

**DRAFT
SAMPLE WRITTEN**

**COMPREHENSIVE
HEALTH and SAFETY
PROGRAM FOR CONSTRUCTION**

For Compliance With

**Wyoming Construction Rules & Regulations
1926**

Wyoming Department of Workforce Services
OSHA Division
Consultation Program

ACKNOWLEDGEMENTS

This material was compiled by the staff of the Wyoming Workers' Safety - Technical Assistance Section.

NOTE: this sample plan is provided only as a guide to assist in complying with Wyoming Occupational Health and Safety's Construction Rules and Regulations. It is not intended to supersede the requirements detailed in the guidelines. Employers should review the standard for particular requirements which are applicable to their specific situation. Employers will need to add information relevant to their particular facility in order to develop an effective program. Employers should note that certain programs are expected to be reviewed at least on an annual basis and updated when necessary.

This material and Safety and Health Technical Assistance Services are provided free of charge to owners, proprietors, and managers of small businesses, by the Wyoming Department of Workforce Services, OSHA Division, a program funded largely by the Occupational Safety and Health Administration (OSHA), an agency of the U.S. Department of Labor.

The information contain in this document is not considered a substitute for any provision of the standard.

UPDATED: February 2014

CONSTRUCTION INDUSTRY

The attached Health and Safety Program is for your use in developing your company's program. This program is not complete: It requires your review and edit before it becomes your program. Work in conjunction with the WOHS Rules and Regulations for Construction. Add any categories you need. Remove those that do not apply to you. Expand the areas you need and delete those areas that don't fit your business. The Statement of Health and Safety Policy will fit any type of business. This document needs the company letterhead, date, signature and title only. Feel free to tailor it to fit your company as you see best.

STEPS TO TAKE IN PREPARING YOUR PROGRAM:

1. Review, edit, and print the Statement of Health and Safety Policy on company letterhead, date, and sign.
2. Carefully review the entire program. Delete those items or topics which do not apply to your company.
3. Treat this as your core program. Be advised, there are other individual specialized programs, such as a hazard communication program, a confined space program, or a respiratory protection program, that may be required for your particular company. You may incorporate these other programs right into this core program document, add them as appendixes to this document, or treat them as separate individual programs.
4. Add those items not listed that you know are required or needed, or those policies, programs, or items that as a company you wish to include, in the appropriate section. For example, if you require safety shoes or hardhats on all your job sites or in your shop areas, so state.
5. Edit, and then print your program.
6. You may submit a final copy to Workers' Safety, Technical Assistance Section, for review and their files.

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's 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.

Signature of Company Official
(Owner, President, Senior Management)

COMPANY COMPREHENSIVE

HEALTH AND SAFETY

PROGRAM

SAFETY AND HEALTH PROGRAM

It is the policy of this Company 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 with particular emphasis on the Wyoming Occupational Health and Safety Rules and 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.

OCCUPATIONAL HEALTH AND SAFETY ACT

The Wyoming Occupational Health and Safety Act became effective January 1, 1974. It provides that every employer engaged in business in the State of Wyoming shall:

- a. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
- b. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to company business and operations.
- c. Comply with, and require all employees to comply with, occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.
- d. Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Act.

HEALTH AND SAFETY RESPONSIBILITIES

Our goal is to protect employees 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 (Or management personnel if none assigned)

- 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 work day cases, and without lost work days 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

- 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.
- l. 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

- 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

- 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

- 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

(Note for Employers: The following Claims Management procedures are required to be included in your Safety and Health Program if you wish to be accredited for the Safety Discount Program.

It should be noted that paragraphs a – e are basic requirements for submission of any injury claim; however, paragraph f regarding a modified job program is specifically required 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 modified job program.)

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. Don't get involved in “road rage”. Don't 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. Require identification of strangers who offer assistance.
- 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. Various individual Wyoming Workers' Safety programs specify that 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.

{Employers should review their training requirements and include training time frames or schedules in this section. Training outlines/guidelines should also be

developed to ensure all areas/items are covered in this training.}

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 Wyoming Occupational Health and Safety 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 WOHS Rules and Regulations for Construction (1926) and for General Industry (1910).

General Workplace Safety Rules

- a. Report unsafe conditions to your immediate supervisor.
- b. Promptly report all accidents/injuries/incidents to your immediate supervisor.
- 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.
- 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 fire fighting 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 fire fighting 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.

{Employers must review the Fall Protection Standard, 1926 Subpart M, for the various requirements for fall protection. Essentially, the standard requires that fall protection be addressed for any fall exposure over six feet.}

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 deenergized, grounded, or guarded by insulation.

h. Equipment or circuits that are deenergized 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 laying 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

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, toeboard 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 stairrails.
- 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 toprail and midrail) 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 properly 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 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 fork lifts 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, life lines, 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.