**ACCIDENT PREVENTION**

**PROGRAM**

**for the**

**CONSTRUCTION**

 **INDUSTRY**

**SAMPLE**

**PLEASE CUSTOMIZE THIS Accident Prevention Program ACCORDING TO YOUR WORKPLACE. ALSO, YOUR WRITTEN Accident Prevention Program CAN ONLY BE EFFECTIVE IF IT IS PUT INTO PRACTICE!**

TABLE OF CONTENTS

|  |  |
| --- | --- |
| **Subject** | **Page** |
| Introduction | 1 |
| General Instructions | 2 |
| Sample Company Safety Policy Letter | 3 |
| Responsibilities | 4 |
| Safety Disciplinary Policy | 5 |
| Procedure for Injury or Illness on the Job | 6 |
| Basic Rules for Accident Investigation | 7 |
| Safety Bulletin Board Information | 8 |
| First Aid Training, Kits and Posters | 9 |
| First Aid Procedures in Construction | 11 |
| Work Crew Safety Meetings | 12 |
| Construction Safety Meeting Topic Suggestions | 13 |
| How to Hold an Effective Safety Meeting | 14 |
| Walk-around Safety Inspections | 15 |
| General Safety Rules for Construction | 16 |
| Ladder Safety Rules | 17 |
| Fall Protection Safety Rules | 21 |
| Trenching and Excavating | 23 |
| Scaffold Safety Rules | 24 |
| Motorized Vehicles and Equipment | 25 |
| General Materials Handling Safety | 26 |
| Lockout/Tagout Checklist | 29 |
| Welding and Cutting Safety Rules | 31 |
| Hazard Communication Program  | 36 |
| Respirator Program | 37 |
| Hearing Conservation Program | 38 |
| Heat Stress - How do you prevent heat illness? | 39 |
| Confined Space | 40 |
| **Appendixes**: |  |
|  Job Orientation Guide | A-1 |
|  Employee’s Report of Injury Form | B-1 |
|  Incident Investigation Report Form | C-3 |
|  Crew Leader Safety Meeting Form | D-1 |
|  Safety Meeting Notice | E-1 |
|  Fall Protection Training Guide for Employees | G 1-7 |
|  Construction Self-inspection Guide | H-1  |
|  Equipment Safety Inspection Checklist | J-1  |
|  Job Safety Analysis Worksheet | K-1 |
|  Chemical Hazard Communication Checklist | M-1 |
|  Chemical Hazard Communication - Employee Orientation Checklist | N-1 |

**INTRODUCTION**

This sample program is provided to assist you as an employer in developing a program tailored to your own operation. We encourage employers to copy, expand, modify and change the sample as necessary to accomplish this. In addition, the Consultation Section of the Department of Labor and Industries may be called on for assistance at any time.

If you would like information or help in setting up your individual program, please feel free to call the toll-free number: 1-800-423-7233.

**Instructions for the electronic version of this sample program:**

**If you are using the electronic version, please read through the document and add and/or delete information as needed to make it job site specific. Pressing the “F11” key provides a convenient way to move to areas that need to be tailored to your specific business and/or location.**

**GENERAL INSTRUCTIONS**

1. **Overview**

Industrial injuries create a no-win situation for everyone involved. Employees experience pain, suffering and incapacitation while the company suffers from the loss of the injured person's contributions. This document is designed to assist all personnel in assuring that such an undesirable situation will not develop in this company. It provides information and guidance for the establishment and maintenance of an injury-free work environment.

1. **Procedures**

This document contains guidance for safety procedures to be followed and forms to be used. Supervisors are expected to integrate the procedures into the appropriate work activity and employees are expected to apply them on the job. The sample forms are to be used if they apply to the job concerned.

1. **Dissemination**

A copy of this statement will be issued to all supervisory and management personnel. A copy of the policy statement will be posted on company safety and health bulletin boards and at the following locations:

1. ***(Customize by entering location here)***

2. ***(Customize by entering location here)***

1. **Regulations**

 A copy of the following documents will be maintained on each job site:

1. Chapter 155, Construction Safety Standards from the Division of Industrial Safety and Health, Washington State Department of Labor and Industries.

 2. Our customized copy of this Accident Prevention Program sample outline.

3. The [WISHA Poster, form F416-081-909](https://lni.wa.gov/forms-publications/F416-081-909.pdf), which tells employees and employers their rights under the Washington Industrial Safety and Health Act.

4. [Your Rights as a Worker, form F700-074-000](https://lni.wa.gov/forms-publications/F700-074-000.pdf), which tells employees about minimum wage, mealtimes and other rights they are entitled to.

5. [Notice to Employees – If an Injury Occurs, F242-191-909](https://lni.wa.gov/forms-publications/f242-191-909.pdf).

**COMPANY POLICY LETTER**

 **SAFETY AND HEALTH POLICY FOR *(Customize by adding company name here)*** \_

The purpose of this policy is to promote a high standard of safety throughout all operations of ***(Customize by adding company name here)*** and to ensure that no employee is required to work under any conditions, which are hazardous or unsanitary.

We believe that each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here at ***(Customize by adding company name here)*** to initiate and maintain complete accident prevention and safety training programs. Each individual from top management to the working person is responsible for the safety and health of those persons in their charge and coworkers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well being of our employees.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed, ***(Customize by adding name of company president)***

RESPONSIBILITIES

Responsibilities for safety and health include the establishment and maintenance of an effective communication system among workers, supervisors and management officials. To this end, all personnel are responsible to assure that their messages are received and understood by the intended receiver. Specific safety and health responsibilities for company personnel are as follows:

1. **Management Officials**

Active participation in and support of safety and health programs is essential. Management officials will display their interest in safety and health matters at every opportunity. At least one manager (as designated) will participate in the safety and health committee meetings, incident investigations and inspections. Each manager will establish realistic goals for implementing instructions for meeting the goals. Goals and implementing instructions shall be within the framework established by this document. Incentives will be included as part of the instructions.

1. **Supervisors**

The safety and health of the employees they supervise is a primary responsibility of the supervisors. To accomplish this obligation, supervisors will:

|  |  |
| --- | --- |
|  1. | Assure that all safety and health rules, regulations, policies and procedures are understood and observed. |
|  2. | Require the proper care and use of all required personal protective equipment (PPE). |
|  3. | Identify and eliminate job hazards quickly through job safety analysis procedures. (See the sample Job Safety Analysis form attached to this document.) |
|  4. | Inform and train employees on the hazardous chemicals and/or procedures they MAY encounter under normal working conditions or during an emergency situation. (See the sample hazard communication program.) |
|  5. | Receive and take initial action on employee suggestions, awards or disciplinary measures. |
|  6. | Conduct crew/leader meetings the first five minutes of each work shift to discuss safety and health matters and work plans for the workday. |
|  7. | Conduct walk-around safety inspections at the beginning of each job, and at least weekly thereafter. |
|  8. | Train employees (new and experienced) in the safe and efficient methods of accomplishing each job or task as necessary. |
|  9. | Review injury trends and establish prevention measures. |
| 10. | Attend safety meetings and actively participate in the proceedings. |
| 11. | Participate in incident investigations and inspections. |
| 12. | Promote employee participation in the safety and health program. |
| 13. | Actively follow the progress of injured workers and display an interest in their rapid recovery and return to work. |

1. **Employees**

Observe the items of responsibility established in this document as well as job safety rules which may apply to specific task assignments.

***(Customize this page by adding any additional responsibilities and deleting those that may not apply to your company.)***

**Safety Disciplinary Policy**

***(Customize by adding company name here)*** believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee’s personnel folder.
3. A third time violation will result in time off or possible termination, depending on the seriousness of the violation.

***(Customize this page by adding any additional disciplinary actions and deleting those that may not apply to your company.)***

**Procedure for Injury or Illness on the Job**

**A. Owner or lead person immediately takes charge**

1. Supervise and administer first aid as you wish (Good Samaritan Law applies).
2. Arrange for transportation (ambulance, helicopter, company vehicle, etc.), depending on the seriousness of the injury. Protect the injured person from further injury.
3. Notify owner or top management, if not already present.
4. Do not move anything unless necessary, pending investigation of the incident.
5. Accompany or take injured person(s) to doctor, hospital, home etc. (depending on the extent of injuries).
6. Take injured person to family doctor, if available.
7. Remain with the injured person until relieved by other authorized persons (manager, EMT, doctor, etc.).
8. When the injured person’s immediate family is known, the owner or supervisor should properly notify family members, preferable in person, or have an appropriate person do so.

**B. Documentation**

1. Minor injuries – requiring doctor or outpatient care: After the emergency actions following an injury, an investigation of the incident will be conducted by the immediate supervisor and any witness to determine the causes. The findings must be documented on our investigation form.
2. Major injuries – fatality, hospitalization, non-hospitalized amputation or loss of an eye(s): Top management must see that L&I is notified as soon as possible, but at least within 8 hours of the incident that caused the fatality or in-patient hospitalization. Also, any non-hospitalized amputation or loss of an eye(s) must be reported to L&I within 24 hours of the incident.

Call L&I at 1-800-423-7233 or visit the nearest L&I office or call OSHA at 1-800-321-6742. Top management will then assist the Department in the investigation.

1. The findings must be documented on our incident investigation report form and recorded on the OSHA 300 log, if applicable. (Sample incident investigation report form included in this document.)

**C. Near Misses**

1. All near-miss incidents (close calls) must be investigated.
2. Document the finding on the company incident investigation report form.
3. Review the findings at the monthly safety meetings or sooner if the situation warrants.

***(Customize this page by adding any additional responsibilities and deleting those that may not apply to your company.)***

*Sample forms for Incident investigation and Employee’s Report of Injury are available in the Appendix.*

**Basic Rules for Accident Investigation**

* The purpose of an investigation is to find the cause of an incident and prevent future occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.
* Visit the incident scene as soon as possible – while facts are fresh and before witnesses forget important details.
* If possible, interview the injured worker at the scene of the incident and “walk” him or her through a re-enactment. Be careful not to actually repeat the act that caused the injury.
* All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the incident, even if they did not actually witness the mishap.
* Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
* Graphically document details of the incident: area, tools, and equipment. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.
* Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the incident itself (unsafe equipment/condition, unsafe act, etc), not just the injury.
* How will you prevent such incidents in the future? Every investigation should include an action plan.
* If a third party or defective product contributed to the incident, save any evidence. It could be critical to the recovery of the claim costs.

Use Incident Investigation Report Form – Appendix C 1-3 to write up accident investigation report.

 **SAFETY BULLETIN BOARD**

A. Purpose: To increase employee's safety awareness and convey the company's safety message. If a proper place can be found for a bulletin board, this is a good tool.

B. The following items are required to be posted:

1. [Job Safety and Health Law (F416-081-909)](https://lni.wa.gov/forms-publications/F416-081-909.pdf) (required)
2. [Notice to Employees-How to Report and Injury(F242-191-909)](https://lni.wa.gov/forms-publications/f242-191-909.pdf) (required)
3. [Your Rights as a Worker, (F700-074-000)](https://lni.wa.gov/forms-publications/F700-074-000.pdf) (required)
4. Citation and Notice (as appropriate)

 If a Citation and Notice is received, it must

 be posted until all violations are abated or three days, whichever is longer

1. OSHA 300A Summary (required February 1 thru April 30 of each year)

C. Suggested Items:

 1. Safety and health posters

1. Minutes of crew/leader safety meetings
2. Date, time, and place of next safety meeting
3. Information about any recent incidents
4. Safety awards/employee recognition
5. Hazard communication information
6. Pertinent safety concerns, news clippings and other off-the-job items that may be of significant importance to employees.

***(Customize this page by adding any additional information and deleting any information that may not apply to your company.)***

**FIRST AID TRAINING, KITS AND POSTER**

A. Purpose: To afford the employees immediate and effective attention should an injury result, ***(Customize by adding name or title of responsible person)*** will ensure that certified first aid responder(s) will be available.

1. To meet the above objectives, the following procedures, in accordance with [WAC 296-155](https://lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=155), Safety Standards for Construction will be followed:

a. All supervisors or persons in charge of crews will be trained in first aid unless their duties require them to be away from the jobsite. If so, other persons who are certified in first aid will be designated as the recognized first aid responder.

 b. Other persons will be trained in order to augment or surpass the standard requirements.

 c. Valid first aid cards are recognized as ones that include both first aid and cardiopulmonary resuscitation (CPR) and have not reached the expiration date.

2. First aid kits and procedures will be in accordance with the requirements of [WAC 296-800](https://www.lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-800.pdf), Safety & Health Core Rules

 a. First aid kit locations at this jobsite include:

 1. ***(Customize by adding location of first aid supplies at your location)***

 2. ***(Customize by adding location of first aid supplies at your location)***

 3. ***(Customize by adding location of first aid supplies at your location)***

b. ***(Customize by adding name or title of responsible person)*** is designated to ensure that the first aid kits are properly maintained and stocked.

3. Posters listing emergency numbers, procedures, etc., will be strategically located, such as on the first aid kit, at telephones, and in other areas where employees have easy access.

**FIRST AID PROCEDURES IN CONSTRUCTION**

We have workers who are qualified in first aid here but we do not have “designated” first-aid responders. First aid at the job site is done on a Good Samaritan basis.

If personnel who are trained in first aid are involved in a situation involving blood, they should:

1. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
2. Remove clothing, etc. with blood on it after rendering help.
3. Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).
4. Report such first aid incidents within the shift to supervisors (time, date, blood presence, exposure, names of others helping).

Hepatitis B vaccinations will be provided as soon as possible but not later than 24 hours after the first aid incident.

If an exposure incident occurs, we will immediately make available appropriate:

1. Post exposure evaluation
2. Follow-up treatment
3. Follow-up as listed in [WAC 296-823](https://lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=823), Occupational Exposure to Bloodborne Pathogens.

*Training covering the above information should be conducted at job site safety meetings.*

***(Customize this page by adding any additional responsibilities and deleting those that may not apply to your company.)***

**WORK CREW SAFETY MEETINGS**

We believe that hard work and perseverance are required for the prevention of injuries and illnesses, with the crew leader being the key to a successful result.

A. Purpose: To assist in the detection and elimination of unsafe conditions and work procedures.

B. Procedures:

The following guidelines will be followed:

a. These meetings are held at the beginning of each job and at least weekly thereafter, according to the various circumstances involved or when necessary to clear working procedures. No set pattern will suit all cases. It is important that the crew leader talk daily on injury prevention and immediately upon witnessing an unsafe act.

b. The attendance and subjects discussed will be documented and maintained on file for one year.

c. Copies of the minutes will be made available to the employees by posting or other means.

C. Scope of Activities:

 *(Certain employees, as may be designated by their supervisors, will assist)*

 1. Conduct in-house safety inspections with supervisor concerned.

 2. Investigate incidents to uncover trends.

 3. Review incident reports to determine means of elimination.

 4. Accept and evaluate employee suggestions.

5. Review job procedures and recommend improvements (Job Safety Analysis Form is available in the Appendix)

 6. Monitor the safety program effectiveness.

1. Promote and publicize safety.

D. Documentation: The sample form in the Appendix D-1 is available to assist in documenting activities of crew/leader meetings. There is also a Safety Meeting Notice form that you can print out and copy to announce your next safety meeting.

***(Customize this page by adding any additional responsibilities and deleting those that may not apply to your company.)***

**Construction Safety Meeting Suggestions**

(The crew leader’s guide)

Suggested good topics for construction safety meetings (as they apply to your jobsite):

1. Fall protection/fall prevention
2. Personal protective equipment
	1. Hard hats
	2. Eye protection
	3. Hearing protection
	4. Footwear
	5. Safety harness/belts
	6. Respiratory protection
3. Housekeeping
4. Tool inspection
5. Emergency procedures
6. Electrical safety
7. Ladder safety
8. Scaffold safety
9. Fire prevention/fire extinguishers
10. Reporting injuries and unsafe conditions
11. Confined spaces
12. Lock-out procedures
13. Heat Stress
14. Excavation and trenching

*Training programs, educational materials, films, videos and posters are available from the Department of Labor and Industries’ Safety & Health webpage (*[*eyeonsafety.info*](http://eyeonsafety.info)*).*

**How to hold an effective safety meeting**

1. Be certain everyone knows the time and place of the next meeting. You may use the sample form in Appendix E-1 if you wish.
2. Insist that everyone attend. Before the next meeting, remind those who were late or failed to attend that **attendance is not optional**.
3. Pick an appropriate topic. If you can’t think of an appropriate topic, use one from the list on the previous page.
4. Start the meeting on time.
5. Don’t waste time – give the meeting your undivided attention.
6. Discuss the topic you have chosen and prepared. Don’t wait until the meeting to choose your topic.
7. Use handouts or posters to illustrate your topic.
8. Discuss current job site safety events, injuries and close calls.
9. Encourage employees to discuss safety problems as they arise. Do not save safety concerns for the meeting. Allow some time for employee questions or input at the end of the meeting.
10. Invite managers or owners to speak. Ask fellow employees to speak on a safety topic.
11. If you prevented *one* injury, it is time well spent. Your topic may be one that some employees have heard many times, but there may be one person who is new or has never been told of the safety requirement for that topic. Repeating topics several times during the course of a project is beneficial as long as it applies to the work being done.
12. Follow up on employee concerns or questions and get back to them with the answer before the next meeting.
13. Be certain to document the attendance and the topics discussed.

**WALK-AROUND SAFETY INSPECTIONS**

Walk-around safety inspections will be conducted at the beginning of each job, and at least weekly thereafter.

* The inspections will be conducted jointly by one member of management and one employee, elected by the employees, as their authorized representative.
* The inspections will be documented and the documentation will be made available for inspection by representatives of the Department of Labor and Industries.
* The records of the walk-around inspections will be maintained until the completion of the job.

***(Customize this page by adding any additional responsibilities and deleting those that may not apply to your company.)***

**General Safety Rules for Construction**

L&I Construction Safety Checklist: <https://www.lni.wa.gov/forms-publications/F418-055-000.pdf>

1. Always store materials in a safe manner. Tie down or support piles if necessary to prevent falling, rolling, or shifting.
2. Shavings, dust, scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
3. Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
4. Remove or bend over the nails in lumber that has been used or removed from a structure.
5. Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
6. Do not block aisles, traffic lanes, fire exits, gangways, or stairs.
7. Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
8. Standard guardrails must be erected around all floor openings and excavations must be barricaded. Contact your supervisor for the correct specifications.
9. Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of protective device or practice provided for your use or that is being used by other workers.
10. Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
11. Keep all tools away from the edges of scaffolding, platforms, shaft openings, etc.
12. Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
13. Know the correct use of hand and power tools. Use the right tool for the job.
14. Know the location and use of fire extinguishing equipment and the procedure for sounding a fire alarm.
15. Flammable liquids shall be used only in small amounts at the job location and in approved safety cans.
16. Proper guards or shields must be installed on all power tools before use. Do not use any tools without the guards in their proper working condition. No “homemade” handles or extensions (cheaters) will be used!
17. All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
18. All electrical power tools and extension cords must be properly insulated. Damaged cords must be replaced.
19. Do not operate any power tool or equipment unless you are trained in its operation and authorized by your firm to do so.
20. All electrical power equipment and tools must be grounded or double insulated.



1. Use tools only for their designed purpose.

***(Customize these pages by adding any additional rules and deleting those that may not apply to your company.)***

**Ladder Safety Rules**

**General:**

* Inspect before use for physical defects.If defects are found remove from service.
* Ladders will not be painted except for numbering purposes.
* Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
* When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
* Always face the ladder when ascending and descending.
* If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
* Only one person is allowed on a ladder at a time.
* Do not jump from a ladder when descending.
* All joints between steps, rungs, and side rails must be tight.
* Safety feet must be in good working order and in place.
* Rungs must be free of grease and/or oil.

**Stepladders**

* Do not place tools or materials on the steps or platform of a stepladder
* Do not use the top two steps of a stepladder as a step or stand.
* Always level all four feet and lock spreaders in place.
* Do not use a stepladder as a straight ladder.

**Straight type or extension ladders**

* All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
* After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
* All extension or straight ladders must be secured or tied off at the top.



* All ladders must be equipped with safety (non-skid) feet.



* Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



**Fall Protection Safety Rules**

Falls from elevation are a major cause of injuries and deaths in the construction industry. We at ***(Customize by adding company name)*** are committed to eliminating injuries caused by fall hazards by instituting a program of 100% fall protection for all hazards based on type and stated trigger heights starting at zero height.

**Zero Feet WAC 296-880-10010 Regardless of height**:

1. All open sided floors, walkways, platforms, or runways above or adjacent to dangerous equipment, such as dip tanks and material handling equipment, and similar hazards must be guarded by a standard guardrail system.

2. We must guard all holes into which anyone can trip, step into, or step through by a cover of standard strength and construction or a standard guardrail system.

3. We must protect everyone from falling into or onto impalement hazards, such as: Reinforcing steel (rebar), exposed steel, or wood. We will train all employees exposed to fall hazards according to WA State Training requirements as spelled out in WAC 296-880-10015(1–5).

**Four Feet or More WAC 296-880-20005 (This section does not include everything in WAC 296-880-20005.)**

Applies to:

1. Every open sided walking/working surface with unprotected sides and edges.

2. Ramps, runways, and inclined walkways.

3. Form and rebar work — while placing or tying reinforcing steel or working on the face of formwork or reinforcing steel.

4. Steep-pitched roofs. All construction work.

5. Low-pitched roofs. All construction work activities EXCEPT roofing and actively constructing a leading edge. Those activities fall under the 6-foot rule.

6. Hazardous slopes for employees are exposed to falls of 4 feet or more to a lower surface.

7. Wall opening is an opening at least 30-inches high and 18-inches wide in any wall/partition that must be guarded when the bottom of the opening is less than 39 inches above the working surface.

8. When employees are using stilts, the height of the top rail or equivalent member of the standard guardrail system must be increased (or additional railings may be added) an amount equal to the height of the stilts while maintaining the strength specifications of the guardrail system.

9. Working on platforms or ladders above the protection of the guardrail system, the employer must either increase the height of the guardrail system or select another form of fall protection.

10. When guardrails are removed to perform a specific task, the area must be constantly attended by an employee whose duty is to warn persons approaching the hazard until the guardrail is replaced.

11. Holes through which a person can fall into or through. This includes skylight holes as well as skylights that have been installed.

12. Wall openings.

**Six Feet or More WAC 296-880-30005(1)**

a. Roofing work on a low-pitched roof;

b. Constructing a leading edge work (see definition).

**Note:** Employees not directly involved with constructing the leading edge, or are not performing roofing work must comply with WAC 296-880-20005, Fall Protection Required at 4 Feet.

**Ten Feet or More WAC 296-880-30005(2)**

a. Employees engaged in erection/ placement of structural members. Exception: When the erection or placement of structural members is performed on or from a floor, deck, roof, or similar surface you must comply with WAC 296-880-200, Fall protection required at four feet or more.

b. Engaged in excavation and trenching operations.

i. Exceptions. Fall protection is not required at excavations when employees are:

A. Directly involved with the excavation process and on the ground at the top edge of the excavation; or

B. Working at an excavation site where appropriate sloping of side walls has been implemented as the excavation protective system.

ii. Fall protection is required for employees standing in or working in the affected area of a trench or excavation exposed to a fall hazard of 10 feet or more; and:

A. The employees are not directly involved with the excavation process; or

B. The employees are on the protective system or any other structure in the excavation. **Note:** Persons considered directly involved in the excavation process include:

1. Foreman of the crew.

2. Signal person.

3. Employee hooking on pipe or other materials.

4. Grade person.

5. State, county, or city inspectors inspecting the excavation or trench.

6. An engineer or other professional conducting a quality-assurance inspection.

**Fall Protection Work Plan WAC 296-880-10020**

1. Employer must develop and implement a written fall protection work plan that addresses each area of the work place where the employees are assigned and where fall hazards of 10 feet or more exist.

2. The FPWP must:

a. Identify all fall hazards in the work area;

b. Describe the method of fall arrest or fall restraint to be provided;

c. Describe the proper procedures for the assembly, maintenance, inspection, and disassembly of the fall protection system to be used;

d. Describe the proper procedures for the handling, storage, and securing of tools and materials;

e. Describe the method of providing overhead protection for workers who may be in, or pass through the area below the work area;

f. Describe the method for prompt, safe removal of injured workers; and

g. Be available on the job site for inspection by the department.

3.Prior to permitting employees into areas where fall hazards exist, the employer must ensure employees are trained and instructed in the items described in WAC 296-880-10020(2)(a–f) above.

**Systems Criteria** See WAC 296-880-400.

**Special Notes**

1. A Safety Watch System: PROHIBITED for all construction work.

2. Warning lines can be used for activities other than roofing work and constructing a leading edge. Ref: 20005(1)(f) and 40040(1)(c). Another system would be required anytime a warning line system is used and a worker is outside the warning line system.

3. Skylights whether holes or installed must be addressed on the FPWP if the fall is 10 feet or more.

L&I Fall Protection Work Plan Template: <https://www.lni.wa.gov/forms-publications/F417-272-000.pdf>

**Trenching and Excavating**

1. The determination of the angle of slope and design of the supporting system shall be based on careful evaluation of pertinent factors, such as:
	1. Depth and/or cut/soils classification
	2. Possible variation in water content of the material while excavation is open
	3. Anticipated changes in materials from exposure to air, sun, water, or freezing
	4. Loading imposed by structures, equipment, or overlaying or stored material
	5. Vibration from equipment, blasting, traffic, or other sources

Approximate Angle of Slope for sloping of sides of excavations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| The presence of ground water requires special treatment | Solid rock and compact shale (90°) |  | Type ACohesive and cemented soils.Unconfined compressive strength of 1.5 tsf\* or greater.¾ :1 (63°26’) | Type BNon-cohesiveGranular soils.Unconfined compressive strength >0.5 tsf but <1.5 tsf\*.1:1 (45°) | Type CCompacted sharp sand.Unconfined compressive strength of 0.5 tsf\* or less. 1 ½:1 (33°41’) | Well rounded loose sand 2:1 (26°34’) |

Original ground line

 \*tsf = ton per square foot

1. Walkways or bridges with standard railings **must be provided** when employees or equipment are required to cross over excavations.
2. The walls and faces of all excavations in which employees are exposed to danger from moving ground **must be guarded** by a shoring system, sloping of the ground, or some other equivalent means.
3. **No person is permitted** under loads handled by power shovels, derricks, or hoists.
4. **All employees must be protected** with personal protective equipment for the protection of the head, eyes, respiratory system, hands, feet, and other parts of the body.

***(Customize by adding any additional rules your company may have and deleting any that do not apply.)***  See Construction Safety standard [WAC 296-155-650](https://app.leg.wa.gov/wac/default.aspx?cite=296-155-650) – Excavation & Trenching

**Scaffold Safety Rules**

1. General

Before starting work on a scaffold, inspect it for the following:

* 1. Are guardrails, toeboards, and planking in place and secure?
	2. Are locking pins at each joint in place?
	3. Are all wheels on moveable scaffolds locked?
1. Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing) – always use a ladder.
2. Scaffolds and their components must be capable of supporting four times the maximum intended load.
3. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced.
4. Scaffold planks must extend over their end supports not less than 6 inches nor more than 12 inches, unless otherwise specifically required.
5. Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted.
6. Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toeboard and guardrail, extending along the entire opening.

1. All scaffolds must be erected level and plumb, and on a solid footing.
2. Do not change or remove scaffold members unless authorized.
3. Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.
4. Do not alter any scaffold member by welding, burning, cutting, drilling, or bending.

***(Customize by adding any additional rules your company may have and deleting any that do not apply.)***

*For other rules and regulations regarding scaffolding, please refer Scaffolds, Chapter 296-874 WAC.*

**Motorized vehicles and equipment**

1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
2. Always be seated when riding authorized vehicles (unless they are designed for standing).
3. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
4. Always use your seat belts in the correct manner.
5. Obey all speed limits and other traffic regulations.
6. Always be aware of pedestrians and give them the right-of-way.
7. Always inspect your vehicle or equipment before and after daily use.
8. Never mount or dismount any vehicles or equipment while they are still in motion.
9. Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
11. Each operator must be knowledgeable of all hand signals and obey them.
12. Each operator is responsible for the stability and security of his/her load.

***(Customize by adding any additional rules your company may have and deleting any that do not apply.)***

*For other rules and regulations regarding motor vehicles, mechanized equipment and marine operations, please refer to Part M of the construction Safety Standard,* [*WAC 296-155*](https://lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=155)*.*

**General Materials Handling Safety**

General material storage safety:

* Make sure that all materials stored in tiers are stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.
* Clearly post the maximum safe load limits of floors within buildings and structures, in pounds per square foot, in all storage areas, except for floor or slab on grade. Do not exceed the maximum safe loads.
* Keep aisles and passageways clear to provide for the free and safe movement of material handling equipment or employees. Keep these areas in good repair.
* Do not store materials on scaffolds or runways in excess of supplies needed for immediate operations.
* Use ramps, blocking, or grading when a difference in road or working levels exists to ensure the safe movement of vehicles between the two levels.
* Do not place materials stored inside buildings under construction within 6 feet of any hoistway or inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored.
1. Anchor and brace temporary floors used in steel erection, concrete forms, and shoring and other “in-process equipment” that are to be left overnight or for longer periods of time to prevent their displacement in any direction. While in “interim storage,” this equipment is subject to the provisions in [WAC 296-155-325(2)(a)(i)](https://app.leg.wa.gov/wac/default.aspx?cite=296-155-325) (see previous bullet point: Do not place materials stored inside buildings under construction within 6 feet of any hoistway or inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored.)
* When working on stored materials in silos, hoppers, tanks, and similar storage areas, use personal fall arrest equipment meeting the requirements of [Chapter 296-880](https://lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=880).
* Segregate non-compatible materials in storage.
* Stack bagged materials by stepping back the layers and cross-keying the bags at least every ten bags high.
	1. Carefully handle cement and lime delivered in paper bags to prevent the bags from bursting.
	2. Do not pile cement and lime bags more than ten bags high except when stored in bins or enclosures built for the purpose of storage.
	3. When bags are removed from the pile, keep the length of the pile at an even height and maintain the necessary step backs every five bags.
	4. When handling cement and lime bags, wear eye protection preventing any contact with the substance (such as goggles or other sealed eye protection) and wear long sleeve shirts with close fitting collar and cuffs.
	5. Do not wear clothing that has become hard and stiff with cement.
	6. Make sure to report any susceptibility of skin to cement and lime burns.
	7. Make sure that a hand cream or Vaseline and eyewash is provided and kept ready for use to prevent burns.
	8. Store lime in a dry place to prevent a premature slacking action that may cause fire.
* Do not stack bricks more than 7 feet high. When a loose brick stack reaches a height of 4 feet, taper it back 2 inches for every foot of height above the 4-foot level.
1. Never stack bricks, for storage purposes, on scaffolds or runways.
2. Always stack blocks; do not throw in a loose pile.
* When stacking masonry blocks higher than 6 feet, taper back the stack one-half block per tier above the 6-foot level.
1. When stacking inside a building, distribute the piles to prevent overloading the floor.
2. Do not drop or throw blocks from an elevation or deliver blocks through chutes.
* Do not stack lumber more than 20 feet high; if handling lumber manually, do not stack more than 16 feet high.
1. Remove all nails from used lumber before stacking.
2. Stack lumber on level and solidly supported sills, and such that the stack is stable and self-supporting.
3. Stack stored lumber on timber sills to keep it off the ground. Sills must be placed level on solid supports.
4. Place cross strips in the stacks when they are stacked more than 4 feet high.
* If not racked, stack and block structural steel, poles, pipe, bar stock, and other cylindrical materials as to prevent spreading or tilting.
1. Wear heavy gloves when handling reinforcing steel.
2. When bending reinforcing steel on the job, use a strong bench set up on even dry ground or a floor to work on.
3. Carefully pile structural steel to prevent danger of members rolling off or the pile toppling over.
4. Keep structural steel in low piles, giving consideration to the sequence of use of its members.
5. Stack corrugated and flat iron in flat piles, with the piles not more than 4 feet high; place spacing strips between each bundle.
* Frequently inspect stock piles of sand, gravel, and crushed stone to prevent their becoming unsafe by continued adding to or withdrawing from the stock.
	1. Do not remove frozen material in a manner that would produce an overhang.

General Rigging Equipment Safety:

* Inspect rigging equipment for material handling prior to use on each shift and as necessary during its use to ensure that it is safe. Remove defective rigging equipment from service.
* Never load rigging equipment in excess of its recommended safe working load.
* Remove rigging equipment when not in use from the immediate work area so as not to present a hazard to employees.
* Mark special rigging accessories (i.e., spreader bars, grabs, hooks, clamps, etc.) or other lifting accessories with the rated capacity. Proof test all components to 125% of the rated load prior to the first use. Maintain permanent records on the job site for all special rigging accessories.

Disposal of waste materials:

* Whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of the building, use an enclosed chute of wood or equivalent material.
* When debris is dropped without the use of chutes, make sure that the area onto which the material is dropped is completely enclosed with barricades at least 42 inches high and 20 feet back from the projected edge of the opening above. Post at each level warning signs of the hazard of falling materials. Do not remove debris in this lower area until debris handling ceases above.
* Remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.
* Make sure to comply with local fire regulations if disposing of waste material or debris by burning.
* Keep all solvent waste, oily rags, and flammable liquids in fire-resistant covered containers until removed from the work site.

**Forklift safety**

Click on the link below to access basic forklift training. Employees must be trained on specific equipment that they will be operating in addition to this basic information.

<https://www.lni.wa.gov/safety-health/safety-training-materials/online-safety-training#Forklifts>

***(Customize by adding any additional rules your company may have and deleting any that do not apply.)***

Lockout/Tagout Checklist

 **YES NO COMPLETION DATE**

**1. Equipment, machinery and personnel:**

 a. A list of equipment and machines that need to

 be locked out has been developed. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b. All new machinery (after Jan. 1990)

 has the ability to accept a lockout device. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_

 c. Specific written Energy Control Procedures

 are developed and used for each piece of

 equipment. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 d. A list of all authorized employees has

 been developed. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 e. A list of all affected employees has

 been developed. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Energy Control Program:**

 a. A written Energy Control Program

has been developed. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b. Does the written program state the methods

of compliance, including the:

* Intended use of procedures. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Steps for shut down, isolating,

blocking and securing energy. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Steps for placement, removal,

 and transfer of lockout/tagout devices. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Requirements for testing to

verify effectiveness of lockout/tagout. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Compliance with energy control procedures

is verified at least annually. The results of the

inspection are certified and kept on file. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Lockout/tagout devices are provided. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (locks, hasps, tags, etc.).

e. Lockout devices are singularly identified,

 durable, standardized, substantial and

 employee identifiable. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. Lockout devices are used only for energy

 control. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

g. A tagout system is used only if a isolating

device cannot be locked out. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

h. Tagout devices are located at the same

 location as lockout devices. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

i. Tagout devices warn against hazardous

 conditions such as Do Not Start, Do Not Open. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

j. Energy isolation is performed ONLY by

 authorized employees. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

k. Affected employees are notified before and

 after lockout/tagout. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

l. Group lockout/tagout procedures are

used when needed. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

m. Information about each others' lockout

program is exchanged with contractors. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

n. Continuity of lockout/tagout is provided

 during shift change and personnel changes. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Training requirements:**

 a. Authorized employees - recognition of energy

 sources, type and magnitude of energy and

methods and procedures necessary for isolation

and control. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Affected employees - purpose and use of

 energy control procedures. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Other employees - instructed on the procedures

 locked or tagged out. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 d. For tagout system - limitations of tags. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 e. Retraining - when change in job, assignment,

 equipment, process, procedure or the result of an

 inspection. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. Training is certified with names and dates. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Welding and Cutting Safety Rules**

1. Always follow the manufacturer’s recommendations for setting up and operating equipment, selection of tip size, and gas cylinder operating pressures.
2. Always use a regulator to reduce gas cylinder pressure to the operating pressures recommended by the equipment manufacturer. All piping and equipment must meet the standards of the Compressed Gas Association.
3. Always ensure that all connections are leak tight. Each time connections are loosened and retightened each connection should be checked with a soap and water solution (oil free soap). Do not check with flame.
4. Before “lighting up” clear out each line by letting a small amount of gas flow (separately) to remove any mixed gases that might be in the lines.
5. Never use defective, worn or leaky equipment. Repair it or take it out of service.
6. Never use acetylene in excess of 15 psi pressure. Higher pressures with acetylene are dangerous. If the cylinder is not fitted with a hand wheel valve control, any special wrench required must be placed on the cylinder while the cylinder is in service. On manifolds, one wrench for each manifold will suffice.
7. Always have an appropriate fire extinguisher in good operating condition readily available when operating welding or cutting equipment.
8. Never perform welding, cutting, brazing, or heating operations in a poorly ventilated area. Avoid breathing fumes from these operations at all times, particularly when zinc, cadmium, or lead coated metals are involved.
9. Never perform welding or cutting operations near combustible materials (gasoline cans, paints, paper, rags, etc.).
10. Always protect yourself, others present, welding hoses, gas cylinders, and flammable materials in the area from hot slag and sparks from the welding and cutting operations.
11. The welder and spectators must always wear goggles to protect the eyes from injurious light rays, sparks and hot molten metal during welding, cutting, and heating operations. Eye protection must comply with the established ANSI Standards.
12. Always wear clean, oil free clothing during welding and cutting operations. Protect the hands with leather welding gloves to avoid burns from radiation and hot molten slag. Low cut shoes and trousers with cuffs or open pockets should not be worn.
13. Never use a match or cigarette lighter to light a cutting or welding torch. Always use a spark igniter. Fingers are easily burned by the igniting gas when a match or cigarette lighter is used.
14. Ensure that the material being welded or cut is secure and will not move or fall on anyone.
15. Never use a welding, cutting, or heating torch on a container that has held a flammable liquid. Explosive vapors can accumulate and linger in closed containers for extended periods of time.
16. Never use a regulator for gasses other than those for which it was designed for by the manufacturer since the diaphragm and seat materials may not be compatible with other gasses.
17. Never attempt to adapt and use a fuel gas or inert gas regulator on an oxygen cylinder. A special protective device is incorporated on the oxygen regulator to harmlessly dissipate the heat caused by the recompression when the cylinder valve is quickly opened. Such a protective device is not furnished on fuel gas and inert gas regulators.
18. Never tamper with the safety devices on cylinders, fuse plugs, safety discs, etc. and do not permit torch flames or sparks to strike the cylinder.
19. Always refer to the various gasses by their proper names. (Do not refer to oxygen as “air” or acetylene as “gas”.)
20. All cylinders, particularly acetylene, should be restrained securely in an upright position to prevent accidents. A non-vertical position for an acetylene cylinder in use would allow the discharge of acetone through the regulator and into the cutting torch, clogging the mixer passages and creating a fire hazard. It would reduce the efficiency of the flame and contaminate the weld area. It also can cause voids in the porous material inside the cylinder, which can lead to acetylene explosions.
21. Store all gas cylinders not in use away from excessive heat sources, such as stoves, furnaces, radiators, the direct rays of the sun, and the presence of open flames. Cylinders in storage should always be secured in an upright position.
22. Keep all burning or flammable substances away from the oxygen or fuel gas storage area (at least 20 feet) and post “No Smoking” signs.
23. Upon completion of a welding, heating, or cutting operation immediately inspect the surrounding areas for smoldering embers. Allow at least one half hour to elapse before leaving the area and conduct another thorough inspection just before leaving. Also alert other personnel of fire possibilities.
24. Always have the properly fitted wrench to fasten a regulator to a cylinder. Never tighten the regulator by hand.
25. Always leave the fuel gas cylinder valve wrench in place when the cylinder valve is open so that it can be closed quickly in an emergency. Do not open acetylene valves more than one-quarter (1/4) turn.
26. Before connecting a regulator to a gas cylinder, open the cylinder valve for a moment. Called cracking the cylinder valve, this will blow out any foreign material that may have lodged in the valve during transit. Do not stand in front of the valve when “cracking”.
27. After attaching a regulator to a gas cylinder, be sure the regulator adjusting screw is fully released (backed off in a counter clockwise direction so that it swivels freely) before the cylinder valve is opened. Never stand in front of a regulator when you are opening a cylinder valve.
28. Always open the cylinder valve slowly so that gas pressure will build up slowly in the regulator (particularly in the oxygen cylinder). Quick opening of the cylinder valve causes a build up of heat due to recompression of the gas. When combined with combustible materials, ignition and explosion may result.
29. If a leak develops in a fuel gas cylinder that cannot be stopped by closing the valve, immediately place the cylinder outside of the building away from possible fire or ignition sources in a location that is free from wind currents that might carry the gas to an ignition source.
30. Never attempt to mix gasses in a cylinder or fill an empty one from another (particularly oxygen cylinders). Mixture of incompatible gasses and/or heat caused by recompression of the gas or gasses may result in ignition and fire. Only the owner of a cylinder may mix gasses in it.
31. When a gas cylinder is ready for return to the supplier, be certain the cylinder valve is closed to prevent internal contamination and the shipping cap is in place to protect the cylinder valve. Identify empty cylinders.
32. Never use oxygen or other gasses as a substitute for compressed air in operation of air-operated tools, blowing off parts, or for ventilation purposes. The only exception to this rule is where oxygen is used to blow out port passages and talcum powder or dust from welding hoses when setting up new or old “dusty” equipment.
33. Do not attempt to do your own repair on welding equipment. Equipment that is improperly repaired can cause leaks and other hazardous conditions. Repairs must be performed by qualified repair personnel.
34. Never repair welding hose with tape. Use of tape and many hose splicers can reduce the pressure to the torch and can cause hazardous conditions. Welding hose must meet the specifications of the Compressed Gas Association.
35. Use the shortest length of hose possible. Longer hoses require higher gas pressures and can be hard to handle.
36. Never use oil or grease on any part of welding or cutting equipment and never let it come into contact with oil or grease. This includes gas cylinders, work bench, regulators, torches, tips, threads on bottles, and clothes that are worn, such as jackets, gloves, and aprons. Oxygen and oil or grease can cause explosions and fire.
37. Never use a hammer on the valve cover caps to loosen them. Use a piece of wood to soften the impact and prevent sparks and damage to the cap.
38. When moving gas cylinders always roll them on their bottom edges or in a cart designed for their movement. Sliding or dragging them or rolling causes excessive wear and may weaken their walls by metal erosion. Slings and electromagnets are not authorized when transporting cylinders.
39. Never use cylinders as rollers to move material. Do not let them bump into each other or let them fall.
40. Fuel gas and liquefied fuels must be stored and shipped valve end up.
41. Do not hammer on any cylinder. Do not tamper with the relief valves. If you have trouble, contact the supplier for assistance.
42. Suitable eye protection must be worn for all welding and cutting operations.
43. Cylinders must be secured. Valves must be closed when unattended and caps must be on the cylinders when the regulators are not on the cylinders.
44. Cylinders must be upright when they are transported in powered vehicles.
45. All cylinders with a water weight of over 30 lbs. must have caps or other protection.
46. All fuel gases must be used through a regulator on cylinder or manifold.
47. Compressed gas cylinders must be upright except for short periods for transportation.
48. Repair work on gauges and regulators must be done by qualified personnel.
49. When parallel sections of oxygen and fuel gas hose are taped together, you must not cover more than 4 inches out of 12 inches by tape. Defective hoses must be removed from service
50. Oxygen must not be used for ventilation.
51. Oxygen regulators must be marked “Use No Oil”. Regulators and fittings must meet the specifications of the Compressed Gas Association.
52. Union nuts on regulators must be checked for damage.
53. Before removing a regulator, shut off cylinder valve and release gas from regulator. Equipment must be used only as approved by the manufacturer.
54. Caps must be on cylinders unless they are transported on a special carrier.
55. Hot warnings on materials are required.
56. Fire is the biggest hazard in welding. The area should be cleared for a radius of 35 feet. Fire shields should be used. The area should be monitored for 30 minutes or more after end of work to ensure there is no delayed ignition.
57. Proper personal protective equipment must be worn by all welders and assisting personnel.
58. All welding personnel should be advised of the hazards from heating zinc, lead, cadmium, and any other substances that could cause health problems from the welding activity.

*(The following apply to arc welding)*

1. Chains, wire ropes, hoists, and elevators must not be used to carry welding current.
2. Leather capes should be used for overhead welding.
3. The neck and ears must be protected from the arc.
4. Conduits with electrical conductors in them must not be used to complete a welding circuit.
5. Welding shields must be used to protect other workers from injurious light rays.
6. Welding leads must be inspected regularly for damage to insulation. Only proper splicing will be authorized. There should be no splices in stinger lead within 10 feet of the stinger and the leads should never be wrapped around the body.

***(Customize by adding any additional rules your company may have and deleting any that do not apply.)***

**Chemical Hazard Communication Program**

**Purpose:**

The purpose of the Chemical Hazard Communication Program is to ensure that the hazards of all chemicals produced or imported by chemical manufacturers or importers are evaluated. Information concerning the hazards must be shared with affected employers and employees before they use the products.

**Procedure:**

* Inventory Lists – Know the hazardous chemicals in your workplace that are a potential physical or health hazard. Make an inventory list of these hazardous chemicals; this list must be a part of your written program.
* SDS – Make sure there is a safety data sheet (SDS) for each chemical and that the inventory list and labeling system reference the corresponding SDS for each chemical.
* Labeling System – Each container entering the workplace must be properly labeled with the identity of the product, the hazardous warning, and the name and address of the manufacturer.
* Written Program – Develop, implement, and maintain a comprehensive written hazard communication program at the workplace that includes provisions for container labeling, safety data sheets, and an employee training program **(see the editable sample in the Appendix, page L1-3).**

Employees must be made aware of where hazardous chemicals are used in their work areas. They must also be informed of the requirements of the Hazard Communication Standard, the availability and location of the written program, the list of hazardous chemicals, and the safety data sheets.

The code specifically requires employers to train employees in the protective practices implemented in their workplace, the labeling system used, how to obtain and use SDSs, the physical and health hazards of the chemicals and the recognition, avoidance and prevention of accidental entrance of hazardous chemicals into the work environment.

**Note to the employer:** L&I’s Hazard Communication rule includes chemical safety requirements not listed here. Please consult WAC 296-901 *Hazard Communication, Globally Harmonized System (GHS)* for more information. For additional help (including a sample written program), visit <https://lni.wa.gov/safety-health/preventing-injuries-illnesses/get-started-with-safety-health/chemical-safety-basics>

**Respirator Program**

**Purpose:**

The purpose of the Respirator Program is to ensure that all employees are protected from exposure to respiratory hazards. Engineering controls such as ventilation and substitution of less toxic materials are the first line of defense. However, engineering controls are not feasible for some operations or do not completely control the identified hazards. In these situations, respirators and other protective equipment must be used. Respirators are also utilized for protection during emergencies.

**Procedure:**

This program applies to all employees who are required to wear respirators during normal work operations and during certain non-routine or emergency operations. Employees participating in the respiratory protection program do so at no cost to them. The expense associated with medical evaluations, training, and respiratory protection equipment will be borne by the company.

Employees who voluntarily choose to use a cartridge style respirator when the respirator is not required are subject to the medical evaluation, cleaning, maintenance, and storage elements only of this program. These individuals will also receive training covering proper procedures for cleaning, maintenance and storage of their respirators.

**Note to the employer:** L&I’s Respirator rule includes respiratory protection requirements not listed here. Please consult WAC 296-842 *Respirators* for more information. For additional help (including a sample written program), visit https://lni.wa.gov/safety-health/safety-topics/topics/respirators

**Hearing Conservation Program**

**Purpose:**

The purpose of the Hearing Conservation Program is to ensure that all employees are protected from exposure to noise hazards. When workers are exposed to high noise levels, the employer must have an effective, written hearing protection program.

**Procedure:**

An effective hearing conservation program should first assess companywide noise exposures in order to identify any employee or group of employees exposed to noise. Noise is measured with a sound level meter or noise dosimeters, which measure average noise levels over time. Employees who are exposed to noise at or above an eight-hour time-weighted average of 85 dBA (decibels, A-weighted) must be covered under a written hearing conservation program. For these employees, the employer must develop, implement, and maintain (at no cost to the employees) a program consisting of:

1. Mandatory audiometric testing
2. Making hearing protectors available and ensuring their use.
3. Comprehensive training explaining hearing loss, hearing protective devices, and the employer’s hearing conservation program.
4. Warning signs for high noise areas (115 dBA or higher).
5. Keeping accurate records.
6. Ensuring employee access to their records.

Additionally, the employer must post a copy of the hearing conservation standard or post a notice to affected employees or their representatives that a copy of the standard is available at the workplace for their review.

**Note to the employer:** L&I’s hearing conservation rule includes requirements not listed here. Please consult WAC 296-842 *Hearing Loss Prevention* for more information. For additional help (including a sample written program), visit <https://www.lni.wa.gov/safety-health/safety-topics/topics/noise#overview>

The Department of Labor and Industries Division of Occupational Safety and Health has a team of no-cost consultants who can visit your worksite and take the necessary noise measurements. To learn more, please contact DOSH Consultation by submitting a consultation request at <https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/onsite-consultation>

Heat Stress - How do you prevent heat illness?

1. • Supply adequate water and encourage workers who work in hot weather to drink regularly, even when not thirsty. A small amount of water every 15 minutes is recommended rather that a large amount after hours of sweating.
2. • Learn the signs and symptoms of heat-related illness.
3.
4. • Inform workers they should avoid alcohol or drinks with caffeine before or during work in hot weather.
5.
6. • Try to do the heaviest work during the cooler parts of the day.
7. • Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.
8. • Wear lightweight, loose-fitting, light-colored, breathable (e.g. cotton) clothing and a hat.
9.
10. • Allow workers to take regular breaks from the sun. Loosen or remove clothing that restricts cooling.
11. • Watch workers for symptoms of heat-related illness. This is especially important for non-acclimatized workers, those returning from vacations and for all workers during heat-wave events.
12. • If exertion causes someone’s heart to pound or makes them gasp for breath, become lightheaded, confused, weak or faint, they should STOP all activity and get into a cool area or at least into the shade, and rest.

The two major heat-related illnesses are heat exhaustion and heat stroke. Heat exhaustion, if untreated, may progress to deadly heat stroke. **Heat stroke is very dangerous and frequently fatal.** If workers show symptoms, *always take this seriously* and have them take a break and cool down before returning to work. *Stay with them*. If symptoms worsen or the worker does not recover within about 15 minutes, call 911 and have them transported and medically evaluated. *Do not delay transport.*

**Heat Stroke or Heat Exhaustion?**

**How do you tell the difference?**

The telling difference is mental confusion or disorientation in ALL heat stroke victims

You can ask these 3 questions: What is your name? What day is this? Where are we?

If a worker can’t answer these questions, assume it is heat stroke.

**What are the symptoms of heat exhaustion and heat stroke?**

|  |  |
| --- | --- |
| **Heat Exhaustion**  | **Heat Stroke**  |
| 1. • Heavy sweating
2. • Exhaustion, weakness
3. • Fainting / Lightheadedness
4. • Paleness
5. • Headache
6. • Clumsiness, dizziness
7. • Nausea or vomiting
8. • Irritability
 | 1. • Sweating may or may not be present
2. • Red or flushed, hot dry skin
3. • Any symptom of heat exhaustion but more severe
4. • Confusion / Bizarre behavior
5. • Convulsions before or during cooling
6. • Collapse
7. • Panting/rapid breathing
8. • Rapid, weak pulse
9. • Note: May resemble a heart attack
 |

**What do you do if someone is suffering from heat exhaustion or heat stroke?**

|  |  |
| --- | --- |
| **Heat Exhaustion**  | **Heat Stroke**  |
| Move the worker to a cool, shaded area to rest; **do not leave them alone.**Loosen and remove heavy clothing that restricts evaporative cooling.Give cool water to drink, about a cup every 15 minutes.Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling. Recovery should be rapid.Call 911 if they do not feel better in a few minutes.Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks.  | **Heat stroke is a medical emergency**Get medical help immediately, call 911 and transport as soon as possible.Move the worker to a cool, shaded areaand remove clothing that restricts cooling. Seconds count.Cool the worker rapidly using whatever methods you can. For example, immerse the worker in a tub of cool water; place the worker in a cool shower; spray the worker with cool water from a garden hose; sponge the worker with cool water; or, if the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously. Continue cooling until medical help arrives.If emergency medical personnel are delayed, call the hospital emergency room for further instruction. Do not give the worker water to drink until instructed by medical personnel.  |

**Note to the employer:** L&I’s outdoor heat rule includes requirements not listed here. Please consult WAC 296-62-095 *Outdoor Heat Exposure* for more information. For additional help (including a sample written program), visit https://lni.wa.gov/safety-health/safety-training-materials/workshops-events/beheatsmart

Heat Stress Check List

* Does the worksite have temperatures that may cause heat stress?
	+ Please note: An employee’s risk of heat stress is directly affected by what clothing and gear are worn. Employers must take specific actions to protect employees wearing nonbreathable clothing or gear beginning at 52° F. Employers must take specific actions to protect employees wearing other types of clothing/gear beginning at 80° F.
* Do employees have access to an adequate supply of cool drinking water at all times?
* Are employees allowed cool-down rest breaks during prolonged heavy labor?
* Do workers have access to adequate shade during breaks?
* Have employees been trained on the symptoms of heat-related illness?
* Are employees trained on first aid measures for heat-related illness?

**CONFINED SPACES**

Fatalities and injuries too often occur among construction workers who, during the course of their jobs, are required to enter confined spaces. In some circumstances, these workers are exposed to multiple hazards, any of which may cause bodily injury, illness, or death. Workers are injured and killed from a variety of atmospheric hazards (such as toxic gases or insufficient oxygen) and physical hazards (such as moving machinery or excessive heat).

The construction standard ([WAC 296-155](https://lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=155)) requires that companies follow [WAC 296-809](https://lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=809), when working in confined spaces. There is an exception for work on sewer systems under construction.

Employers must consult with employees and their authorized representatives on the development and implementation of all aspects of the permit required confined space entry program required by the Confined Space Standard, ([WAC 296-809](https://lni.wa.gov/safety-health/safety-rules/rules-by-chapter/?chapter=809)).

All information required by the Confined Space Standard must be available to employees covered by the standard (or their authorized representatives).

You must first determine if you have any confined spaces at your job site. A confined space has three characteristics; it must have **all three** characteristics to be considered a confined space:

1. Large enough to get your body entirely inside to do your work
2. Not designed or intended for continuous occupation
3. Restricted entry or exit

If you do have any confined spaces, you must not enter them until you have carefully evaluated the hazards inside to determine what type of entry procedure may be used for each confined space you have.

**Note to the employer:** L&I’s confined space rule includes requirements not listed here. Please consult WAC 296-809 *Confined Spaces* for more information. For additional help (including a sample written program), visit https://lni.wa.gov/safety-health/safety-training-materials/workshops-events/beheatsmart

**APPENDICES**

**Job Orientation Guide**

|  |  |  |  |
| --- | --- | --- | --- |
| Company: | *(Enter Company Name)* | Employee: | *(Enter Employee Name* |
| Trainer: | *(Enter Name of Trainer)* | Hire Date: | *(Enter Employee's Hire Date)* |
| Date | *(Enter Date of Orientation)* | Position: | *(Enter Employee's Job Title)* |
|  |  |  |  |

This checklist is a guideline for conducting employee safety orientations for employees new to *(Customize by adding the name of your company)*. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Date | Initials |
| 1. | Explain the company safety program, including: |  |  |
|  |  | Orientation | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  |  | On-the-job training | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  |  | Safety meetings | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  |  | Incident investigation | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  |  | Disciplinary action | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| 2. | Use and care of personal protective equipment (Hard hat, fall protection, eye protection, etc.) | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| 3. | Line of communication and responsibility for immediately reporting injuries. |  |  |
|  | A.  | When to report an injury | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | B.  | How to report an injury | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | C.  | Who to report an injury to | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | D.  | Filling out incident report forms | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| 4. | General overview of operation, procedures, methods and hazards as they relate to the specific job | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| 5. | Pertinent safety rules of the company and WISHA | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| 6. | First aid supplies, equipment and training |  |  |
|  | A.  | Obtaining treatment | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | B.  | Location of Facilities | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | C.  | Location and names of First-aid trained personnel | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| 7. | Emergency plan |  |  |
|  | A.  | Exit location and evacuation routes | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | B.  | Use of fire fighting equipment (extinguishers, hose) | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | C.  | Specific procedures (medical, chemical, etc.) | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| 8. | Vehicle safety | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| 9. | Personal work habits |  |  |
|  | A.  | Serious consequences of horseplay | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | B.  | Fighting | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | C.  | Inattention | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | D.  | Smoking policy | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | E.  | Good housekeeping practices | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  | F.  | Proper lifting techniques | \_\_\_\_\_\_ | \_\_\_\_\_\_ |

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered.

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Employee’s Report of Injury Form

**Instructions**: Your employees may use this form to report all work related injuries, illnesses, or “near miss” events (which could have caused an injury or illness) – *no matter how minor*. This helps you to identify and correct hazards before they cause serious injuries. This form should be completed by employees as soon as possible and given to a supervisor for further action.

|  |
| --- |
| I am reporting a work related: ❑ Injury ❑ Illness ❑ Near miss  |
| Your Name:  |
| Job title: |
| Supervisor: |
| Have you told your supervisor about this injury/near miss? ❑ Yes ❑ No |
| Date of injury/near miss: | Time of injury/near miss: |
| Names of witnesses (if any): |
| Where, exactly, did it happen? |
| What were you doing at the time? |
| Describe step by step what led up to the injury/near miss. (continue on the back if necessary): |
| What could have been done to prevent this injury/near miss? |
| What parts of your body were injured? If a near miss, how could you have been hurt? |
| Did you see a doctor about this injury/illness? ❑ Yes ❑ No |
| If yes, whom did you see?  | Doctor’s phone number: |
| Date:  | Time: |
| Has this part of your body been injured before? ❑ Yes ❑ No  |
| If yes, when? | Employer: |
| Your signature (optional): | Date: |

#### Incident Investigation Report Form

**Instructions**: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness*.)

|  |
| --- |
| This is a report of a: ❑ Death ❑ Lost Time ❑ Dr. Visit Only ❑ First Aid Only ❑ Near Miss |
| Date of incident: | This report is made by: ❑ Employee ❑ Supervisor ❑ Team ❑ Final Report |

|  |
| --- |
| **Step 1: Injured employee (complete this part for each injured employee)** |
| Name:  | Sex: ❑ Male ❑ Female | Age: |
| Department: | Job title at time of incident: |
| Part of body affected: (shade all that apply)Body Diagram | Nature of injury: (most serious one) ❑ Abrasion, scrapes❑ Amputation❑ Broken bone❑ Bruise❑ Burn (heat)❑ Burn (chemical)❑ Concussion (to the head)❑ Crushing Injury❑ Cut, laceration, puncture❑ Hernia❑ Illness❑ Sprain, strain ❑ Damage to a body system: ❑ Other \_\_\_\_\_\_\_\_\_\_\_ | This employee works:❑ Regular full time ❑ Regular part time ❑ Seasonal❑ Temporary |
| Months with this employer |
|
| Months doing this job: |
| (e.g.: nervous, respiratory, or circulatory systems) |

|  |
| --- |
| **Step 2: Describe the incident** |
| Exact location of the incident:  | Exact time: |
| What part of employee’s workday? ❑ Entering or leaving work ❑ Doing normal work activities ❑ During meal period ❑ During break ❑ Working overtime ❑ Other |
| Names of witnesses (if any): |
| Number of attachments:  | Written witness statements: | Photographs: | Maps / drawings: |
| What personal protective equipment was being used (if any)? |
| Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.  Description continued on attached sheets: ❑ |

|  |
| --- |
| **Step 3: Why did the incident happen?** |
| Unsafe workplace conditions: (Check all that apply)❑ Inadequate guard❑ Unguarded hazard❑ Safety device is defective❑ Tool or equipment defective❑ Workstation layout is hazardous❑ Unsafe lighting❑ Unsafe ventilation❑ Lack of needed personal protective equipment❑ Lack of appropriate equipment / tools❑ Unsafe clothing❑ No training or insufficient training❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Unsafe acts by people: (Check all that apply)❑ Operating without permission❑ Operating at unsafe speed ❑ Servicing equipment that has power to it❑ Making a safety device inoperative❑ Using defective equipment❑ Using equipment in an unapproved way❑ Unsafe lifting by hand❑ Taking an unsafe position or posture❑ Distraction, teasing, horseplay❑ Failure to wear personal protective equipment❑ Failure to use the available equipment / tools❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Why did the unsafe conditions exist? |
| Why did the unsafe acts occur? |
| Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? ❑ Yes ❑ No If yes, describe: |
| Were the unsafe acts or conditions reported prior to the incident? ❑ Yes ❑ No |
| Have there been similar incidents or near misses prior to this one? ❑ Yes ❑ No |

|  |
| --- |
| **Step 4: How can future incidents be prevented?** |
| What changes do you suggest to prevent this injury/near miss from happening again? ❑ Stop this activity ❑ Guard the hazard ❑ Train the employee(s) ❑ Train the supervisor(s)❑ Redesign task steps ❑ Redesign work station ❑ Write a new policy/rule ❑ Enforce existing policy  ❑ Routinely inspect for the hazard ❑ Personal Protective Equipment ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What should be (or has been) done to carry out the suggestion(s) checked above?  |
| Description continued on attached sheets: ❑ |

|  |
| --- |
| **Step 5: Who completed and reviewed this form? (Please Print)** |
| Written by: Department:  | Title: Date: |
| Names of investigation team members:  |
| Reviewed by:  | Title: Date: |

|  |
| --- |
| CREW SAFETY MEETING |
| Company/Contractor Name | Address |
| Date | Time | # of employees attending |
| Subjects discussed |
| Minutes: |
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| Crew Leader Comments: |
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|  |

Minutes taken by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAFETY MEETING NOTICE**

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

TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLACE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FALL PROTECTION TRAINING GUIDE FOR EMPLOYEES**

**Safety Belt, Harness and Lanyard Inspection and Maintenance**

|  |  |
| --- | --- |
| I. | ANSI Classification: |
|  |  |  |
|  | Class II  | Chest harness – used for restraint purposes (NOT for vertical free fall hazards). |
|  | Class III | Full body harness – used for fall arrest purposes. Can also be used for fall restraint. |
|  | Class IV  | Suspension/position belt – used to suspend or support the worker. If a fall arrest hazard exists this must be supplemented by use of a safety harness. |

|  |  |
| --- | --- |
| II. | Inspection Guidelines: |
|  | To maintain their service life and high performance, all belts and harnesses must be inspected prior to each use for mildew, wear, damage and other deteriorations. Visual inspection before each use is just common sense. Periodic tests by a trained inspector for wear, damage or corrosion should be part of the safety program. Inspect your equipment daily and replace it if any of the defective conditions in this manual are found. |

**Lanyard inspection:**

|  |
| --- |
| When inspecting lanyards, begin at one end and work to the opposite end. Slowly rotate the lanyard so that the entire circumference is checked. Spliced ends require particular attention. Hardware should be examined under procedures also detailed below, i.e., Snaps, Dee Ring, and Thimbles. |
| 1. |  SteelWhile rotating the steel lanyard, watch for cuts, frayed areas, or unusual wearing patterns on the wire. Broken strands will separate from the body of the lanyards. |
| 2. | WebbingWhile bending webbing over a pipe or mandrel, observe each side of the webbed lanyard. This will reveal any cuts or breaks. Swelling, discolorations, cracks, and charring are obvious signs of chemical or heat damage. Observe closely for any breaks in stitching. |
| 3. | RopeRotation of the rope lanyard while inspecting from end to end will bring to light any fuzzy, worn, broken, or cut fibers. Weakened areas from extreme loads will appear as a noticeable change in original diameter. The rope diameter should be uniform throughout, following a short break-in-period. |

**FALL PROTECTION TRAINING GUIDE FOR EMPLOYEES**

**Fall Protection System Considerations**

Below are guidelines for worker protection where fall arrest or fall restraint systems are used. Some of this material may be suitable for adding to the written fall protection work plan specified in [WAC 296-880-10020](https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-155.pdf#WAC_296_155_24601). Also reference [WAC 296-880-40080](https://app.leg.wa.gov/wac/default.aspx?cite=296-880-400), Personal Fall Arrest System.

|  |  |
| --- | --- |
| 1. | Selection and use considerations: The kind of personal fall arrest system selected should match the particular work situation, and any possible free fall distance should be kept to a minimum. Consideration should be given to the particular work environment. For example, the presence of acids, dirt, moisture, oil, grease, etc., and their effect on the system, should be evaluated. Hot or cold environments may also have an adverse affect on the system. Wire rope should not be used where an electrical hazard is anticipated. As required by the standard, the employer must plan to have means available to promptly rescue an employee should a fall occur, since the suspended employee may not be able to reach a work level independently.Where lanyards, connectors, and lifelines are subject to damage by work operations such as welding, chemical cleaning, and sandblasting, the component should be protected, or other securing systems should be used. The employer should fully evaluate the work conditions and environment (including seasonal weather changes) before selecting the appropriate personal fall protection system. Once in use, the system's effectiveness should be monitored. In some cases, a program for cleaning and maintenance of the system may be necessary. |
| 2. | Testing considerations:Before purchasing or putting into use a personal fall arrest system, an employer should obtain from the supplier information about the system based on its performance during testing so that the employer can know if the system meets this standard. Testing should be done using recognized test methods. [WAC 296-880-40080](https://app.leg.wa.gov/wac/default.aspx?cite=296-880-400), contains test methods recognized for evaluating the performance of fall arrest systems. Not all systems may need to be individually tested; the performance of some systems may be based on data and calculations derived from testing of similar systems, provided that enough information is available to demonstrate similarity of function and design. |
| 3. | Component compatibility considerations:Ideally, a personal fall arrest system is designed, tested, and supplied as a complete system. However, it is common practice for lanyards, connectors, lifelines, deceleration devices, and body harnesses to be interchanged since some components wear out before others. The employer and employee should realize that not all components are interchangeable. For instance, a lanyard should not be connected between a body harness and a deceleration device of the self-retracting type since this can result in additional free fall for which the system was not designed. Any substitution or change to a personal fall arrest system should be fully evaluated or tested by a competent person to determine that it meets the standard, before the modified system is put in use. |

**FALL PROTECTION TRAINING GUIDE FOR EMPLOYEES**

**Fall Protection System Considerations cont’d**

|  |  |
| --- | --- |
| 4. | Employee training considerations:Thorough employee training in the selection and use of personal fall arrest systems is imperative. As stated in the standard, before the equipment is used, employees must be trained in the safe use of the system. This should include the following: Application limits; proper anchoring and tie-off techniques; estimation of free fall distance, including determination of deceleration distance, and total fall distance to prevent striking a lower level; methods of use; and inspection and storage of the system. Careless or improper use of the equipment can result in serious injury or death. Employers and employees should become familiar with this material, as well as manufacturer's recommendations, before a system is used. Of uppermost importance is the reduction in strength caused by certain tie-offs (such as using knots, tying around sharp edges, etc.) and maximum permitted free fall distance. Also, to be stressed are the importance of inspections prior to use, the limitations of the equipment, and unique conditions at the worksite which may be important in determining the type of system to use. |
| 5. | Instruction considerations:Employers should obtain comprehensive instructions from the supplier as to the system's proper use and application, including, where applicable: |
|  | a. | The force measured during the sample force test; |
|  | b. | The maximum elongation measured for lanyards during the force test; |
|  | c. | The deceleration distance measured for deceleration devices during the force test; |
|  | d. | Caution statements on critical use limitations; |
|  | e. | Application limits; |
|  | f. | Proper hook-up, anchoring and tie-off techniques, including the proper dee-ring or other attachment point to use on the body harness for fall arrest; |
|  | g. | Proper climbing techniques; |
|  | h. | Methods of inspection, use, cleaning, and storage; and |
|  | i. | Specific lifelines that may be used. This information should be provided to employees during training. |
| 6. | Inspection considerations:Personal fall arrest systems must be regularly inspected. Any component with any significant defect, such as cuts, tears, abrasions, mold, or undue stretching; alterations or additions which might affect its efficiency; damage due to deterioration; contact with fire, acids, or other corrosives; distorted hooks or faulty hook springs; tongues unfitted to the shoulder of buckles; loose or damaged mountings; nonfunctioning parts; or wearing or internal deterioration in the ropes must be withdrawn from service immediately, and should be tagged or marked as unusable, or destroyed. |

**FALL PROTECTION TRAINING GUIDE FOR EMPLOYEES**

**Fall Protection System Considerations cont’d**

|  |  |
| --- | --- |
| 7. | Rescue considerations:When personal fall arrest systems are used, the employer must assure that employees can be promptly rescued or can rescue themselves should a fall occur. The availability of rescue personnel, ladders or other rescue equipment should be evaluated. In some situations, equipment that allows employees to rescue themselves after the fall has been arrested may be desirable, such as devices that have descent capability.     |
| 8. | Tie-off considerations: |
|  | a. | One of the most important aspects of personal fall protection systems is fully planning the system before it is put into use. Probably the most overlooked component is planning for suitable anchorage points. Such planning should ideally be done before the structure or building is constructed so that anchorage points can be incorporated during construction for use later for window cleaning or other building maintenance. If properly planned, these anchorage points may be used during construction, as well as afterwards. |
|  | b. | Employers and employees should at all times be aware that the strength of a personal fall arrest system is based on its being attached to an anchoring system which does not significantly reduce the strength of the system (such as a properly dimensioned eye-bolt/snap-hook anchorage). Therefore, if a means of attachment is used that will reduce the strength of the system, that component should be replaced by a stronger one, but one that will also maintain the appropriate maximum arrest force characteristics. |
|  | c. | Tie-off using a knot in a rope lanyard or lifeline (at any location) can reduce the lifeline or lanyard strength by 50 percent or more. Therefore, a stronger lanyard or lifeline should be used to compensate for the weakening effect of the knot, or the lanyard length should be reduced (or the tie-off location raised) to minimize free fall distance, or the lanyard or lifeline should be replaced by one which has an appropriately incorporated connector to eliminate the need for a knot. |
|  | d. | Tie-off of a rope lanyard or lifeline around an "H" or "I" beam or similar support can reduce its strength as much as 70 percent due to the cutting action of the beam edges. Therefore, a webbing lanyard or wire core lifeline should be used around the beam; or the lanyard or lifeline should be protected from the edge; or free fall distance should be greatly minimized. |

**FALL PROTECTION TRAINING GUIDE FOR EMPLOYEES**

**Fall Protection System Considerations cont’d**

|  |  |  |
| --- | --- | --- |
|  | e. | Tie-off where the line passes over or around rough or sharp surfaces reduces strength drastically. Such a tie-off should be avoided or an alternative tie-off rigging should be used. Such alternatives may include use of a snap-hook/dee-ring connection, wire rope tie-off, an effective padding of the surfaces, or an abrasion-resistance strap around or over the problem surface. |
|  | f. | Horizontal lifelines may, depending on their geometry and angle of sag, be subjected to greater loads than the impact load imposed by an attached component. When the angle of horizontal lifeline sag is less than 30 degrees, the impact force imparted to the lifeline by an attached lanyard is greatly amplified. For example, with a sag angle of 15 degrees, the force amplification is about 2:1 and at 5 degrees sag, it is about 6:1. Depending on the angle of sag, and the line's elasticity, the strength of the horizontal lifeline and the anchorages to which it is attached should be increased a number of times over that of the lanyard. Extreme care should be taken in considering a horizontal lifeline for multiple tie-offs. The reason for this is that in multiple tie-offs to a horizontal lifeline, if one employee falls, the movement of the falling employee and the horizontal lifeline during arrest of the fall may cause other employees to also fall. Horizontal lifeline and anchorage strength should be increased for each additional employee to be tied-off. For these and other reasons, the design of systems using horizontal lifelines must only be done by qualified persons. Testing of installed lifelines and anchors prior to use is recommended. |
|  | g. | The strength of an eye-bolt is rated along the axis of the bolt and its strength is greatly reduced if the force is applied at an angle to this axis (in the direction of shear). Also, care should be exercised in selecting the proper diameter of the eye to avoid accidental disengagement of snap-hooks not designed to be compatible for the connection. |
|  | h. | Due to the significant reduction in the strength of the lifeline/lanyard (in some cases, as much as a 70 percent reduction), the sliding hitch knot should not be used for lifeline/lanyard connections except in emergency situations where no other available system is practical. The "one-and-one" sliding hitch knot should never be used because it is unreliable in stopping a fall. The "two-and-two," or "three-and-three" knot (preferable), may be used in emergency situations; however, care should be taken to limit free fall distance to a minimum because of reduced lifeline/lanyard strength. |
| 9. | Vertical lifeline considerations. As required by the standard, each employee must have a separate lifeline when the lifeline is vertical. The reason for this is that in multiple tie-offs to a single lifeline, if one employee falls, the movement of the lifeline during the arrest of the fall may pull other employees' lanyards, causing them to fall as well. |

**FALL PROTECTION TRAINING GUIDE FOR EMPLOYEES**

**Fall Protection System Considerations cont’d**

|  |  |
| --- | --- |
| 10. | Snap-hook considerations: |
|  | a. | Required by this standard for all connections, locking snap-hooks incorporate a positive locking mechanism in addition to the spring loaded keeper, which will not allow the keeper to open under moderate pressure without someone first releasing the mechanism. Such a feature, properly designed, effectively prevents roll-out from occurring. |
|  | b. | The following connections must be avoided (unless properly designed locking snap-hooks are used) because they are conditions which can result in roll-out when a nonlocking snap-hook is used: |
| •••••• | Direct connection of a snap-hook to a horizontal lifeline.Two (or more) snap-hooks connected to one dee-ring.Two snap-hooks connected to each other.A snap-hook connected back on its integral lanyard.A snap-hook connected to a webbing loop or webbing lanyard.Improper dimensions of the dee-ring, rebar, or other connection point in relation to the snap-hook dimensions which would allow the snap-hook keeper to be depressed by a turning motion of the snap-hook. |
| 11. | Free fall considerations:The employer and employee should at all times be aware that a system's maximum arresting force is evaluated under normal use conditions established by the manufacturer, and in no case using a free fall distance in excess of 6 feet (1.8 m). A few extra feet of free fall can significantly increase the arresting force on the employee, possibly to the point of causing injury. Because of this, the free fall distance should be kept at a minimum, and, as required by the standard, in no case greater than 6 feet (1.8 m). To help assure this, the tie-off attachment point to the lifeline or anchor should be located at or above the connection point of the fall arrest equipment to harness. (Since otherwise additional free fall distance is added to the length of the connecting means (i.e. lanyard).) Attaching to the working surface will often result in a free fall greater than 6 feet (1.8 m). For instance, if a 6-foot (1.8 m) lanyard is used, the total free fall distance will be the distance from the working level to the body harness attachment point plus the 6 feet (1.8 m) of lanyard length. Another important consideration is that the arresting force that the fall system must withstand also goes up with greater distances of free fall, possibly exceeding the strength of the system. |

**FALL PROTECTION TRAINING GUIDE FOR EMPLOYEES**

**Fall Protection System Considerations cont’d**

|  |  |
| --- | --- |
| 12. | Elongation and deceleration distance considerations. Other factors involved in a proper tie-off are elongation and deceleration distance. During the arresting of a fall, a lanyard will experience a length of stretching or elongation, whereas activation of a deceleration device will result in a certain stopping distance. These distances should be available with the lanyard or device's instructions and must be added to the free fall distance to arrive at the total fall distance before an employee is fully stopped. The additional stopping distance may be very significant if the lanyard or deceleration device is attached near or at the end of a long lifeline, which may itself add considerable distance due to its own elongation. As required by the standard, sufficient distance to allow for all of these factors must also be maintained between the employee and obstructions below, to prevent an injury due to impact before the system fully arrests the fall. In addition, a minimum of 12 feet (3.7 m) of lifeline should be allowed below the securing point of a rope grab type deceleration device, and the end terminated to prevent the device from sliding off the lifeline. Alternatively, the lifeline should extend to the ground or the next working level below. These measures are suggested to prevent the worker from inadvertently moving past the end of the lifeline and having the rope grab become disengaged from the lifeline. |
| 13. | Obstruction considerations:The location of the tie-off should also consider the hazard of obstructions in the potential fall path of the employee. Tie-offs that minimize the possibilities of exaggerated swinging should be considered. |
| 14. | Other considerations:Because of the design of some personal fall arrest systems, additional considerations may be required for proper tie-off. For example, heavy deceleration devices of the self-retracting type should be secured overhead in order to avoid the weight of the device having to be supported by the employee. Also, if self-retracting equipment is connected to a horizontal lifeline, the sag in the lifeline should be minimized to prevent the device from sliding down the lifeline to a position that creates a swing hazard during fall arrest. In all cases, manufacturer's instructions should be followed. |

**Construction Self-Inspection Guide**

|  |  |
| --- | --- |
|  | **Power lines**: Minimum 10’ clearance / insulate – de-energize, under 50 kw; over 50 kw – refer to Chapter 155 |
|  | **Trench/excavation**: Any trench four feet or must be sloped, shored or braced |
|  | **Guardrails**: Any opening four feet or more above ground level must be guarded |
|  | **Standard guardrail**: Top rail = 39” to 45” above working surface. Midrail = halfway between top rail and floor. Toeboard = 4”. |
|  | **Scaffold**: Fully planked |
|  | **Scaffold**: Fall protection provided if fall hazards over 10 feet exist |
|  | **Stairs**: Four or more risers must have handrails |
|  | **Fall protection**: Any exposure to fall hazards of 4’ or greater must be eliminated by the use of safety harness/belt, lanyard or lifeline, horizontal lines, or cantenary lines. Positive fall restraint/protection must be utilized at all times. Two lanyards may be necessary at the beam/upright traverse points. No exposure at any time is allowed. |
|  | **Fall protection work plan**: Job specific, in writing; available on-site for all fall hazards above 10’. |
|  | **Open belts and pulleys, chains and sprockets, points of operation** must be guarded to prevent accidental contact. Air compressors and electric motor pulleys are the most common hazards. |
|  | **Radial saws**: Cutting head must return easily to start position when released; blade must not extend past the edge of the worktable; off/on switch should be at front of operator’s position. |
|  | **Table saws**: Upper hood guard; anti-kickback, push stick, belt and pulley guarded |
|  | **Circular saws**: Blade guard instantly returns to covering position |
|  | **Never wedge or pin a guard.** |
|  | **Chain saw**: Ballistic nylon leg protection; eye, ear, face protection; hard hat |
|  | **Angle grinders**: 180-degree guard required |
|  | **Ladders**: Extended 36” above landing and secured to prevent displacement |
|  | **Articulating boomlift**: Safety harness and lanyard at all times |
|  | **Floor holes/openings**: Covered and secured; be sure no tripping hazards in the area. |
|  | **Extension cords/electric power tools**: Marked/covered by Assured Grounding Program |
|  | **Clothing**: Minimum of short sleeve shirts, long pants, and substantial footwear; no recreational shoes |
|  | **Hard hats**: readily accessible at all times; worn when overhead hazard exists |
|  | **Oxygen/acetylene storage areas**: Cylinders chained and separated |
|  | **Personal protective equipment**: Head, eye, ear, respiratory, and leg protection – high visibility vests when required |
|  | **Housekeeping**: Workers are responsible for their own area of exposure |
|  | **First aid/fire extinguishers**: Available and readily accessible |
|  | **First aid trained personnel**: Minimum of one person on-site at all times with first aid CPR training. |
|  | **Accident Prevention Program**: In written format |
|  | **Crew Leader Meetings**: At beginning of each job and at least weekly thereafter. Documented |
|  | **Chemical hazard communication program** |

***(Customize the self-inspection guide above as needed to tailor it to your business and location.)***

**Equipment Safety Inspection Checklist**

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

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| All guards and fenders |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Brakes |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Lights – front, rear, side, dash |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Back-up alarm – horn |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Ladders, stairs, hand holds |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| ROPS (Roll-over protection) |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Seat belts |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Fire extinguisher |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Glass |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Tires |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Electrical cords |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Ground fault circuit interrupters |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Electrical hand tools |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Powder actuated tools |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |
| Pneumatic condition of all hand tools |  \_\_\_\_\_ | OK |  \_\_\_\_\_ | Needs Repair |

**Other Items Checked:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Oil level and leaks | \_\_\_ | OK | \_\_\_ | Needs Repair | \_\_\_ | Add | \_\_\_ | Change |
| Hydraulic oil level and leaks | \_\_\_ | OK | \_\_\_ | Needs Repair | \_\_\_ | Add | \_\_\_ | Change |
| Anti-freeze level and leaks | \_\_\_ | OK | \_\_\_ | Needs Repair | \_\_\_ | Add | \_\_\_ | Change |
| Fuel level and leaks | \_\_\_ | OK | \_\_\_ | Needs Repair | \_\_\_ | Add | \_\_\_ | Change |
| First aid kit | \_\_\_ | OK | \_\_\_ | Needs Repair | \_\_\_ | Add | \_\_\_ | Change |

Repaired by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JOB SAFETY ANALYSIS WORKSHEET**

|  |  |
| --- | --- |
| TITLE OF JOB OPERATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title of person who does job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee observed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Analysis made by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Analysis approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| Sequence of basic job steps | Potential injuries or hazards | Recommended safe job procedures |
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Personal protective equipment required for this position:

**Chemical Hazard Communication checklist**

|  |  |  |
| --- | --- | --- |
| \_\_\_\_ | 1. | Have we prepared a list of all the hazardous chemicals in our workplace? |
| \_\_\_\_ | 2. |  Are we prepared to update our hazardous chemical list?  |
| \_\_\_\_  | 3. | Have we obtained or developed a safety data sheet for each hazardous chemical we use? |
| \_\_\_\_ | 4. | Have we developed a system to ensure that all incoming hazardous chemicals are checked for proper labels and data sheets? |
| \_\_\_\_ | 5. | Do we have procedures to ensure proper labeling or warning signs for containers that hold hazardous chemicals? |
| \_\_\_\_ | 6. | Are our employees aware of the specific information and training requirements of the Hazard Communication Standard? |
| \_\_\_\_ | 7. | Are our employees familiar with the different types of chemicals and the hazards associated with them? |
| \_\_\_\_ | 8. | Have our employees been informed of the hazards associate with performing non-routine tasks? |
| \_\_\_\_ | 9. | Are employees trained about proper work practices and personal protective equipment in relation to the hazardous chemicals in their work area? |
| \_\_\_\_ | 10. | Does our training program provide information on appropriate first aid, emergency procedures, and the likely symptoms of overexposure? |
| \_\_\_\_ | 11. | Does our training program include an explanation of labels and warnings that are used in each work area? |
| \_\_\_\_ | 12. | Does the training describe where to obtain data sheets and how employees may use them? |
| \_\_\_\_ | 13. | Have we worked out a system to ensure that new employees are trained before beginning work? |
| \_\_\_\_ | 14. | Have we developed a system to identify new hazardous chemicals before they are introduced into a work area? |
| \_\_\_\_ | 15. | Do we have a system for informing employees when we learn of new hazards associated with a chemical? |

**Chemical Hazard Communication**

**Employee Orientation Checklist**

Employee Name: *(Add Name of Employee here)*

Title: *(Add title of employee here)* Date hired: *(Add Date Hired here)*

Trainer Name: *(Add name of person conducting training here)*

This checklist is to inform employees of *(Add company name here)* of its Chemical Hazard Communication Program. Place a check in each box to indicate that the subject has been covered.

The supervisor has reviewed the following information with the employee:

 1. The purpose of the hazard communication standard is to require chemical manufacturers or importers to assess the hazards of chemicals they produce or import. All employers must provide information to their employees about the hazardous chemicals to which they may be exposed.

 Employees must be informed about the hazard communication program, labels and other forms of warning, and safety data sheets, and they must have training on the hazardous substances they may encounter.

 2. The supervisor has reviewed the hazardous chemical list with the employee.

 3. The supervisor has shown the employee the following:

 Location of hazardous chemicals within the employee’s work site.

 Location of the written Hazard Communication Program.

 Location of the safety data sheets for all hazardous chemicals in the employee’s assigned work area.

 Location of the list of person(s) trained and authorized to handle the hazardous chemicals.

The signature below documents that the appropriate elements have been talked over to the satisfaction of both parties and that both the supervisor and employee accept responsibility for maintaining a safe and healthful work environment.

Date: *(Enter date of orientation)* Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: *(Enter date of orientation)* Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* NOTE TO SUPERVISOR: If this employee is expected to actually handle chemicals, please notify ***(Customize by adding the name of the person responsible for training.)*** for training before employee begins actual work.

***You are at the end of the Sample Construction Accident Prevention Program. Please be sure that you have added all the required information to make it specific to your business. If you have any further information to add, please do so. Otherwise press the Delete key to delete this message.***

***Personalized, confidential on-site help is available through DOSH Consultation at no cost. DOSH safety and health consultants can visit your job site and make recommendations to improve your Accident Prevention Program and many other workplace safety and health programs. To learn more, please send an e-mail DOSHconsultation@lni.wa.gov***