

**(Your Company Name Here)**

**SAMPLE  
SAFETY & HEALTH PROGRAM**

**DATE ESTABLISHED By Company**

**GUCA Disclaimer:**

**This is a sample template only. Companies should adjust to include their name when prompted, take out, fix, alter, add, or delete anything to make it their own. This document should be a living Safety & Health Program adopted by the company and should be reviewed by legal counsel when complete. Please note items left in this document that are not pertinent to your organization could have legal consequences. Please make this document your own. This is only a “best practices” guideline to help you get started with your own Safety & Health Program. This is not intended to be a final document for your company.**



## To All Employees

The management of this company is committed to the combined goal of safety, quality and productivity. The safety goal for this company is zero accidents. Management strives to promote a workplace environment in which employees will be trained and motivated to work together with other employees for continuous improvement toward this goal.

Management will set a personal example for safe behavior, show its commitment to safety, and enforce safe operations and job procedures. Management practices will include: setting safety goals; establishing and monitoring safety accountability and discipline systems; and planning for safety. Planning for safety includes: identifying job hazards in advance; setting priorities for safety along with productivity, quality and scheduling; and eliminating unsafe shortcuts of methods.

Management recognizes training as a key element in reducing accidents. Management will provide informal and formal training for all employees including new employees. This training will include, but is not limited to, training on new equipment or work practices, on non-routine or high hazard operations, on the proper use of personal protective equipment, and on emergency procedures.

Management also expects employees to be responsible for their safety, as well as, the safety of other employees. The first step in meeting this expectation is for employees to read and follow the guidelines outlined in the following Safety and Health Program. The second step is for employees to be aware of and eliminate their own unsafe acts. The third step is for employees to identify and eliminate unsafe conditions, caused by their actions or the action of others, before the unsafe conditions cause accidents.

In closing, the guidelines outlined in the Safety and Health Program are minimal guidelines. If a situation arises that an employee deems as unsafe for themselves or others, yet is not covered in the guidelines, the employee shall bring the situation to the attention of management. If the employee deems the situation to be immediately dangerous to life or health, an employee should not continue to work until the situation has been discussed with management and appropriate actions taken.

By working together management and employees can control the hazards that are involved in their jobs and reduce or eliminate accidents and injuries in the workplace. This joint effort will result in a safer environment for all involved.

Sincerely,

(Company President/Owner Name)

President/Owner

## TABLE OF CONTENTS

<b>PART 1 GENERAL SAFETY AND HEALTH PROGRAM</b>	<b>6</b>
• Goal and Purpose	6
• Objectives	6
• Responsibilities	6
○ Management	6
○ Project Managers/Superintendent	6
○ Superintendent/Foreman	7
○ Foreman	7
○ Employees	8
• Safety and Health Policies	8
○ Accountability	8
○ Enforcement–Progressive Discipline Policy	9
○ Bidding	9
○ Pre–Planning	9
○ Employee Participation	9
○ Site Safety Inspections	9
○ Accident investigation and Prevention	10
○ PPE	10
○ New and Re–Hired Employee Orientation	10
○ Training	10
▪ New, Re–Hired and Transferred Employee Training	10
▪ Company Wide Training	10
▪ Project Managers, Superintendent and Foremen Training	11
▪ On Site Training	11
▪ Weekly Safety Meetings	11
▪ Specialized Training	11
○ Technical Support	11
• Emergency & First Aid	12
○ Emergency Procedures	12
○ Fire	12
○ First Aid	12
• Injury and Illness Recordkeeping	13
• Documentation	13
• Sub–Contractor Selection	13
• Safety and Health Program Revision	13

<b>PART 2 SUBSTANCE ABUSE PROGRAM</b>	14
• Purpose and Scope	14
• General Rules Regarding Drugs and Alcohol	14
• Violations	14
• Definition	15
○ Accident or Incident	15
○ Alcohol Use	15
○ Blind Sample	15
○ Breath Alcohol Technician (BAT)	15
○ Chain-of-Custody	15
○ Collection Site	15
○ Collection Site Person	15
○ Confirmation Test	16
○ Contractor or Sub-Contractor	16
○ Employee	16
○ Evidential Breath Testing Device (EBT)	16
○ Fail a Drug Test	16
○ Initial Test	16
○ Medical Review Officer (MRO)	16
○ Pass a Drug Test or Test Negative	16
○ Prohibited Drugs	16
○ Split Specimen Sampling	17
• Drug Abuse Policies	17
○ Violations	17
○ Prohibited Drug Testing	17
○ Drug Testing Required	17
▪ Pre-Employment Testing	18
▪ Post Accident Testing	18
▪ Reasonable Suspicion Testing	18
▪ Random Testing	19
▪ Periodic (biennial) Medical Testing	19
▪ Post Rehabilitation Testing	19
○ Refusal to Test	19
○ Drug Testing Laboratory	19
▪ Retention Of Samples	20
▪ Split Samples	20
○ Re-testing Provisions	20
○ Medical Review Officer	20
○ Record Keeping Of Drug Testing	21
▪ General	21
▪ Disclosure Of Drug Testing Records	22

• Alcohol Abuse Policies	22
○ Alcohol Specific Policies	22
○ Violations	22
○ Alcohol Testing Required	23
▪ Post–Accident Testing	23
▪ Reasonable Suspicion Testing	23
▪ Random Alcohol Testing	24
▪ Return–TO–Duty–Testing	24
▪ Post–Rehabilitation	24
▪ CDL Drivers	24
○ Refusal to Test and Incomplete Test	24
○ Alcohol Testing Laboratory	25
▪ Evidential Breath Testing (EBT)	25
▪ Breath Alcohol Technician (BAT)	25
▪ Location For Breath Alcohol Testing	25
▪ The Breath Alcohol Testing Form and Log Book	26
○ Record Keeping Of Alcohol Testing	26
▪ General	26
▪ Disclosure Of Alcohol Testing Records	26
• Training	27
○ Employee Training	27
○ Project Managers, Superintendent and Foremen Training	27
• Employee Assistance Program	27
<b>PART 3 HAZARDOUS COMMUNICATION PROGRAM</b>	29
• Hazard Communication Program	29
• Chemical Inventory	29
• Container Labeling	29
• Safety Data Sheets (SDS)	30
• Employee Training	30
○ General and On Site Training	30
• Hazards of Non–Routine Tasks	31
• Multi – Employer Workplaces	31
<b>PART 4 JOB SPECIFIC WORK RULES</b>	32
• Abrasive Grinding	32
• Access/Egress	32
• Air Tools	32
• Compressed Air, Use of	32
• Compressed Gas Cylinders	32
• Drinking Water	33
• Electrical–General	33
• Excavation and Trenching	34
• Explosives and Blasting	35

• Eye and Face Protection	35
• Fire Protection	36
• Flag Personnel	36
• Flammable and Combustible Liquids	36
• Foot Protection	36
• Gases, Vapors, Fumes, Dusts, and Mists	37
• Hand Tools	37
• Hard Hats	37
• Hearing Protection	37
• Housekeeping	38
• Ladders	38
• Liquefied Petroleum Gas	39
• Lockout / Tagout	39
• Motor Vehicles and Mechanized Equipment	40
• Personal Protective Equipment	40
• Power Transmission, Mechanical	40
• Protection of the Public	40
• Rollover Protective Structures (ROPS)	41
• Saws	41
• Signs	41
• Storage	42
• Tire Cages	42
• Toilets	42
• Washing Facilities	42
• Welding, Cutting and Heating	42
• Wire Ropes, Chains, Ropes and Other Rigging Equipment	43
<b>PART 5 FORMS AND POSTERS</b>	<b>45</b>
• Pre–Employment Urinalysis Consent Form	46
• Controlled Substances Test Results Notification Form	47
• Hazardous Communication	48
• Employee Safety Understanding	49
<b>PART 6 INDEX</b>	<b>50</b>

## **PART 1 GENERAL SAFETY AND HEALTH PROGRAM**

### **Goal and Purpose**

The goal of (**Your Company Name**) is to ensure that safety and health efforts are so successful that accident and injuries are eliminated.

The purpose of this Safety and Health Program is to provide a set of policies and requirements that management and employees can use as guidelines in their efforts to ensure a safe working environment and reach the Company's goal of zero accidents and injuries.

### **Objectives**

To reflect management's commitment to provide a safe and healthy working environment for all employees.

To establish a set of policies and requirements that management and employees can use as a guideline in their efforts to ensure a safe and healthy working environment.

To be in compliance with federal, state and local safety and health regulations.

### **Responsibilities**

Management, project managers, the superintendent, foreman, and employees are responsible for the implementation of this Safety and Health Program. A summary of each parties' responsibilities is outlined below.

#### **Management**

It is the responsibility of management to establish rules and programs designed to promote safety and health; to make known to all employees the established rules and programs; and to impress upon all employees the responsibility and accountability of each individual to maintain a safe and healthful workplace.

Management will ensure that appropriate safety and health training is provided, that inspections are performed, and that accident investigations are conducted and reviewed.

#### **Project Managers/Superintendent**

The project managers/superintendents are responsible for maintaining safe and healthful working conditions under their supervision.

- a) The project managers/superintendents are responsible for pre-planning and scheduling the job-site activities with safety, health and productivity in mind.
- b) The project managers/superintendent will conduct regular inspections (at least weekly) of the job-site(s), materials, and equipment. The project managers/superintendent conducting these inspections must be capable of identifying existing and predictable hazards in the work environment, of identifying working conditions, which are unsanitary, hazardous, or dangerous to employees, and of identifying unsafe behavior. In addition they must have the authority to take prompt corrective measures to eliminate *or* control hazards and correct unsafe behavior. Hazards and corrective actions (will/shall/must/needs to) be documented for each inspection.



- c) Project managers/superintendents are responsible for implementing the progressive discipline program. The project managers/superintendent will review all written warnings and take appropriate disciplinary action.
- d) Project managers/superintendents are responsible for reviewing all Accident / Near Miss Reports and Accident / Near Miss Investigation Reports. Reports for an accident need to be reviewed within 48 hours. Reports of near misses need to be reviewed within a week. The project managers/superintendents are responsible for seeing that preventative measures are taken to ensure that accidents and near misses are not repeated.
- e) Project managers/superintendents are responsible for requiring conformance to safety and health standards from sub-contractors.
- f) Project managers/superintendents are responsible for providing the general public protection from company operations.

### **Superintendent/Foreman**

- a) The superintendent/foreman share the responsibility for site specific safety and health training of all employees including: newly hired, re-hired and transferred employees.
- b) The superintendent/foreman share the responsibility for weekly safety meetings.

### **Foreman**

The Foreman is responsible for maintaining safe and healthy working conditions on the job site(s) under their supervision.

- a) Foreman are responsible for carrying out the planning of the project managers/superintendent; and making the project managers/superintendent aware of any new conditions or hazards that may arise.
- b) Foreman will continually conduct (at least daily) inspections of job site(s), materials and equipment. The Foreman conducting these inspections must be capable of identifying existing and predictable hazards in the work environment, of identifying working conditions which are unsanitary, hazardous, or dangerous to employees, and of identifying unsafe behavior. In addition they must have the authority to take prompt corrective measures to eliminate *or* control hazards and correct unsafe behavior. Hazards and corrective actions (will/must/should/shall/needs to) be documented for each inspection.
- c) The foreman is responsible for issuing verbal and written warnings when safety issues are violated and submitting reports to the project manager/superintendent for review.
- d) The foreman will ensure that prompt medical attention for any injured employee is available, and will report all accident and injuries to the project manager/superintendent and office.
- e) Foreman will make sure personnel protective equipment is available and is being used correctly. Training on PPE will be provided on site by the foreman.
- f) Foreman are responsible for filling out the Accident/Near Miss Investigation Report within \_\_\_\_ hours of an accident and within \_\_\_\_ hours of a near miss.
- g) Foreman are responsible for having the appropriate up to date SDS sheets on their job sites.

## **Employees**

It is the responsibility of all employees to work safely to ensure their own safety as well as the safety of co-workers and others. Employees are encouraged to ask for assistance when unsure about how to perform any task safely.

- a) Employees are required to report any unsafe acts or conditions to the superintendent/foremen. Management will not take any reprisal against employees for such notifications.
- b) Employees are required to attend and participate in all safety meetings that the company conducts.
- c) Employees are responsible for using and maintaining all personal protective equipment that is issued to them by the company.
- d) Employees are responsible for filling out the Accident/Near Miss Report within \_\_\_ hours of an accident and within \_\_\_ hours of a near miss.

## **Safety and Health Policies**

The safety & health goal and objectives will be realized by implementation of policies outlined under the following headings:

1. Accountability
2. Enforcement/Progressive Discipline Policy
3. Bidding
4. Pre-Planning
5. Employee Participation
6. Site Safety Inspections
7. Accident Investigation and Prevention
8. PPE
9. New & Re-Hired Employee Orientation
10. Training
11. Technical Support
12. Documentation

## **Accountability**

Project managers, the superintendent and foreman will be accountable for improving the safety performance of personnel under their supervision.

- a) Safety performance will be measured.
- b) Feed back on safety performance will be provided on a regular basis.
- c) Rewards, bonuses, and promotions will be made contingent upon safety excellence.

## **Enforcement–Progressive Discipline Policy**

Any project manager, superintendent, foreman, or employee found violating any of the safety and health policies outlined in this Safety and Health Program, or participating in any other hazardous activity on the job–site or while performing labor for the company, will be subject to the following progressive discipline system.

**First Violation** – A verbal warning, followed by an explanation and/or training

**Second Violation** – A written employee warning record, followed by explanation and/or training

**Third Violation** – A written warning, management review of written warning; followed by one of the following actions:

- Suspension, without pay
- Termination

**Fourth Violation** – Termination

## **SUGGESTED**

1. Suspension of the progressive discipline policy—The progressive discipline policy will be suspended, if an employee commits a gross violation of these Safety and Health Program or participates in an unsafe act that poses an immediate danger to the life and health of themselves or other employees. The employee will be immediately suspended without pay or terminated.
2. If an employee commits a substance abuse violation (as described in the Substance Abuse Program) that employee is subject to the discipline measures outlined under the Substance Abuse Program.

## **Bidding**

All bids will include considerations for the elimination or control of safety & health hazards.

## **Pre–Planning**

The pre–planning of jobs will include attention to the elimination or control of safety & health hazards.

## **Employee Participation**

Employees are encouraged to make the company aware of any safety and health issues.

Employees are encouraged to make recommendations for the elimination and control of safety and health hazards.

All safety and health issues brought up by employees will be reviewed and responded to by management in a timely manner.

## **Site Safety Inspections**

Site safety inspections will be conducted on a regular basis to determine job site hazards, methods to eliminate or control the hazards and ensure that safe work practices are being implemented.

## **Accident Investigation and Prevention**

Accident and near misses will be investigated to prevent future mishaps.

- a) An Accident/Near Miss Report must be filled out by the employee who was involved in the accident or near miss.
- b) An Accident/Near Miss Investigation Report must be filled out for each accident or near miss by the foreman of the employee involved in the accident or near miss.
- c) All Accident/ Near Miss Reports will be reviewed by management/project managers/superintendent to determine future prevention measures.

## **PPE**

All employees will be trained on the proper use and maintenance of personnel protective equipment.

## **New and Re-Hired Employee Orientation**

The Safety and Health Program will be reviewed with newly hired employees prior to beginning work. Newly hired employees will be required, prior to beginning work, to sign a statement of employee understanding regarding the Safety and Health Program.

Re-hired employees will be briefed on any changes to the Safety and Health Program since their last date of employment. Re-hired employees will be required, prior to beginning work, to sign a statement of employee understanding regarding the Safety and Health Program.

## **Training**

All training will be documented and entered into employee's personnel file and safety records.

### **New, Re-Hired and Transferred Employee Training**

All new employees will receive basic safety and health training before beginning work.

All re-hired employees will receive basic safety and health training on any topics that have changed since their last date of employment.

New hired, re-hired and transferred employees will receive site specific safety and health training, prior to beginning their on-site job duties. This training will be conducted by the superintendent/foremen.

### **Company Wide Training**

Company wide safety meetings will be conducted on a (how often) basis. These meetings will cover company wide safety and health topics.

In addition to, or as part of the company wide training meetings, employees (management, project managers, superintendent, foremen and employees) will receive 2 hours of training as outlined in the Substance Abuse Program.

## **Project Managers, Superintendent and Foreman Training**

Project managers, superintendent and foreman meetings will be conducted on a regularly scheduled basis. The topic for these meetings will focus on their responsibility as outlined in the Safety and Health Program.

They will be trained to identify hazards, hazard control, and training other employees on safe work practices and procedures.

In addition to, or as part of the above described training, project managers, the superintendent and foreman must attend 2 hours of additional training as outlined in the Substance Abuse Program.

## **On Site Training**

On site training will cover such topics as:

- a) Site specific hazards.
- b) Safe work practices.
- c) Procedures being used to eliminate specific hazards.
- d) Training on personal protective equipment
- e) And other topics the superintendent/foreman deem necessary.

## **Weekly Safety Meetings**

The superintendent/foreman will be responsible for weekly tool box safety meetings on site specific safety and health hazards.

The superintendent/foremen will document each session topic and attendance will be recorded.

Operators working under the direction of the general contractor, will be required to attend the general contractor's safety meetings and will be required to review, sign, and return the safety and health information sent to them by management.

## **Specialized Training**

Specialized training will be conducted on an "As Needed" basis by the company for specific job related functions.

## **Technical Support**

Outside technical support related to the elimination or control of safety and health hazards will be provided on an "As Needed" basis.

## **Emergency & First Aid**

### **Emergency Procedures**

The superintendent/foreman, with the aid of the office, will determine the emergency phone numbers of each job site. The superintendent/foreman will post the emergency number in such a manner that every employee of the site will be aware of the location of the emergency phone numbers.

The superintendent/foreman should instruct employees on emergency procedures for the specific job site before work begins. Although, the emergency procedures at each job site may vary somewhat, the basic procedures are as follows:

- Don't Panic.
- Call for Help.
- Provide the dispatcher with detailed information.
- In case of a trench cave in or confined space accident, do not attempt to rescue unless trained in rescue procedures.
- Provide first aid if qualified to do so.
- Don't move injured person unless his or her life is in danger from something other than the injury.
- Notify the office of emergency.
- Secure the site.
- Shut down the equipment.
- Account for everybody on the site.

### **Fire**

In the event of a fire the procedures are:

- Use fire extinguisher to put out small fires.
- Evacuate the work area.
- Call fire department.
- Meet at designated location.
- Notify the office of the fire.

### **First Aid**

First aid for minor injuries will be administered on the job site. If the injury requires immediate medical treatment beyond first aid, the superintendent/foreman will call the appropriate emergency number to receive immediate medical treatment.

If the injury does not require immediate medical treatment, but does require medical treatment beyond first aid, the Superintendent/Foreman shall transport the employee to the appropriate emergency medical facility.

If the injury is minor and first aid treatment is required by the superintendent/foreman appropriate actions should be taken to prevent exposure to blood borne pathogens and the exchange of body fluids.

## **Injury and Illness Recordkeeping**

The company will maintain at the office an OSHA 300 (log and summary) of all recordable injuries and illnesses resulting in a fatality, hospitalization, lost workdays, medical treatment, and or loss of consciousness. Each recordable event will be entered no later than seven working days after receiving the information.

In addition to the OSHA 300 form, an OSHA 301 form (supplemental record or equivalent) will be completed within 7 working days after a recordable accident. (The State Board of Workers' Compensation First Report of Injury WC-1 is not equivalent to the OSHA Form No.301 at this time).

The OSHA 300 summary shall be posted by February 1, and shall remain in place until April 30.

The OSHA 300, (log and summary), the OSHA 301, (supplementary record), shall be retained for five years following the end of the year to which it relates.

Within 8 hours after its occurrence, an employment accident which is fatal to one (1) or more employees or which results in the hospitalization of three (3) or more employees shall be reported either orally or in writing, to the nearest OSHA Area Director.

## **Documentation**

All documentation relating to the Safety and Health Program will be kept up to date and filed in such a manner that it will be readily accessible. Project managers, the superintendent, and foremen are required to file all appropriate documentation in a timely manner.

## **Sub-Contractor Selection**

Safety and Health performance shall be one of the criteria used to select subcontractors.

The safety and health guidelines outlined below may be used to evaluate sub-contractors.

- a) 3 year EMR
- b) OSHA 300
- c) Safety and Health Program

## **Safety and Health Program Revision**

The Safety and Health Program is a working document and will be revised and updated as necessary.

At a minimum, their Safety and Health Program shall be reviewed and updated on an annual basis.

## PART 2 SUBSTANCE ABUSE PROGRAM.

### SUBSTANCE ABUSE PROGRAM

#### Purpose and Scope

This document will outline and explain the policies and procedures of (YOUR COMPANY NAME), concerning the use of drugs and the use of alcohol. An employee's use of drugs or alcohol is of concern to the Company because it is undeniable that such activities can and do negatively effect an employee's on-the-job-performance. Furthermore, illegal drug and alcohol use can and do pose a threat to the safety and well being of the employee, along with their fellow employees.

The policies and procedures set forth herein are adopted for the following purposes:

- a) Recognizing that our employees are our most valuable resource in ensuring optimum quality service, the goal of the Company is, therefore, to provide our employees with a workplace environment which promotes health and safety.
- b) To protect employees from injury to themselves.
- c) To protect property and equipment of the Company and others from damage.
- d) To protect the Company from possible legal liability caused by improper acts of its employees.
- e) To be in compliance with the Code of Federal Regulations, Title 49 (CFR), Part 391 of the Department of Transportation, Federal Highway Administration, and state regulations concerning drugs and alcohol.

These policies and procedures apply to all employees of the Company, whether fulltime, part – time, or temporary, including Company management. The Company will take all reasonable steps necessary in order to enforce this policy, including conducting drug and/or alcohol tests as described herein. A person, designated by the company, will become the Substance Abuse Program Coordinator. Any questions or comments regarding the Substance Abuse Program should be directed to the designated person.

Name:

Phone:

#### General Rules Regarding Drugs and Alcohol

The Company recognizes that drug and alcohol abuse by employees could seriously endanger employees, the public and detrimentally affect work performance in our very competitive industry. **The use, sale, dispensation, possession, or manufacture of illegal drugs and alcoholic beverages on its premises and on company property is prohibited. It is also the policy of the Company to prohibit employees from being under the influence of illegal drugs or alcohol while at work.** These prohibitions also cover all legal or prescription drugs which impair an employee's ability to perform their job safely or properly.



## **Violations**

All employees must abide by this Substance Abuse Program as a condition of employment. Any employee found in violation of this Program is subject to immediate disciplinary action, up to and including termination. Specific disciplinary actions for drug and/or alcohol abuse are outlined under the “Drug Abuse Policies” and “Alcohol Abuse Policies” sections of this Substance Abuse Program.

## **Definition**

### **Accident or Incident**

A reportable accident is one in which

- 1) a fatality occurs or,
- 2) an individual in the accident immediately receives medical treatment away from the accident scene or,
- 3) a driver of a commercial motor vehicle receives a citation for a moving traffic violation arising from accident.

### **Alcohol Use**

The consumption of any beverage, mixture or preparation, including any medication containing alcohol.

### **Blind Sample**

A urine specimen with a fictitious identifier that cannot be distinguished from employee specimens by the laboratory and has been spiked with known quantities of specific drugs or which is blank, containing no drugs for quality control testing purposes.

### **Breath Alcohol Technician (BAT)**

A trained and certified individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device.

### **Chain-of-Custody**

A procedure to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition. The chain-of-custody forms shall be obtained from a Department of Health & Human Services (DHHS) certified laboratory.

### **Collection Site**

A designated clinic/facility where applicants or employees may present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.

### **Collection Site Person**

A person who instructs and assists applicants and employees through the specimen collection process.

### **Confirmation Test**

A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy. Gas Chromatography/Mass Spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.

### **Contractor or Sub-Contractor**

A person or business, with which the Company contracts to perform operations which are subject to 49 CFR Part 391 regulations, must have a Substance Abuse Program that adheres to the regulations *or* will be subject to this company's Substance Abuse Program. A person or business with which the Company contracts to perform operations which are **NOT** subject to 49 CFR Part 391 regulations, must submit a copy of their Substance Abuse Program which meet the criteria of this program or will be subject to this company's Substance Abuse Program.

### **Employee**

All employees (project manager, superintendent, foremen, or employee) of the company whether full, part time, or temporary must meet the requirements of this policy. Employee and applicant for employment have the same meaning for the purpose of this requirement.

### **Evidential Breath Testing Device (EBT)**

Alcohol testing must be conducted with an EBT that is approved by the National Highway Traffic Safety Administration (NHTSA), and identified on the Conforming Products List (CPL) for Evidential Breath Testing Devices.

### **Fail a Drug Test**

The confirmation test result shows positive evidence of the presence of a prohibited drug in the employee's or applicant's system under the DOT procedures.

### **Initial Test**

An immunoassay screen to eliminate "negative" urine specimens from further consideration.

### **Medical Review Officer (MRO)**

A licensed physician with knowledge of drug and alcohol abuse disorders. The MRO shall review all drug test results before they are released to the Company.

### **Pass a Drug Test / Drug Test Negative**

The confirmation test result shows no evidence of the presence of a prohibited drug or alcohol in the employee's or applicant's system under the DOT procedures.

### **Prohibited Drugs**

Marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), methaqualone, methadone, benzodiazepines, propoxyphene, and barbiturates.

## **Split Specimen Sampling**

At least 45 ml of urine specimen is collected of which the collection site person pours 30 ml of the urine into a specimen is labeled “split” and retained for possible second testing by a different laboratory should the “primary” specimen be confirmed as positive.

Employee may request that the MRO direct the “split” specimen to be tested by a different Department of Health and Human Services (DHHS) certified laboratory within 72 hours of being notified of a verified positive.

## **Drug Abuse Policies**

### **Violations**

An employee whose drug test has been verified by a Medical Review Officer (MRO) as positive will be immediately terminated.

Upon termination the employee will be encouraged to enroll, at their expense, in a qualified and Company approved Employee Assistance Program (EAP). If an employee enrolls in an EAP program, shows up for meetings and gets the help needed, the employee may return to working, provided they pass a drug test. This drug test will be taken at their expense. The employee may be put on a slow return to work schedule, (at a salary appropriate for the job duties), working their way back up the ladder until the employee can handle their own job. The employee returning to work will be subject to all the drug tests required of other employees, including random and reasonable suspicion alcohol testing. If at any time the returning employee has a confirmed positive drug test, the employee will be terminated, and not re-hired by the company.

### **Prohibited Drug Testing**

The Company shall conduct tests to determine the presence of the following prohibited drugs:

- (1) Marijuana
- (2) Cocaine
- (3) Opiates
- (4) Amphetamines
- (5) Phencyclidine (PCP)

### **Drug Testing Required**

As a condition of employment, employees must consent to testing as outlined below:

- a) Pre-employment (Pre-use) Testing
- b) Reasonable Suspicion Testing
- c) Post-accident Testing
- d) Random Testing
- e) Periodic (Biennial) Testing
- f) Post-Rehabilitation Testing

### **Pre-Employment Testing**

A pre-employment drug test must be conducted when an individual is offered Employment. The individual must successfully pass the drug test before beginning work. The Company will not hire any individual unless that person has successfully passed a drug test.

### **Post -Accident Testing**

As soon as possible, but not later than thirty-two (32) hours after an "accident", the Company shall drug test each employee whose performance either contributed to the "accident" or cannot be completely discounted as a contributing factor to the "accident".

If the employee is injured, unconscious, or otherwise unable to consent to a drug test, all reasonable steps will be taken to obtain a urine sample. The employee may be required to provide authorization for obtaining hospital reports and other documents that would indicate whether there were any controlled substances in their system. The employee may be subject to suspension until the test results are received from the MRO.

### **Reasonable Suspicion Testing**

The Company shall drug test each employee when there is reasonable cause to believe the employee is using a prohibited drug. The decision to test must be based on specific, physical, behavioral, or performance indicators of probable drug use.

Evidence of poor job performance such as repeated errors, violations of Company policy and procedures, and unsatisfactory attendance could be indicators of prohibited drug use.

The actions, appearance, *or* conduct of the employee indicating drug use must be witnessed by at least two supervisors or company officials, if feasible. If not feasible, only one supervisor or company official need witness the conduct. The witness or witnesses must have received training in the identification of actions, appearance, or conduct of an employee which are indicative of the use of a controlled substance.

The documentation of the employee's conduct shall be prepared and signed by the witnesses within twenty-four (24) hours of the observed behavior or before the results of the test are released, whichever is earlier.

Third party reports that an employee is impaired in his duties due to the use of prohibited drugs, shall not constitute reasonable cause, but may be for the Observation of the employee by a project manager, superintendent or foreman.

The Company shall provide transportation to the specimen collection site for an employee who will be tested for reasonable suspicion.

An employee tested for reasonable suspicion will be suspended without pay until results are received from the MRO. A negative test result will reinstate the employee to their job duties and the employee will be paid any lost wages.

### **Random Testing**

The Company shall conduct unannounced random drug testing on all employees; and will conduct drug testing for CDL employees annually which shall equal to or exceed fifty percent (50%) of the average number of commercial motor vehicle driver positions for which testing is required.

The Company shall use a random selection process to select and request an employee to be tested for the use of controlled substances. An employee shall submit to controlled substance testing when selected by a random selection process used by the Company.

The random drug testing will be spread reasonably throughout the 12 month period. The employee or CDL driver may continue to work or drive while awaiting the results of their random test.

### **Periodic (biennial) Medical Testing**

Employees who are required as part of their job to have a medical examination must submit to a drug test as part of their biennial medical examination.

The employee may continue to work while awaiting the periodic test results. A CDL driver may continue to work provided the results are received before their medical certificate expires.

### **Post Rehabilitation Testing**

The Company shall drug test any employee who has successfully completed a drug rehabilitation program approved by the Company before returning to work. Unannounced drug tests, as scheduled at the discretion of the MRO, will be administered for up to twenty-four (24) months. In addition the employee must pass all other drug test required by the Company.

### **Refusal to Test**

Any employee who refuses to submit to a drug test will be subject to immediate termination.

### **Drug Testing Laboratory**

The company will use a drug testing laboratory that is certified by the Department of Health and Human Services ("DHHS"). The laboratory shall be responsible for security measures to ensure that only authorized personnel handle urine specimens and have access to secured areas. Control and accountability of specimens will be maintained by the use of chain-of-custody procedures.

The initial drug screening test by the laboratory will be processed by immunoassay.

All positive tests shall be confirmed by the use of Gas Chromatography/Mass Spectrometry (GC/MS) technique.

The laboratory shall report test results to the Company's designated Medical Review Officer ("MRO") within an average of five working days after receipt of the specimen. The drug/metabolites being tested shall be identified in the report whether positive or negative.

The drug testing laboratory for the Company is:

(Laboratory specified by Company)

### **Retention of Samples**

A tested employee's urine specimen which yields a positive result on confirmation will be maintained in long-term, refrigerated storage by the Company's OHHS-certified testing laboratory for at least a year. Within this time period, the tested employee, the Company, or the Administrator of the FHWA may request in writing to have the specimen retained for an additional period.

### **Split Samples**

The Company shall require "split" specimen of all employees. In addition, the Company will comply with the "split" sample regulations as required by the Federal Highway Administration's (FHWA) drug testing rules.

Split sampling procedures require that the collection site person instruct the employee to provide at least 45 ml of urine specimen. In the presence of the specimen recipient, the collection site person shall pour 30 ml of the specimen into a second specimen bottle to be used as the primary specimen. The remainder 15 ml shall be retained to be used as the split specimen.

If the primary specimen is confirmed positive, the employee has up to 72 hours to request that the MRO initiates testing of the split by a different laboratory.

The "split" sample shall be kept in secured storage by the initial laboratory for 365 days. If the "primary" sample yields a positive result, the laboratory shall provide for shipment of the "split" to a different DHHS certified laboratory at the request of the MRO. The second laboratory shall retain the "split" sample in secured storage for long-term, at least 365 days or longer if litigation concerning the test is pending.

### **Re-testing Provisions**

For confirmed positive test results that have been verified by the MRO, the tested employee may request in writing for a re-test of the original specimen within 60 days of receipt of the final test results from the MRO. The employee may specify re-testing by the Company's DHHS-certified testing laboratory or by a second laboratory certified by the DHHS. The original screening laboratory will follow approved chain-of-custody procedures in transferring a portion of the specimen to a second laboratory for re-testing. The Company will require the employee to pay the cost of reanalyzes. However, if the original test result was in error, the employee will be reimbursed.

### **Medical Review Officer**

The Company will appoint a Medical Review Officer (MRO) to review all drug test results. The MRO must be a licensed physician with knowledge of drug abuse disorders.

The MRO will perform the following functions for the Company:

- a) Review all drug test results, positive and negative.
- b) Review and verify a confirmed positive test result.
- c) Notify the tested individuals of a positive test result before notifying the Company.
- d) Provide the tested individual with an opportunity to discuss the reasons for the test result being positive.

- e) Review all medical records made available by the tested individual when a confirmed positive test could be the result of legally prescribed medication.
- f) Verify that the laboratory result of a positive specimen has been screened by immunoassay, and the result confirmed by Gas Chromatography/Mass Spectrometry (GS/MS).
- g) Notify the Company of all test results, positive and negative.
- h) Process re-test requests of the original specimen and initiate re-analysis by the approved laboratory to determine the accuracy of the test result. Determine whether and when an employee who has successfully completed a drug rehabilitation program that has been approved by the Company may be returned to work.
- i) Determine a schedule of unannounced testing, in consultation with the Company, for all employees who have returned to work after successfully completing a drug rehabilitation program that has been authorized by the Company.

If the MRO determines that there is a legitimate medical explanation for the confirmed positive test result other than the unauthorized use of a prohibited drug, the test result Will be verified negative by the MRO and reported to the Company as a negative test result.

If the MRO can find no legitimate medical explanation for the confirmed positive test result other than the unauthorized use of a prohibited drug, the test result will be verified positive and reported to the Company for a positive test result The Company's Medical Review Officer is:

### **Record Keeping Of Drug Testing**

#### **General**

All records pertaining to drug testing shall be maintained in a secured manner by the company. Unauthorized personnel shall not have access to this information. Records shall be maintained as follows:

#### **5 Years:**

Records of employee drug test results that show employees failed drug tests and the type of test. These will include:

- a) The function performed by the employees who failed a drug test.
- b) The prohibited drugs which were used by employees who failed a drug test.
- c) The disposition of employees who failed a drug test.

A record of the number of employees tested, by type of test.

#### **1 Year:**

The company will keep records of employee's drug test results that show employees passed drug test for at least one year.

## **Disclosure of Drug Testing Records**

An employee may obtain copies of their drug testing records, by submitting a written request to the person in charge of the Substance Abuse Program.

Information regarding an employee's drug testing or rehabilitation may be released only upon written consent of the employee, except when requested by the Administrator of the FHWA or relevant state agency for an accident investigation. The Company requires that the approved laboratory maintain employee test records in confidence. However, the laboratory shall disclose positive drug test information of an employee to the employee, the Company or the decision maker in a lawsuit, grievance or other legal action initiated by or on behalf of the employee as a result of a certified positive drug test. The Company is required to provide drug testing records to subsequent employer as requested and authorized by the terms of the employee's written request. Such information may be disclosed to decision makers in a lawsuit, grievance, or other proceeding initiated by the employee.

## **Alcohol Abuse Policies**

### **Alcohol Specific Policies**

Company employees shall not report to work with evidence that they have partaken or are under the influence of an alcohol related substance. Sources of alcohol related substances include but are not limited to consumption of alcoholic beverages or medications containing alcohol.

Specifically, employees should not consume any form of alcoholic beverage within eight hours of reporting to work or give the appearance they have consumed excessive alcoholic beverages: If the employee is on call (i.e., carries a company issued beeper), the eight hours begins prior to the start of the on-call period and continues throughout the period. If an employee has consumed any alcoholic beverage in the past eight hours and is called in to work, they should report this fact to their supervisor. (The Company policy time limit is eight hours.)

If the company should have reasonable suspicion that an employee (project manager, superintendent, foreman or employee) is under the influence of an alcohol related substance, then the employee should be immediately removed from the work function and tested according to guidelines as outlined in this section.

### **Violations**

An employee found to have a blood alcohol level of 0.02 or higher will be suspended without pay from work for 3 days. An employee must re-test, at their expense, and may return to work with a test result of 0.02 or less.

If an employee has three alcohol test of 0.02 or more in a 12 month period, that employee will be terminated.

Upon termination the employee will be encouraged to enroll, at their expense, in a qualified and Company approved Employee Assistance Program (EAP). If an employee enrolls in an EAP program, shows up for meetings and gets the help needed, the employee may return to work, provided they pass an alcohol test of 0.02 or less. This alcohol test will be taken at their expense. The employee may be put on a slow return to work schedule, (at a salary appropriate for the job duties), working



their way back up the ladder until the employee can handle their own job. The employee returning to work will be subject to all the alcohol tests required of other employees, including random and reasonable suspicion alcohol testing.

### **Alcohol Testing Required**

The alcohol testing program follows the regulations outlined by the Federal Highway Administration (FHWA) of DOT effective January 1, 1996.

Alcohol testing of employees will be conducted under the following conditions:

- a) Post Accident Testing
- b) Reasonable Suspicion Testing
- c) Random Alcohol Testing
- d) Return to Duty Testing
- e) Post Rehabilitation Testing
- f) CDL Drivers Testing

### **Post-Accident Testing**

Following an accident, each surviving employee shall submit to an alcohol test within two hours or as soon as practical. If the test is not administered within two hours of the accident, the Company shall prepare and maintain on file a record stating the reasons a test was not promptly administered. If the test is not administered within eight hours following the accident, attempts to test should cease. The reason for not testing should be stated in the record.

Following an accident, each surviving employee who may have contributed to or cannot be completely discounted as having contributed to the accident may not drink alcoholic beverages or use alcohol in any manner for eight hours after the accident, unless said employee has been tested for alcohol.

### **Reasonable Suspicion Testing**

An employee shall be subject to reasonable suspicion alcohol testing if it is determined by a project managers/superintendent/foreman, trained in detecting the symptoms of alcohol misuse, that alcohol-related conduct prohibitions have been violated. The decision to require an employee to submit to an alcohol test shall be based on specific, physical, behavioral, or performance indicators of probable alcohol abuse. Only one trained project manager/superintendent/foreman required to make the determination to test Observations for reasonable suspicion testing should only be made during, just preceding, or just after the period of the work day that the employee is required to be in compliance. An employee shall be directed to submit to an alcohol test only while the employee is performing their job duty; just before the employee is to perform the job duty; or just after the employee has ceased performing the job duty.

### **Random Alcohol Testing**

Employees shall be randomly selected by a computer-generated number system from a pool of all employees. Each employee will have an equal chance of being tested under the random selection process. Random testing shall be conducted just before, during, or just after an employees performance their job duties. Upon notification of random alcohol test, the employee must report to the alcohol testing facility immediately.

### **Return- To-Duty- Testing**

Before an employee returns to their job duties, the employee will be required to submit to a return-to-duty alcohol test, at their expense. The employee may return to duty if the alcohol test results indicate an alcohol concentration of less than 0.02.

### **Post-Rehabilitation**

Employees who voluntarily seek rehabilitation treatment for alcohol abuse and have been evaluated by a Substance Abuse Professional (SAP) shall return to work only after submitting to an alcohol test with a result less than 0.02. Employees shall be subject to unannounced follow-up testing for up to 60 months. At least six follow-up tests must be conducted in the first 12 months. An employee must be tested while performing their job duties; just before their job duties; or just after ceasing their job duties. These follow-up tests will be at the employee's expense.

### **CDL Drivers**

The Company shall comply with the alcohol testing requirements as specified by the Federal Highway Administration (FHWA) concerning testing of all commercial drivers both interstate and intrastate effective January 1, 1996, as defined in 49 CFR Part 382 using procedures as specified in 49 CFR Part 40. All employees who are required to have commercial driver's license (CDL) shall be subject to alcohol testing; random; (the random testing rate must equal to or exceed 25% on an annual basis of all covered employees required to have a CDL); reasonable suspicion; post-accident, return-to-duty; and follow-up.

### **Refusal to Test and Incomplete Test**

Any employee who refuses to submit to an alcohol test will be subject to termination. If an employee refuses-to complete and sign the breath alcohol testing form, the company' considers the employee to have "refused to take the alcohol test", therefore the employee will be terminated.

If an employee refuses to provide an adequate amount of breath that in any way prevents the completion of the test, the testing process shall be terminated. The BAT will immediately notify the Company. The Company will then be responsible for directing the employee to obtain an evaluation from a licensed physician to determine the employee's medical ability to provide an adequate amount of breath.

If the licensed physician is unable to make a medical determination that would explain the employee's inability to provide an adequate amount of breath, it shall be regarded as "a refusal to take a test" The Company's policy will be enforced in situations of this nature, resulting in termination of employment.

## **Alcohol Testing Laboratory**

### **Evidential Breath Testing (EBT)**

Effective January 1, 1996, alcohol testing will consist of breath testing using Evidential Breath Testing (EBT) devices approved by the National Highway Traffic Safety Administration (NHTSA), and identified on the Conforming Products List (CPL) for Evidential Breath Testing Devices. A Breath Alcohol Testing Form shall be completed by the Breath Alcohol Technician (BAT) and the employee.

Employee to be tested will be required to provide identification (photo ID card or identification by a Your Company Name representative). It is the responsibility of the BAT to explain the testing procedure to the employee.

The employee shall be given a sealed mouthpiece to open and blow into. Two breath tests may be required to determine if a person has a prohibited alcohol concentration. The first test is a screening test. If the result is less than 0.02 alcohol concentration, it shall be considered a "negative" test and no further testing shall be required. If the initial test is .02, but less than .04, a confirmation test shall be conducted within 20 minutes, but not less than 15 minutes, greater. The individual shall not eat, drink, or put any object or substance in his or her mouth, and, the extent possible, not belch during a waiting period before the confirmation of test.

A new mouthpiece shall be used for the confirmation test. The confirmation test shall be conducted with an EBT that prints out the results, date and time, a sequential test number, and the name and serial number of the EBT to ensure the reliability of the results.

### **Breath Alcohol Technician (BAT)**

Alcohol tests shall be conducted by a Breath Alcohol Technician (BAT) trained to proficiency in the operation of the EBT, its methodology, calibration checks, and the fundamentals of breath analysis for alcohol content. The BAT shall receive additional training, as needed, to ensure proficiency, concerning new or additional devices or changes in technology. Only training courses that are equivalent to the Department of Transportation model courses, as determined by the National Safety Administration (NHTSA) are acceptable for training BAT's to proficiency.

The Breath Alcohol Technician (BAT) shall supervise only one employee's use of the Evidential Breath Testing (EBT) device at a time. The BAT shall remain in the testing area at all times while the testing procedure is in progress.

### **Location for Breath Alcohol Testing**

Alcohol tests shall be conducted in a location that affords visual and aural privacy to the individual being tested.

The privacy shall be such that it will prevent unauthorized persons from seeing or hearing test results. All necessary equipment, personnel, and materials for breath testing shall be provided at the testing location Your Company Name, will secure a testing location that meets the requirements of 49 CFR Part 391.

A mobile collection facility (e.g., a van equipped for alcohol testing) that meets the above requirements. In order to maintain the confidentiality of alcohol testing results, unauthorized persons shall not be allowed in the testing area when testing is being conducted.

### **The Breath Alcohol Testing Form and Log Book**

A standard breath alcohol testing form is provided by the Department of Transportation, and shall not be modified by (Your Company Name) employees. The form shall provide triplicate (or three consecutive identical) copies.

A log book shall be used in conjunction with any EBT used for screening tests that do not meet the requirements of Part 40. The BAT shall retain the white copy; the employee shall be provided the green copy; and the blue copy shall be transmitted to the employer. Forms generated by an EBT, shall be 8-1/2 by 11 inches in size. The log book shall include columns for the test number, date of the test, and name of the BAT, location of the test, quantified test result, and initials of the employee taking each test.

### **Record Keeping Of Alcohol Testing**

#### **General**

All records pertaining to alcohol testing shall be maintained in a secured manner by the company. Unauthorized personnel shall not have access to this information. Records shall be maintained as follows:

#### **5 Years:**

- Alcohol test results of 0.02 or greater
- Documentation of refusals
- EST calibration documentation
- Employee evaluations and referrals
- Copies of the annual alcohol testing reports submitted to FHWA and any other DOT agency

#### **2 Years:**

- Records related to the collection process
- Training records

#### **1 Year:**

- Test results below 0.02

### **Disclosure of Alcohol Testing Records**

An employee may obtain copies of their alcohol testing records, by submitting a written request to the person who handles the Substance Abuse Program. Information regarding an employee's alcohol testing or rehabilitation may be released only upon written consent of the employee, except when requested by the Administrator of the FHWA or relevant state agency for an accident investigation.

The Company requires that the approved laboratory maintain employee test records in confidence. However, the laboratory shall disclose positive drug test information of an employee to the employee, the Company or the decision maker in a lawsuit, grievance or other legal action initiated by or on behalf of the employee as a result of a certified positive drug test.

The Company is required to provide alcohol testing records to subsequent employer as requested and authorized by the terms of the employee's written request. Such information may be disclosed to decision makers in a lawsuit, grievance, or other proceeding initiated by the employee.

## **Training**

### **Employee Training**

All employees (project managers, superintendent, foremen, and employees) will receive annually 2 hours of employee education that cover at a minimum the following topics:

- a) Explanation of the disease model of addiction of alcohol and drugs.
- b) The effects and dangers of the commonly abused substances in the work place.
- c) The Company's policies and procedures regarding substance abuse in the work place.
- d) How employees who wish to obtain substance abuse treatment can do so.

### **Project Managers, Superintendent and Foremen Training**

In addition to the annual employee education requirement, supervisory personnel will be provided with 2 hours of supervisor training per year.

The objective of supervisor training programs is to aid a supervisor in determining whether an employee must be drug or alcohol tested based on reasonable suspicion.

### **Examples of topics to be covered:**

- a) Reasonable suspicion, enhancing observation and measurement skills.
- b) How to recognize employee's substance abuse.
- c) How to document and corroborate signs of employee's substance abuse.
- d) When and if to: Test? Confront? Interview?
- e) How to refer substance abusing employees to proper treatment providers.

### **Employee Assistance Program**

The Company will provide an Employee Assistance Program.

### **The Employee Assistance Program will consist of the following:**

- a) Distribution of informational material concerning qualified and Company approved drug and alcohol rehabilitation programs.
- b) Community service hotline support telephone numbers.

Employees who are using illegal drugs or controlled substances are encouraged to voluntarily seek assistance through an approved rehabilitation program. The employee must voluntarily disclose their substance abuse problem to a company supervisor or official prior to notification of selection

for any testing in order to preserve their right to access the EAP and maintain their job if an employee wishes to enter such a program voluntarily their employment will not be terminated for violation of the Company's Substance Abuse Program so long as the employee satisfactorily meets the requirements of such a program and maintains a drug and/or free status.

## **PART 3 Hazardous Communication Program**

### **Hazard Communication Program**

A Hazardous Communication Program has been developed by the Company in accordance with OSHA Regulations 1926.21(3) and 1926.59(e)(1). Every employee should be trained under the guidelines of the program.

A person, designated by the company, will become the Hazardous Communication Program designer. Any questions or comments regarding the Hazardous Communication Program should be directed to the designated person.

Name:

Phone:

### **Chemical Inventory**

Hazardous chemicals will be inventoried, by the person in charge of the Hazardous Communication Program on a regular basis. Any new chemicals brought to the work site by the Company will be included on the hazardous chemical inventory list. An inventory list of all known chemicals will be available at the office or upon request.

### **Container Labeling**

All chemicals on site will be stored in their original or approved containers with a proper label attached. Any container not labeled should be removed for proper labeling or disposed of in a responsible manner.

Employees may dispense chemicals from an original container to a temporary container only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container, if it is not returned to the original container it must be labeled.

No unmarked containers of any size are to be left in the work area unattended.

The company will rely on the manufacturer applied labels whenever possible, and will ensure that these labels are not removed or if damaged are replaced. Each container will be labeled with the identity of the hazardous chemical and any appropriate hazard warnings.

### **Material Safety Data Sheets (MSDS)**

The company will have an up to date copy of the material safety data sheets (MSDS).

Each MSDS will be in English and shall contain:

- a) The name of the chemical.
- b) The physical hazards
- c) The health hazards.
- d) The primary route of entry.
- e) The OSHA permissible exposure limit.
- f) Any general precautions for safe handling.
- g) The date of preparation or the date of the last change to the MSDS.

- h) The name, address and telephone number of the chemical manufacturer.

MSDS will be kept at the office and will be accessible to all employees. Job specific

MSDS will be readily available to the employees working on specific job sites. If an employee cannot locate an MSDS sheet, contact the Hazardous Communication Program designer.

The Hazardous Communication Program designer will be responsible for distribution of the appropriate up to date MSDS sheets to the job sites. Foremen are responsible for having the appropriate up to date MSDS sheets on their job sites.

## **Employee Training**

### **General**

Employees need to be trained to work safely with hazardous chemicals. Employee training may include:

- a) Methods that may be used to detect a release of hazardous chemicals in the workplace.
- b) Physical and health hazards associated with chemicals.
- c) Protective measure to be taken. .
- d) Safe work practices, emergency response and use of personnel protective equipment.
- e) Information on the Hazardous Communication Standard.
- f) Labeling and warning systems.
- g) The employees Right to Know.
- h) And an understanding of the Safety Data Sheet (SDS).

### **On Site Training**

Foremen will be responsible for site specific hazardous chemical training. Training will include:

- a) Types of chemicals on the job site.
- b) Hazards created by chemicals on the job site.
- c) First aid and emergency procedures, when exposed to specific chemicals.
- d) Using appropriate personnel protective equipment for hazardous chemical handling.

### **Hazards of Non-Routine Tasks**

Foremen will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.

Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

### **Multi – Employer Workplaces**

Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.

The Company should provide to other employers on multi – employer job sites, copies of MSDS on hazardous chemicals that are used by the Company. Those employers will be responsible for



providing their employees with the information necessary to prevent exposure to the Company's hazardous chemicals.

Employers working on the job site with the Company, will provide, the Company with MSDS on each hazardous chemical that they use on the job site. The Company is responsible for providing its employees with the information necessary to prevent exposure to the other employer's hazardous chemicals.

## **PART 4 Job Specific–Work Rules**

### **Abrasive Grinding**

Abrasive wheel bench or stand grinders must have safety guards strong enough to withstand bursting wheels in accordance with OSHA Standard. [1926.303 (b) & (c)(1)]

Adjust work rest on grinders to a clearance not to exceed 1/8 inch between rest and wheel surface in accordance with OSHA Standard. [1926.303©(2)]

Inspect and ring–test abrasive wheels before mounting. [1926.303©(7)]

Always leave wheel in working condition for next user. Properly dress wheel before and after use.

### **Access/Egress**

Use only safe means of access/egress to and from work areas. Jumping from or to work areas is not allowed, nor is sliding down cables, ropes or guys.

### **Air Tools**

Secure pneumatic tools to hose in a positive manner to prevent accidental disconnection in accordance with OSHA Standard. [1926.302(b)(1)]

Install and maintain safety clips or retainers on pneumatic impact tools to prevent attachments from being accidentally expelled in accordance with OSHA Standard. [1926.302(b)(2)]

The manufacturer’s safe operating pressure for all fittings shall not be exceeded in accordance with OSHA Standard. [1926.302(b)(5)]

All hoses exceeding ½ inch inside diameter require safety devices at the source of supply to reduce pressure in case of hose failure in accordance with OSHA Standard. [1926.302(b)(7)]

### **Compressed Air**

Use of compressed air used for cleaning purposes may not exceed 30 psi, and then only in conjunction with effective chip guarding and personal protective equipment in accordance with OSHA Standard. [1926.302(b)(4)]

Exceptions to 30 psi are allowed only for concrete form, mill scale, and similar cleaning operations in accordance with OSHA Standard. [1926.302(b)(4)] The use of compressed air to clean off yourself or other workers is not allowed.

### **Compressed Gas Cylinders**

Put valve protection caps in place before compressed gas cylinders are transported, moved, or stored in accordance with OSHA Standard. [1926.350(a)(1)]

Cylinder valves will be closed when work is finished and when cylinders are empty or being moved in accordance with OSHA Standard. [1926.350(a)(8)]

Compressed gas cylinders will be secured in an upright position at all times in accordance with OSHA Standard. [1926.350(a)(9)]

Keep cylinders at a safe distance, or shield from welding or cutting operations and place where they cannot become part of an electrical circuit in accordance with OSHA Standard.

[1926.350(b)(1) &(b)(2)]

Oxygen and fuel gas cylinders in storage shall be separated by a five foot high noncombustible wall having a fire-resistance rating of at least one-half hour or a 20-foot separation in accordance with OSHA Standard. [1926.350(a)(10)]

Oxygen and fuel' gas regulators must be in proper working order while in use in accordance with OSHA Standard. [1926.350 (h)]

### **Drinking Water**

An adequate supply of potable drinking water shall be provided in all places of employment in accordance with OSHA Standard. [1926.51(a)(1)]

Portable drinking water containers shall be capable of being tightly closed and be equipped with a tap in accordance with OSHA Standard. [1926.51(a)(1)]

The common drinking cup is prohibited. Cup dispensers and disposable cups shall be provided in accordance with OSHA Standard in accordance with OSHA Standard. [1926.51(a)(4)]

A sanitary container for unused cups and a receptacle for used cups shall be provided in accordance with OSHA Standard. [1926.51 (a)(5)]

### **Electrical-General**

All extension cords must be 3-wire type, protected from damage, and not fastened with staples, hung from nails, or suspended from wires in accordance with OSHA Standard. [1926.416(e)(1) &(2)]

No cord or tool with a damaged ground plug may be used. Splices must have soldered wire connections with insulation equal to the cable. Worn or frayed cables may not be used.

Cable passing though work areas will be covered or elevated to protect from damage.

Boxes with covers for the purpose of disconnecting must be securely and rigidly fastened to mounting surface.

No employee may work in proximity to any electric power circuit that may be contacted during the course of work, unless protected against electric shock by de-energizing circuit and grounding it or by guarding with effective insulation in accordance with OSHA Standard. [1926.416(a)(1)]

In work areas where exact location of underground electric power lines is unknown, workers using bars or other hand tools which may contact lines must wear insulated protective gloves in accordance with OSHA Standard. [1926.416(a)(2)]

## Excavation and Trenching

The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations, that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation by calling Georgia 811 in accordance to OSHA Standard. [1926.651 (b)]

Utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 48 hours (unless a longer period is required by state law), or cannot establish the exact location of these installations, the company may proceed, provided the company does so with caution, and provided detection equipment or other acceptable means to locate utility installations are used in accordance with OSHA Standard. [1926.651(b)(2)]; O.C.G.A 25-9-7(e)

When excavation operations approach the estimated location of under ground installations, the exact location of the installations shall be determined by safe and acceptable means. While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees in accordance with OSHA Standard. [1926.651(b)(3) & (b)(4)]

Each employee in an excavation shall be protected from cave-ins by an adequate protective system except when:

- Excavations are made entirely in stable rock; or excavations are less than five feet (1.52m) in depth and examination of the ground by a competent person provided no indication of a potential cave-in in accordance with OSHA Standard. [1926.652(a)(1)]

Protective systems shall have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system in accordance with OSHA Standard. [1926.652(a)(2)]

Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least two feet (.61 m) from the edge of the excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary in accordance with OSHA Standard. [1926.652U)(2)]

Daily inspections of excavations, the adjacent areas and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by a competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated in accordance with OSHA Standard. [1926.651 (k)(1)]

Where a competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety in accordance with OSHA Standard. [(1926.651 (k)(2)]

A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are four feet (1.22m) or more in depth so as to require no more than 25- feet (7.82m) of lateral travel for employees in accordance with OSHA Standard. [1926.651 (c)(2)]

Walkways shall be provided where employees or equipment are required or permitted to cross over excavations. Guardrails which comply with, in accordance with OSHA Standard [1926.502 (b)] shall be provided where walkways are 6 feet (1.8m) or more above lower levels in accordance with OSHA Standard. [1926.651 (1)]

### **Explosives and Blasting**

Only authorized and qualified persons shall be permitted to handle and use explosives in accordance with OSHA Standard. [1926.900(a)]

Explosive material shall be stored in approved facilities required under the applicable provisions of the Bureau of Alcohol, Tobacco and Firearms regulations contained in 27 CFR part 55, "Commerce in Explosives" in accordance with OSHA Standard. [1926.904(a)]

Smoking and open flames shall not be permitted within 50-feet of explosives and detonator storage magazines in accordance with OSHA Standard. [1926.904(c)]

Procedures that permit safe and efficient loading shall be established before loading is started in accordance with OSHA Standard. [126.905(a)]

### **Eye and Face Protection**

Eye and face protection must be worn when machines or operations present potential eye or face injury in accordance with OSHA Standard. [1926.102(a)(1)]

Employees involved in welding operations must wear filter lenses or plates of the proper shade number in accordance with OSHA Standard. [1926.102(b)(1)]

Employees exposed to laser beams shall be furnished suitable laser safety goggles which will protect for the specific wavelength of the laser and be optical density (O.D) adequate for the energy involved, in accordance with OSHA Standard. [1926.102(b)(2)]

Eye and face protective equipment shall meet all requirements of ANSI Z87.1-2010 ISEA, "Practice of Occupational and Educational Eye and Face Protection," in accordance with OSHA Standard. [1926.102(a)(2)] Goggles will be worn over any employee owned prescription glasses that do not meet industrial safety standards.

## **Fire Protection**

A fire protection program is to be followed throughout all phases of the construction and demolition work involved. It shall provide for effective fire fighting equipment to be available without delay, and designed to effectively meet all fire hazards as they occur in accordance with OSHA Standard. [1926.150(a)(1)]

Fire fighting equipment shall be conspicuously located and readily accessible at all times, and periodically inspected and maintained in operating condition in accordance with OSHA Standard. [2926.150(a)(2)–(a)(4)] Report any inoperative or missing equipment to your supervisor.

Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited in accordance with OSHA Standard. [1926.150 (c) (1)(vii)]

Fire extinguishers, rated not less than 2A, will be provided for each 3,000 square feet of building area (or major fraction). Travel distance from any point to the nearest fire extinguisher may not exceed 100 feet in accordance with OSHA Standard. [1926.150©(1 )(i)]

## **Flag Personnel**

Signaling by flaggers and the use of flaggers, including warning garments worn by flaggers, shall conform to Part VI of the Manual on Uniform Traffic Control Devices (2009 Edition) incorporated by reference in accordance with OSHA Standard. [1926.201(a)]

Employees exposed to public vehicular traffic shall be provided with, and shall wear, warning vests or other suitable garments marked with or made of reflectorized or high–visibility material in accordance with OSHA Standard. [1926.651(d)]

## **Flammable and Combustible Liquids**

No more than 25 gallons shall be stored in a room outside of an approved storage cabinet in accordance with OSHA Standard. [1926.152(b)(1)]

Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids in accordance with OSHA Standard. [1926.152(a)(1)]

All containers must be labeled with appropriate hazardous warnings. Keep flammable liquids in closed containers when not in use.

Post conspicuous and legible signs prohibiting smoking in service and refueling areas in accordance with OSHA Standard. [1926.152(9)(9)]

## **Foot Protection**

Employees shall wear shoes or boots that give ankle support and that have a heavy sole. No sneakers or open toed shoes are permitted.

## **Gases, Vapors, Fumes, Dusts, and Mists**

Exposure to toxic gases, vapors, fumes, dusts, and mists at a concentration above those specified in the “Threshold Limit Values of Airborne Contaminants for 1970” of the ACGIH, shall be avoided. (American Conference of Government Industrial Hygienists) in accordance with OSHA Standard. [1926.55(a)]

Administrative or engineering controls must be implemented whenever feasible to comply with TLV’s. (Threshold Limit Values) in accordance with OSHA Standard. [1926.55(b)]

When engineering and administrative controls are not feasible to achieve full compliance, protective equipment or other protective measures shall be used to keep the exposure of employees to air contaminants within the limits prescribed. Any equipment and technical measures used for this purpose must first be approved for each particular use by a competent industrial hygienist or other technically qualified person in accordance with OSHA Standard. [1926.55(b)]

## **Hand Tools**

Employers shall not issue or permit the use of unsafe hand tools in accordance with OSHA Standard. [1926.301(a)]

Wrenches shall not be used when jaws are sprung to the point slippage occurs. Keep impact tools free of mushroomed heads. Keep wooden tool handles free of splinters or cracks and assure a tight connection between the tool head and the handle in accordance with OSHA Standard. [1926.301 (b), (c) & (d)]

Electric–power operated tools shall either be approved double insulated, be properly grounded, or used with ground fault circuit interrupters in accordance with OSHA Standard. [1926.302(a)] & [1926.404(b)(1)(ii)]

## **Hard Hats**

Employees working in areas where there is a possible danger of head injury from impact, or from falling or fly objects, or from electrical shock and burns, shall be protected by protective helmets in accordance with OSHA Standard. [1926.100(a)]

## **Hearing Protection**

When engineering or administrative controls fail to reduce sound levels within the limits of Table D–2, ear protective devices shall be provided and used in accordance with OSHA Standard. [1926.52(b)] & [1926.101(a)]

In all cases where the sound levels exceed the values shown in Table D–2 of the Safety and Health Standards, a continuing, effective hearing conservation program shall be administered in accordance with OSHA Standard. [1926.552(d)(1)]

Table D-2 PERMISSIBLE NOISE EXPOSURES

Duration per day, hours	Sound Level DBA Slow response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
1 ½	110
¼ or less	115

Plain cotton is not an acceptable protective device in accordance with OSHA Standard. [1926.101©]

### Housekeeping

Form and scrap lumber with protruding nails and other debris will be kept clear from work areas in accordance with OSHA Standard. [1926.25(a)]

Remove combustible scrap and debris at regular intervals in accordance with OSHA Standard. [1926.25(b)]

Containers will be provided for collection and separation of all refuse. Covers are required on containers used for flammable or harmful substances in accordance with OSHA Standard. [1926.25©]

At the end of each phase of work, return all tools and excess material to proper storage. Clean up all debris before moving on to the next phase. Each employee is responsible for keeping their work areas clean.

### Ladders

Portable and fixed ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited. When ladders with such defects are discovered, withdraw them from service immediately in accordance with OSHA Standard. [1926.1053(b)(1)]

Place portable ladders on a substantial base at a 4-1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above landing 0', where not practical, provide grab rails. Secure against movement while in use in accordance with OSHA Standard. [1926.1053 (b)(5)(i) – (b)(7)]

Portable metal ladders may not be used for electrical work or where they may contact electrical conductors in accordance with OSHA Standard. [9126.1053(b)(12)]

All employees working in a trench must be within 25 feet of a ladder, ramp, or stairs.

Job-made ladders will be constructed for their intended use. Cleats will be inset into side rails ½ inch, or filler blocks used. Cleats will be uniformly spaced, 12 inches, top-to-top in accordance with OSHA Standard. [1926.1053(a)(3)(i)]



No ladders shall be used in a horizontal position as platforms, runways, or scaffolds.

Extension ladders must be retracted before transporting.

### **Liquefied Petroleum Gas**

Each system shall have containers, valves, connectors, manifold valve assemblies, and regulators of an approved type in accordance with OSHA Standard. [1926.153(a)(1)]

All cylinders shall meet DOT specifications in accordance with OSHA Standard. [1926.153(a)(2)]

Every container and vaporizer shall be provided with one or more approved safety relief valves or devices in accordance with OSHA Standard. [1926.153(d)(1)]

Containers shall be placed upright on firm foundations or otherwise firmly secured in accordance with OSHA Standard. [1926.153(g) & (h)(11)]

Portable heaters shall be equipped with an approved automatic device to shut off the flow of gas in the event of flame failure in accordance with OSHA Standard. [1926.153(h)(8)]

Cylinder shall be equipped with an excess flow valve to minimize the flow of gas in the event the fuel line becomes ruptured in accordance with OSHA Standard. [1926.153(j)]

Storage of LPG within buildings is prohibited in accordance with OSHA Standard. [1926.153(1)]

Storage locations shall have at least one approved portable fire extinguisher, rated not less than 20-8:C in accordance with OSHA Standard. [1926.153 (l)(2)]

### **Lockout / Tagout**

This standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start-up of the machines or equipment, or release of stored energy could cause injury to employees in accordance with OSHA Standard. [1910.147(a)(1)(i)]

The standard requires that employers must:

Develop, implement, and enforce an energy control program in accordance with OSHA Standard. [1910.147(c)(1)]

Use lockout devices for equipment that can be locked out. Tagout devices may be used in lieu of lockout devices only if the tagout program provides employee protection equivalent to that provided through a lockout program in accordance with OSHA Standard. [1910.147(c)(2)(ii)]

Develop, implement, and enforce an effective tagout program if machines or equipment are not capable of being locked out.

Use only lockout/tagout devices authorized for the particular equipment or machinery and ensure that they are durable, standardized, and substantial.

Inspect energy control procedures at least annually in accordance with OSHA Standard. [1910.147(c)(6)(i)]

Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance in accordance with OSHA Standard. [1910.147(c)(8)]

Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device in accordance with OSHA Standard. [1910.147(e)(3)]

### **Motor Vehicles and Mechanized Equipment**

Check all vehicles in use at beginning of each work day to assure all parts, equipment and accessories affecting safe operation are in proper operating condition and free from defects. All defects shall be corrected before placing vehicle in service in accordance with OSHA Standard. [1926.601(b)(14)]

No employee shall use any motor vehicle, earthmoving, or compacting equipment having an obstructed view to the rear unless:

- vehicle has a reverse signal alarm audible above the surrounding
- noise level, or
- vehicle is backed up only when an observer signals it is safe to do so in accordance with OSHA Standard. [1926.601 (b)(4)] & [1926.692(a)(9)]

Heavy machinery, equipment, or parts thereof, which are suspended or held aloft will Be substantially blocked to prevent falling or shifting work under or between them in accordance with OSHA Standard. [1926.600(a)(3)(i)]

### **Personal Protective Equipment**

The employer is responsible for requiring the wearing of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions, or where the need is indicated for using such equipment to reduce the hazards to the employees in accordance with OSHA Standard. [1926.600(a)(3)(i)]

Lifelines, safety belts, and lanyards shall be used only for employee safeguarding in accordance with OSHA Standard. [1926.104(a)]

Employees working over or near water, where the danger of drowning exists, shall be provided with U.S. Coast Guard–approved life jackets or buoyant work vests in accordance with OSHA Standard. [1926.106(a)]

### **Power Transmission, Mechanical**

Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed to contact by employees or otherwise constitute a hazard. No equipment may be used without guards in place in accordance with OSHA Standard. [1926.300(a)(2)]

Guarding shall meet the requirement of ANSI B 15.1–1953 (R 1958), “Safety Code for Mechanical Power Transmission Apparatus,” in accordance with OSHA Standard. [1926.300(b)(2)]

### **Protection of the Public**

All company personnel are charged with aiding in the protection of the public including, as your job description dictates, installation and maintenance of signs, signals, lights, fences, guardrails, ramps, temporary sidewalks, barricades, overhead protection, etc., as may be necessary.

## **Rollover Protective Structures (ROPS)**

Rollover protective structures (ROPS) applies to the following types of materials handling equipment:

- To all rubber-tired dozers,
- Wheel type agricultural and industrial tractors
- Crawler tractors
- Crawler type loaders
- Motor graders with or without attachments that are used in construction work.

This requirement does not apply to sideboom pipelaying tractors in accordance with OSHA Standard. [1926.1000(a)(1)]

## **Saws**

All portions of band saw blades will be enclosed or guarded, except for working portion of blades between bottom of guide rolls and table in accordance with OSHA Standard. [1926.304(f)]

Portable, power-driven circular saws will be equipped with guards above and below the base plate or shoe. The lower guard will cover the saw to depth of teeth, except for minimum arc required to allow proper retraction and contact with the work, and will automatically return to covering position when blade is removed from the work in accordance with OSHA Standard. [1926.304(d)]

Radial saws will have an upper guard which completely encloses upper half of saw blade. The sides of lower exposed portion of blade will be guarded by a device that will automatically adjust to the thickness of and remain in contact with material being cut Radial saws used for ripping must have non-kickback fingers or dogs. Radial saws will be installed so the cutting head will return to starting position when released by operator in accordance with OSHA Standard. [1926.304(f)]

All swing or sliding cut-off saws will be provided with a hood that will completely enclose the upper half of the saw in accordance with OSHA Standard. [1926.304(d)]

Limit stops will be provided to prevent swing or sliding type cut-off saws from extending beyond the front or back edges of the table in accordance with OSHA Standard. [1926.304(f)]

Each swing or sliding cut-off saw will be provided with an effective device to return the saw automatically to the back of table when released at any point of its travel in accordance with OSHA Standard [1926.304(f)]

Inverted sliding cut-off saws will be provided with a hood that will cover the part of the saw that protrudes above top of the table or material being cut in accordance with OSHA Standard [1926.304(f)]

## **Signs**

For the protection of all, signs such as “No Smoking”, “Keep Out”, “Eye Protection

Required”, “Out of Order–Do Not Use”, and “Authorized Personnel” will be posted. All employees will obey these directions.

## **Storage**

All materials stored in tiers will be secured to prevent sliding, falling or collapse in accordance with OSHA Standard [1926.250(a)(1)]

Aisles and passageways will be kept clear and in good repair in accordance with OSHA Standard [1926.151(d)(1)]

Stored materials will not obstruct exits in accordance with OSHA Standard [1926.151(d)(1)]

Materials will be stored with due regard to fire characteristics in accordance with OSHA Standard. [1926.151(d)(2)]

Weeds and grass in outside storage areas shall be kept under control in accordance with OSHA Standard. [1926.151©(3)]

## **Tire Cages**

A safety tire rack, cage, or equivalent protection shall be provided and used when inflating, mounting, or dismounting tires, installed on split rims, or rims equipped with locking rings or similar devices in accordance with OSHA Standard. [1926.600(a)(2)]

## **Toilets**

Toilets shall be provided according to the following:

- 20 or fewer persons – one facility
- 20 or more persons – one toilet seat and one urinal per –40 persons
- 200 or more persons one toilet seat and one urinal per 50 persons in accordance with OSHA Standard [1926.51c)(1)]

This requirement does not apply to mobile crews having transportation readily available to nearby toilet facilities in accordance with OSHA Standard. [1926.51©(4)]

## **Washing Facilities**

The employer shall provide adequate washing facilities for employees engaged in operations involving harmful substances in accordance with OSHA Standard. [1926.51(f)]

Washing facilities shall be in near proximity to the worksite and shall be so equipped as to enable employees to remove all harmful substances in accordance with OSHA Standard. [1926.51(f)]

## **Welding, Cutting and Heating**

When practical, objects to be welded, cut, or heated shall be moved to a designated safe location or, if the objects to be welded cut or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected in accordance with OSHA Standard. [1926.352(a)]

If the object to be welded, cut, or heated cannot be moved and if all the are hazards cannot be moved and if all the fire hazards cannot be removed, positive means shall be taken to confine the heat, sparks, and slag, and to protect the immovable fire hazards from them in accordance with OSHA Standard. [1926.52(b)]

Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc. ) for fire prevention shall be taken in areas where welding or other “hot work” is being done. No welding, cutting or heating will be done where application of flammable paints, or presence of other flammable compounds, or heavy dust concentrations, creates a fire hazard. Equip torches with anti-flashback devices.

All arc welding and cutting cables shall be completely insulated and be capable of handling the maximum current requirements for the job. **There shall be no repairs or splices within 10-feet of the electrode holder, except where splices are insulated equal to the insulation of the cable.** Defective cable shall be repaired or replaced in accordance with OSHA Standard. [1926.351(b)(1) & (b)(2)]

Fuel gas and oxygen hose shall be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each shift and shall be repaired or replaced if defective in accordance with OSHA Standard. [1926.350 (f)(1)&(f)(3)]

General mechanical or local exhaust ventilation or air line respirators shall be provided, as required, when welding, cutting or heating:

- zinc, lead, cadmium, mercury, or beryllium-bearing, based or coated materials in enclosed spaces;
- stainless steel with inert-gas equipment;
- in confined spaces; or
- where an unusual condition can cause an unsafe accumulation of contaminants in accordance with OSHA Standard. [1926.353 (b)(1), (c)(1) – (c)(2) & (d)(1)(iv)]

Arc welding and cutting operations will be shielded by non-combustible or flameproof shields to protect employees from direct arc rays in accordance with OSHA Standard. [1926.353 (e)(2)]

When electrode holders are left unattended, electrodes will be removed and holder will be placed or protected so they cannot make electrical contact.

### **Wire Ropes, Chains, Ropes and Other Rigging Equipment**

Wire ropes, chains, ropes and other rigging equipment will be inspected prior to use and as necessary during use to assure their safety. Remove defective rigging equipment from service immediately in accordance with OSHA Standard. [1926.251 (a)(1)]

Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, or other such attachments will not be used in accordance with OSHA Standard. [1926.251 (b)(3)]

When U-bolts are used for eye splices, the U-bolt will be applied so the “U” section is in contact with dead end of rope in accordance with OSHA Standard. [1926.251 (c)(5)(i)]

When U-bolt wire rope clips are used to form eyes, the following table shall be used to determine the number and spacing of clips

.

**Table D-4 Number and Spacing of U-Bolt Wire Rope Clips**  
**Number and Spacing of U-Bolt Wire Rope Clips**

Improved Plow Steel, Rope (Diameter Inches)	Number of Clips		Minimum Spacing (inches)
	Drop Forged	other Material	
1/2	3	4	3
5/8	3	4	3 3/4
3/4	4	5	4 1/2
7/8	4	5	5 1/4
1	5	6	6
1 1/8	6	6	6 3/4
1 1/4	6	7	7 1/2
1 3/8	7	7	8 1/4
1 1/2	7	8	9

**PART 5 FORMS AND POSTERS**

**Your Company Name**

**PRE-EMPLOYMENT URINALYSIS CONSENT FORM**

I understand that as required by Federal Motor Carrier Safety Regulations, Title 49 Code of Federal Regulations, Section 391.103, all driver-applicants of this company must be tested for controlled substances as a pre-condition for employment.

I consent to the urine sample collection and testing for controlled substances.

I understand that a positive test result for controlled substances will render me; unqualified for employment.

The Medical Review Officer will maintain the results of my test. Negative and positive results will be reported to the company. If the results are positive, the controlled substance will be identified. The results will not be released to any other parties without my written authorization.

I understand the above conditions and hereby agree to comply with them.

\_\_\_\_\_  
(Applicant's Name - Print)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Month) (Day) (Year)

\_\_\_\_\_  
(Applicant's Signature)

Your Company Name Here



## CONTROLLED SUBSTANCES TEST RESULTS NOTIFICATION FORM

### Purpose of the Form

The controlled substances testing regulations require the motor carrier to notify a driver of a positive result following a periodic, reasonable cause, random or post accident drug test. In the case of a pre-employment drug test, a driver-applicant requesting within 60 days of notification of the disposition of his or her employment application must be notified of the results by the motor carrier (49 CFR 391.87©) .

Employer – Complete the following:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Driver – (Print) (Month) (Day) (Year)

Type of test: \_\_\_\_Pre-employment \_\_\_\_ Random \_\_\_\_Reasonable Cause

\_\_\_\_Biennial (Periodic) \_\_\_\_Post-Rehab. \_\_\_\_Post-Accident

Test Results: \_\_\_\_ Negative \_\_\_\_Positive

*If the driver is an employee who has tested positive, indicate the drug identified.*

\_\_\_\_Marijuana \_\_\_\_Cocaine \_\_\_\_Opiates \_\_\_\_Amphetamines \_\_\_\_Phencyclidine (PCP)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Driver – (Print) (Month) (Day) (Year)

\_\_\_\_\_  
Driver Signature

## HAZARDOUS COMMUNICATION

### Employee Understanding

May 23, 1988, the Occupational Safety and Health Administration (OSHA) passed new laws pertaining to hazardous materials.

The law says that any company that handles certain chemicals are required to have a **HAZARDOUS COMMUNICATION PROGRAM**. We have a **HAZARDOUS COMMUNICATION PROGRAM** add (Your Company Name.) The program is located here in our **SAFETY OFFICE** and each foreman has a copy in his foreman manual located in his truck.

The program has a copy of the law, a statement Your Company Name indicating our compliance with the law, a list of all chemicals we handle and a **MATERIAL SAFETY DATA SHEET (MSDS)** on each chemical.

The Data Sheet list the chemical, the manufacture, the effects of the chemical and the suggested first aid.

You should read the warning label on any chemical you handle. If there is no label you should ask for the Data Sheet. You have a right to know.

You should wear protective clothing such as gloves, and goggles when handling chemicals.

Some of the chemicals we handle are gasoline, diesel fuel, motor oil, hydraulic oil, gear oil and all types of grease.

If you come in contact with any of these chemicals you should clean them off as soon as possible.

The law says we have to explain this to you and document it. We need you to acknowledge this by signing your name in the blank below.

If additional information becomes available, you will be informed of the new information or chemical that is being introduced and used by the company.

### YOU HAVE A RIGHT TO KNOW!!!!

Key words:

HAZARDOUS COMMUNICATION PROGRAM (Located in Foreman Manual and Safety Office)

SDS - SAFETY DATA SHEET (Located In Foreman Manual and Safety Office)

(EMPLOYEE NAME)

---

(DATE)

---

## **EMPLOYEE SAFETY UNDERSTANDING**

### **ACKNOWLEDGMENT FORM**

I have been issued a copy of the Company Safety Program. I have read and understand the company's position on safety. I agree to comply with all Safety Rules.

**EMPLOYEE NAME:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **PART 6 INDEX**

### **A**

Abrasive Grinding, 32  
Access/Egress, 32  
Accident investigation and Prevention, 10  
Accountability and Evaluations, 8  
Air Tools, 32  
Alcohol Abuse Policies, 22

---

### **B**

Bidding, 9

---

### **C**

Chemical Inventory, 29  
Compressed Air, Use of, 32  
Compressed Gas Cylinders, 32  
Container Labeling, 29  
CONTROLLED SUBSTANCES TEST RESULTS NOTIFICATION FORM, 49

---

### **D**

Disclosure Of Drug Testing & Records, 22  
Drinking Water, 33  
Drug Test and Drug Testing Procedures, 17  
Drug Testing Laboratory, 19

---

### **E**

Electrical-General, 33  
Emergency & First Aid, 12  
Employee Assistance Program, 27  
Employee Haz-Comm Sign off sheet, 48  
Employee Participation, 9  
Employee safety program sign off sheet, 49  
Employee Training, 27  
Employees, 8  
Enforcement- Progressive Discipline, 9  
Excavation and Trenching, 34  
Explosives and Blasting, 35  
Eye Face Protection, 35

---

## **F**

Fire Protection, 36  
Flag Personnel, 36  
Flammable and Combustible Liquids, 36  
Foot Protection, 36  
Foremen, 7

---

## **G**

Gases, Vapors, Fumes, Dusts, and Mists, 37  
Goal and Purpose, 6

---

## **H**

Hand Tools, 37  
Hard Hats, 37  
Hazard Communication Program, 29  
Hazardous Communication Program, 29  
Hazards of Non-Routine Tasks, 31  
Hearing Protection, 40. See Table D-2  
Housekeeping, 38

---

## **I**

Injury and Illness Recordkeeping, 13

---

## **L**

Ladders, 38  
Letters to Employees, 2  
Liquefied Petroleum Gas, 39  
Lockout/Tagout, 39

---

## **M**

Management, 6  
Medical Review Officer, 20  
Motor Vehicle and Mechanized Equipment, 40  
Multi - Employer Workplaces, 31

---

## **N**

New and Re-Hired Employee Orientation, 10

---

## **O**

Objectives, 6

---

## **P**

Personal Protective Equipment, 40  
Power Transmission, Mechanical, 40  
PPE, 10  
PRE-EMPLOYMENT URINALYSIS, 46  
Pre-Planning, 9  
Project Mangers/Superintendent, 6  
Protection of the Public, 40

---

## **R**

Record Keeping of Drug Testing, 21  
Responsibilities, 6  
Retention of Samples, 20  
Rollover protective Structures (ROPS), 41

---

## **S**

Safety Data Sheets (DS), 30  
Safety and Health policies, 8  
Safety and Health Program Revision, 13  
Saws, 41  
Signs, 41  
Site Safety Inspections, 9  
Split Samples, 20  
Storage, 42  
Sub-Contractor Selection, 13  
SUBSTANCE ABUSE PROGRAM, 14

---

## **T**

Technical Support, 11

Tire Cages, 42

Toilets, 42

Training, 10

---

## **W**

Washing Facilities, 42

Welding, Cutting and Heating, 42

Wire Ropes, Chains, Ropes and Other Rigging Equipment, 43

See Table D-4, 44

*Company Name:*

*Employee Name:*

*Employee Number:*

*Job Name:*

*Job No:*

I have received a copy of the Company Employee Safety Manual and understand that in accepting employment. I agree to abide by these rules and the Intent of the Company Program. A deliberate violation of these rules is sufficient for disciplinary action.

Employee Signature:

---

*Date*

I have reviewed these instructions with the employee and outlined the safe practices to be followed on the work assigned. I have also informed the above employee that in case or any questions he may have regarding his job, safety, or health, he may feel free to contact me.

*Supervisor Signature:*

---

*Date*

---