in erecting, dismantling, moving, operating, repairing, maintaining, or inspecting a scaffold shall be trained by a competent person to recognize any hazard associated with the work in question. The training shall include the following topics, as applicable:

- The nature of the scaffold hazard;
- The correct procedures for erecting, dismantling, moving, repairing, maintaining, or inspecting the type of scaffold in question;
- The design criteria, maximum intended load-carrying capacity and intended use of the scaffold;
- Required fall protection
- Any other pertinent requirements of the standard.

When there is reason to believe that an employee lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, the employee shall be retrained so that the required proficiency is regained. Retraining is required in at least the following situations:

- Where changes at the work site present a hazard about which an employee has not been previously trained; or
- Where changes in the type of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained; or
- Where inadequacies in an affected employees work involving scaffolds indicate that the employee has not regained the requisite proficiency

#### CAPACITY

- All members of a scaffold must be capable of supporting at least four (4) times the maximum intended load
- Suspension rope must be capable of supporting at least six (6) times the maximum intended load





## SCAFFOLD PLATFORM CONSTRUCTION

- **All scaffolds** must be fully planked.
- Spacing between the platform and the up-rights must be <(1) inch.
- Platforms used solely as walkways or by employees performing scaffold erection or dismantling, do not have to be fully planked.
- All scaffold platforms and walkways must be a minimum of 18 inches in width.
- All ladder jack, top plate, roof bracket, and pump jack scaffolds must be at least 12 inches in width.
- The front edge of all platforms shall be no more than 14 inches from the face of the work, unless guardrail systems are erected along the front edge, and/or fall arrest systems are in use.
- Each end of the platform, unless cleated or otherwise restrained by hooks or equivalent means shall extend at least 6 inches over the center line of the support
- If the platform is 10 feet or less in length, the platform shall not extended more than 12 inches past its supports.
- If the platform is greater than 10 feet in length, the platform shall not extended more than 18 inches past its supports
- Abutted planks shall rest on separate supports, unless common support members, such as “T” sections, or hook on platforms designed to rest on common supports, are used
- Unless overlapping platforms are nailed or otherwise restrained from movement, the platforms must overlap at least 12 inches.
- Wood scaffold platforms (and members) can not be painted.
- Scaffold components of various manufacturers shall not be intermixed.



## BASIC TOOLS

Much is written about powered (electric, gas, pneumatic, and powder) tools and the importance of guards and other safety related topics. Seldom are the hazards associated with simple, non-powered tools addressed. Every tool is potentially dangerous if not properly used. For the purpose of this Safety Policy, basic tools would include, but are not limited to: hammers, screwdrivers, shovels, pry bars, axes, shears, utility knives, wrenches, brooms, and chisels.

Below are five guidelines for basic tool use.

### **1. Never use a tool for a purpose other than that for which it was designed!**

Improper use of a tool will certainly damage it and may result in injury if the tool slips or breaks

### **2. Never exceed a tool's design limits!**

It is easy to exceed a tool's design limits by placing a hollow pipe over a hand tool such a claw hammer or wrench. If the tool cannot do the job being properly used, you've got the wrong tool. Exceeding a tool's design limits will certainly damage the tool and, of course, expose yourself to injury if it slips or breaks.

### **3. Inspect tools before use.**

Crack or splintered handles, loose heads, "mushroomed" striking surfaces, dull chisels or blades, bent shafts, worn or deformed ends -- all potentially dangerous conditions for tool use. Either repair or replace damaged tools—do not use them!

### **4. Clean tools after use.**

It is much easier to clean and/or lubricate tools immediately after use than waiting until the tools become encrusted with gunk or rust. This is an ideal time, as a matter of course, to inspect the tool, fulfilling the 3<sup>rd</sup> guideline above.



## **5. Store tools properly**

If tools are properly stored, automatically, over time, you will save hours not having to look for them. From a safety standpoint, you have the right tool at the right time. You will not reach into a tool box and, while rummaging around, cut yourself on an exposed sharp object. You will not trip on tools. Tools in tool belts will not fall from heights and hit persons below.

## **POWDER-ACTUATED TOOLS**

A powder-actuated fastening tool propels a nail, pin or fastener through an object to fasten it to another object. These tools, if misused, are extremely dangerous because essentially, they are similar to a pistol or rifle.

The speed of the projectile may range from 300 ft/second to 1290 ft/second.

Only trained and authorized persons may operate a powder actuated tool and, for safety, these tools should be kept secured when not in use.

Prior to use, the tool must be inspected and tested according to the manufacturer's instruction manual which should be kept with the tool. Defective tools must not be used and they must be taken out of service. Use of appropriate personal protective equipment – including, at least, eye/face and ear protection -- is required not only for the operator, but those employees in the vicinity.

On the job site, each tool should be accompanied by: 1) its container; 2) the operator's instruction & service manual; 3) the tool inspection record; and 4) service tools and accessories.

Tools must not be loaded until just before firing and, under no circumstances, are they to be pointed at any person. Hands must be kept clear of the open barrel end. A powder activated tool must never be left attended – loaded or empty – for safety and security reasons.



Fasteners must not be driven into very hard or brittle materials such as cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick or hollow tile; easily penetrated materials unless these materials are backed by a substance; or a damaged area caused by an unsatisfactory fastening. Of course, these tools must never be used in an explosive or flammable atmosphere.

Before fastening questionable material, the operator can determine its suitability by using a fastener as a center punch. If the fastener point does not easily penetrate, is not blunted, and does not fracture the material, initial test fastenings will be made in accordance with the manufacturer's instructions.

The tool must be held perpendicular to the work surface and in the event of a misfire, the operator must hold the tool firmly against the work surface and follow, exactly, the manufacturer's instructions.

Tools must be used with the correct shield, guard, or attachments recommended by the manufacturer.

Because the case and load are color coded, it is imperative that the operator can distinguish the colors of brass and nickel as well as gray, brown, green, yellow and red and purple.



## Forklift Operation Policy

This J & B Acoustical, Inc. policy will establish the safety requirements for general safety, operator qualifications, operator training, operation, and inspection of powered industrial trucks (forklifts) as required by Occupational Safety and Health Administration (OSHA).

### Requirements

#### General Safety

- Hazards associated with the use of forklifts include:
  1. overloading
  2. instability of the load
  3. obstruction of the free passage of the load
  4. collision with objects or pedestrians
  5. poor maintenance, and
  6. use of equipment for a purpose for which it was not intended or designed
  
- Smoking is prohibited when operating material handling equipment.
- Seat belt use is mandatory if equipped.
- Fuel tanks shall not be filled while the engine is running.
- Fuel system leaks shall be repaired before forklifts can be operated.
- Forklifts shall be kept in clean condition (i.e., free of litter, excess oil, and grease).
- Work area shall be properly ventilated and kept clean and dry.
- Diesel/gasoline-powered forklift operations shall take place only in well-ventilated areas.
- Passengers are prohibited except on a certified man-loaded platform. When lifting a person on a platform, the operator must remain at the controls of the forklift until the person exits the platform.
- Forklift should be equipped with an operational controlled horn, whistle, gong or other sound producing device (s).
- Forklifts shall not be added to or modified.



- Do not block access to the fire aisles, stairways, or fire equipment.
- Forklifts shall not be used to push, pull or tug equipment.
- Fire protection equipment shall be present in the work area.
- Do not use open flame to check the level or to check for leakage of any fluid.
- Electric forklifts shall be charged in designated charging areas only.
- Small oil spills can be cleaned up by the operator, labeled, and waste materials deposited in the proper waste area.
- Large spills of fuel/oil or battery acid should be immediately reported to security.
- Mishaps or close calls shall be reported to the safety manager.

### Operator Qualifications

Only trained and certified operators will be permitted to operate forklifts, pending completion of the following certification requirements:

1. Physical examination: qualified as to visual, auditory, physical, and mental ability to the operate equipment safety.
2. Driver's license: valid State vehicle operator's license.
3. Classroom safety training: Forklift Safety Familiarization
4. Performance training: On-the-job training should be conducted at the site the trainee will operate the forklift, with the usual operating conditions for that location, and the specific type of forklift the employee will operate. An evaluation of the operator's competence while operating the forklift is required by the standard after the initial, or refresher training and at least every three years as directed by OSHA 1910.178, Powered Industrial Trucks
5. Written examination: successfully complete.
6. 30-day Learner's permit: Forklift will be operated with a qualified operator present.





## Operator Training

Training is required for all new operators regardless of previous experience.

The training program shall emphasize safe and proper operation to avoid injury to the operator and others, and prevent property damage, and shall include the following:

- Fundamentals of powered forklifts:
  1. Characteristic of the forklifts including: variations of forklifts in the workplace
  2. Similarities to and differences from automobiles
  3. Operating instructions and warnings in the operating manual for the forklift
  4. Braking method and characteristics with and without a load
  5. Visibility with and without a load
  6. Load handling capacity, weight and load center
  7. Stability characteristic with and without a load
  8. Control location, function, method of operation, identification of symbols
  9. Load handling, capabilities: forks, attachments
  10. Other characteristics of specific forklifts
  
- Environment and its effect on forklift operations to include:
  1. Floor and ground conditions including temporary conditions
  2. Ramps and inclines with and without load
  3. Narrow aisles, doorways. Overhead wires and piping and other areas of limited clearance
  4. Operations near the edge of a dock or edge of improved surface
  5. Other special operating conditions and hazards that may be encountered (e.g. operations inside of enclosed vehicles, etc.)



- Operations of forklifts to include:
  1. Proper operational inspection and approved method for removing from service
  2. Load handling techniques: lifting, lowering, picking up, placing, tilting
  3. Traveling with and without loads; turning corners
  4. Parking and shutdown procedures
  5. Other special operation conditions for specific conditions

### Operation

- Within processing facilities, additional employees shall serve as spotters to ensure clearance.
- Forklifts shall not be driven up to anyone standing in front of a bench or other object.
- Individuals are prohibited from standing or walking under the elevated portion of any loaded or empty forklift.
- Individuals are prohibited from placing of arms or legs between the uprights of the mast or outside of the operating zone of forklifts.
- An overhead guard shall be used as protection against falling objects such as small packages, boxes or bagged material.
- Slow forklift down and sound the horn at cross aisles and other locations where vision is obstructed. When vision is obstructed by the load, a spotter shall be used.
- Loads will be secured before moving during operations. Loads with a potential for uncontrolled movement to the forklift tines (hereinafter referred to as forks) or carriage backrest will be secured with a rope, chain, or other rigging method.
- Check for adequate clearances on all sides and top of load or mast before passing through doors or aisles or under pipes or overhead obstructions.
- Operate at speeds that allow for complete operator control.
- Whenever possible, tracks will be crossed at a diagonal. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- Fork lengths will be sufficient (a minimum of 2/3 of load length unless specified longer) to safely handle and balance a load. Forks will be spread to support and laterally balance a load.



- Grades will be ascended or descended slowly. When ascending or descending grades in excess of 10 degrees, loaded forklifts will be driven with the load up grade.
- Counterbalanced, center-control forklifts manufactured after December 31, 1993, that have a sit-down, non-elevating operator position are required to have operator restraint systems (seatbelts) or an enclosure that is intended to assist the operator in reducing the risk of entrapment of the operator's head and/or torso between the forklift and ground in the event of a tip over.
- Maintain a safe distance from the edge of ramps or platforms while on any elevated dock, platform, or freight car.
- Do not start or operate the forklift, any of its functions or attachments, from any place other than from the designated operator's position
- Never put any part of the body within the reach mechanism of the forklift or other attachments
- Understand the forklift limitations and operate the forklift in a safe manner as not to cause injury to personnel. The safety of pedestrians comes first at all times:
  1. Ensure that personnel stand clear of the rear swing area before conducting turning maneuvers.
  2. Exercise particular care at cross aisles, doorways, and other locations where pedestrians may step into the path of travel of the forklift.
  3. Make 90-degree turns rather than angling to avoid placing pedestrians in the most blind spot.
- Before leaving the operator's position:
  1. Bring the forklift to a complete stop.
  2. Place directional controls in neutral
  3. Apply the parking brake.
  4. Lower load engaging means fully unless supporting an elevated platform.
  5. Wheels are blocked if parked on an incline.



- Caution should be taken not to contact overhead installations, such as lights, wiring, pipes, sprinkler systems, etc.
- Keep a clear view of the path of travel and observe for other traffic, personnel, and safe clearance.
- Make starts, stops, turns, and direction reversals in a smooth manner so as not to shift load and/or overturn the forklift.
- Avoid running over loose objects or into “pot holes” on the roadway surface.
- Handle loads only within the capacity of the forklift.
- When entering a truck from a dock ensure that wheel chocks are used and that the floor of the truck is sound before entry.
- All traffic regulations shall be observed when operating on a roadway.

### Inspection and Maintenance

- A preoperational inspection of all forklifts shall be performed at least once per shift before being placed into service, and documented on the checklist located with each forklift.
- If any inspection shows a condition(s) that adversely affects safety, the forklift will be taken out of service by using a “**DANGER: Do Not Use or Operate**” tag.
- Maintenance and inspections of all forklifts shall be performed with the following practices:
  1. A scheduled planned maintenance, lubrication, and inspection system shall be followed; consult the manufacturer’s recommendations. Maintenance records kept in file in Warehouse Superintendents office.
  2. Only trained and authorized personnel shall be permitted to maintain, repair, adjust, and inspect forklifts in accordance with manufacturer’s specifications



## **Roles and Responsibilities**

### Management

- Ensure that all employees in their respective organizations receive classroom safety training and certification according to the provisions of this procedure before operating any equipment that is covered in this procedure.
  
- Ensure employees complete recertification training every three years, as directed by manager or supervisor or as required by OSHA CFR 1910.178, Powered Industrial Trucks, (I)(4).
- Ensure employees follow all guidelines outlined in this procedure.
- Develop and implement On-the-job training as required.
- Ensure annual maintenance is performed on all forklifts.

### Operators

- Complete all training requirements before operating any equipment covered in this procedure.
- Complete recertification training.
- Possess a valid State driver's license.
- Possess proof of a valid physical examination.
- Ensure that preoperational inspections are conducted each shift and recorded on the pre-operational inspection checklist maintained with each forklift.
- Report the loss of a State driver's license to manager or supervisor.
- Report any mishaps/close calls to manager immediately.
- If, at any time, a forklift is found to be in need of repair or is defective or unsafe in any way, take the forklift out of service until it has been restored to a safe operating condition.
- Responsible for connecting electric forklift to proper battery charger at end of the shift or as needed.
- Follow all guidelines outlined in this procedure.
- Provide classroom safety training and certification for forklift operators.
- Maintain certification records and ensure employees are contacted when technical training requirements are due to be renewed.



## Definitions

Attachment – A device other than conventional forks or load backrest extension, mounted permanently or removable on the elevating mechanism of a forklift (i.e., for extensions, clamps, rotating devices, side shifters, load stabilizers, ram, and booms).

Authorized Operator – An operator whose specific duties require the operation of a forklift and who has completed appropriate training. Authorized Operators are certified as Forklift Operators upon completion of classroom safety training and element-specific performance training or having a current certification that proves they have met other Forklift Operators certification/training criteria requirements established by CFR Title 29, Part 1910-178.

Capacity – The capacity of a forklift equipped with load carriage and forks or attachments that are the weight at a specified load center that a forklift can handle in a carry position.

Carriage – A support structure for forks or attachments, generally roller mounted, traveling vertically within the mast of a forklift.

Center of Gravity (Load) – The point at which the load mass is concentrated. It is located horizontally by its distance from the vertical forklift face and vertically by its distance above the load-bearing surface of the forks. Except where otherwise indicated, this point is located in the vertical plane of the forklift's longitudinal centerline.

Forks – Horizontal tine-like projections that are normally suspended from the carriage for engaging and supporting loads.

Forklift – A powered industrial vehicle designed to handle, carry, lift, stack, and tier material. These vehicles can be powered by battery, gasoline, LP-gas, and diesel.

Fork Extension – An Attachment that is added to the forklift's forks to increase the forks effective length for handling oversized uniformly distributed loads.

Handling – The loading and unloading of a load in preparation for storage or transportation.



Load Backrest – That portion of the carriage and forks serving to restrain the load when the load is tilted rearwards or upward.

Load Center – The horizontal longitudinal distance from the intersection of the horizontal load carrying surfaces and vertical load engaging faces of the forks to the load's center of gravity.

Maximum Fork Height – The fork height attainable in fully raised position when loaded.

Overhead Guard – A framework fitted to a forklift over the head of a riding operator for the purpose of providing protection for the operator from falling objects.

Rated Capacity – The weight established by the manufacturer at a required load center that the forklift can transport and stack to a height established by the manufacturer.

Unattended – When an operator secures a forklift and is no longer in the operator's position



## **LIFTING, PUSHING & PULLING**

How often have you heard the phrase: “Lift with your legs, not your back!”? Many injuries are caused by improper lifting, the most obvious being: putting excess strain on your lower back by lifting an object that is too heavy or lifting while bending or twisting.

Many items that need to be lifted are awkward and heavy. Proper lifting techniques are important for employee safety.

However, lifting injuries are also caused by less obvious reasons:

- a. poor physical condition
- b. poor posture
- c. poor judgment (lifting, pulling, pushing and object that is obviously too heavy or awkward without seeking assistance or a mechanical lifting device)
- d. lack of exercise
- e. excessive body weight.

Below are lifting techniques that will reduce the likelihood of injury:

- a. Lift objects comfortably, not necessarily the quickest or easiest way.
- b. Lift, push, and pull with your legs, not your arms or back.
- c. When changing direction while moving an object, turn with your feet, not by twisting at the waist.
- d. Avoid lifting higher than your shoulder height.
- e. When standing and holding an object, stand straight.
- f. When walking, maintain an erect posture, wear slip-resistant, supportive shoes.





- g. When carrying heavy objects, carry them close to the body and avoid carrying them in one hand.
- h. When heavy or bulky objects need to be moved, obtain help or use a mechanical aid such as a dolly, hand truck, forklift, etc.
- i. When stepping down from a height of more than eight inches, step down backwards, not forward.
- j. Avoid reaching out. Handle heavy objects close to the body.
- k. Lift gradually and smoothly. Avoid jerky motions.
- l. Maintain a clear line of vision.
- m. Beware of the walking/working surface conditions.



### SECTION III

## **J & B Acoustical, Inc Reporting Workplace Injuries**

**Purpose:** To protect employees and the company by reporting workplace injuries in a timely fashion.

**Scope:** This policy applies to all work-related injuries and illnesses affecting J & B Acoustical Inc., employees (full, part-time & temporary).

**Procedure:**

1. The first priority is obtaining or providing the proper medical attention for the injured employee.
2. The injured employee is required to be drug and alcohol tested at the medical facility where he is being treated.
3. The injured employee must notify their Supervisor immediately of any and all workplace injuries.
4. If the injured employee is unable to notify their Supervisor because of the injury, another employee or member of the first aid team must make the notification.
5. Once the employee has received the proper medical treatment or has been taken to an outside treatment center, the injured employee or Supervisor must complete the company Accident Investigation Form (#F001) and Accident Analysis (DFSP-1).
6. The Supervisor must sign off on the completed Form, and then submit it to the Human Resources Manager.
7. The HR Manager will review it for completeness and sign off at the bottom.
8. The Accident Investigation Form will be sent to the H/R Manager for review and signature.
9. The HR Manager will then complete the First Report of Injury (FROI) form using information from the accident investigation form, the injured employee, the Supervisor, or other sources as needed.



10. Next, the HR Manager will call in or fax the completed First Report to Injury to the MCO within one business day of the injury.
11. The HR Manager will verify submission of the claim to the Bureau of Workers Compensation by receiving a case number from the MCO, TPA or the BWC within 48 hours.
12. If a case number is not received within 48 hours following submission of the claim to the MCO, the MCO should be contacted immediately.
13. A copy of the completed Accident Investigation Form and First Report of Injury will be filed in the Human Resources Manager's office.
14. The Human Resources Manager is responsible for following up on the progress of the injured employee and also the status of any corrective actions needed as a result of the accident investigation.

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

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



## SECTION IV

### **ENFORCEMENT**

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The jobsite Superintendent, as well as individuals in the Safety and Personnel Department, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.



## DISCIPLINARY POLICY

This policy is intended to ensure compliance by all Company co-workers with the Company's Safety Program for the sake of a safe and healthful work environment.

Unless specifically noted otherwise, violations of the Company Personnel Policy Manual/Personnel Safety Policies and Procedures will be enforced according to the following schedule:

First Violation:	Verbal warning with documentation of such in the co-workers personnel file.
Second Violation:	Written warning with counseling by the appropriate supervisor or committee.
Third Violation:	One day suspension without pay.
Fourth Violation:	One week suspension without pay.
Fifth Violation:	Dismissal

The first and second violation may be administered by any company supervisor or designated job foreman. The company president or his designated staff must be given written documentation for his consideration and inclusion in the in co-worker's personnel file. Any member of the safety committee may also enforce safety violations. The third, fourth and fifth violations are to be documented and turned over to the company president for counseling and disciplinary action.

The company president may waive disciplinary action if the time period between any two violations exceeds two months.

All co-workers are entitled to a hearing with the company president if they disagree with the disciplinary action of a supervisor. All co-workers who are members of a bargaining unit recognized by the company, should be aware of grievance procedures available to them.



## **ACCIDENT INVESTIGATIONS**

All accidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program that documentation takes place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident occurring, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

## **CHANGES TO PLAN**

Any changes to the plan will be approved by the Safety Director. This plan shall be reviewed by a qualified person as the job progresses to determine if additional practices, procedures or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers shall be notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes shall be maintained at the jobsite, and office.



SECTION V

**INCIDENT/ACCIDENT INVESTIGATION FORM**

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

Address: \_\_\_\_\_

Name of injured person: \_\_\_\_\_

Sex: M \_\_\_ F \_\_\_      Age: \_\_\_\_\_

Date of injury: \_\_\_\_\_      Time of injury \_\_\_\_\_

Where did accident occur? \_\_\_\_\_

On Company premises?      \_\_\_Y    \_\_\_N

Body part(s) Injured: \_\_\_\_\_

\_\_\_\_\_

Type of Injury (burn, cut, abrasion, sprain, crush, etc.) \_\_\_\_\_

\_\_\_\_\_

Describe how the injury occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was first aid administered?      \_\_\_Y    \_\_\_N

Was employee drug/alcohol tested?      \_\_\_Y    \_\_\_N

If not, why not? \_\_\_\_\_

\_\_\_\_\_

Who administrated first aid? \_\_\_\_\_

Name/Address/Telephone: \_\_\_\_\_

(F001)



What treatment was administered? \_\_\_\_\_

Was professional medical treatment administered? \_\_\_Y \_\_\_N

Name of provider: \_\_\_\_\_

Was 911 or a local emergency number called? \_\_\_Y \_\_\_N

If yes, by whom? \_\_\_\_\_ At what time? \_\_\_\_\_

Describe any non medical actions taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Injured party left scene:

\_\_\_on foot      \_\_\_ambulance      \_\_\_in personal vehicle

\_\_\_other

Draw a diagram of the accident/incident below. Attach a separate page or use the back of this sheet if needed:





What were the immediate causes that may have lead to the accident?

Were photographs, video or other supporting data collected?

Indicate the names of any other people interviewed:

What actions and / or conditions caused or may have caused the accident?

What corrective actions could be implemented in order to prevent this from happening again?

Name of person completing this form (name, address, home and work telephone #'s)

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

Indicate on the lines below the names of the employees authorized to conduct accident investigation analysis:

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## INJURED WORKER FOLLOW-UP FORM

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

Dear \_\_\_\_\_

As a valued employee of J & B Acoustical, Inc., we are most interested in your speedy recovery and return to employment with us. As such, we wish to ask your cooperation in the following areas:

1. Please notify us as soon as possible as to your probable return to work date once this has been determined by your attending physician.
2. If your physician questions your present ability (given your physical restrictions) to perform your regular job functions, please ask him to list the job duties that you can perform. There is a possibility that a “job modification” could be arranged to assist you in an earlier return to work date.

We appreciate your continued effort and look forward to seeing you back on the job. If we can assist you in any way, please give us a call. In the meantime, please discuss the above questions with your attending physician and communicate his thoughts, either verbally or in a written form to us.

Thank you,

HR Manager



**Bureau of Workers' Compensation**

**Accident Report**

Employer name	Policy number
Employee name	Date of injury
Claim number	Report date
Report completed by	
Job title	

<b>Manner of Accident:</b> <i>(check one)</i>	<input type="checkbox"/> Contact with objects or equipment
	<input type="checkbox"/> Falls
	<input type="checkbox"/> Bodily reaction and exertion (including repetitive motion, lifting, etc.)
	<input type="checkbox"/> Exposure to harmful substances or environments
	<input type="checkbox"/> Transportation accidents
	<input type="checkbox"/> Fires and explosions
	<input type="checkbox"/> Assaults and violent acts
<input type="checkbox"/> Other	

**Fully describe the accident:**

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**Causal factors that contributed to accident:** (Check all that apply and provide detailed description.)

**Environment:** (weather, housekeeping, lighting, noise, temperature, etc.)

Explain: \_\_\_\_\_

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**Human factor/Personal:** (level of experience, level of training, physical capability, health, fatigue, stress, etc.)

Explain: \_\_\_\_\_

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DFSP-1



**Causal factors that contributed to accident:** (Check all that apply and provide detailed description.)

**Task:** (ergonomics, condition changes, work process, safe work procedures, etc.)

Explain: \_\_\_\_\_

\_\_\_\_\_

**Management/Process:** (safety policies, enforcement, supervision, hazard correction, preventative maintenance, etc.)

Explain: \_\_\_\_\_

\_\_\_\_\_

**Material/Equipment:** (equipment failure, design, guarding, hazardous substances, etc.)

Explain: \_\_\_\_\_

\_\_\_\_\_

**Preventative measures to be implemented:** (Check all that apply.)

**Engineering control:** (Design the facility, equipment, or process to eliminate or reduce exposure to a hazard.)

**Administrative control:** (any procedure that minimizes exposure by controlling the manner in which work is performed or manipulation of the work schedule)

**Personal protective equipment (PPE):** (reduces employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing these exposures to acceptable levels)

Fully describe the specific actions that have or will be taken to prevent a similar accident from occurring again. Corrective actions should address causal factors identified above.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**X** \_\_\_\_\_

Signature \_\_\_\_\_ Date signed \_\_\_\_\_



## Job Site Safety Inspection Checklist

Department / Area Inspected:

\_\_\_\_\_

Inspector's Name: \_\_\_\_\_ Date:

\_\_\_\_\_

\_\_\_\_\_ General Housekeeping

\_\_\_\_\_ Aisle ways and Floors

\_\_\_\_\_ Exit Doors Clear-Inside

\_\_\_\_\_ Exit Doors Clear-Outside

\_\_\_\_\_ Fire Extinguishers Mounted & Charged

\_\_\_\_\_ Floors Slippery

\_\_\_\_\_ Chemical Containers Labeled

\_\_\_\_\_ Bare Electrical Wires

\_\_\_\_\_ Equipment Guarded Properly

\_\_\_\_\_ Proper PPE Being Worn

\_\_\_\_\_ Powered Industrial Trucks

\_\_\_\_\_ Cranes, Chains & Slings

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The list of topics on this page should be modified to be as site specific as possible. Include items important to plant management and employees, as well as, areas in which repeated accidents or injuries may have occurred in the past.



**JOB SPECIFIC SAFETY MEETING**  
**(Tool Box talks – four or more workers)**

EMPLOYEE COMMENTS OR CONCERNS:

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OTHER SAFETY ISSUES ADDRESSED ON THIS SPECIFIC JOB SITE:

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TOPICS DISCUSSED:

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ITEMS REQUIRING RESEARCH OR FOLLOW-UP:

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**TRAINING DOCUMENTATION**

This safety Meeting was presented:

\_\_\_\_\_ at \_\_\_\_\_  
(Date) (Location)

\_\_\_\_\_  
(Print Name) (Title) (Signature)

The below listed employees attended this Safety Meeting:

_____	_____
(Print Name)	(Signature)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____