

The Safety and Health Policy/Plan for HFH

(Designed for Construction Safety)

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Reviewed and Revised

Date:	Signature:
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HFH Management Safety Policy

The management of this organization is committed to providing employees & volunteers with a safe and healthful workplace. It is the policy of this organization that employees & volunteers report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees & volunteers must report all accidents, injuries, and unsafe conditions to their house leader.

Employees & volunteers 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 positive reinforcement of correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Disciplinary action will take the form of:

- Verbal and or Written warning or,
- Written warning and removal from worksite or,
- Termination of employment or volunteer status.

Management reserves the right to terminate the employment of any employee at any time for violation of company policies.

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.

This policy statement serves to express this company's commitment to and involvement in providing our employees & volunteers 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 & volunteers as a condition of continued employment and or ability to maintain a positive volunteer status.

Margaret Kato

Signature of Executive Director/President

June 21, 2016

Date

HFH Safety Plan

Responsibilities

Senior Managers / Managers

- Ensure that safety is adequately budgeted for the job, etc.
- Communicate safe work practices regularly.
- Attend departmental and company-wide safety meetings.
- Formally recognize outstanding safety performance by any/all workers.
- Assist the House Leader / Construction Manager 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.

House Leaders / Construction Managers

- Ensure orientation is given to new employees / volunteers, or is followed up at the work level.
- Ensure workers are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally conduct--or designate a qualified personnel 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 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 / Volunteers

- 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 Crew Leader / House Leader / Construction Manager.
- Must immediately report all unsafe equipment or tools to their Crew Leader / House Leader / Construction 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 Crew Leader / House Leader / Construction Manager.

WORKSITE ANALYSIS

- All work areas and job sites 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 House Leader / Construction Manager or his/her qualified and designated

Safety person. 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.
- If approached by workers who appear to have a true concern regarding a safety or health issue, Crew Leader / House Leader / Construction Manager 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 House Leader / Construction Manager 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.
- Necessary forms are located at the end of the manual.

HAZARD PREVENTION AND CONTROL

- If feasible, engineering controls will be used first, rather than immediately providing personal protection equipment (PPE).
- Safe work practices will be developed and workers will be trained on using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses.
- PPE will be provided as necessary, and its use enforced by Crew Leader / House Leader / Construction Manager.
- If feasible, administrative controls, such as reducing the duration of exposure can be implemented.
- Equipment, tools, machines, trucks, vehicles, 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 in making all workers aware of the procedures in the event of an emergency such as fire or bad weather.

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 medical assistance cannot arrive within a few minutes, there will be a designated certified first aid (and possibly CPR) trained person who can assist in first aid emergency cases. Employees and or volunteers 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 House Leader 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. House Leaders need to investigate incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees and or volunteers or 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 causes.
- 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 designated management personnel 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 / volunteer 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?
- Necessary forms are located at the end of the manual.

RECORD KEEPING PROCEDURES

The company will control and maintain all employee / volunteer 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. 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

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins before you actually report to the work site. Each employee & volunteer should have access to a copy of the written safety program for review and future reference. House Leaders / Construction Managers should question workers and should answer their questions to ensure knowledge and understanding of safe work practices, policies, and job-specific procedures. All Managers are responsible to inform all workers that compliance with the safe work practices is required.

Job-Specific Training

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

Periodic Retraining of Employees / Volunteers

All employees & volunteers 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 & volunteers will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, or when a Crew Leader / House Leader / Construction Manager observes employees and or volunteers displaying unsafe acts, practices, or behaviors.

Chainsaw Safety

- Wear safety goggles, gloves, hearing protection, a hard hat, chaps and safety shoes while operating a chain saw.
- When transporting a chain saw in a vehicle, keep the chain and the bar covered with a guard and secure the saw by tying it down with rope to prevent fuel spillage and damage.
- When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body, and position the guide bar to the rear.
- Do not remove the chain brake or alter handles, chain brake, chain or cover.
- Always start a chain saw with a 10-inch or larger bar on the ground. Engage the chain brake, place one foot through the bottom handle, hold the top handle and pull starter rope.

- Do not place a chain saw on your knee when starting it.
- Always use both hands to maintain control of the chain saw.
- When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.
- Do not operate a chain saw above your shoulder height.
- Keep the nose of the bar clear of other nearby objects during cutting to prevent kickback.
- Do not set a saw down while the blade is engaged.
- Stop the engine and turn the switch to “Off” when the chain saw is to be left unattended.
- Tag damaged chain saws “Out of Service” to prevent accidental use.
- Do not pour fuel into the tank of a running engine of a chain saw.
- Do not smoke while servicing, using, or refueling a chain saw.
- Keep your body parts and clothing away from the running engine and the cutting blade.
- Allow the engine to cool before performing maintenance or before fueling.
- Stop the engine and disconnect the spark-plug wire before cleaning, inspecting, adjusting, or repairing anything driven by the engine.

Crane Truck / Boom Truck / Conveyor Truck

- Only trained and employer-authorized personnel are permitted to operate the crane truck or boom / conveyor.
- Park on firm level surface, place the vehicle in neutral and apply the emergency brake.
- If the truck is equipped with an audible back-up warning device, engage the alarm before backing into a location.
- If the truck is equipped with mechanical, hydraulic, or pneumatic jacks, outriggers, engage such, prior to engaging the swing conveyor.
- Do not engage the swing conveyor if there are overhead obstructions in the way. Allow sufficient distance for wind gust that would cause the conveyor to contact power lines.
- Never climb the conveyor to gain access to the roof, use a ladder.
- Do not load supplies onto a roof if there are unguarded openings such as skylights.
- Keep clear of power lines by 15 feet or more. If this is not possible have the power company provider de-energize the lines and visibly ground them. If this is not possible, have the power company wrap the live lines with insulation blanks for a safe distance of 15 feet or more from worker exposure & equipment.
- Lift the load from the center or throat of the hook, and test your load for balance, do not exceed 1 – 2 feet during testing.
- Have a written “lift plan” in place before lifting begins; i.e. max load weights, sling selections & limits of slings, operator inspection sheets, distance to power lines noted, are tag lines necessary, designated rigger & lift person, etc.
- Install a safety barricade around the lifting equipment & material lift area that will clearly keep unauthorized workers out of the lift area.
- NEVER lift materials over any person (public or private).

Cranes – Ground Crew

- Only a “certified rigger” shall perform rigging operations.
- Do not touch the truck when the crane is in operation or is near energized lines.
- Stay outside the barricades of the posted swing radius.
- Wear high visibility vests before working as a signalman and use the standardized hand signals as suggested by Federal OSHA or Crane Association. Only one person will be designated to give hand signals to the truck operator.
- Use tag lines to control the load when materials are hoisted.

- Do not place your hands between the sling and the load when the sling is being tightened around the load.
- Wear proper gloves (normally leather) when handling rough, sharp-edged or abrasive material such as chains, cables, ropes or slings.

Chains, Slings & Rope (synthetic, natural, or wire)

- Do not shorten slings or chains by using makeshift devices such as bolts or knots.
- Protect slings from the sharp edges of their loads by placing pads over the sharp edges that are being loaded.
- Inspect rigging hardware daily for kinks, frays, cracks, cuts, punctures, broken stitching, etc. If damaged or worn, take out of service and tag “do not use”.
- Do not use hooks unless safety latches are installed and operational.
- Lifting manufactures tag must be attached to rope. Do not exceed the lifting limits as posted on the manufacture tag.
- Never shock-load any lifting hardware.
- Follow manufactures rigging inspection procedures.
- Remove wire rope from service when any of the following
- conditions exist:
 - Twelve broken wires in 1 lay of the hoist cable.
 - Four broken wires in a strand in 1 lay of the hoist cable.
 - Ten broken wires in a strand in 1 lay of a cable sling.
 - When “bird caging” is present.
 - When excess corrosion is present on the cable.

Chemical Storage (flammable / combustible)

- Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom or cabinet(s).
- Do not smoke while handling chemicals labeled “Flammable.”
- Do not store chemicals labeled “Flammable” near sources of ignition such as space heaters and sparking tools.
- Do not handle or load any containers of chemicals if the containers are cracked or leaking.
- Do not store chemicals labeled “Flammable” near sources of ignition such as space heaters and sparking tools.
- Store liquid containers labeled “Flammable” only in cabinets, rooms or buildings labeled “Flammable Storage.”
- Do not store these products near exits, exit paths including stairways.

Handling Chemicals

- Do not use gasoline for cleaning parts.
- Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
- Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eyewear, when using chemicals labeled “Flammable,” “Corrosive,” “Caustic” or “Poisonous.”
- Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible damage.

- Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand-washing motion. Always wash your hands after removing the gloves.
- Do not drag containers labeled “Flammable.”
- Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
- Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled *Flammable, Corrosive, Caustic* or *Poisonous*.
- Before pouring, dispensing or transferring any liquid from a bulk container labeled “Flammable,” observe the following safety procedure:
 - Only use red color-coded metal containers for transferring the liquid.
 - Electrically ground and bond the containers as follows:
 - A. you must make contact between the two surfaces (fuel can / fuel tank). This contact between the two surfaces is known as “bonding” which will eliminate static charge build-up as the pouring process continues. Or...
 - a. Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground-driven steel stake.
 - b. Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - c. You are now ready to dispense the liquid from the bulk container into the open receiving container.
 - d. Upon completion, replace the lid on the receiving container and remove the bonding wire.
- Do not perform “hot work,” such as welding, metal grinding or other spark-producing operations, within 50 feet of containers labeled “Flammable” or “Combustible.”
- Do not use chemicals from unlabeled containers and unmarked cylinders.
- Do not smoke while handling chemicals labeled “Flammable.”
- Do not use flammable liquids such as gasoline, acetone or paint thinner for cleaning floors.
- Use only metal receptacles labeled “Oily Rags Only” for disposal of oily rags including linseed oils.

Pesticide and Fertilizer Spraying

- Do not handle or spray pesticides if you have open cuts or scratches on exposed skin surfaces on your arms or hands.
- Visually inspect the area to be sprayed for trip hazards, low branches, and clotheslines before beginning the job. Avoid these hazards as you spray.
- Keep containers labeled “Pesticides” tightly closed when you have finished using them.
- Do not transfer pesticides or fertilizers into an unmarked or unlabeled container.
- Do not transport a pesticide container in the cab of a service vehicle.
- Always spray downwind; do not stand downwind when others are spraying.
- Do not smoke or carry smoking materials while handling or spraying from containers labeled “Pesticide” or “Fertilizer.”
- Wash pesticide-contaminated clothes separately from other clothing.
- Carry fresh water and soap in the service vehicle when you are going to a pesticide or fertilizer-spraying job.

- Remove work clothes immediately whenever clothing becomes soaked or wet with liquids from containers labeled “pesticide.”
- Walk through areas to be sprayed before spraying, and remove or “flag” low branches and clotheslines before spraying. Stand clear of these trip hazards as you spray.
- Do not use empty or washed containers labeled “Pesticide” as eating or drinking containers.
- At the end of the workday, spray operators must remove their work clothes and take a shower in the employee locker room before going home.
- Refill the containers labeled “Hand wash,” “Soap Cleanser” and “Drinking Water” that are on the service vehicles before going to a pesticide or fertilizer-spraying job.
- Do not drink from the “Hand wash” container; do not wash hands from the “Drinking Water” container.

Chisels

- Use a chisel that has been sharpened; do not use a chisel that has a dull cutting edge.
- Hold a chisel by using a tool holder if possible.
- Clamp small work pieces in the vise and chip toward the stationary jaw when you are working with a chisel.

Chop Saw

- Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
- Allow the saw to return to its stored position before removing the cut material from the table.
- Lay the material squarely and solidly down before sawing it.
- Use a clamp to secure cylindrical materials to the saw “table” before cutting it.

Circular Saws

- Disconnect the plug from the power supply when the circular saw is not being used, before changing blades, when making cutting depth or bevel adjustments, or when inspecting or cleaning the saw.
- Do not use the circular saw if the lower guard does not close briskly and completely cover the saw blade.
- Do not wedge or tie the retractable guard of the circular saw “open.”
- When pocket cutting, raise the retractable guard of the circular saw by pulling the retracting lever.
- Finger-tighten the depth and bevel adjustments before using the circular saw.
- Do not use a washer or bolt to adjust the arbor size of the blade of the circular saw.
- Grip the circular saw only by its handles when operating or transporting the saw.
- Only trained workers are allowed to use any type of power saw.
- Use appropriate Person Protective Equipment (PPE) i.e. proper gloves, eyewear, etc.

Hacksaws

- When cutting sheet metal, use strong steady strokes directed away from your body.
- Use the entire length of the blade in each stroke.
- Use appropriate Personal Protective Equipment (PPE) i.e. proper gloves, eyewear, etc.

Hand Saws (ripsaw)

- When starting a cut:

- a. Hold the rip saw at a 60-degree angle with the board; hold the crosscut saw at a 40-degree angle.
 - b. Place your fingers to the left of the cut mark with your thumb upright and pressing against the blade.
 - c. Pull upward until the blade bites.
- Once the work is started with a partial cut, remove your fingers and thumb from the saw blade, then set the saw to your desired angle.
 - Keep control of the saw by releasing downward pressure at the end of the stroke.
 - Do not use an adjustable blade saw such as a hacksaw, coping saw or keyhole saw if the blade is not taut.
 - Do not use a saw that has a dull saw blade.
 - Do not carry a saw by the blade.
 - Use appropriate Personal Protective Equipment (PPE) i.e. proper gloves, eyewear, etc.

Power Saws (basic info for all types)

- Wear safety goggles, a dust mask and hearing protection when operating a power saw.
- Do not wear loose clothing or jewelry.
- Always disconnect the power source before performing any work or adjustments to the saw and or blade.
- Never remove or alter the saw guard. Verify that the guard is working properly before beginning your work.
- Clean any residue from the blade or cutting head before making a new cut with the power saw.
- Do not use a power saw that has cracked, broken or loose guards, or other visible damage.
- Remove all nails from the stock before using the power saw to cut the stock.
- Do not make measurements to the stock while the power saw is running. Make the measurements before turning the power switch to the “On” position.
- Keep your hands away from the exposed blade.
- Never let your hand, finger or thumb cross the cutting line.
- When using the power saw, do not hold the work piece against your body when making the cut.
- Operate the saw at full cutting speed.
- Do not alter the anti-kickback device or blade guard.
- Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
- When using the power saw, do not reach across the cutting operation.
- Cut away from your body and below your shoulder level when using a power saw.
- Use the pusher stick to guide materials through the power saw when cutting short stock.
- Turn the power switch of the saw to the “Off” position and allow the blade to stop before attempting to pull out an incomplete cut.
- Do not feed the material faster than the power saw can cut it.

Table Saws (see: Power Saws above)

- Always disconnect the power source before performing any work or adjustments to the saw and or blade.
- Set the saw blade high enough to cut the stock and no higher.
- Do not use the table saw to cut long work pieces unless a coworker is standing at the output end of the table saw to catch long work pieces as they leave the saw.
- Do not use a table saw blade or cutting head that has missing teeth or is cracked.
- Keep your hand out of the line of the cut when feeding the work piece into the table saw.

- Use the push stick to guide the stock when there is not enough room for hand movement between the rip fence and the table saw blade.
- Use anti-kickback “dog fingers” when a work piece is being ripped.
- Use the spreader when ripping to prevent the wood from immediately coming back together and binding the blade.
- Position the spreader directly in line with the blade.

Masonry Saw Safety (see: Power Saws above)

- Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating masonry saws to cut brick, block or stone.
- Turn off the saw before making measurements, adjustments or repairs.
- Keep hands away from the exposed blade.
- Operate the saw at full cutting speed with a sharp blade to prevent kickbacks.
- If the saw becomes jammed, turn off the power before pulling out the incomplete cut.
- Do not alter the blade guard.

Masons

- Wear your goggles, safety glasses, or face shields when chipping or cutting concrete blocks.
- Wear safety shoes when working on concrete blocks.
- When cleaning concrete blocks with acid, wear the plastic suit, your protective gloves, eye protection, rubber boots and the respirator issued to you.
- Do Not cause a dust problem of other workers in the area. If necessary move your work downwind for others.
- Use an appropriate respirator mask for the working conditions. i.e. N 85 – N 95, etc. Also see the Respirator Section of this manual before using such a mask.

Mixer Operators

- Use an appropriate respirator mask for the working conditions. i.e. N 85 – N 95, etc. Also see the Respirator Section of this manual before using such a mask.
- Do Not cause a dust problem of other workers in the area. If necessary move your work downwind for others.
- Use proper Personal Protective Equipment (PPE) i.e. gloves, eyewear, mask, etc.
- Keep hands out of a running mixer. If it is necessary to remove paper from inside the mixer, turn off the mixer first.
- If the mixer needs to be cleaned, first turn it off completely from its power supply. Gas engines off / electrical supply is unplugged. If you are using a large mixer, then you need to follow a lock-out / tag-out procedure so that no person could accidentally start the mixer while your head or upper body is reaching inside the mixer.

Drills

- Always disconnect the power before installing a drill bit.
- Always use appropriate Personal Protective Equipment (PPE) i.e. mask when drilling concrete products, eyewear, etc.
- Do not use dull, cracked or bent drill bits.
- Physically check the security of the drill bit or cutting tool within the chuck prior to operation.

- Keep your hands away from rotating parts.
- Do not wear loose clothing or jewelry.
- If you can use the “leverage handle” while using the drill, then do so. Do not remove the leverage handle except in tight places.

Electrical Cords

- Use only 3-wire type cords that are rated “heavy duty”.
- All cords must be 14 AWG or greater in size (preferably 12 AWG).
- Do not use cords that have splices, exposed wires or cracked, frayed ends or bad strain relief on either end of the plug caps.
- Do not remove the ground prong from electrical cords. Ground pin must be continuously connected and in good working condition.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Do not plug multiple electrical cords into a single outlet.
- Use approved 3-ways power splitters only when necessary.
- Keep cords out of water, and out of direct walkways.
- Do Not suspend cords by any form of metal, i.e. nails, wire, etc.
- ALL cords must be used on a Ground Fault Circuit Interrupter (GFCI). Either on a GFCI circuit breaker, external GFCI or GFCI receptacle.
- Keep cords protected from pinch points i.e. doorways, windows, driveways, etc. use blocking to protect the cords from pinch points.

Electrical Powered Tools (general safety)

- Do not use power equipment or tools on which you have not been trained.
- Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons and presses.
- Do not use cords that have splices, exposed wires, or cracked, frayed ends or bad strain reliefs.
- Do not carry plugged-in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the power switch of the tool to “Off” before plugging or unplugging it.
- Do not leave tools that are “On” unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled “Flammable” nor in an explosive atmosphere such as a paint spray finishing areas.
- Turn the power switch of electrical tools to “Off” and then unplug from the outlet before attempting repairs or service work. Tag the tool “Out of Service.”
- Do not use extension cords or other three pronged power cords that have a missing prong. NOTE: some tools are considered “double insulated” and do not contain a ground pin. Look on the UL Label for the word double insulated or look for a Square with a capital D which stands for double insulated.
- Do not remove the ground prong from electrical cords.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Do not plug multiple electrical cords into a single outlet.
- Do not run extension cords through doorways, through holes in ceilings, walls or floors.
- Do not drive over, drag, step on or place objects on a cord.
- Do not stand in water or on wet surfaces when operating power hand tools, or portable electrical appliances.

- Do not use a power hand tool to cut wet or water-soaked building materials or to repair pipe leaks.
- Do not use a power hand tool while wearing wet gloves of any type.
- Never operate electrical equipment proper footwear. Wear rubber-soled or insulated work boots are required.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
- Never use a power tool in wet locations.
- Do not use an electrical tool if its housing is cracked.
- Do not use electrical tools while working from a metal ladder unless the ladder has rubber feet.
- Turn the tool off before plugging or unplugging it.
- Do not leave tools unattended that are “On.”

Excavation and Trenching Safety

- Before excavating or digging a trench, determine where underground installations, such as sewer lines, electrical lines, gas lines, communications, etc. are and the exact location(s) are clearly marked.
- Do not start work until barricades, barrier logs, or warning signs have been installed to isolate and alert others of the possible hazard.
- Do not walk under platforms that bridge a trench.
- Do not enter a trench unless you have been given permission by the competent person. Seek out and identify the designated “Competent Person” for the excavation site.
- Trenches 4 feet or greater, use ladders, structural ramps, or stairways as means of access or egress, do not climb the shoring structure. Egress must be provided & not to exceed 25 feet horizontally.
- Do not climb a ladder unless it extends at least three 3 feet or three rungs beyond the edge of the trench.
- Never enter a trench that contains standing water or a muddy floor. This must be dried out before work continues and the competent person has determined it as safe.
- Trenches greater than 5 feet must be properly protected by; slope, benching, or shielding / shoring. NOTE: the competent person may decide to provide protection less than 5 foot.

General Job Site Rules

- Do not walk under partially demolished walls or floors.
- Stop working outdoors and seek shelter during lightning storms.
- Drink plenty of clear liquids during your breaks.
- Do not use a metal ladder within 20 feet of electrical power lines.
- Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
- Do not stand on sinks, buckets or cabinets; use a step ladder.
- Stand clear of floor openings if guardrails or covers are removed or displaced.
- Seek first aid immediately if bitten or stung by wasps or insects.
- Report all injuries to your house leader, no matter how small of an injury. Report illnesses too.
- Use sunscreen when possible to prevent sunburn.
- When crossing vehicle pathways or passing through loading areas, keep clear of all moving forklifts, trucks, cars or jobsite equipment.

- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
- Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
- Do not block your view by carrying large or bulky items; get assistance from a co-worker.
- Obey all posted safety and danger signs.
- Watch your step at all times.
- Use good housekeeping skills to help prevent trip hazards.
- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
- Follow all other rules that are specific in nature that are located within this document.

Hammers

- Use a claw hammer for pulling nails.
- Use safety glasses.
- Do not strike nails or other objects with the cheek of the hammer.
- Do not strike one hammer against another hammer.
- Do not use a hammer if your hands are oily, greasy or wet.
- Do not use a hammer as a wedge or a pry bar.
- Do not use a hammer if the handle becomes damaged or cracked.

Hand Tool Safety

- Carry all sharp tools in a sheath or holster.
- Tag worn, damaged or defective tools “Out of Service” and do not use them. Remove them from the area too.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- Do not use impact tools such as chisels, punches or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- When using knives, shears or other cutting tools, cut in a direction away from your body.
- Do not chop at heights above your head when you are working with a hand axe.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or your pocket is sheathed.
- Do not perform “make-shift” repairs to tools.
- Minimize carrying tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.
- Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
- Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

Files/Rasps

- Do not use a file as a pry bar, hammer, screwdriver or chisel.
- Only use a file or rasp that is properly secured in to a handle designed for the tool.
- When using a file or rasp, grasp the handle in one hand and the toe of the file in the other.
- Do not hammer on a file.

Screwdrivers

- Always match the size and type of screwdriver blade to fit the head of the screw.
- Do not hold the work piece against your body while using a screwdriver.
- Do not put your fingers near the blade of the screwdriver when tightening a screw.
- Do not force a screwdriver by using a hammer or pliers on it.
- Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
- Use a screwdriver that has an insulated handle for electrical work.
- Use a drill, nail, or an awl to make a starting hole for screws.
- Do not carry a screwdriver in your pocket.
- Do not use a screwdriver if your hands are wet, oily or greasy.
- When using the spiral ratchet screwdriver, push down firmly and slowly.

Wrenches

- Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.
- Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
- When using an adjustable wrench, turn the wrench so that the fixed jaw, not the adjustable jaw, provides positive pressure in the item to be turned.
- Do not slip a pipe over a single-head wrench handle for increased leverage.
- Size the adjustable wrench to fit the nut before turning.
- Use a split box wrench on flare nuts.
- Do not use a wrench with broken or battered points.

Pliers

- Do not use pliers as a wrench or a hammer.
- Do not slip a pipe over the handles of pliers to increase leverage.
- Use pliers with an insulated handle for electrical work.
- Do not use pliers that are cracked, broken or sprung.
- When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Vises

- When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse or box.
- Position the work piece in the vise so that the entire face of the jaw supports the work piece.
- Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
- Do not slip a pipe over the handle of a vise to gain extra leverage.

Grinders

- Do not use grinding wheels that have chips, cracks or grooves.
- Do not use the grinding wheel if it wobbles. Tag it “Out of Service.”
- Do not try to stop the wheel with your hand, even if you are wearing gloves.
- Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ringing sound, do not use the wheel.
- Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.
- Do not grind on the side of an abrasive wheel labeled “Type 1.”

- Do not clamp a portable grinder in a vise to use it as a bench grinder.
- Use the grinder with the guard in place. Only remove the guard if the job or type of stone requires guard removal, i.e. flat grinding with a diamond grinder on a flat surface.
- Use the leverage handle when using a grinder, unless the work area is too tight to operate the grinder.
- Always use proper Personal Protective Equipment (PPE) such as gloves, eyewear, faceshield, respirator or dust mask, long sleeves, hearing protection, etc.

Hearing Protection

- Wear hearing protectors in work area's posted "Hearing Protection Required" or when your house leader says that you should use it.
- Store hearing protectors in a clean and sanitary location and or case.

Heat Exhaustion/Sun Exposure

- Keep your skin covered to avoid dehydration and sunburn.
- Drink plenty of clear liquids during your breaks.
- Take breaks in shaded areas.
- Use sunscreen when possible.
- Go to your house leader and request medical help if you feel sick, dizzy, etc.

General Housekeeping

- Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you use when cleaning.
- bucket.
- When cleaning floors, wet only a small area of the floor at one time and dry mop it before cleaning another section.
- Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
- Do not use flammable liquids such as gasoline, acetone or paint thinner for cleaning.
- Do not place material such as boxes or trash in walkways and passageways. Do not store or leave items on stairways. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers.
- Follow this procedure before picking up any trash bags: Grab the top of the bag above the tie-off with two hands and hold the bag away from your body. Sharp objects could poke through the bag and injure you.
- Return tools to their storage places after use.
- Dispose of oily rags in the container labeled "Oily Rags Only." Use only metal receptacles labeled "Oily Rags Only" for disposal of oily shop-rags. Keep the lid tightly closed to prevent a fire from occurring.
- Store liquid containers labeled "Flammable" only in cabinets or areas marked "Flammable Storage."
- Also see Flammable / Combustible Storage section located within the document.

Knives/Sharp Instruments

- When handling knife blades and other cutting tools, direct sharp points and edges away from you.
- Cut in the direction away from your body when using knives.
- Store knives in knife blocks or in sheaths after using them.
- Use the knife that has been sharpened; do not use a knife that has a dull blade.
- Do not use honing steels that do not have disc guards.

- Do not attempt to catch a falling knife.
- When opening cartons use the safety box cutters. Do not cut with the blade extended beyond the guard.
- Do not use knives that have broken or loose handles.
- Do not use knives as screwdrivers, pry bars, can openers or ice picks.
- Do not pick up knives by their blades.
- Carry knives with their tips pointed toward the floor.
- Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.

Ladder Usage (Stepladder / Extension Ladder)

- Do not use ladders that have loose rungs, cracked or split rails, missing rubber pads, or are otherwise visibly damaged.
- Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- Do not place ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from ladder. Lock the doorway that you are blocking and post the sign “Detour.”
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
- Do not stand on the top two rungs of a stepladder.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
- Do not stand on a ladder that wobbles, or leans to the left or right.
- When using an extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing when exiting from the ladder to an upper level.
- Secure the ladder in place by tying it off.
- Do not place ladders on boxes, concrete blocks, steps, or other unstable bases.
- Do not try to “walk” a ladder by rocking it. Climb down the ladder, and then move it.
- Do not move a ladder while someone is on top of the ladder.
- Stepladders must be fully open, with spreader bars locked in place before use.
- All ladders must be placed on solid, level surface before use.
- Swivel feet on the extension ladder must have good rubber pads placed on hard solid surfaces, but the spikes of the swivel feet should be used on soil or gravel surfaces.
- Tie off the base of an extension ladder if the base could slide if the surface is slippery.
- Never sit on the top of a stepladder.
- Never allow anyone to climb on the brace side of a stepladder.
- Always inspect a ladder for damage before use. If found defective, then tag the ladder “do not use” and remove it from the work area.
- Never use an aluminum ladder within 20 feet of power lines.
- Workers that perform electrical work are not allowed to use aluminum ladders.
- Anyone using electrical power tools should not be allowed to use aluminum ladders.
- Never exceed the weight limit of a ladder. Type 3 ladders are not allowed on site. See the side labels for rating information.

Lifting Procedures

- Plan the move before lifting; remove obstructions from your chosen pathway.

- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object with your hands and fingers. Use handles when present.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects with sharp corners or jagged edges.
- Hold objects as close to your body as possible.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Painters

- When mixing paint and thinner, wear your face shield and eyewear – both are required.
- Wear your face shield, eyewear and safety gloves when using airless spray guns.
- Wear your protective clothing, read and follow the MSDS sheet for the paint that you are using, as well as read and follow the label on the paint can, before mixing any paint.
- When applying epoxy paint, wear the respirator issued to you.
- Always wash your hands with soap and water after using paints. Do not use mineral spirits, paint thinner, acetone or any other toxic solvents to remove paint from your skin.
- Store rags that have oil or paint on them in closed metal containers labeled “oily rags.”
- Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
- Do not store food or eat where spray painting is being performed.
- Close the lids of containers of paint and thinner tightly after each use or when not being used.
- Never use a pressurized sprayer without proper training.
- Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled “Flammable” or in an explosive atmosphere such as paint spray booths or rooms.
- Return containers of thinners, mineral spirits and other liquids labeled “Flammable” to the storage cabinet labeled “Flammable Storage”, when painting is finished.
- Do not point the spray gun toward any part of your body or at anyone else.

Pneumatic Tools (and air compressors)

- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Attach the pressure-reducing nozzle that is labeled “Reduces Pressure to 30 psi” to the air hose when using compressed air to clean.
- Wear safety goggles when using compressed air.

- Do not pass air-powered tools by the hose from one worker to another.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.
- Turn the tool to the “Off” position and let it come to a complete stop before leaving it unattended.
- Do not use compressed air for comfort cooling.
- Nail guns are only allowed for usage by properly trained workers. HFHI has a legal paper on Nail Gun Usage see My Habitat for details.
- Keep your hands well clear of the power nailer’s plunger head and the hammer.
- Do not use a steel hammer to strike the power nailer.
- Always wear your safety glasses when nailing.

Gas Generators

- Always follow the manufactures operating instructions.
- Some generators have a built Ground Fault Circuit Interrupter (GFCI) system. The user of the generator must determine if an additional ground rod must be installed. See manufactures book for details.
- Other generators do not provide GFCI systems and an external GFCI must be used. The user of the generator must determine if an additional ground rod must be installed. See manufactures book for details.
- Whichever system you are using, all GFCI’s must be tested before further use to see if they are working properly (trip and reset).
- Keep generators downwind to help eliminate Co poisoning or sickness.
- Keep generators away from flammable / combustible materials.
- Do not fuel a generator when it’s running or hot. Allow several minutes for cool down before refueling.
- When fueling a generator keep a 20B fire extinguisher nearby, not to exceed 50 feet.
- Keep generators away for open trenching as Co gas can accumulate within the trench and cause poisoning and or sickness.
- Do not place a hot generator into storage. Allow cool down time.
- NEVER use a generator in a closes location. All generators must be used outdoors and away from windows and doors, etc.
- Always point the exhaust away for openings and workers.

Removal of Walls and Floors

- First verify that the materials are asbestos & lead free.
- Verify electrical power is turned off and or disconnected. Test this before proceeding.
- Do not work under area where walls or floors are being removed unless a safety net is in place to catch falling objects.
- Begin demolition of walls and floors at the top of the structure and continue downward.
- Do not enter under an area where floor arches or walls are being removed.
- Do not start demolition on floor arches until at least 20 feet surrounding the floor area has been cleared of debris.
- Remove structural or load support members after the entire floor has been demolished and removed.
- Do not drop debris through floor openings unless the area below has been barricaded at least 6 feet out from all edges of the opening.
- Do not throw debris outside the barricaded area.
- Do not begin working on the next lower level of the structure until all debris has been removed from the level you are currently working on.

Restoration Job and Asbestos is Suspected

- Do not perform asbestos-removal operations, unless you have been trained, qualified and certified in asbestos removal procedures.
- Use the respirator that has been fit tested and assigned to you by your supervisor.
- Always assume materials used prior to 1976, such as plaster and blown insulation, contain asbestos.
- Do not use sanders or power devices that may create dust or airborne particles.
- Do not dry scrape, beadblast or mechanically pulverize any existing plaster or blown insulation.

Respiratory Protection

- Do not perform operations requiring respirators, unless you have been approved, fitted, and trained for the use of respirators in your affiliates respiratory protection program.
- Inspect respirators for cracked or worn parts before and after each use and after cleaning.
- Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
- Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
- Clean and sanitize respiratory equipment according to manufacturer recommendations after each use.
- Store respiratory equipment in a clean and sanitary location.
- Contact lenses wearing may become an issue when wearing a respirator.

Roofing Safety

- Only the workers that have been properly training in fall protection safety as it relates to their assigned working conditions will be allowed to perform roof work activities.
- A competent person will be assigned to oversee the roof work safety and its related requirements, i.e. Installation of fall protection equipment, overall surface strength for safe working, monitoring of workers safety, etc.
- Power line safety must be considered when power lines are active or live. Generally, if the voltage is 300 volts or less a worker can get within 3 feet of the line. If work requires a closer distance then the lines can be de-energized & grounded or covered with power line insulation blanks (see power company provider for help).
- Proper roof access must be overseen. Normally an extension ladder is used. If this is the case, make sure you follow safe ladder safety procedures. Remember, no aluminum ladders are not allowed near power lines.

Router

- Turn the router off and unplug it from the power source when changing the bit.
- Point the router away from yourself and others, and do a test run to make sure the bit is secure.
- Secure the material to be routed to a flat surface with clamps.
- Hold the router with both hands when cutting the material.
- Use proper Personal Protective Equipment (PPE), i.e. gloves, eyewear, hearing protection, etc.

Scaffolding

- A scaffold competent person must oversee the building and usage of all scaffolds.
- The competent person must perform daily inspections and re-inspect after bad weather conditions.
- Never use a scaffold that has ice or snow buildup on the decking.
- Follow the manufacturer's instructions when erecting the scaffold.

- Do not work on scaffolds outside during stormy or windy weather.
- Do not climb on scaffolds that wobble or lean to one side.
- Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged.
- Do not use any scaffold tagged “Out of Service.”
- Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
- Do not work on platforms or scaffolds unless they are fully planked.
- Do not use a scaffold unless guardrails and all flooring are in place.
- Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
- Do not walk or work beneath a scaffold unless a screen mesh has been installed between the midrail and the toeboard or planking.
- Do not climb the cross braces for access to the scaffold. Use the ladder.
- Do not jump from, to, or between scaffolding.
- Keep both feet on the decking. Do not sit or climb on the guardrails.
- Do not lean out from the scaffold. Do not rock the scaffold.
- Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
- Do not throw anything “overboard” unless a spotter is available.
- The first step on a scaffold cannot exceed 24”.

Mobile Scaffolds (wheels installed)

- Remove all loose materials from the scaffold before moving it.
- Do not move a mobile scaffold with anyone on the scaffold.
- Get assistance to move the scaffold.
- Chock the wheels of the rolling scaffold, using the wheel blocks, and lock the wheels by using your foot to depress the wheel lock, before using the scaffold.
- Mobile scaffolds must be protected from falling into a hole or drop off an edge.

Stairways, Floors and Openings

- Do not work on open-sided floors, elevated walkways or elevated platforms if there are no guardrails in place when a fall of 6 foot is present.
- Stand clear of floor openings if guardrails or covers are removed or displaced.
- Openings must be covered when not necessary to be open. Openings or holes are anything 2” x 2”. Items of that size could fall to the lower level so protection is required.
- Covers must be able to withstand 2 x’s the maximum load that could be applied upon it.
- Covers must be secured from accidental movement including uplift from wind (screws, nails, or cleats).
- Covers must have the word “hole / cover” painted on it. when a cover is too small for wording, the cover must be painted with highly visible paint.
- Stairway opening must have a guardrail system installed around all sides, including the passage opening. This passage opening can be designed with a 90 degree offset or have a self-closing spring gate.
- Stairways may need to have toe-boards installed on sides to where materials could be accidently kicked to a lower level.
- All floor must be maintained free of materials that could create a trip hazard. Good housekeeping is important.
- All stairways must be built within ¼” of uniformity on riser height. Including temporary steps.
- When you have 4 steps or a height of 30” a railing system must be installed.

- Stairways leading to a second floor must contain a temporary handrail installed between 36” – 37” when measured vertically from front edge of tread.
- Temporary handrails must have 3” of clearance from wall.
- Handrails must be free of defects that could cause injury to hand or snag clothing.

Trailer Safety

- Only trained and authorized employees may pull a trailer.
- Read and follow the manufacturer’s speed recommendations.
- Inspect tire pressure and bearings prior to pulling a trailer.
- Secure tie downs by hooking them to each side of the trailer and tightening the strap as necessary on open trailers.
- Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before connecting the trailer.
- Secure equipment to vehicle with chains or straps to eliminate or minimize load shifting.
- No one is permitted to ride in the trailer.
- Take slow, wide turns when towing trailers.
- Do not exceed the load capacity as posted on the trailer door of the trailer.
- Do not place all the heavy equipment on one side of the trailer.
- Use ramps to load and unload objects from the trailer.

Vehicle/Driving Safety

- Only employer-authorized personnel may operate any company vehicle.
- Do not operate a vehicle if you are ill or fatigued.
- Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other side effects.
- Shut all doors and fasten seat belt before moving the vehicle.
- Obey all traffic patterns and signs at all times.
- Do not drive on the road shoulder.
- Use side and rearview mirrors before making lane changes, turns and sudden stops.
- Turn the vehicle off before fueling.
- Do not smoke while fueling a vehicle.
- Wash hands with soap and water if you spill gasoline on your hands.
- Always stay in attendance when vehicle is being refueled.

Wheelbarrow

- Wear leather gloves when using a wheelbarrow.
- Do not use a wheelbarrow with a wobbly or loose wheel.
- Do not stand on a wheelbarrow or use it as a work platform.
- Do not transport anyone in a wheelbarrow.
- Do not push wheelbarrow with handles in an upright position.

Work Clothing and Personal Protective Equipment

- Wear the face shield over your goggles or safety glasses during open furnace, welding, soldering or gas cutting operations.
- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
- Wear the welding helmet or welding goggles during welding operations.
- Wear the dielectric gloves when working on electric current.

- Wear your earplugs or earmuffs in areas posted “Hearing Protection Required.”
- Safety goggles must be worn while welding or cutting metal.
- Do not wear long sleeve shirts that do not have button-down cuffs.
- Do not wear jewelry or coats with metal zippers to work.

EMERGENCY ACTION PLAN GCHFH

SCOPE

The following Emergency Action Plan applies to all situations where a particular OSHA Standard specifies that a plan be established.

ELEMENTS

A. Emergency Escape Procedures and Gathering Point.

Emergency escape procedures and gathering point assignments have been posted in the work area and all employees & volunteers have been trained by management in the correct procedures to follow. New employees & volunteers are trained when assigned to the work area.

B. Employee Accountability Procedures After Evacuations

Each job site House Leader is responsible for accounting for all their assigned employees & volunteers by the designated Crew Leader at a predetermined, designated gathering point for head count. Each assigned employee & volunteer will be accounted for by name. All Crew Leaders are required to report their head count (by name) to the House Leader. A summary of the evacuation gathering points and the Crew Leader and their assigned employees & volunteers who must report to the designated gathering point is attached. Cell phone numbers may need to be included on the daily sign-in sheet to help further locate a missing person during head count at the assigned gathering point.

C. Rescue and Medical Duties

Medical duties should be assigned to designated 1st Aid / CPR trained individuals. These individuals should receive special instructions to properly carry out these assignments. A list of individuals assigned and a summary of their training is attached for review. This trained individuals should step forward and identify themselves to the Crew Leaders after the completion of head counting and reporting process is completed.

D. Preferred Means of Reporting Fire and Emergencies

All company fires and emergencies will be reported by: Jeff Kato – Associate Director

Emergency and Fire Protection Coordinator

The Company's Emergency and Fire Protection Plan Coordinator: Jeff Kato, Associate Director

Telephone No.: 810-624-1546 -Cell

The Coordinator may be contacted for further information or explanation of the Company's Emergency and Fire Protection Plans.

E. Alarm System

Company employee alarm systems for notifying all employees in case of an emergency are: On active construction sites, most cases will be by verbal communications.

However, if a site is too large for everyone to be quickly notified then an air horn will be used to indicate an emergency.

- A non-stop blasting of the air horn will be used to indicate a fire and everyone will report to the "fire" gathering point.
- A 2 second blast, followed by a 1 second rest, repeated over & over will indicate severe weather. And everyone will report to the "weather shelter" gathering point.

F. Fire Protection and Prevention Assignments

Appropriate company personnel have been trained in proper fire extinguisher selection & usage. Fire prevention equipment must be routinely inspected and tested.

EMPLOYEE ACCOUNTABILITY FOLLOWING AN EMERGENCY EVACUATION

“Post for everyone to read”

Each HFH House Leader is responsible for accounting for each of his or her assigned employees & volunteers following an emergency evacuation. This will be accomplished by following the procedures shown below.

Employee Accountability

1. Gathering points have been established for all construction sites. These points are to be posted for everyone to see.
2. All work area Crew Leaders, employees and volunteers must report to their designated gathering point immediately following an evacuation.
3. Each employee & volunteer is responsible for reporting to his or her supervisor so an accurate headcount can be made. Crew Leader will check off all those reporting and report those not checked off as missing to the House Leader.
4. The House Leader will follow up with all Crew Leaders to ensure everyone is accounted for.
 - A. Primary Location: Tool Trailer
 - B. Secondary Location: GCHFH office
5. The House Leader will determine the method that will be utilized to locate missing personnel. Such a method could be calling the missing person on their cell phone. Cell phone numbers would be required to be listed during the morning signing process for each employee & volunteer.

EMERGENCY ESCAPE PRODECURES AND ESCAPE ROUTE ASSIGNMENT
“Post for everyone to read”

WORKAREA:

SKETCH:

Crew Leader, Employee & Volunteer Gathering Points

SPECIAL INSTRUCTIONS:

House Leader: _____

Signature: _____ Date: _____

EMPLOYEE ALARM SYSTEM REQUIREMENTS

REF: OSHA Standard 1910.165

Requirement	Reference	Meets the Requirement
	1910.165	
1. Provides warning for safe escape	(b)(1)	_____
2. Can be perceived by all employees	(b)(2)	_____
3. Alarm is distinctive and recognizable	(b)(3)	_____
4. Employees / volunteers properly trained	(b)(4)	_____
5. Emergency telephone numbers posted.	(b)(4)	_____
6. Emergency alarms have priority	(b)(4)	_____
7. Alarm procedures established.	(b)(5)	_____
8. All alarm components are approved.	(c)(1)	_____
9. Alarms restored promptly after testing.	(c)(2)	_____
10. Spare alarm devices available.	(c)(2)	_____
11. Alarm system maintained properly.	(d)(1)	_____
12. Effective alarm tests conducted every 2 months	(d)(2)	_____
13. Power supplies maintained and back-ups provided.	(d)(3)	_____
14. Supervised systems provide positive notification of any defect and are tested annually.	(d)(4)	_____
15. Alarms maintained properly by trained personnel.	(d)(5)	_____
16. All manually operated devices must not be obstructed and readily accessible.	(e)	_____

Note: The above requirements apply to all emergency employee alarms installed to meet a particular OSHA standard.

Exposure Control Plan HFH

POLICY

HFH is committed to providing a safe and healthful work environment for our entire staff & volunteers. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees & volunteers. This ECP includes:

- Determination of employee / volunteer exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees / volunteers and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

- [Construction Supervisor](#) is (are) responsible for the implementation of the ECP. [Construction Supervisor](#) will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: [101 Burton Street Flint MI 48503 810-766-9089](#)
- Those employees / volunteers who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- [Construction Supervisor](#) will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. [Construction Supervisor](#) will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: [101 Burton Street Flint, MI 48503 810-766-9089](#)
- [Construction Supervisor](#) will be responsible for ensuring that all medical actions required are performed and that appropriate employee / volunteer health and OSHA records are maintained. Contact location/phone number: [101 Burton Street Flint MI 48503 810-766-9089](#)

- Construction Supervisor will be responsible for training, documentation of training, and making the written ECP available to employees / volunteer, OSHA, and NIOSH representatives. Contact location/phone number: 101 Burton Street Flint MI 48503 810-766-9089

EMPLOYEE / VOLUNTEER EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which **all** employees / volunteers have occupational exposure:

<u>JOB TITLE</u>	<u>LOCATION</u>
<i>First Aid / CPR Provider</i>	<i>Active construction job site</i>
_____	_____
_____	_____

The following is a list of job classifications in which **some** employees / volunteers at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

<u>JOB TITLE</u>	<u>LOCATION</u>	<u>TASK/PROCEDURE</u>
<i>1st Aid / CPR Provider</i>	<i>Active construction job site</i>	<i>Providing urgent care</i>
_____	_____	_____
_____	_____	_____

Part-time, temporary, contract and per diem employees are covered by the standard. How the provisions of the standard will be met for these employees / volunteers should be described in the ECP.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees / volunteers will utilize universal precautions.

Exposure Control Plan

Employees & volunteers covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees & volunteers have an opportunity to review this plan at any time during work or after work by contacting Construction Supervisor. If requested, we will provide an employee or volunteer with a copy of the ECP free of charge and within 15 days of the request.

Construction Supervisor is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee / volunteer positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

(For example: non-glass capillary tubes, SESIPs, needleless systems)

Sharps disposal containers are inspected and maintained or replaced by Construction Supervisor every 30 days or whenever necessary to prevent overfilling.

This facility identifies the need for changes in engineering control and work practices through *(Examples: Review of OSHA records, employee interviews, committee activities, etc.)*

We evaluate new procedures or new products regularly by research online.

Both front line workers and management officials are involved in this process

Construction Supervisor will ensure effective implementation of these recommendations.

Personal Protective Equipment (PPE)

PPE is provided to our employees & volunteers at no cost to them. Training is provided by Construction Supervisor in the use of the appropriate PPE for the tasks or procedures employees & volunteers will perform.

The types of PPE available to employees & volunteers are as follows: (Ex., gloves, eye protection, hardhats etc.)

PPE is located on the construction site and at 101 Burton Street Flint MI 48503 and may be obtained through construction supervisor

All employees & volunteers using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- Remove PPE after it becomes contaminated, and before leaving the work area.
- Used PPE may be disposed of in containers on site.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.

- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows: Wash with bleach or use antiseptic wipes.

Housekeeping

The Job Site will be cleaned and decontaminated according to the following schedule: (List area and schedule.)

Area	Schedule
_____	_____
_____	_____
_____	_____

(For example: all contaminated work surfaces will be decontaminate after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials.)

Decontamination will be accomplished by utilizing the following materials: (List the materials which will be utilized, such as bleach solutions or EPA registered germicides.)

Brand Name / Chemical Name	Location
_____	_____
_____	_____
_____	_____

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling **sharps disposal containers** is: (may refer to specific agency procedure by title or number and last date of review)

The procedure for handling **other regulated waste** is: (may refer to specific agency procedure by title or number and last date of review)

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leakproof on sides and bottoms, and labeled or color coded appropriately. Sharps disposal containers are available at _____ (must be easily accessible and as close as feasible to the immediate area where sharps are used).

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware which may be contaminated is picked up using mechanical means, such as a brush and dust pan.

Laundry

The following contaminated articles will be laundered by this company: none

Laundering will be performed by **N/A contaminated laundry will be disposed of in appropriate containers.**

The following laundering requirements must be met:

- handle contaminated laundry as little as possible, with minimal agitation
- place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use red bags or bags marked with biohazard symbol for this purpose.
- wear the following PPE when handling and/or sorting contaminated laundry: **gloves and eyewear.**

Labels

The following labeling method(s) is used in this facility:

EQUIPMENT TO BE LABELED

LABEL TYPE (size, color, etc.)

(e.g., specimens, contaminated laundry, etc.)

(red bag, biohazard label, etc.)

Construction Supervisor will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees & volunteers are to notify Construction Supervisor if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

HEPATITIS B VACCINATION

Construction Supervisor or Volunteer Coordinator will provide training to employees & volunteers on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees / volunteers identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee / volunteer has previously received the series, 2) antibody testing reveals that the employee / volunteer is immune, or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee / volunteer chooses to decline vaccination, the employee / volunteer must sign a declination form. Employees / volunteers who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at 101 Burton Street Flint MI 48503

Following the medical evaluation, a copy of the health care professional's Written Opinion will be obtained and provided to the employee / volunteer. It will be limited to whether the employee / volunteer requires the hepatitis vaccine, and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact GCHFH at 810-766-9089.

An immediately available confidential medical evaluation and follow-up will be conducted by Genesys Health Park. Following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).

- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's / volunteer's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee / volunteer is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's / volunteer's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee / volunteer does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee / volunteer elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

GCHFH ensures that health care professional(s) responsible for employee's / volunteer's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

GCHFH ensures that the health care professional evaluating an employee / volunteer after an exposure incident receives the following:

- a description of the employee's / volunteer's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee / volunteer medical records, including vaccination status

GCHFH provides the employee / volunteer with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

Construction Supervisor will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed

- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (*gloves, eye shields, etc.*)
- location of the incident (*O.R., E.R., patient room, etc.*)
- procedure being performed when the incident occurred
- employee's / volunteer's training

Construction Supervisor or Volunteer Coordinator will record all percutaneous injuries from contaminated sharps in the Sharps Injury Log. If it is determined that revisions need to be made, *Construction Supervisor or Volunteer Coordinator* will ensure that appropriate changes are made to this ECP. (*Changes may include an evaluation of safer devices, adding employees / volunteers to the exposure determination list, etc.*)

EMPLOYEE / VOLUNTEER TRAINING

All employees / volunteers who have occupational exposure to bloodborne pathogens receive training conducted by *Genesee County Red Cross*

All employees / volunteers who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee / volunteer following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at **101 Burton Street Flint MI 48503**

RECORDKEEPING

Training Records

Training records are completed for each employee / volunteer upon completion of training. These documents will be kept for at least **three years** at [101 Burton Street Flint MI 48503](#).

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee / volunteer training records are provided upon request to the employee / volunteer or the employee's / volunteer's authorized representative within 15 working days. Such requests should be addressed to [101 Burton Street Flint MI 48503](#)

Medical Records

Medical records are maintained for each employee / volunteer with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee / Volunteer Exposure and Medical Records."

(Name of Responsible person or department) is responsible for maintenance of the required medical records. These **confidential** records are kept at [101 Burton Street Flint, MI 48503](#) for at least the **duration of employment / volunteering plus 30 years**.

Employee / volunteer medical records are provided upon request of the employee / volunteer or to anyone having written consent of the employee / volunteer within 15 working days. Such requests should be sent to [101 Burton Street Flint MI 48503](#)

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by [Construction Supervisor](#).

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in the Sharps Injury Log. All incidences must include at least:

- the date of the injury
- the type and brand of the device involved
- the department or work area where the incident occurred
- an explanation of how the incident occurred.

This log is reviewed at least annually as part of the annual evaluation of the program and is maintained for at least five years following the end of the calendar year that they cover. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

Hepatitis B Vaccine Declination
(Mandatory)

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

Signed: _____
Employee name

Date: _____

HFH

HAZARD COMMUNICATION PROGRAM

I. General

The purpose of this instruction is to ensure that **Hfhi** is in compliance with the Occupational Safety and Health Administration's Hazard Communication Standard (HCS) 29 CFR 1910.1200.

Construction Supervisor is designated as the Hazard Communication Program Coordinator and as such acts as the representative of the Executive Director / President of **HFH**, who has overall responsibility.

In general, each employee & volunteer in the organization will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

II. List of Hazardous Chemicals

The Hazard Communication Coordinator will maintain a list of all hazardous chemicals used in the facility, and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility. The list of hazardous chemicals is maintained in the GCHFH office.

III. Material Safety Data Sheets (MSDS's)

The Hazard Communication Coordinator will maintain an MSDS on every substance listed on the hazardous chemical list in. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. The Hazard Communication Coordinator will ensure that all MSDS's are kept in the GCHFH office. All MSDS's will be readily available to all employees & volunteers.

The HazCom Coordinator is responsible for acquiring and updating MSDS's. The Coordinator will review each MSDS for accuracy and completeness. All new procurements for the facility must be cleared by the Hazard Communication Coordinator. Whenever possible, the least hazardous substance will be procured. MSDS's that meet the requirements of the HCS must be fully completed and received at the facility either prior to or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor. It may be necessary to discontinue procurements from vendors failing to provide approved MSDS's in a timely manner.

IV. Labels and Other Forms of Warning

Associate Director is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. **Associate Director** will refer to the corresponding MSDS to verify label information. Immediate use containers, small containers in which materials are poured for use on that shift by the employee drawing the material, do not require labeling. To meet the labeling requirements of HCS for other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by **Associate Director** prior to their use.

Associate Director will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up to date.

V. Training

Each employee or volunteer who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those chemicals. Additional training will be provided for employees and or volunteers whenever a new hazard is introduced into their work areas. Hazardous chemical training will be conducted by Associate Director or Construction Supervisor.

The training will emphasize these elements:

- A summary of the standard and this written program;
- Hazardous chemical properties including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- Hazardous chemical spill and leak procedures; and,
- Where MSDS's are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Hazard Communication Coordinator will monitor and maintain records of employee / volunteer training and advise the facility manager on training needs.

VI. Contractors and Other "Outside" Employers

The Hazard Communication Coordinator, upon notification from management, will advise outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises. Likewise, contractors and other outside employers will be required provide information to the Hazard Communication Coordinator regarding any hazardous materials they will introduce into our facilities. This information may be conveyed by providing MSDS's to the appropriate personnel.

VII. Non-Routine Tasks

All Managers contemplating a non-routine task will consult with the Hazard Communication Coordinator and ensure that employees & volunteers are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of Managers and the Hazard Communication Coordinator with affected employees / volunteers before such work is begun.

VIII. Additional Information

Further information on this written program, the Hazard Communication Standard, and applicable MSDS's is available by contacting the HFH Executive Director.

**Personal Protective Equipment (PPE)
For**

GCHFH

Written Hazard Assessment
for
Selecting Personal Protective Equipment

- Identifying and evaluating equipment and processes
- Reviewing injury/accident/incident records
- Reviewing previously selected PPE

Date of Evaluation: June 21, 2016

Workplace

Evaluated By: Jeff Kato

Evaluator Title: Associate Director

<u>HAZARD TYPE</u> [impact, penetration, chemical--(corrosive, reactive, toxic, irritant, flammable, etc), heat, harmful (or nuisance) dust, light / radiation, electrical, biohazard, noise, other]	<u>LOCATION/ SOURCES/ TASKS</u>	<u>ANALYSIS OF RISK</u> (Low/ Medium / High)		<u>PPE (REQUIRED)</u>	<u>PPE (OPTIONAL)</u>
		Level of Risk Injury	Seriousness of Potential		

Trainee Acknowledgement
of
Personal Protective Equipment Training

I, _____, have been trained in the company's personal protective equipment program. The protective equipment required in my work area has been explained and I am aware of the company's policy and requirement.

Trainee Signature

Date

Manager's Signature

Date



HFHI Residential Fall Protection Statement

Fall Protection in Residential Construction

This Statement provides information regarding recent developments relating to fall protection in residential construction. The United States Department of Labor's Occupational Safety and Health Administration (OSHA) has issued a new directive rescinding the Interim Fall Protection Compliance Guidelines for Residential Construction (STD 03-00-001).

Before the issuance of this new directive, employers engaged in certain residential construction activities were permitted to use specified alternative methods of fall protection (e.g., slide guards or safety monitor systems) rather than the conventional fall protection (guardrails, safety nets, or personal fall arrest systems) required by the residential construction fall protection standard (29 CFR 1926.501(b)(13)). Employers could use the alternative measures without first proving that the use of conventional fall protection was infeasible or created a greater hazard and without a written fall protection plan.

Under the new directive, all residential construction employers must comply with 29 CFR 1926.501(b)(13). This means that:

- Residential construction employers generally must ensure that employees working six feet or more above lower levels use guardrails, safety nets, or personal fall arrest systems. A personal fall arrest system may consist of a full body harness, a deceleration device, a lanyard, and an anchor point. (See the definition of "personal fall arrest system" in 29 CFR 1926.500).
 - Other fall protection measures may be used to the extent allowed under other provisions of 29 CFR 1926.501(b) addressing specific types of work. For example, 1926.501(b)(10) permits the use of warning lines and safety monitoring systems during the performance of roofing work on low-sloped roofs.
 - OSHA allows the use of an effective fall restraint system in lieu of a personal fall arrest system. To be effective, a fall restraint system must be rigged to prevent a worker from reaching a fall hazard and falling over the edge. A fall restraint system may consist of a full body harness or body

belt that is connected to an anchor point at the center of a roof by a lanyard of a length that will not allow a worker to physically reach the edge of the roof.

- If the employer can demonstrate that use of conventional fall protection methods is infeasible or creates a greater hazard, it must ensure that a qualified person:
 - Creates a written, site-specific fall protection plan in compliance with 29 CFR 1926.502(k); and
 - Documents, in that plan, the reasons why conventional fall protection systems are infeasible or why their use would create a greater hazard.

The new directive interprets "residential construction" as construction work that satisfies both of the following elements:

- The end-use of the structure being built must be as a home, i.e., a dwelling.
- The structure being built must be constructed using traditional wood frame construction materials and methods. The limited use of structural steel in a predominantly wood-framed home, such as a steel I-beam to help support wood framing, does not disqualify a structure from being considered residential construction.
 - Traditional wood frame construction materials and methods will be characterized by:
 - Framing materials: Wood (or equivalent cold-formed sheet metal stud) framing, not steel or concrete; wooden floor joists and roof structures.
 - Exterior wall structure: Wood (or equivalent cold-formed sheet metal stud) framing or masonry brick or block.
 - Methods: Traditional wood frame construction techniques.

The new residential fall protection guidelines will go into effect June 16, 2011.

Impact on Habitat for Humanity Affiliates

Fall protection has always been a critical component of safety planning for Habitat projects. This new OSHA directive reinforces the need for all affiliates to implement effective fall protection systems for areas where workers can fall 6 feet or more.

All affiliates are expected to comply with OSHA, including the fall protection requirements for workers engaged in construction activity. Affiliates should consider use of OSHA certified subcontractors to perform this work if OSHA compliance is deemed impracticable for affiliate employees or volunteers.

Although compliance with these requirements may seem challenging, it will go a long way toward ensuring the safety of Habitat for Humanity's most important resources—volunteers and staff. Implementing effective fall protection techniques will also help to

reduce accidents and insurance claims, which have caused substantial losses and increased insurance premiums for affiliates in recent years.

If you need assistance in developing or implementing fall protection or have any questions regarding the new OSHA directive, please contact the HFHI Construction Resources Department or the HFHI legal department.

Additional information and resources may be found at:

To see the actual OSHA Standard for full detail

- http://osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926#1926_Subpart_M

Various fall protection tips & topics from OSHA's website

- <http://osha.gov/doc/falls/preventingfalls.html>

OSHA News Release; Residential fall protection fatalities

- http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=NEWS_RELEASES&p_id=19005

PDF showing a few options of residential fall protection

- http://www.sbcindustry.com/images/publication_images/b11.pdf

“HUGS” safety railing system (HFH Affiliates can purchase at discount pricing – Call HFHI U.S. Safety Specialist for details)

- <http://www.hugsafety.com/>

Additional safety suppliers of fall protection equipment and more

- <http://peaksupplycompany.com/catalog/product.dT/1022>
- <http://www.fallsafetyusa.com/store/p/6450-ACRO-12070-Residential-Guardrail-System.html>
- <http://dbi-sala-safety.com/catalog/index.php?cPath=16&osCsid=c7bb51f442734f02b51d53772fbbd667>
- <http://www.nationalsafetyinc.com/9794/Anchors.html>
- <http://www.fallprotectionpros.com/equipment/guardrail-systems.html>

Installation Procedures for Roof Truss / Rafter Erection / Roof Sheathing

For greater detailed information and suggests please talk a few minutes to review the following two (2) links, the third (3rd) link is optional reading...

- **Fall Protection & Trusses -**
http://www.sbcindustry.com/projects/woodtruss/images/publication_images/b11.pdf
- **Wood Truss, Sheathing, Bracing Installation**
http://www.sbcindustry.com/projects/woodtruss/images/publication_images/b2.pdf
- Optional misc. reading of Truss information.
<http://www.mcvicker.com/twd/gwdi05/page011.htm>

Important Notice: Only qualified workers will perform any roof work activities.

The House Leader and or Construction Manager will determine if a worker has the necessary qualifications based upon OSHA's definition; 29 CFR 1926.32(l) *states: "Qualified" means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.*

Erection of Exterior Walls

During the construction and erection of exterior walls, HFH Management shall take the following steps to protect workers:

- Only the following trained workers will be allowed to erect exterior walls:
- A painted line six feet from the perimeter will be clearly marked prior to any wall erection activities to warn of the approaching unprotected edge;
- Materials for operations shall be conveniently staged to minimize fall hazards; and
- Workers constructing exterior walls shall complete as much cutting of materials and other preparation as possible away from the edge of the deck.

Roofing Work Including Papering & Shingling

If the roof is 6' or more above lower levels and the slope is 4:12 (vertical to horizontal) or less, than all those options available to commercial roofing operations on a flat roof (CFR 29 1926.501(b)(10)) are applicable. These include the use of guard rails, personal fall arrest systems or safety nets as first line of defense, or a combination of a warning line system (at least 6' from edge) and guardrail system, warning line system and safety net system, or warning line system and personal fall arrest system, or warning line system

and safety monitoring system. **NOTE: HFHI does not condone the allowance of the “Safety Monitoring System” on any roof system.**

On roofs that are 6’ or more above lower levels and the slope is greater than 4:12 (considered “Steep Slope Roof”) the first line of defense is guard rails, personal fall arrest systems or safety nets. Note that a toe-board must also be installed along the eave edge to prevent objects from falling to the lower level.

For greater detailed information and suggests please talk a few minutes to review the following 1926 Subpart M Appendix’s...

Guardrail Systems - Non-Mandatory Guidelines for Complying with 1926.502(b)

- http://osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10924

Personal Fall Arrest Systems - Non-Mandatory Guidelines for Complying with 1926.502(d)

- http://osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10925

Positioning Device Systems - Non-Mandatory Guidelines for Complying with 1926.502(e)

- http://osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10926

Sample Fall Protection Plan - Non-Mandatory Guidelines for Complying with 1926.502(k)

- http://osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10927

General Requirements.

- **Trained Workers Only.**
Only workers who have been trained to be proficient in the alternative methods of fall protection shall be allowed onto the roof. In addition, each affected employee shall be trained to ensure specific awareness of the fall hazards associated with work on roofs with rake edges ("rake edges" are inclined roof edges, such as those on the gable end of a building).

Slip Hazards.

The roof surfaces shall be inspected for slipping hazards. The employer shall

either eliminate any such hazards or take effective measures to have workers avoid them. The employer shall have workers wear appropriate footwear to reduce the potential for slipping.

- **Bad Weather.**
When adverse weather (such as high winds, rain, snow, or sleet) creates a hazardous condition, roofing operations shall be suspended until the hazardous condition no longer exists.
- **Roof holes/openings.**
The employer shall have any damaged portions of the roof deck repaired as soon as practicable. Any holes (including skylight openings) or other areas where employees would not have safe footing shall be covered or surrounded by guardrails that comply with the requirements of 1926.502.
- **Ladders/Scaffolds.**
If ladders or scaffolds are used, they shall be erected and maintained in accordance with the requirements of Subparts X and L of OSHA's construction standards. In addition, employees shall be trained in accordance with the requirements of Subparts X & L.
- **Access To Roof.**
Employers shall not allow workers to ascend or descend the roof's slope within 6 feet of the rake edge except where that limitation would prevent the performance of work.
- **Location of Materials.**
Supplies and materials shall not be stored within 6 feet of the rake edge, or three feet where tile roof systems are being installed.
- **Impalement Hazards.**
The area below the eaves and rakes shall be kept clear of materials and other objects which could pose impalement or other hazards, or properly guarded.

III. Enforcement

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment / volunteering. The crew leader & house leader, as well as individuals in the assigned as designated safety person and construction manager, reserve the right to issue disciplinary warnings to employees / volunteers, up to and including site removal, for failure to follow the guidelines of this program.

IV. 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 take place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

In the event that a worker 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.

V. Changes to Plan

Any changes to the plan will be approved by **Construction Supervisor, Executive Director or Associate 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 place of all work activities.

Respiratory Protection

Safety Program

For GCHFH

1.0 Purpose

GCHFH has determined that workers performing specific tasks are exposed to respiratory hazards during routine operations. These hazards include wood dust, particulates, and vapors, and in some cases represent Immediately Dangerous to Life or Health (IDLH) conditions. The purpose of this program is to ensure that all affiliate employees / volunteers are protected from exposure to these respiratory hazards.

Engineering controls, such as ventilation and substitution of less toxic materials, are the first line of defense **GCHFH**; however, engineering controls have not always been feasible for some of our operations, or have not always completely controlled the identified hazards. In these situations, respirators and other protective equipment must be used. The work processes requiring respirator use at **GCHFH** are outlined in Table 1 in the Scope and Application section of this program. In addition, some employees / volunteers have expressed a desire to wear respirators during certain operations that do not require respiratory protection. As a general policy **GCHFH** will review each of these requests on a case-by-case basis. If the use of respiratory protection in a specific case will not jeopardize the health or safety of the worker(s) **GCHFH** will provide respirators for voluntary use. As outlined in the Scope and Application section of this program, voluntary respirator use is subject to certain requirements of this program.

2.0 Scope and Application

This program applies to all employees who are required to wear respirators during normal work operations, and during some non-routine or emergency operations such as a spill of a hazardous substance. This includes all workers performing (Applicable job tasks). All employees / volunteers working in these areas and engaged in certain processes or tasks (as outlined in the table below) must be enrolled in the affiliate's respiratory protection program.

In addition, any worker who voluntarily wears a respirator when a respirator (i.e., negative pressure, half-mask) is not required (i.e., in certain dust or odor situations) is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and must be provided with certain information specified in this section of the program. Workers who voluntarily wear filtering face-pieces (paper dust masks) are not subject to the medical evaluation, cleaning, storage, and maintenance provisions of this program.

Anyone participating in the respiratory protection program do so at no cost to them. The expense associated with training, medical evaluations and respiratory protection equipment will be borne by the affiliate.

**TABLE 1:
VOLUNTARY AND REQUIRED RESPIRATOR USE AT HFH**

Respirator	Department/Process
Filtering face-piece (paper dust mask)	Voluntary use for workers
Filtering face-piece with P100 to P85 filter or N100 to N85 or alike filters.	Voluntary use for nuisance fume or dust control when cleaning or working near such activities.
Half Mask face-piece APR with organic vapor cartridge with HEPA Filtering.	Dust activities of asbestos, lead, silica operations. Chemical exposures and proper protection must be matched up to the organic filter selection guide.

3.0 Responsibilities

A. Program Administrator

The Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

- Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
- Selection of respiratory protection options.
- Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
- Arranging for and/or conducting training.
- Ensuring proper storage and maintenance of respiratory protection equipment.
- Conducting qualitative fit testing with Bitrex.
- Administering the medical surveillance program.
- Maintaining records required by the program.
- Evaluating the program.
- Updating written program, as needed.

The Program Administrator for **GCHFH** is Construction Supervisor.

B. House Leaders

House Leaders are responsible for ensuring that the respiratory protection program is implemented in their particular work areas as needed. In addition to being knowledgeable about the program requirements for their own protection, House Leaders must also ensure that the program is understood and followed by the employees / volunteers under their supervision. Duties of the House Leader include:

- a. Ensuring that employees / volunteers under their supervision have received appropriate training, fit testing, and initial medical evaluation.
- b. Ensuring the availability of appropriate respirators and accessories.
- c. Being aware of tasks requiring the use of respiratory protection.
- d. Enforcing the proper use of respiratory protection when necessary.
- e. Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
- f. Ensuring that respirators fit well and do not cause discomfort.
- g. Continually monitoring work areas and operations to identify respiratory hazards.
- h. Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.

C. Employees / Volunteers

Each employee / volunteer has the responsibility to wear his or her respirator when and where required and in the manner in which they were trained. Employees / volunteers must also:

- Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
- Inform their House Leader if the respirator no longer fits well, and request a new one that fits properly.
- Inform their House Leader or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

4.0 **Program Elements**

A. **Selection Procedures**

The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with all OSHA standards. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation will include:

1. Identification and development of a list of hazardous substances used in the workplace, by department, or work process.
2. Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees / volunteers and House Leaders.
3. Exposure monitoring to quantify potential hazardous exposures. Monitoring will be contracted out.

The results of the current hazard evaluation are the following: (Table 3 at the end of this program contains the sampling data that this section was based on.)

THIS IS ONLY AN EXAMPLE:

Wood-sanding: Ventilation controls on some sanders are in place, but workers continue to be exposed to respirable wood dust at 2.5 - 7.0 mg/m³ (8 hour time-weighted-average, or TWA). Half-face-piece APRs with P100 filters and goggles are required for anyone sanding wood pieces. PAPRs will be available for workers who are unable to wear an APR.

Prep-cleaning: Average methylene chloride exposures measured at 70 ppm based on 8 hr. TWA exposure results for workers cleaning/stripping furniture pieces. Ventilation controls are planned, but will not be implemented until designs are completed and a contract has been let for installation of the controls. In the meantime, workers must wear supplied air hoods with continuous air flow, as required by the Methylene Chloride standard 1910.1052.

Assembly: Ventilation controls on sanders are in place, but workers continue to be exposed to respirable wood dust at 2.5 - 6.0 mg/m³ (8 hour TWA); half-face-piece APRs with P100 filters and goggles are required for workers sanding wood pieces in the assembly area. PAPRs will be available for workers who are unable to wear an APR. The substitution for aqueous-based glues will eliminate exposures to formaldehyde, methylene chloride, and epoxy resins.

B. Updating the Hazard Assessment

The Program Administrator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If a worker feels that respiratory protection is needed during a particular activity, he/she is to contact his or her House Leader or the Program Administrator. The Program Administrator will evaluate the potential hazard, arranging for outside assistance as necessary. The Program Administrator will then communicate the results of that assessment back to the workers. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

C. NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

D. Voluntary Respirator Use

The Program Administrator will provide all employees & volunteers who voluntarily choose to wear either of the above respirators with a copy of Appendix D of the standard. (Appendix

D details the requirements for voluntary use of respirators by employees / volunteers.) Employees / volunteers choosing to wear a half face-piece APR must comply with the procedures for Medical Evaluation, Respirator Use, and Cleaning, Maintenance and Storage.

The Program Administrator shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of the medical evaluations.

E. Medical Evaluation

1. Employees / volunteers who are either required to wear respirators, or who choose to wear an APR voluntarily, must pass a medical exam before being permitted to wear a respirator on the job. Employees / volunteers are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any workers refusing the medical evaluation will not be allowed to work in an area requiring respirator use.
2. A licensed physician at Genesys Health Park, where all affiliate medical services are provided, will provide the medical evaluations. Medical evaluation procedures are as follows:
 - The medical evaluation will be conducted using the questionnaire provided in Appendix C of the respiratory protection standard. The Program Administrator will provide a copy of this questionnaire to all employees / volunteer requiring medical evaluations.
 - To the extent feasible, the affiliate will assist employees / volunteers who are unable to read the questionnaire (by providing help in reading the questionnaire). When this is not possible, the employee / volunteer will be sent directly to the physician for medical evaluation.
 - All affected employees & volunteers will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the company physician. Employees / volunteers will be permitted to fill out the questionnaire on affiliate time.
 - Follow-up medical exams will be granted to employees / volunteers as required by the standard, and/or as deemed necessary by the medical clinic physician.
 - All employees / volunteers will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
 - The Program Administrator has provided the medical clinic physician with a copy of this program, a copy of the Respiratory Protection standard, the list of hazardous substances by work area, and for each worker requiring evaluation: his or her work area or job title, proposed respirator type and weight, length of time required to wear respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.
 - Any employee / volunteer required for medical reasons to wear a positive pressure air purifying respirator will be provided with a powered air purifying respirator.

- After an employee / volunteer has received clearance and begun to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:
 - * Worker reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing.
 - * The medical clinic physician or supervisor informs the Program Administrator that the worker needs to be reevaluated;
 - * Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
 - * A change occurs in workplace conditions that may result in an increased physiological burden on the worker.
3. A list of **GCHFH** employees / volunteers currently included in medical surveillance is provided in Table 2 of this program.
 4. All examinations and questionnaires are to remain confidential between the employee / volunteer and the physician.

F. **Fit Testing**

1. Fit testing is required for employees / volunteers wearing half-face-piece APRs for exposure to wood dust in Prep and Assembly, and maintenance workers who wear a tight-fitting SAR for dip tank cleaning. Workers voluntarily wearing half-face-piece APRs may also be fit tested upon request.
2. Workers who are required to wear half-face-piece APRs will be fit tested:
 - Prior to being allowed to wear any respirator with a tight fitting face-piece.
 - Annually.
 - When there are changes in the worker's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).
3. Workers will be fit tested with the make, model, and size of respirator that they will actually wear. Workers will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of PAPRs is to be conducted in the negative pressure mode.
4. The Program Administrator will conduct fit tests following the OSHA approved Bitrex Solution Aerosol QLFT Protocol in Appendix B (B4) of the Respiratory Protection standard.
5. The Program Administrator has determined that QNFT is not required for the respirators used under current conditions at **GCHFH**. If conditions affecting respirator use change,

the Program Administrator will evaluate on a case-by-case basis whether QNFT is required.

G. **Respirator Use**

Respiratory protection is required for the following personnel;

TABLE 2: HFH Personnel in Respiratory Protection Program			
Name	Department	Job Description/ Work Procedure	Respirator
George MacEachern	Construction	Supervisor	x
Chris Smith	Construction	Assistant	
Greg Mosley	ReStore	Manager	x

H. **General Use Procedures**

1. Workers will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
2. All employees & volunteers shall conduct user seal checks each time that they wear their respirator. Workers shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B- 1 of the Respiratory Protection Standard.
3. All employees & volunteers shall be permitted to leave the work area to go to the locker room to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, change filters or cartridges, replace parts, or to inspect respirator if it stops functioning as intended. Workers should notify their supervisor before leaving the area.
4. Workers are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good seal. Workers are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

I. **Respirator Malfunction**

1. For any malfunction of an APR (e.g., such as breakthrough, facepiece leakage, or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the worker receives the needed parts to repair the respirator, or is provided with a new respirator.

J. **Cleaning, Maintenance, Change Schedules and Storage**

1. *Cleaning*

Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station.

Respirators issued for the exclusive use of an employee / volunteer shall be cleaned as often as necessary, but at least once a day for workers in the Prep and Assembly departments.

The following procedure is to be used when cleaning and disinfecting respirators:

- Disassemble respirator, removing any filters, canisters, or cartridges.
- Wash the facepiece and associated parts in a mild detergent with warm water. Do not use organic solvents.
- Rinse completely in clean warm water.
- Wipe the respirator with disinfectant wipes (70% Isopropyl Alcohol) to kill germs.
- Air dry in a clean area.
- Reassemble the respirator and replace any defective parts.
- Place in a clean, dry plastic bag or other air tight container.

Note: The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfection material at the cleaning station. If supplies are low, employees / volunteer should contact their supervisor, who will inform the Program Administrator.

N. **Maintenance**

1. Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the workers. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer.
2. The following checklist will be used when inspecting respirators:

Facepiece:

- * cracks, tears, or holes
- * facemask distortion
- * cracked or loose lenses/faceshield

Headstraps:

- * breaks or tears
- * broken buckles

Valves:

- * residue or dirt
- * cracks or tears in valve material

Filters/Cartridges:

- * approval designation

- * gaskets
- * cracks or dents in housing
- * proper cartridge for hazard

3. Employees / volunteers are permitted to leave their work area to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include to wash their face and respirator facepiece to prevent any eye or skin irritation, to replace the filter, cartridge or canister, and if they detect vapor or gas breakthrough or leakage in the facepiece or if they detect any other damage to the respirator or its components.

O. Change Schedules

1. Employees / volunteers wearing APRs or PAPRs with P100 filters for protection against wood dust and other particulates shall change the cartridges on their respirators when they first begin to experience difficulty breathing (i.e., resistance) while wearing their masks.
2. Based on discussions with our respirator distributor about HFH's workplace exposure conditions, workers voluntarily wearing APRs with organic vapor cartridges shall change the cartridges on their respirators at the end of each work week to ensure the continued effectiveness of the respirators.

P. Storage

1. Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each worker will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag. Each worker will have his/her name on the bag and that bag will only be used to store that employee's / volunteer's respirator.
2. The Program Administrator will store HFH supply of respirators and respirator components in their original manufacturer's packaging.

Q. Defective Respirators

1. Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee / volunteer discovers a defect in a respirator, he/she is to bring the defect to the attention of his or her supervisor. Supervisors will give all defective respirators to the Program Administrator. The Program Administrator will decide whether to:
 - Temporarily take the respirator out of service until it can be repaired.
 - Perform a simple fix on the spot such as replacing a headstrap.
 - Dispose of the respirator due to an irreparable problem or defect.
2. When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the worker will be given a replacement of similar make, model, and size. All tagged out respirators will be kept in the storage cabinet inside the Program Administrator's office.

R. Training

1. The Program Administrator will provide training to respirator users and their supervisors on the contents of the HFH Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.
2. The training course will cover the following topics:
 - the HFH Respiratory Protection Program
 - the OSHA Respiratory Protection standard
 - respiratory hazards encountered at HFH and their health effects
 - proper selection and use of respirators
 - limitations of respirators
respirator donning and user seal (fit) checks
 - fit testing
 - maintenance and storage
 - medical signs and symptoms limiting the effective use of respirators
3. Employees / volunteers will be retrained annually or as needed (e.g., if they change work conditions and need to use a different respirator). A worker must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. Respirator training will be documented by the Program Administrator and the documentation will include the type, model, and size of respirator for which each employee / volunteer has been trained and fit tested.

5.0 Program Evaluation

- A. The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with worker who use respirators and their supervisors, site inspections, and a review of records.
- B. Problems identified will be noted in an inspection log and addressed by the Program Administrator. These findings will be reported to HFH management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

6.0 Documentation and Recordkeeping

- A. A written copy of this program and the OSHA standard is kept in the Program Administrator's office and is available to all workers who wish to review it.
- B. Also maintained in the Program Administrator's office are copies of training and fit test records. These records will be updated as new workers are trained, as existing employees receive refresher training, and as new fit tests are conducted.
- C. The Program Administrator will also maintain copies of the medical records for all employees / volunteers covered under the respirator program. The completed medical

questionnaire and the physician's documented findings are confidential. The company will only retain the physician's written recommendation regarding each employee's / volunteer's ability to wear a respirator.

Safety Committee

Safety Committee Organization

- A safety committee is established as a management tool to recommend improvements to workplace safety programs and to identify corrective measures needed to eliminate or control recognized safety and health hazards.
- Safety committee employer representatives will not exceed employee representatives.

Responsibilities

- The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees & volunteers from safety and health hazards in the workplace.
- The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and worker reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees & volunteers.
- The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating worker injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
- The safety committee will be responsible for assisting management in evaluating employee / volunteer accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
- Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.
- Management will provide written responses to safety committee written recommendations.

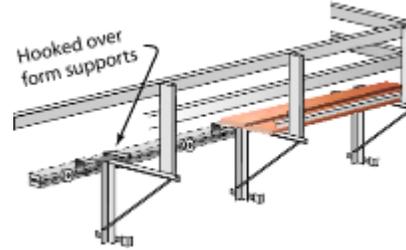
Meetings

- Safety committee meetings are held quarterly and more often if needed.
- Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees / volunteers.
- All safety committee records will be maintained for not less than three calendar years.

Form Scaffolds and Carpenters' Bracket Scaffolds

General Requirements

- Each bracket, except those for wooden bracket-form scaffolds, must be **attached to the supporting framework or structure** by one or more of the following:
 - **Nails;**
 - A **metal stud attachment device;**
 - **Welding;**
 - **Hooking** over a secured structural supporting member, with the form wales either:
 - **Bolted to the form,** or
 - **Secured by snap ties or tie bolts** extending through the form, and
 - **Securely anchored;** or
 - (for carpenters' bracket scaffolds only) by a **bolt** extending through to the opposite side of the structure's wall. [\[1926.452\(g\)\(1\)\]](#)
- **Wooden bracket-form scaffolds** must be an integral part of the form panel. [\[1926.452\(g\)\(2\)\]](#)
- **Folding-type metal brackets**, when extended for use, must be either:
 - **Bolted,** or
 - Secured with a **locking-type pin.** [\[1926.452\(g\)\(3\)\]](#)



Non-mandatory Guidelines

Brackets are **triangular-shaped frames** made of either:

- **Wood** with a cross-section not less than 2 x 3 inches, or
- **Structural angle iron** measuring 1-1/4 inch x 1-1/4 inch x 1/8 inch. [\[1926 Subpart L Appendix A\(2\)\(g\)\(1\)\]](#)

Bolts used to attach brackets to structures must not be less than **5/8 inch** in diameter. [\[1926 Subpart L Appendix A\(2\)\(g\)\(2\)\]](#)

Maximum **bracket spacing** is 8 feet on centers. [\[1926 Subpart L Appendix A\(2\)\(g\)\(3\)\]](#)

No more than two employees may occupy any given 8 feet of a bracket or form scaffold at any one time. [\[1926 Subpart L Appendix A\(2\)\(g\)\(4\)\]](#)

Tools and materials may not exceed **75 pounds** in addition to the employees. [\[1926 Subpart L Appendix A\(2\)\(g\)\(4\)\]](#)



This picture is a side view of a scaffold bracket. This bracket is mounted to the stud and can be hung over a top plate. Two 2 x 10's are placed on the flat section to create a 18 inch walking surface. 2 x 4's are installed on at the vertical uprights to create a top rail and mid rail.

Horse Scaffolds

General Requirements

Scaffolds must not be more than **10 feet or two tiers in height**, whichever is less. [[1926.452\(f\)\(1\)](#)]

When horses are **arranged in tiers**:

- Each horse must be placed **directly over the horse in the tier below**, [[1926.452\(f\)\(2\)](#)]
- The legs of each horse must be **nailed down or otherwise secured** to prevent displacement [[1926.452\(f\)\(3\)](#)], and
- Each tier must be **crossbraced**. [[1926.452\(f\)\(4\)](#)]



Non-mandatory Guidelines

Maximum intended load (light duty)	25 pounds/foot ² *
Maximum intended load (med. duty)	50 pounds/foot ² *
Bearers (light duty)	2 x 4 inches
Bearers (medium duty)	3 x 4 inches
Legs	2 x 4 inches
Longitudinal bracing between legs	1 x 6 inches
Gusset braces at top of legs	1 x 8 inches
Half diagonal braces	2 x 4 inches

*Horses shall be spaced not more than 8 feet apart for light-duty loads, and not more than 5 feet apart for medium-duty loads. [[1926 Subpart L Appendix A\(2\)\(f\)](#)]