

New Era Remodeling & Repairs, LLC

HEALTH & SAFETY PROGRAM

For Compliance With

**Occupational Safety and Health
Administration (OSHA), an Agency of the
U.S. Department of Labor.**

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NEW ERA REMODELING & REPAIRS, LLC
OCCUPATIONAL HEALTH AND SAFETY POLICY

It is our policy to provide a safe, accident-free, and healthy work environment for everyone. However, excellent safe and healthy conditions do not occur by chance. They are the result of diligent work and careful attention to all company policies by everyone.

Safety demands cooperation on everyone's part. Thus, it is important that communication be kept open at all times between the management and employees. Workers who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management must address these concerns and take corrective action when warranted.

Everyone is obligated to know the safety requirements and standards for their area or job, and just as important, to abide by them. Supervisors must instill a positive attitude and safety awareness in their workers through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves and co-workers.

Our safety policies are based on past experience and current standards, and are also an integral part of the company's personnel policies. This means that compliance with the policies is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action or for termination of employment.

Safety and health are every bit as important in this organization as productivity and quality. In fact, they go hand in hand. Of course the best reason for you to observe these policies is because it is in your own self-interest to do so. Conscientiously following them can help you stay safe, healthy, and able to work, play, and enjoy life to its fullest.

David Sabet
Business Owner

SAFETY AND HEALTH PROGRAM

It is the policy of New Era Remodeling & Repairs, LLC (NERR) to provide an accident-free and comfortable work environment by eliminating recognized hazards from the workplace. Our health and safety program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations that apply to our operations.

In order to maintain the safety standards desired by our company, it is necessary to actively pursue an accident prevention program through all levels of our company, from management through all employees. Health and safety are functional responsibilities of each supervisor.

Health and safety are of vital interest to everyone in the company: each level of our organization is accountable for safe performance. Compliance with this program and safety and health rules is taken very seriously. This means that failure to comply is sufficient ground for disciplinary action or for termination of employment. These policies are an integral part of the company's personnel policies.

HEALTH AND SAFETY RESPONSIBILITIES

Our goal is to protect employees, people we work for, contract workers, and sub-contractors from injury while working for our company. This must receive top priority from everyone.

Duties and responsibilities of all personnel under our health and safety program are in the following:

Health and Safety Manager (David Sabet, Business Owner)

- a. Administers all aspects of the occupational health and safety program.
- b. Develops programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
- c. Assists management and supervisors in the health and safety training of employees.
- d. Conducts inspections to identify unhealthy or unsafe conditions or work practices. Completes written report of inspections.
- e. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in health and safety.
- f. Maintains the state health and safety poster, emergency telephone numbers, OSHA Form 300, and other notices required by Workers' Safety.

Ensures this information is posted in places where employees can see them on each job.

- g. Develops and maintains accident and incident investigation and reporting procedures and systems. Investigates all accidents and takes action to eliminate accident causes. Reportable incidents consist of fatalities, lost workday cases, and without lost workdays requiring medical treatment. Keep management informed of findings.
- h. Report accidents that result in an occupational fatality or three or more hospitalized workers to Workers' Safety at 777-7786 within eight (8) hours of occurrence.

Project Manager/Superintendent/Foreman, if any

- a. Familiarizes him/her-self with health and safety regulations related to his/her area of responsibility.
- b. Directs and coordinates health and safety activities within area of responsibility.
- c. Ensures arrangements for prompt medical attention in case of serious injury have been provided for each job, to include transportation, communication, and emergency telephone numbers; and a person with valid certified first aid training is available if required.
- d. Requires all employees supervised to use individual protective equipment and safety devices.
- e. Ensures that safety equipment is available, maintained, used, and stored correctly.
- f. Instructs and trains all persons within area of responsibility in job health and safety requirements.
- g. Conducts frequent and regular health and safety inspections of work area. Directs correction of unsafe conditions.
- h. Conducts weekly safety briefings with all supervisors and/or workers.
- i. Ensures that foremen are aware of and comply with requirements for safe practices.
- j. Reviews all accidents/incidents with foremen and workers involved. Ensures that corrective action is taken immediately to eliminate the cause of the accident.
- k. Requires all subcontractors and subcontractor personnel to comply with health and safety regulations.

- I. Maintains copies of applicable programs and OSHA forms on site, in accordance with company practice and policy. For example, the hazard communication program, material data safety sheets, OSHA 300 Injury Log if not quickly available from the central office.

First Line Supervisor / Foreman, if any

- a. Be familiar with, explains, and enforces health and safety regulations that apply to company operations within his/her area of responsibility.
- b. Ensures that safety devices and proper individual protective equipment are used by persons under his/her supervision.
- c. Instructs and trains all persons within area of responsibility in job health and safety requirements, to include hazard recognition and avoidance, and requires compliance by workers with the safety rules established.
- d. Conducts weekly (or as often as needed) safety briefings with all workers under his/her supervision.
- e. Ensures that injuries are treated promptly and reported properly.
- f. Investigates all accidents/incidents, obtains all pertinent data, and initiates corrective action.
- g. Conducts frequent and regular safety and health inspections of his/her work areas and ensures that no unsafe conditions exist in area of responsibility. Reports to the Project Manager/ Superintendent/Foreman on any corrective actions needed which are beyond his/her control.

Office Manager / Clerk, if any

- a. Maintains all records and reports, such as the Workers' Compensation Report of Occupational Injury or Disease form), of accidents/injuries that have taken place during company operations. May include the OSHA 300 Injury/Illness Log for individual projects/sites with provisions for rapid transmit to the site.
- b. Processes all paperwork associated with accidents, on-site inspections, and in-house audits. Maintains permanent record for company files.
- c. Maintains all medical records, evaluations, and exposure monitoring records for a period of 30 years.
- d. Maintain all training records for a minimum of three years.

All Employees, Contact Workers, Sub-contractors, Residents, ... Etc.

- a. Be familiar with and comply with proper health and safety practices.
- b. Use the required safety devices and proper personal protective safety equipment.
- c. Notify supervisor immediately of unsafe conditions/acts, accidents, and injuries.

Subcontractor Compliance

All contracts and subcontracts require that state laws concerning health and safety will be observed by the subcontractor. The provisions of these health and safety responsibilities apply to subcontractors and their employees working for this company. Failure to fulfill this requirement is a failure to meet the conditions of the contract.

WORKERS' COMPENSATION CLAIMS MANAGEMENT

The following actions will be taken/followed on all accidents/injuries being submitted as a Workers' Compensation claim.

- a. Injured employees must report all accidents/injuries to their supervisor immediately (within 72 hours), who in turn will notify other appropriate company officials, such as the safety manager or claims manager. All accidents/incidents will be investigated by the safety manager, supervisor, or the claims manager to determine the facts and take corrective action to prevent recurrence.
- b. Employees, within ten (10) days after notification to the employer, must complete the Worker Information section only of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms package.
- c. The supervisor or claims manager will complete the Employer's Information section of the same report within ten days of the notification.
- d. The claims manager will ensure that the Wyoming Workers' Safety and Compensation Division is notified as appropriate by filing the above report within ten days of the notification.
- e. The accident investigation must confirm that the injury was job related for the resultant claim to be valid.
- f. Injured employees will be entered into a modified job program, i.e., light duty, restricted duty, part time duty, when such is recommended by the attending physician.

DRUG-FREE WORKPLACE

(Note for Employers: The following Drug-Free Workplace policy is required to be included in your Safety and Health Program if you wish to be accredited for the Safety Discount Program. Please refer to the Safety Discount Program Request for Accreditation form or contact the Risk Management Services at 307-777-7786 for more details of this program and/or the drug-free policy. Employers are not required to pay the costs of treatment or any other intervention to qualify for the safety discount program.)

- a. The unlawful use, possession, transfer, or sale of illegal drugs or controlled substances and the misuse of alcohol by employees during work hours are prohibited.
- b. The consequences for violation of the drug-free policy may include, but are not limited to, a referral for therapeutic help, discipline and/or discharge.
- c. A list of community resources that provide substance abuse treatment and prevention services is posted at the bulletin board where they may be regularly viewed by employees. The Department of Health also provides information on their website, or may be contacted directly.
- d. Encourage the designation of a totally or partially smoke free workplace.

DRIVING SAFETY

Vehicle operations are an integral part of our business. Therefore, the following rules shall apply to all business vehicle operations. Hopefully, employees will follow these rules when operating their own personal vehicles.

- a. All vehicle operators are required to have a current and valid drivers' license for the vehicle to be operated, i.e., motorcycles, trucks, commercial drivers' license (CDL).
- b. No unauthorized use of company vehicles shall be permitted.
- c. All cargo or other items, i.e., laptops, suitcases, etc., shall be loaded and secured to prevent them from creating hazards in the event of hard braking.
- d. Prior to entering the vehicle visually inspect the entire vehicle. Look for broken windows, light covers, low tire pressure, etc. Report all damage to your supervisor.
- e. Adjust all mirrors for the proper vision of the operator.

- f. All occupants shall fasten their seat belts. The vehicle shall not be started until all occupants have fastened their seat belts.
- g. Check all gauges and switches for proper function and location, i.e., cruise control, windshield wipers, lights, gearshift, and radio. Do not look for these while you are operating the vehicle. Test the brakes to determine their effectiveness and get a “feel” for the necessary brake pressure.
- h. Obey all traffic laws while operating the vehicle. This includes the speed limit.
- i. Vehicles shall NOT be operated while under the influence of alcohol or drugs which may impair your driving ability. Some prescription drugs and over-the-counter drugs also may affect your driving and decision-making abilities.
- j. Cell phone operation must be conducted ONLY while stopped and out of traffic.
- k. Pay attention! Keep your mind on driving and watching the road. Watch out for other drivers. Make sure are well rested and alert.
- l. Do not get involved in “road rage”. Do not become angry at aggressive drivers. Simply pull over to the right lane or the side of the road and allow them to pass.
- m. Always stay at least two (2) seconds behind the vehicle in front of you. If driving conditions are not optimal, i.e., rain, ice, snow, wind, or visibility, allow a further following distance.

Your personal safety is also our concern. When operating a company vehicle, please adhere to the following rules. Again, hopefully, you will use these rules in your personal activities.

- a. If your vehicle becomes disabled, call for help on your cell phone or display a white flag on the antenna as a request for help. Request identification of strangers who offer help.
- b. Keep your doors locked. Park in well lighted areas. Have your keys ready to enter your vehicle. You are a target when looking in your purse or digging in a handbag.
- c. When approaching your vehicle, try to observe any persons in the vicinity of your vehicle and look under your vehicle. Look in the back seat before opening the door. Carry a pen light flashlight.
- d. Vary your routes and schedules.
- e. Leave an itinerary of your trip with your supervisor or family member.

TRAINING

Training and education cannot be over-emphasized as a means of learning a healthful and safe approach to employee work effort. Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance, is essential to safety.

- a. Employees scheduled for any safety and health training will attend such training.
- b. New employees will be provided orientation training and will be furnished information and literature covering the company health and safety policies, rules, and procedures. This orientation training must be provided prior to the employee's exposure to the work environment.
- c. Individual job/task training, to include the applicable regulations/standards for their job, will be provided to all employees. Included in this training is: the recognition, avoidance, and prevention of unsafe conditions, areas and activities that require personal protection equipment, and how to use protective equipment (such as respirators, etc.).
- d. {Monthly/quarterly} on-going safety training sessions, and/or "tailgate" training meetings, will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresher/remedial training in specific areas, or meet annual requirements. Such training may be held in conjunction with the safety briefings/meetings addressed elsewhere in this program.
- e. Training be provided to employees. Supervisors will ensure their employees are scheduled and provided this training as required. Examples of specified training include (but not limited to):
 - * Safe handling/use of flammables, poisons, or toxics.
 - * Confined space entry.
 - * Respirator care/use.
 - * Hazard communication (hazardous chemicals).
 - * Fall hazards and fall protection.
 - * Lockout/tagout procedures.
 - * Scaffold use, and erection/dismantling.
- f. Training addressed above will be documented in the employees' personnel records and/or in a master training record.

OSHA FORM 300 Injury/Illness Log

The OSHA Form 300 log of all recordable occupational injuries and illnesses will be maintained at the main office. This involves the superintendent ensuring that the required injury information is forwarded to the main office for posting onto the master log within seven days after the accident has occurred. If the construction site is open for a year or more, a separate log will be maintained for the site, either at that job site by the superintendent or in the main office. The summary section of the OSHA Form 300 must

be posted at each job site by February 1st of the following year and remain in place until April 30th.

Hazard Identification, Assessment, and Control

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors, and all employees) to identify, report, and correct, all possible hazards.

This company has a procedure for conducting inspections of jobsites for compliance with health and safety rules. The purpose of the in-house inspection is to identify hazards and unsafe practices before they cause an injury or accident.

Formal safety and health inspections will be conducted under the following minimum timelines:

- a. Health and Safety Manager: Monthly of all fixed facilities and shop, and each project or job site.
- b. Project superintendent: Monthly of his/her project. More often as different phases of construction may warrant.
- c. Foremen/supervisors: Weekly of area of responsibility of jobsite.
- d. The company's health and safety program will be reviewed by the Health and Safety Manager on an annual basis.
- e. Workers' Safety Technical Assistance and insurance company representatives may conduct on-site consultation and inspections, if desired and requested.

After completing jobsite or facility inspections, the person making the inspection will:

- a. Discuss findings with employees/persons responsible for creating the condition. Invite their comments, suggestions, and aid.
- b. Where hazards are caused by sub-contractors on the job, discuss the situation with the job superintendent; then identify the problem to the owner, contractor, and other contractors involved.
- c. Ensure recommended corrections\changes are transmitted to, and/or discussed with the proper supervisor/person for correction.
- d. Follow up on changes, corrections, and other actions necessary.
- e. If applicable, provide copy of checklist to company health and safety person, along with statement of corrective actions taken or still required.

CONSTRUCTION SITE HEALTH AND SAFETY RULES

In order for a health and safety program to be effective, it is vital that it be understood and implemented at all levels from management to all employees.

The following are the primary Occupational Safety and Health Administration, Department of Labor and Industries, Division of Occupational Safety and Health (DOSH) rules and regulations applicable to our operations that must be complied with by our company. A complete set of safety standards may be found in the State Plan Standards and Regulations related to construction.

General Workplace Safety Rules

- a. Report unsafe conditions to your immediate supervisor or contractor.
- b. Promptly report all accidents/injuries/incidents to your immediate supervisor or contractor.
- c. Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning, and welding, etc.) or from hazardous chemical splashes.
- d. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn.
- e. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- f. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to immediate supervisor.
- g. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
- h. Lockout or tagout or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
- i. Do not leave materials in aisles, walkways, stairways, work areas, roadways, or other points of egress, if possible.
- j. Practice good housekeeping at all times.
- k. Training on equipment is required prior to unsupervised operation.
- l. Compliance with all governmental regulations/rules and all company safety rules in the following sections is required.

Housekeeping

- a. Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.
- b. Material will be piled or stored in a stable manner so that it will not be subject to falling.
- c. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.
- d. Stairways, walkways, exit doors, in front of electrical panels, or access to firefighting equipment will be kept clear of materials, supplies, trash, and debris.

Fire Prevention

- a. All firefighting equipment shall be conspicuously located, accessible, and inspected periodically, and maintained in operating condition. An annual service check and monthly visual inspections are required for fire extinguisher.
- b. All employees must know the location of firefighting equipment in the work area and have knowledge of its use and application.
- c. Only approved **safety cans** shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety can will be used.
- d. When heat producing equipment is used, the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.
- e. A salamander or other open-flame device will not be used in confined or enclosed structures without proper ventilation. Heaters will be vented to the atmosphere and located an adequate distance from walls, ceilings, and floors.
- f. Fire extinguisher will be available at all times when utilizing heat-producing equipment.
- g. Storage of LPG within buildings is prohibited.

Industrial Hygiene and Occupational Health

- a. Toilet facilities shall be provided as required for the number of workers.

- b. An adequate supply of potable water shall be provided. The use of a common drinking cup is prohibited.
- c. Provisions will be made prior to commencement of the project for prompt medical attention in case of serious injury, to include emergency telephone numbers, transportation, and communications.
- d. When no medical facility is reasonably accessible (time and distance) to the worksite, a person who has a valid certificate of first aid training will be available at the worksite to render first aid.
- e. Employees must be protected against exposure to hazardous noise levels by controlling exposure or by use of proper personal protective equipment.
- f. Protection against exposure to harmful gases, fumes, dust, and similar airborne hazards must be furnished through proper ventilation or personal respiratory equipment.
- g. Any demolition work will be assessed for lead exposure (particularly if drywall or any painted surfaces or abrasive blasting/grinding is involved) and/or asbestos exposure.

Personal Protective and Related Equipment

- a. Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. Equipment requirements will be reviewed by supervisor/foreman, etc.
- b. Employees are expected to utilize proper judgement in their personal habits. When they report to work each morning they must be in fit condition to meet daily obligations.
- c. Goggles, face shields, helmets and other comparable equipment are required to fit the eye and face protection needs of the employee for each job.
- d. Hard hats and steel-toed safety work boots/shoes must be worn by all employees at all times where required.
- e. Appropriate gloves, aprons and boots are to be used when necessary for protection against acids and other chemicals which could injure employees' skin.
- f. Respiratory equipment in many cases is needed for protection against toxic and hazardous fumes/dusts. Supervisors must verify which equipment meets the need for breathing safety. Only MSHA/NIOSH approved equipment will be used.

g. Some form or element of fall protection must be provided where employees are exposed to any fall hazard of six feet or greater (Exceptions: scaffolds - ten feet, and ladders.) Depending on the situation, this fall protection may be guardrails, safety nets, personal fall arrest systems (harness, lanyard, lifeline), hole covers, or any other appropriate protection.

h. Flagmen will wear a red or orange warning garment while flagging; reflectorized garments will be worn at night.

Electrical

a. Live electrical parts shall be guarded against accidental contact by cabinets, enclosure, location, or guarding. Cabinet covers will be replaced.

b. Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.

c. Circuit breakers, switch boxes, etc. will be legibly marked to indicate their purpose.

d. All 120-volt, single-phase 15- and 20-ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure and which are in use by employees, shall have approved ground-fault circuit interrupters for personnel protection. If the prime contractor has not provided this protection with GFCI receptacles at the temporary service drop, employees will ensure portable GFCI protection is provided. (Employers may wish to use an assured equipment grounding conductor program in lieu of this GFCI protection.) This requirement is in addition to any other electrical equipment grounding requirement or double insulated protection.

e. All extension cords will be three-wire (grounded) type and designed for hard or extra hard usage (Type S, ST, SO, STO, or SJ, SJO, SJT, SJTO). Ground prongs will not be removed. Cords and strain relief devices/clamps will be in good condition.

f. All lamps for general illumination will have the bulbs protected against breakage. Temporary lights will not be suspended by their electrical cords unless cords and lights are designed for such suspension. Flexible cords used for temporary and portable lights will be designed for hard or extra hard usage.

- g. Employees will not work in such close (able to contact) proximity to any part of an electric power circuit unless the circuit is de-energized, grounded, or guarded by insulation.
- h. Equipment or circuits that are de-energized will be locked out and tagged out. The tags will plainly identify the equipment or circuits being worked on.

Compressed Gas Cylinders

- a. All gas cylinders will have their contents clearly marked on the outside of each cylinder.
- b. Cylinders must be transported, stored, and secured in an upright position. They will never be left lying on the ground or floor, nor used as rollers or supports.
- c. Cylinder valves must be protected with caps and closed when not in use.
- d. All leaking or defective cylinders must be removed from service promptly, tagged as inoperable and placed in an open space removed from the work area.
- e. Oxygen cylinders and fittings will be kept away from oil or grease.
- f. When cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet. Valve protection caps will not be used for lifting cylinders from one vertical level to another.

Ladders (Also see more detailed ladder safety guideline on the following pages)

- a. Ladders will be periodically inspected by a competent person to identify any unsafe conditions. Those ladders with structural defects will be removed from service, and repaired or replaced.
- b. Straight ladders used on other than stable, level, and dry surfaces must be tied off, held, or secured for stability.
- c. Portable ladder side rails will extend at least three feet above the upper landing to which the ladder is used to gain access.
- d. The top or top step of a stepladder will not be used as a step.

Aerial Lifts

- a. Aerial lifts include cherry pickers, extensible boom platforms, aerial ladders, articulating boom platforms, vertical towers, and any combinations of the above.
- b. Only authorized and trained persons will operate aerial lifts.
- c. Lift controls will be tested each day before use.
- d. Safety harness will be worn when elevated in the aerial lift. Lanyards will be attached to the boom or basket. Employees will not belt off to adjacent poles, structures, or equipment while working from an aerial lift.
- e. Employees will always stand firmly on the floor of the basket, and will not sit or climb on the edge of the basket. Planks, ladders, or other devices will not be used for work position or additional working height.
- f. Brakes will be set, and outriggers will be used. The aerial lift truck will not be moved with the boom elevated and employees in the basket unless the equipment is specifically designed for such.

Cranes

- a. All cranes will be inspected by a competent person prior to each use/during use to make sure it is in safe operating condition. Also, a certification record of monthly inspections to include date, inspector signature, and crane identifier will be maintained.
- b. A thorough annual inspection of hoisting machinery will be made by a competent person, or by a government or private agency, and records maintained.
- c. Loads will never be swung over the heads of workers in the area.
- d. Employees will never ride hooks, concrete buckets, or other material loads being suspended or moved by cranes.
- e. Hand signals to crane operators will be those prescribed by the applicable ANSI standard to the type of crane in use.
- f. Tag lines must be used to control loads and keep workers away.
- g. Loads, booms, and rigging will be kept at least 10 feet from energized electrical lines rated 50 KV or lower unless the lines are de-energized. For lines rated greater than 50 KV follow Wyoming Occupational Health and Safety Rules and Regulations, 1926.550(a)(15).

- h. Cranes will always be operated on firm, level surfaces, or use mats/pads, particularly for near-capacity lifts.
- i. Accessible areas within the swing radius of the rear of the rotating superstructure of the crane, either permanently or temporarily mounted, will be barricaded in such a manner as to prevent employees from being struck or crushed by the crane.
- j. If suspended personnel platforms are to be lifted with a crane, reference 1926.550(g) for general and specific requirements.
- k. Rigging equipment (chains, slings, wire rope, hooks, other attachments, etc.) will be inspected prior to use on each shift to ensure it is safe. Defective rigging and equipment will be removed from service.
- l. Job or shop hooks or other makeshift fasteners using bolts, wire, etc. will not be used.
- m. Wire rope shall be taken out of service when one of the following conditions exist:
 - 1. In running ropes, 6 random distributed broken wires in one lay or 3 broken wires in one strand or one lay.
 - 2. Wear of one-third the original diameter of outside individual wires.
 - 3. Kinking, crushing, bird caging, heat damage, or any other damage resulting in distortion of the rope structure.
 - 4. In standing ropes, more than two broken wires in one lay in sections beyond end connections, or more than one broken wire at an end connection.

Welding and Brazing

- a. Combustible material will be cleared from the area around cutting or welding operations.
- b. Welding helmets and goggles will be worn for eye protection and to prevent flash burns. Eye protection to guard against slag while chipping, grinding, and dressing of welds will be worn.
- c. Only electrode holders specifically designed for arc welding will be used.

- d. All parts subject to electrical current will be fully insulated against the maximum voltage encountered to ground.
- e. A ground return cable shall have a safe current carrying capacity equal to, or exceeding, the specified maximum output capacity of the arc welding unit that it services.
- f. Cables, leads, hoses, and connections will be placed so that there are no fire or tripping hazards.

Tools

- a. Take special precautions when using power tools. Defective tools will be removed from service.
- b. Electric power tools will be the grounded-type or double insulated.
- c. Power tools will be turned off and motion stopped before setting tool down.
- d. Tools will be disconnected from power source before changing drills, blades, or bits, or attempting repair or adjustment. Never leave a running tool unattended.
- e. Power saws, table saws, and radial arm saws will have operational blade guards installed and used.
- f. Unsafe/defective hand tools will not be used. These include sprung jaws on wrenches, mushroomed head of chisels/punches, and cracked/broken handles of any tool.
- g. Portable abrasive grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.
- h. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.
- i. Abrasive blasting nozzles will have a valve that must be held open manually.
- j. Only trained employees will operate powder-actuated tools.
- k. Any employee furnished tools of any nature must meet all OSHA and ANSI requirements.

Safety Railings and Other Fall Protection

- a. All open sided floors and platforms six feet or more above adjacent floor/ground level will be guarded by a standard railing (top and mid rail, toe-board if required).
- b. A stairway or ladder will be provided at any point of access where there is a break in elevation of 19 inches or more.
- c. All stairways of four or more risers or greater than 30 inches high will be guarded by a handrail or stair rails.
- d. When a floor hole or opening (greater than two inches in its least dimension) is created during a work activity, through which a worker can fall, step into, or material can fall through, a cover or a safety guardrail must be installed immediately.
- e. Safety nets will be provided when workplaces are more than 25 feet above the ground, water, or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines, or safety belts, is impractical.
- f. Safety harnesses, lanyards, lines, and lifelines may be used in lieu of other fall protection systems to provide the required fall protection.
- g. Adjustment of lanyards must provide for not more than a six-foot fall, and all tie off points must be at least waist high.

Scaffolds

- a. Scaffolds will be erected, moved, dismantled, or altered only under the supervision of a competent person qualified in scaffold erection, moving, dismantling, or alteration.
- b. Standard guardrails (consisting of top-rail and mid-rail) will be installed on all open sides and ends of scaffold platforms and/or work levels more than ten feet above the ground, floor, or lower level.
- c. Scaffolds four to ten feet in height with a minimum horizontal dimension in any direction less than 45 inches will have standard railings installed on all open sides/ends.
- d. Platforms at all working levels will be fully planked. Planking will be laid tight with no more than one-inch space between them, overlap at least 12 inches, and extend over end supports 6 - 12 inches.

- e. The front edge of all platforms will be no more than 14 inches from the face of the work, except plastering/lathing may be 18 inches.
- f. Mobile scaffolds will be erected no more than a maximum height of four times their minimum base dimension.
- g. Scaffolds will not be overloaded beyond their design loadings.
- h. Scaffold components should not be used as tie-off/anchor points for fall protection devices.
- i. Portable ladders, hook-on ladders, attachable ladders, integral prefabricated scaffold frames, walkways, or direct access from another scaffold or structure will be used for access when platforms are more than two feet above or below a point of access.
- j. Cross braces will not be used as a mean of access to scaffolds.
- k. Scaffolds will not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines than the following:
 - * Three feet from insulated lines of less than 300 volts.
 - * Ten feet plus for any other insulated or uninsulated lines.

Excavations and Trenches

- a. Any excavation or trench five feet or more in depth will be provided cave-in protection through shoring, sloping, benching, or the use of hydraulic shoring, trench shields, or trench boxes. Trenches less than five feet in depth and showing potential of cave-in will also be provided cave-in protection. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.
- b. A competent person will inspect each excavation/trench daily prior to start of work, after every rainstorm or other hazard increasing occurrence, and as needed throughout the shift.
- c. Means of egress will be provided in trenches four feet or more in depth so as to require no more than 25 feet of lateral travel for each employee in the trench.
- d. Spoil piles and other equipment will be kept at least two feet from the edge of the trench or excavation.

Motor Vehicles and Mechanized Equipment

- a. All vehicles and equipment will be checked at the beginning of each shift, and during use, to make sure it is in safe operating condition.
- b. All equipment left unattended at night adjacent to highways in normal use shall have lights or reflectors, or barricades with lights or reflectors, to identify the location of the equipment.
- c. When equipment is stopped or parked, parking brakes shall be set. Equipment on inclines shall have wheels chocked as well as having parking brakes set.
- d. Operators shall not use earth-moving or compaction equipment having an obstructed rear view unless vehicle has an audible reverse signal alarm, or is backed only when observer says it is safe to do so.
- e. All vehicles shall have in operable condition:
 - 1. Horn (bidirectional equipment).
 - 2. Seats, firmly secured, for the number of persons carried. Passengers must ride in seats.
 - 3. Seat belts professionally installed.
 - 4. Service, parking, and emergency brake system.
- f. All vehicles with cabs will be equipped with windshields with safety glass.
- g. All material handling equipment will be equipped with rollover protective structures IAW 1926, Subpart W.

Miscellaneous

- a. All protruding reinforcing steel, onto and into which employees could fall, shall be guarded to eliminate the impalement hazard.
- b. Enclosed chutes will be used when material, trash, and debris are dropped more than 20 feet outside the exterior walls of a building. A substantial gate will be provided near the discharge end of the chute, and guardrails at the chute openings into which workers drop material.
- c. Only trained employees will service large truck wheels. A cage or other restraining device plus an airline assembly consisting of a clip-on chuck, gauge,

and length of hose will be used to inflate any large truck tires.

- d. Only trained employees will operate forklifts and other industrial trucks.

Inspection Guideline

This listing includes items and categories for health and safety inspections on the job and in the shop. It is generic and not all inclusive, but provides a guideline of areas to be surveyed or developed into a checklist for use during the inspection.

- a. First aid safety and health equipment.
- b. Posters, signs required by Workers' Safety and health and safety practices.
- c. Accident reporting records.
- d. Employee training provided, such as health and safety talks, worker orientation.
- e. Equipment and tools (hand, power, welding, etc.): condition, use.
- f. Protective guards and devices - availability, use, proper maintenance and operating condition.
- g. Housekeeping, maintaining clean work areas free of trash/debris accumulation, tripping and slipping hazards.
- h. Lighting: for adequacy and safety.
- i. Sanitation: water, toilets for cleanliness and proper operation.
- j. Noise hazards, hearing protection.
- k. Ventilation for gases, vapors, fumes, dusts.
- l. Availability of personal protective equipment: Hard hats/head protection, respirators, fall protection equipment, safety belts, lifelines, safety shoes, eye protection, gloves.
- m. Fire protection, prevention, and control, use of fire protection equipment.
- n. Temporary buildings, trailers, sheds.
- o. Open yard storage.
- p. Storage of flammable and combustible liquids including service and refueling areas for vehicles.
- q. Temporary heating devices.

- r. Fall protection requirements: In place and in use.
- s. Electrical system and devices; condition and use of cords; ground fault protection or assured grounding conductor protection.
- t. Openings - floor, wall, railings.
- u. Materials - handling equipment and elevators.
- v. Ladders: condition and use.
- w. Hazard communication program and material safety data sheets (MSDS).
- x. Excavations and trenches: protective systems.
- y. Scaffolds: Safety railings, access, secured.
- z. Other items as appropriate.

Biological Hazards

All contractors must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- **Educate workers** in the language they understand best about coronavirus and how to prevent transmission and the employer's COVID-19 policies.
- **Maintain minimum six-foot separation** between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimize staff or customers in narrow or enclosed areas, stagger breaks, and work shift starts.
- **Provide personal protective equipment (PPE)** such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. Cloth facial coverings must be worn by every employee not working alone (with no chance of human interaction) on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. Refer to Coronavirus Facial Covering and Mask Requirements for Gov. Jay Inslee's Construction Working Group Recommendations 5/12/2020 additional details. A cloth facial covering is described in the Department of Health guidance, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>.
- **Ensure frequent and adequate hand washing** with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
- **Establish a housekeeping schedule** that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.

• **Screen employees for signs/symptoms of COVID-19** at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the cleaning guidelines set by the CDC to deep clean and sanitize. A worker may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for their employer to take adverse action against a worker who has engaged in safety-protected activities under the law if their work refusal meets certain requirements. Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at <https://www.lni.wa.gov/agency/outreach/paid-sick-leaveand-coronavirus-covid-19-common-questions>.

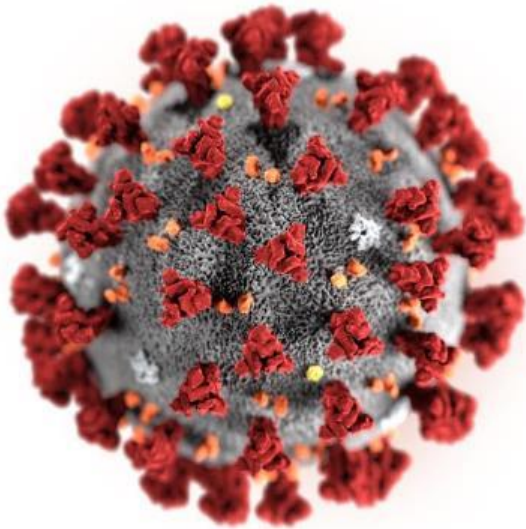
1. **A site-specific COVID-19 Supervisor** shall be designated by the contractor at every job site to monitor the health of employees and enforce the COVID-19 job site safety plan. A designated COVID-19 Supervisor must be present at all times during construction activities, except on single-family residential job sites with 6 or fewer people on the site. The name and contact information for the site specific COVID-19 Supervisor must be clearly displayed on all jobsite COVID-19 required postings.
2. **COVID-19 Safety Training:** A Safety Stand-Down/toolbox talk/tailgate training must be conducted on all job sites on the first day of returning to work, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.
3. **Attendance** will be communicated verbally, and the trainer will sign in each attendee.
4. **Social Distancing:** Social distancing of at least 6 feet of separation must be maintained by every person on the worksite at all possible times. In instances where the 6 feet separation cannot be maintained, the Job Hazard Analysis shall be thoroughly reviewed by all workers performing the work prior to commencing those tasks.
5. **Gatherings** of any size must be precluded by taking breaks and lunch in shifts. Any time two or more persons must meet, ensure minimum 6 feet of separation.

Basic Employee Training on Covid-19 Infection Prevention

Prepared by: Washington State Dept. of Labor & Industry – June 2020

What is the coronavirus (Covid-19) virus?

It is a virus related to other coronaviruses that cause the common cold but can cause much more serious health effects. It is highly contagious, spreading from person to person. In just a few months, it has infected millions of people worldwide.



What are the symptoms of infection?

COVID-19 typically causes mild respiratory illness, but can cause severe disease, including pneumonia-like illness. Typical symptoms include fever, cough, and shortness of breath. Other symptoms are chills, muscle aches, sore throat, loss of sense of taste or smell. Symptoms begin 2-14 days after exposure. Some people have no symptoms.



How is Covid-19 spread?

It is spread from person to person mainly through respiratory droplets from someone who is infected. It can spread to others from coughing, sneezing, singing and even talking. It also can spread from contact with contaminated surfaces or objects. Infected people without symptoms can spread the virus.



What to do if you feel sick

If you believe you may have the coronavirus, stay home, and call your healthcare provider. If you have been infected, you likely had no symptoms for several days, and you may have passed the infection onto coworkers. Inform

your employer, so they can determine who you may have been in contact with at work.



Who is at risk at work?

Extremely High Risk: Healthcare workers treating or caring for coronavirus infected patients.

EMT/ambulance employees transporting infected persons.

High Risk:

Mortuary workers performing or assisting with autopsies of infected persons.



Medium Risk:

Any job requiring you to work either several times a day within 6 feet of others for several minutes at a time without physical barriers or other prevention measures in place;

OR, in a room with 3-6 coworkers providing personal services to healthy clients wearing a face covering.
Examples: grocery store stockers, public transit drivers, kitchen workers, hair salons, ... etc.



Low Risk:

Jobs where you can mostly stay at least 6 feet away from coworkers, contractors, residents; only needing to briefly pass by up to several times a day.

Negligible (extremely low) Risk:

When you work alone or around, but separate from several other people; and may only need to pass by once or twice a day.



How to protect yourself and others

- Keep physical distance of at least 6 feet.
- Practice frequent hand washing for 20 seconds and/or use hand sanitizer if soap and water are not available.
- Frequently sanitize work surfaces and tools.
Cover coughs and sneezes and wear a face mask.
- Avoid touching the eyes, nose, or mouth with unwashed hands.
- Stay home if you are sick and avoid co-workers who appear sick.



Face Coverings, Masks, and Respirators

All three help prevent risk for spreading the virus to others.

The Center for Disease Control (CDC) estimates that 40% of infections come from people with no symptoms.

Depending on your job, relation with your contractor, level of risk, and whether prevention measures like physical barriers are used, you may be required to wear a face covering, mask, or respirator.



Face coverings, masks, and respirators—what is the difference?

Homemade cloth face coverings for low risk jobs. Keeps saliva particles from escaping into the air.



Purchased face coverings

(many types) for low-risk jobs. Keeps saliva particles from escaping into the air.



Non-approved, disposable surgical-style mask for medium-risk jobs. Keeps saliva particles from escaping into the air.



N-95 respirator for high- and extremely high-risk jobs. Protects the wearer from inhaling saliva particles already in the air.



What your employer must do to protect you

- Provide hand-washing and sanitizing supplies.
- Set up physical distancing and control customer flow.
- Install barriers between workers where feasible.
- Send home any worker who appears infected.
- Provide personal protective equipment (PPE) as needed for the activity being done.

- Train you on specific protective measures required at your workplace.



Specific Covid-19 protective measures at your worksite

Your employer or contractor is required to have specific procedures for protection against COVID-19 infection. You must be trained on those procedures. Your employer or contractor can also add additional slides to cover those specific procedures, or use other training methods.

Worker rights

You have the right to:

- Raise a safety or health concern with your employer, contractor, or L & I - DOSH, request personal protective equipment, or report a work-related hazard, including COVID-19.
- Receive information and training on job hazards in your workplace.
- Submitting a safety hazard concern to L & I -DOSH
- Or call 1-800-423-7233

Specific guidelines for various workplaces

[Coronavirus Prevention – summary of general workplace requirements](#)

[Covid-19 Transmission Risks and facemasks or respirators choices](#)

Safety & Health Consultation Services



- Your employer or contractor can request help from L & I -DOSH
- Safety or Industrial Hygiene consultants can help with building your employer's or contractor's safety program, training, identifying, and controlling hazards, and following applicable safety rules. No fines or penalties will result from issues uncovered and corrected during a consultation. However, consultants will ask your employer to correct any serious issues and can help.
- [Request an onsite consultation](#)
- 1-800-547-8367 or email DOSHConsultation@Lni.wa.gov

Healthy Food Service Guidelines, if applicable

Worksites are an important part of the food environment. One way to make worksites healthier is to put into action food service guidelines, which are a set of standards and best practices that make healthier choices more available in food service facilities. The potential benefits of healthy food service guidelines are many, and include the following:



- Contributing to health and wellness of employees.
- Setting a positive example for employees, stakeholders, community members, or other employers.
- Increasing consumer demand for healthier food provided by food suppliers.
- Strengthening local food systems.



Supplements to Boost Your Immune System:

Your immune system consists of a complex collection of cells, processes, and chemicals that constantly defends your body against invading pathogens, including viruses, toxins, and bacteria ([1Trusted Source](#), [2Trusted Source](#)).

Keeping your immune system healthy year-round is key to preventing infection and disease. Making healthy lifestyle choices by consuming nutritious foods and getting enough sleep and exercise are the most important ways to bolster your immune system.



In addition, research has shown that supplementing with certain vitamins, minerals, herbs, and other substances can improve immune response and potentially protect against illness. However, note that some supplements can interact with prescription or over-the-counter medications you are taking. Some may not be appropriate for people with certain health conditions. Be sure to talk with your healthcare provider before starting any supplements.

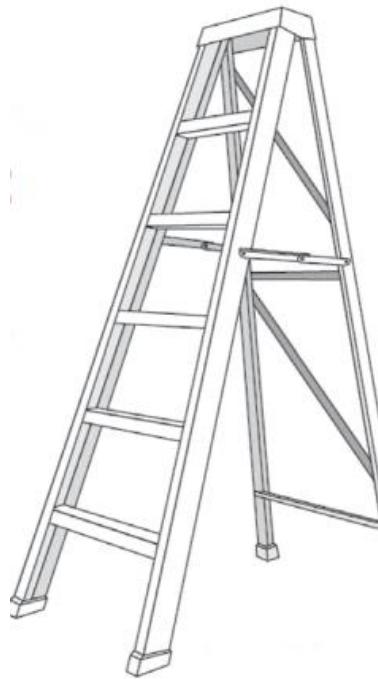
1. Vitamin D
2. Zinc
3. Vitamin C
4. Elderberry

5. Selenium
6. Garlic
7. B complex vitamins
8. Turmeric

LADDER SAFETY

Falling Off Ladders Can Kill: Use Them Safely

Disclaimer: This material is advisory in nature and informational in content. It is not a standard or regulation, and it neither creates new legal obligations nor alters existing obligations created by OSHA standards or the Occupational Safety and Health (OSH) Act. Pursuant to the OSH Act, employers must comply with safety and health standards and regulations issued and enforced either by OSHA or by an OSHA-approved state plan. In addition, the Act's general duty clause, section 5(a)(1), requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.



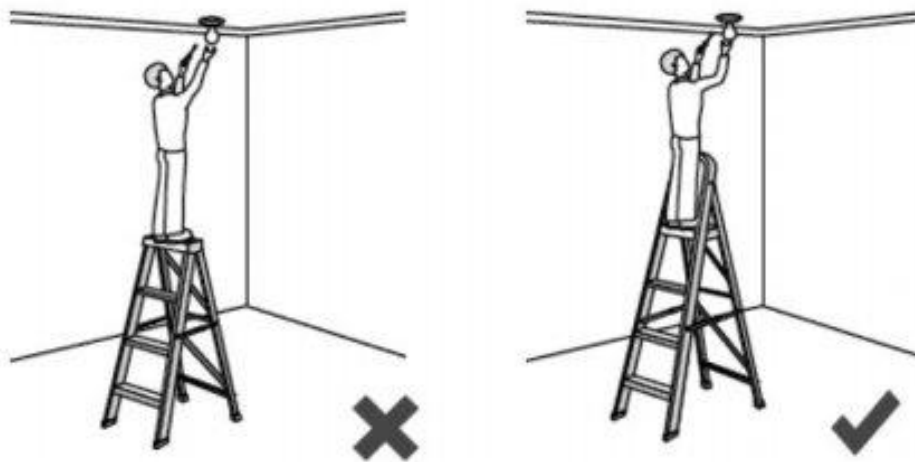
Introduction: Falls are the leading cause of death in construction and every year falls from ladders make up nearly a third of those deaths. These deaths are preventable. Falls from ladders can be prevented and lives can be saved by following the safe work practices described in this booklet. For more information about how to prevent fatal falls, visit: www.osha.gov/stopfalls. For more information about OSHA's standard on ladders in construction, see 29 CFR 1926.1053.

This booklet was adapted from Falling off Ladders Can Kill: Use Them Safely, developed by the Singapore Workplace Safety and Health Council in collaboration with the Ministry of Manpower. OSHA thanks both the Council and the Ministry for granting permission to use this information to educate

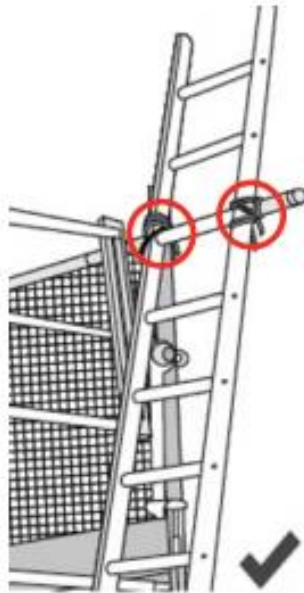
employers and workers about how to use ladders safely to prevent fatal falls in construction.

Employers are responsible for providing training and a safe and healthful workplace for their workers.

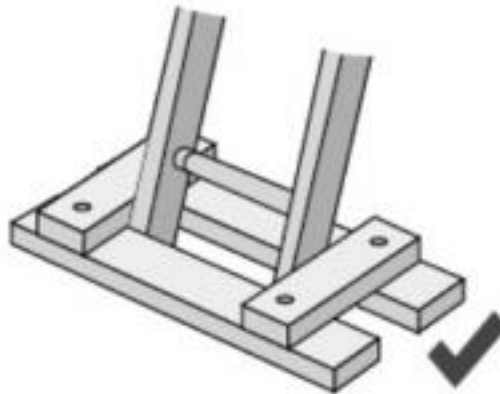
When Should You Use a Ladder? When you want to reach a higher work area, think about the best equipment to use. While a ladder or stepladder is commonly used, it may not always be the best option. Ask yourself these questions before deciding on a ladder: • Will I have to hold heavy items while on the ladder? • Is the elevated area high enough that it would require a long ladder that can be unstable? • Will I be working from this height for a long time? • Do I have to stand on the ladder sideways in order to do this work? If your answer is yes to one of the above questions, consider using something other than a ladder. If possible, bring in other equipment like a scissor lift. If you have to use a ladder, use one that has a working platform with handrail barricades on the sides (e.g., a platform stepladder). Whenever you use a ladder or a stepladder, take note of the safety advice in this guide.



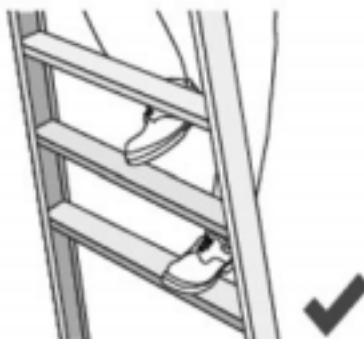
Use the right ladder for the job. For example, ensure the ladder is high enough for you to reach your work area without having to stand on the top rung.



When using ladders to access another level, secure and extend the ladder at least 3 feet above the landing point to provide a safe handhold.



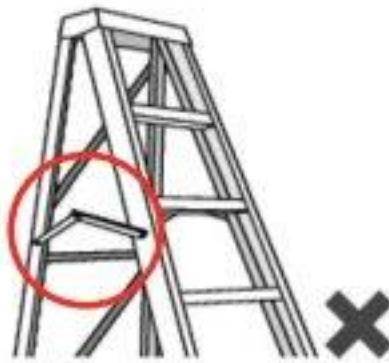
The base of the ladder should be secured.



Wear proper footwear (e.g., non-slip flat shoes).



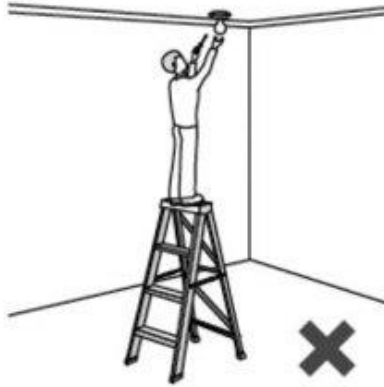
Place the ladder on stable and level ground. DO NOT place it on an uneven surface.



Ensure that the ladder is fully extended before starting work.



Prevent passersby from walking under or near ladders in use by using barriers (e.g., cones) or getting your coworker to act as a lookout.



Do not work on the top rung of the ladder.



Maintain three points of contact with the ladder at all times.



Do not carry any tools or materials in your hands when climbing a ladder.



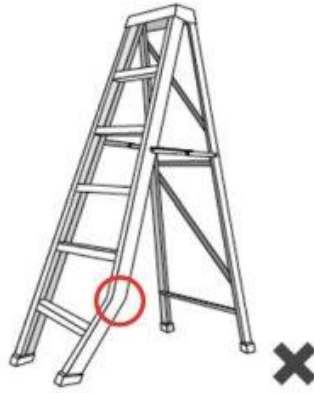
Do not lean away from the ladder to carry out your task. Always keep your weight centered between the side rails.



Do not use ladders near doorways. If you need to use a ladder near a doorway, make sure that the door is locked.

Check, Maintain and Store Ladders Well Before using a ladder, check it carefully to ensure there are no visible defects and that it is in good working condition. Check the ladder according to the manufacturer's instructions. Maintain and store the ladder according to the manufacturer's instructions.

Do not use faulty ladders such as these:



Do not use the ladder if it is bent or damaged.



Do not use the ladder if it is missing a step.



Do not use the ladder if the spreader bars do not have a locking device or mechanism.

Workers' Rights: Workers have the right to: • Working conditions that do not pose a risk of serious harm. • Receive information and training (in a language and vocabulary the worker understands) about workplace hazards, methods to prevent them, and the OSHA standards that apply to their workplace. • Review records of work-related injuries and illnesses. • File a complaint asking OSHA to inspect their workplace if they believe there is a serious hazard or that their employer is not following OSHA's rules. OSHA will keep all identities confidential. • Exercise their rights under the law without retaliation, including reporting an injury or raising health and safety concerns with their employer or OSHA. If a worker has been retaliated against for using their rights, they must file a complaint with OSHA as soon as possible, but no later than 30 days. For additional information, see OSHA's Workers page (www.osha.gov/workers).

OSHA Assistance, Services and Programs: OSHA has a great deal of information to assist employers in complying with their responsibilities under OSHA law. Several OSHA programs and services can help employers identify and correct job hazards, as well as improve their safety and health program. Establishing a Safety and Health Program Safety and health programs are systems that can substantially reduce the number and severity of workplace injuries and illnesses, while reducing costs to employers. Visit www.osha.gov/shpguidelines for more information. Compliance Assistance Specialists OSHA Compliance assistance specialists can provide information to employers and workers about OSHA standards, short educational programs on specific hazards or OSHA rights and responsibilities, and information on additional compliance assistance resources. Visit www.osha.gov/dcsp/compliance_assistance/cas.html or call 1-800-321-OSHA (6742) to contact your local OSHA office. Free On-Site Safety and Health Consultation Services for Small Business OSHA's On-Site Consultation Program offers free and confidential advice to small and medium-sized businesses in all states, with priority given to high-hazard worksites. On-Site consultation services are separate from enforcement and do not result in penalties or citations. For more information or to find the local On-Site Consultation office in your state, visit www.osha.gov/consultation , or call 1-800-321- OSHA (6742).

How to Contact OSHA: Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit www.osha.gov or call OSHA at 1-800-321-OSHA (6742), TTY 1-877- 889-5627.