Lyons Painting & Design

Quality Inside and Out

Accident Prevention Program
2016

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A message from the owner…

Lyons Painting and Design places a high value on the safety of its employees.

We are committed to provide a safe workplace and have written this program to explain how we will involve the owner, the worksite supervisors, and employees in identifying and eliminating hazards that may develop during our work process

Our basic safety policy is: *No task is so important that an employee must violate a safety rule or compromise his or her own risk of injury and/or illness in order to get the job done.*

As employees you must:

- comply with all company safety rules
- attend all required safety meetings and/or trainings
- report safety problems and/or injuries immediately (no matter how minor)
- help identify ways to make our company a safer place to work

The worksite supervisor must:

- check the jobsite for unsafe conditions daily
- watch employees for unsafe actions
- take prompt action to eliminate any hazards

The owner will make sure that this program is effective and that all its parts are put into practice:

- weekly safety meetings
- weekly jobsite safety inspections
- ongoing safety training for workers
- plans for foreseeable emergencies
- a disciplinary policy to make sure that company safety policies are followed
- accident investigation to make changes to prevent future injuries

Safety is a team effort. Let's work together to keep this a safe and healthy workplace.

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Signature of owner

Weekly Worksite Meeting and Minutes

Every Monday morning, Lyons Painting & Design will conduct a safety meeting. All employees must attend.

The time will be used in the following manner:

- Talk about the weekly site safety inspection done by the site supervisor
- Talk about any accidents that may have occurred during the previous week—to help eliminate unsafe acts or conditions
- Talk about the results of any recent WISHA inspections
- Talk about safety issues of concern to employees or management
- Provide training on relevant topics to increase the crew's safety consciousness

**Minutes from the meeting will be recorded and saved.

Safety Bulletin Board

WISHA requires employers with 8 or more employees to have a safety bulletin board. Our safety bulletin board can be found on the wall of: **The Shop**

Check the board regularly for new notices. The following posters will always be on the board and must not get covered up:

- WISHA Poster of Employee Rights and Employer Responsibilities F416-081-00
- Industrial Insurance Poster P242-191-000
- Emergency Telephone numbers from this job site
- Any citation and Notice we receive from WISHA if are inspected

Chemical Hazard Awareness:

- We use chemicals in our work. Some products such as lumber and sheeting are treated with chemicals. Also, the work we do (such as saw cutting) can create dust that employees can inhale. Other employers may bring chemicals onto the worksite that could be harmful. We are required by WISHA to make you aware of the hazards of these chemicals unless they are retail consumer products used in the same quantities for the same amount of time that a retail consumer would use them. We will take the following actions to make sure that employees know how to work safely around chemicals at our job site.

We Will Make Sure All Containers are Labeled

- The label will list the contents, any hazard warning and the name and address of the manufacturer.
- If you fill a second container from the manufacturer's container, you must label the new container with the name of the chemical and the major hazard warning described on the original container.
- The site supervisor will check for unlabeled containers as part of the weekly site safety inspection.

We Will Get a Material Safety Data Sheet (MSDS) For Each Chemical (or material)

- When purchasing chemicals, we will ask our supplier for an MSDS sheet if we don't already have one.
    - We will make a list of the chemicals. We will also number the MSDS sheets or in some other way link them to the list.
    - Location to find MSDS sheet: Internet (Vendor's Website)
        - Where they will be available for employees to view.
- If you are exposed to or concerned about a chemical used by another employer at the job site, as us, we will get a copy of the MSDS from that employer or the general contractor and go over it with you.
- When employees of another employer at our job site may be exposed to a chemical we use, we will give that employer a copy of the MSDS (or make it available to the general contractor). We will also tell the employer about any precautions they may need to take.

We Will Train Employees about the Hazards of Chemicals

- Management will train each employee prior to exposure to hazardous chemicals on the following:
    - Employer responsibilities and employee rights from the WISHA Chemical Hazard Communication Standard.
    - What chemicals we use that are covered by the standard.
    - Physical and health risks of those chemicals.
    - How you can know if you've been overexposed to a chemical.

Chemical Hazard Awareness (continued):

- How to determine if a chemical is present or has been leaked into the work area.
- How to reduce or prevent harmful exposure, e.g., engineering, work practices of PPE
- What we have done to reduce or prevent harmful exposure.
- What the employee is to do if overexposed to a chemical.
- How to read labels and review MSDS's to get hazard information.
- Where the MSDS's and this program are kept.

- Before we bring a new chemical to our job site, we will train employees about the chemical as described above.

We Will Train Employees Every Time We Use a Chemical We Rarely Use

- We will talk about the specific chemical hazards, protective and safety measures you can use, and how to reduce hazards, including ventilation, respirators, presence of another employee and emergency procedures.

**** It is each employee's responsibility to remove workplace hazards**

We Will Find and Remove Workplace Hazards

- The site supervisor will do a walk-around inspection of the worksite at the beginning of each job and every week while the job is active.
    - They will use an inspection checklist
    - The checklists will be kept on site until the job is completed
- We will take prompt action to remove or control workplace hazards that could cause injury or illness to our employees.
- We will follow state safety standards where there are specific rules about a hazard or potential hazard in our workplace.
- We will use equipment and work methods that do not expose employees to hazards.
- We will also write work rules that effectively prevent employee exposure to hazards.
- When the above methods of control are not fully effective we will also require employees to use personal protective equipment (PPE) such as safety glasses, fall protection, hearing protection, foot protection etc., as described in this program.

Report Safety Hazards

If you see a safety or health hazard, immediately report the hazard to the site supervisor or the owner. We may not know there is a problem unless you tell us about it. We want to correct hazards before they cause injuries. We will look into your concern right away and let you know what we did

What to Do in an Emergency:

In Case of Fire:

- We will make sure that a fire extinguisher(s) with a minimum 2A rating is available within 100 feet of where employees work at our job sites.
- All employees will receive training on how to use a fire extinguisher when they first start to work for us.
- If you discover a fire: Tell another person immediately. Call or have them call 911 and tell the site supervisor.
- If the fire is small and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire. Tell other employees in the area to evacuate.
- Our designated assembly point is outside the building in front of an adjacent building so that we don't block the arrival of fire trucks.
- The site supervisor will check that all employees have safely evacuated.

In Case of an Earthquake:

- The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning.
- <u>If You Are Inside a Building:</u>
    - Drop down under a work bench or other cover, if available and hold on until the shaking stops.
    - Otherwise, get in a doorway or corner away from windows or any heavy objects in the room that could fall on you.
    - Evacuate quickly after the shaking stops since there may be aftershocks.
    - Check for coworkers who may be injured or trapped as you evacuate.
    - Move to the designated assembly point:
        - Don't move in the direction of overhead power lines.
        - Don't touch downed power lines or objects they touch.
- <u>If You Are Outside:</u>
    - Move to an open area away from power lines, poles, trees, walls or chimneys.
    - If you are in a vehicle, pull to the side of the road and stop.
        - Don't park under bridges, overpasses or overhead wires.

**** It is important that an action plan for dealing with emergencies are discussed and put in place at each jobsite at the state of the job and reviewed weekly or upon arrival of a new employee to that site. It is the responsibility of the Lead/Forman to design & implement this plan, and the responsibility of each employee to familiarize themselves with this plan.**

Report Injuries

If you are injured or become ill because of your work, you must tell us what happened. Even if it's minor, we want to know about it. This helps us to find and fix problems before more serious injuries happen. We also want to make sure you get first aid or medical help if necessary.

- Write down minor injuries on the log sheet inside the first aid kit.
- Use the "Employee's Report of an Accident" form to report more serious injuries.
    - Give the filled-out form to your site supervisor or the owner.
- If an employee dies while working or is not expected to survive, or when two or more employees are admitted to a hospital as a result of an accident:
    - We will contact the Department of Labor and Industries within 8 hours after becoming aware of the accident.
    - For weekends and evenings, the number is 1-800-321-6742.
    - We must talk in person. Fax and answering machine notifications are not acceptable.
    - We will report: the employer name, location and time of the accident, number of employees involved the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

We Will Investigate Serious Injuries and Illnesses

- The Management team will investigate a serious injury or illness using the "Accident Investigation Report" form.
    - A "serious" injury or illness is one that results in death or serious and immediate symptoms, e.g., loss of consciousness, treatment beyond first aid, and days away from work.
    - Based on the investigation, we will make any corrections needed to prevent a repeat of the accident.
    - We will talk about the accident at the next safety meeting and will keep the investigation record on file.
- We will also investigate a minor accident or "near miss" if the incident could have caused a serious injury or illness.

We Will Keep a Log of Work-Related Injuries and Illnesses

- WISHA requires employers in our industry who had **eleven or more employees** at any time the previous year to keep a log of work-related injuries or illnesses for the current year. This helps us to track injury trends, to know if we need to look at changing work methods, the PPE we supply or provide additional training.
- The **Owner** will look at the "Minor Injury Log", "Employee Accident Report" forms, "Accident Investigation Report" forms and Industrial Insurance Claims forms to see if it must be recorded on the OSHA 300 log.

- If the event meets the recording criteria as explained in WAC 296-27-00101 “Recordkeeping and Reporting” and OSHA 301 Incident report will be created and the incident will be logged on the OSHA 300 log within 7 days after we become aware of the injury or illness.
- Before February 1 of the following year, we will total the log and create an OSHA 300A summary document. The owner of the company will sign the summary to certify that the records are correct. We will post that summary where employees can see it during the months of February, March and April.
- We will keep these records on file for 5 years. We will update the OSHA 300 form as needed during that 5 year period.
- Employees and former employees may at any time request copies of an OSHA 300, OSHA 300A, or the “Information about the case” section of the OSHA 301 form. We will provide that information at no charge by the end of the next business day.
- The OSHA log book is located on the bookshelf inside the Office.

If Someone Needs First Aid

- We have first aid kits at the following locations:
  - ☐ The Shop
  - ☐ The Company Van/Truck in the Job Box
  - ☐ In stock on the site within the lay down area
- These kits are checked once a month by safety committee. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to your worksite supervisor.
- All Employees are required to have first aid cards. A list of current (less than 2 years old) first aid and CPR certified employees are filed along with the expiration dates of their cards in the CPR/First Aid file.
- In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is not response, call 911.
- Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. All blood should be assumed to be infectious. These diseases can both be deadly. You are not required to perform first aid as part of your job duties. For a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid, wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible. For further information, refer to WAC 296-62-08001(6).

We Expect Employees and Supervisors to Follow Our Safety Rules

- You are expected to use good judgment when working and follow both our safety rules and WISHA standards. We have a disciplinary policy that has appropriate consequences for failure to follow safety rules. The policy isn't intended so much to punish as to bring unacceptable behavior to your attention in a way that you will be motivated to make corrections. The following consequences apply to the violation of the same rule or the same unacceptable behavior:
    - First time -- verbal warning, note in your file and retraining
    - Second time -- 1 day suspension, written reprimand, and retraining
    - Third time -- 1 week suspension, written reprimand, and retraining
    - Fourth time -- Termination of employment
- You may be subject to immediate termination when a safety violation places you or coworkers at risk of permanent disability or death.
- If an offense deems serious enough this can result in immediate termination.

We Will Train Employees on Worksite Safety

- Training is an essential part of our plan to have a safe workplace. We all need to know about what kinds of hazards can develop at our job site and what are acceptable and unacceptable work practices and conditions.
- A member of the management team will explain to each new employee our safety program as it is described in this book including safety rules and personal protective equipment needed to do the job safely before the employee is assigned a job task.
- This new employee training will be documented on the attached "Employee Safety Orientation Checklist" and be kept on file for as long as the employee works for us.
- We will also provide additional training on relevant topics during safety meetings, when we get new types of equipment, take on new kinds of jobs or when it becomes apparent that an employee(s) need refresher training.

Personal Protective Equipment and Safety Rules:

Personal Protective Equipment (PPE)

You must have the following PPE at the job site at all times while you are working. Check your equipment daily to make sure it is not defective. Report any defects to your site supervisor. Additional PPE may be required for specific jobs.

- Respirator
    - We will supply you with a respirator and a fit test. You will be responsible to maintain and properly store it.
    - A respirator must be worn anytime you are working in the presence of hazardous VOCs or when atomizing paint.
    - If your respirator gets destroyed you will be held personally responsible for it and will need to replace it out of pocket.
- Ear Protection
    - We will supply you with Ear protection. Ear protection must be worn on site at all times.
    - Wear ear protection when noise produced is louder than normal talking volume.
- Hard Hat
    - We will supply you with a personal hard hat. The hat is market ANSI Z89 on the inside to show that it is approved for use on a construction site.
    - You must wear the hard hat when:
        - Anyone is working above you
        - Working around a scaffold
        - Working around a crane in use
        - There is a danger of falling or flying objects at any time
- Safety Glasses
    - We will supply you with safety glasses that can be used alone or over your own glasses. You can also buy your own prescription safety glasses with side shields. All safety glasses must be marked with the ANSI number “Z87” on the frame. Prescription safety glasses must also have the lens manufacturer’s initials engraved on each lens.
    - You must wear safety glasses with side shields whenever:
        - Using a nail gun, table saw, radial arm saw, circular saw, drill, and power actuated tool, chain saw, hammer or other tool that can throw chips or parts.
        - You are working near someone (within 12 feet) who is using a tool that can throw chips or parts.
- Harness, Tether, Rope & Anchor
    - Needs to be inspected every time it is used
    - Needs to be worn properly

Personal Protective Equipment and Safety Rules (continued):

- Foot Protection
    - All feet need to be fitted with close toe and close back shoes at all times
    - You must wear steel toed work boots made from leather or equally firm material when working on a Commercial Jobsite.
- Clothing
    - You must wear clean painter whites and a shirt with sleeves at the job site.
        - Shirts with another company's name on it, profanity, political views, or religious views are not permitted at work.
    - During the summer you may wear painter shorts
        - There will be no sleeveless shirts, tank tops, or any torn or modified shirts

- **Safety Rules**

  We have established safety rules and personal protective equipment (PPE) requirements for the kinds of work listed below. Failure to follow these rules can result in injury or illness and will subject you to disciplinary action.
    - Work anywhere on a construction site
    - Work with ladders
    - Back injury prevention
    - Pneumatic nail gun
    - Power saws
    - Fall protection
    - Framing
    - Scaffold safety
    - Excavations
    - Lift use
    - Use of pressure washers and paint sprayers
- We will revise these work rules and create new work rules when a job changes or we create new jobs. When we create these work rules we use the following resources:
    - WISHA standards, ANSI standards
    - Equipment manufacturer's user's manuals
    - Standard industry practices
- In some cases, our work rules **are more protective than** WISHA standards. WISHA can also issue citations for serious unsafe practices and conditions not covered by a specific standard by using their "Safe Place Standard" WAC 296-155-040.
- It is company policy that ALL employees must follow our rules.

Work Safety Rules:

These basic safety rules help make our job site a safe and efficient place to work. You must also follow specific safety rules when doing particular jobs or operating certain equipment. Failure to comply with these rules will result in disciplinary action up to and including termination of employment.

- Never do anything that is unsafe in order to get a job done. If a job is unsafe, report it to the site supervisor or owner. We will find a safer way to do that job.
- Do not remove or disable any safety device, barricade, guardrail, or warning sign!
- Do not remove or disable any safety guard or device on a tool.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Only use tools for their designated purpose.
- Do not use defective tools, e.g., with broken or loose handles, mushroomed heads, dull blades, missing guards, damaged power cords.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Do not work under the influence of alcohol or illegal drugs or use them at work.
- Do not bring firearms or explosives to the job site.
- Do not wear jewelry (such as rings, bracelets or neck chains) or torn or loose clothing that can get caught on nails or in power tools.
- Horseplay, running and fighting are prohibited.
- Get help lifting heavy or bulky materials to prevent injury.
- Always stack and store materials so they won't fall, roll or shift. Tie down or support piles as necessary.
- Do not allow scrap material to accumulate where it can become a tripping or fire hazard.
- Remove nails from scrap lumber or bend them over to prevent injury.
- Keep stairs, ramps and aisles free of scrap material, hoses and cords at all times.
- Never mask off a light bulb.
- Obey all local, state, and federal laws.

Safety in Regards to Specialized Equipment:

**** Two of the most common tools that we use at Lyons Painting & Design are with Pressure Washers and Spray Equipment. With these two items come serious threat of injection because of pressurizes. This equipment pressurizes in such a way that one can get injured or even killed.**

If an employee is not familiar with equipment it is their responsibility to read the manuals and get comfortable with the specific tool.

- **Sanders**
- **Power Tools**
    - All tools are needed to be noted on every site
    - Familiarize yourself with the site hazards on every tool
    - NO gas powered equipment is to be used inside a building
    - If equipment has been modified, you must immediately red tag it and turn it in the your supervisor
    - All locks & guards are to be used at all time

Respiratory Protection:

Lyons Painting & Design will provide respiratory protection to our employees in any workplace where it is necessary to protect their health or where respirator use is deemed necessary and required for use by company management. Where feasible, we will attempt to use engineering controls and administrative controls are used to prevent and or supplement the need to use respiratory protection. Respirators, training and medical evaluations are provided at no cost to employees.

Program Administrator

The program administrator is responsible for the overall administration, implementation, operation and evaluation of the Respirator Program.

Voluntary Use of Respirators and/or Filtering Face pieces (Dust Masks):

The Program Administrator will determine if and when voluntary use of respirators or filtering face pieces (dust masks) are allowed to be used. Where respirator use is not required, we may provided respirators and/or filtering face pieces (dust masks) at the request of the employees or may allow employees to use their own respirators once we have determined that respirator use will not create a hazard. If voluntary use of respirators or filtering face pieces (dust masks) is allowed, the employee agrees to comply with the following requirements:

- For voluntary respirator use:
  - Read and comply with OSHA's Respirator Standard Appendix D Information for Employees Using Respirators When Not Required under the Standard

- Comply with the following provisions of the written program:
  - Be medically evaluated prior to respirator use
  - Be responsible for properly cleaning, storing and maintaining their respirator

Working With Ladders:

Personal Protective Equipment (PPE)

- Full body harness and lifeline when working at greater than 25’ when both hands must be used to do the job.
- You must be trained before using fall protection equipment. See the fall protection instructions described elsewhere in this program.

Work Rules for Working with Ladders

- Before you use a ladder check it for defects such as loose joints, grease on steps, or missing safety feet.
- Mark defective ladders “DEFECTIVE – DO NOT USE!” until repaired or destroyed.
- Do not paint a ladder! You may hide a defect.
- Do not use a ladder as a brace, workbench or for any other purpose than designed.
- Do not carry objects up or down a ladder if you can’t use both hands to climb.
- Always face the ladder when climbing up or down.
- If you use a ladder at a doorway, barricade the door to prevent its use and post a sign.
- Only one person is allowed on a ladder at a time.
- Always keep both feet on the ladder rungs except while climbing.
- Do not step sideways from an unsecured ladder onto another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3’ above the landing and be secured at the top and bottom.
- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on the top step of a step ladder.
- Set a single or extension ladder with the base ¼ of the working ladder length away from the support.

Back Injury Prevention:

Personal Protective Equipment (PPE)

- Leather gloves – for sharp objects or surfaces
- Safety glasses – when cutting bands on lumber and sheeting

Work Rules for Back Injury Prevention

- Most back problems occur over time. Be careful about how you lift at work and at home and get regular exercise to stay in good shape. It will help you maintain a healthy back.
- Test the load before doing the lift.
- Make sure you have a good handhold on the load.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
- If the load is large and cannot be placed between your knees as they are bent, bend at the hips and waist with your knees relaxed. It is more important to keep the load close than it is to bend your knees.
- Get help if the load is too heavy or awkward to lift alone.
- Avoid long forward reaches to lift over another object or obstruction.
- Do not lift on wet or frozen slippery surfaces.
- Do not twist while lifting (especially with a heavy load). Move your feet so that they point in the direction of the lift as you turn.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Use a **forklift, hoist, hand truck or other equipment** whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
- Break the load down into smaller components if possible to provide a comfortable lift.
- If you have a lot of lifting to do during the day, try not to do it all at once. Do some work where you don't need to lift to give your body a chance to recover. Then finish lifting.
- Back injury claims are painful for the worker and expensive for the company. Lift safely!

Carpentry:

PPE Required

- Safety glasses with side shield for the user and anyone within a 12 foot radius of the nail gun.

Work Rules for Using a Pneumatic Nail Gun

- DO NOT use oxygen, combustible gas or bottled gas to power the nail gun. The gun can explode! Use only clean, dry, regulated compressed air.
- Each day, check that the nose safety device is working, that the spring which extends it is in place and that the nail gun will not fire unless it is in contact with wood.
- Mark defective nail guns “OUT OF SERVICE” until repaired.
- DO NOT load nails or connect/disconnect the air hose while pulling the trigger or pushing the safety tip. Keep the gun pointed down.
- DO NOT point the nail gun at anyone. Always assume that it is loaded.
- NEVER engage in horseplay with the nail gun. Respect that it can cause serious injury.
- DO NOT carry the nail gun with your fingers on the trigger or by the hose. Carry it by the handle.
- DO NOT use the nail gun in areas where flammable vapors from paint, lacquer, adhesives, etc., may be present. The nail gun creates sparks that can ignite vapors.
- Check for live wires or pipes before nailing to prevent electric shock or deflected nails.
- DO NOT place your hand, leg or foot close to the firing head. Nails can be deflected or driven through the wood causing serious injury.
- NEVER drive nails from both sides of a wall at the same time. A nail can be driven into and through the wall hitting a person on the other side.
- DO NOT drive nails into thin boards or near corners or edges. A nail can be driven through the work and strike a person.
- If you hold your hand on the trigger continuously while nailing, the recoil may cause you to double fire onto the previous nail position as you compensate for the recoil. The nail may ricochet. Release the trigger quickly between nails to avoid this.
- ALWAYS disconnect the air hose to clear a jam or make repairs.

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CARPENTRY- Power Actuated Gun:

Personal Protective Equipment (PPE)

- Safety glasses with side shields for the operator and any other workers nearby. A face shield may also be used with safety glasses.
- Hearing protection such as ear plugs or ear muffs for the operator and any other workers nearby.

Work Rules for Using a Power Actuated Gun

- DO NOT operate this gun unless you have been trained by an authorized instructor and are carrying a "Qualified Operator" card with you!
- Before using the gun, check all the safety features according to the manufacturer's instructions. (Such as: that the nose safety device is working to prevent the gun from firing unless it is in contact with a surface.)
- Check that there is an operator's manual in the carrying case.
- Mark defective tools "OUT OF SERVICE" until repaired.
- Pose a sign in the work area: "POWDER ACTUATED TOOL IN USE".
- DO NOT use the gun in a flammable or explosive atmosphere!
- Make sure the proper shield and/or adapter, fastener and load as recommended by the manufacturer are being used with the gun.
- DO NOT load the gun except for immediate use. Unload the gun if your work is interrupted.
- DO NOT leave a gun unattended. The gun must be in its locked case when not in use.
- DO NOT point the tool at anyone at any time. Always treat the tool like a loaded gun.
- Check the material you will nail into to see if the fastener point will easily penetrate, isn't blunted and doesn't cause the surface to break apart.
- A fastener can be driven completely through soft or thin material. Use a backing material to prevent pass through.
- Unless approved by the tool manufacturer, DO NOT drive a fastener:
    - Within ½" of the edge of steel;
    - Within 3" of an unsupported edge of a masonry surface; or
    - Through existing holes.
- DO NOT drive a fastener into a damaged or non-uniform concrete/masonry surface (spalled area)
- Always hold the gun perpendicular to and firmly against the surface.
- If the gun misfires, firmly hold the gun against the surface for **30 seconds**. Then follow the manufacturer's instructions for a misfire.

CARPENTRY- Power Saws:

Personal Protective Equipment (PPE)

- Safety glasses with side shields must be uses when operating any power saw.*

Work Rules for Using a Power Saw

- Before using a saw, check for missing or slow returning guards, a power cord / extension cord with cut insulation, splices, or missing the ground pin from the plug.
- Only operate an electric power tool from a ground fault interrupter protected circuit (GFI) or use a double insulated tool to prevent electric shock if the tool malfunctions.
- Make sure that power cords are protected against damage and don't create a tripping hazard for yourself and other workers.
    - Build a protective trough with 2X6's if a cord crosses a roadway.
    - Keep cords out of stairways and run them along the walls in hallways.
- Check that the blade is sharp, aligned and tightly installed. A dull or pitch coated blade can cause the saw to bind or stall and possible kick back into you! A warped blade will cause the saw to vibrate.
- Mark defective saws "OUT OF SERVICE" until repaired.
- DO NOT operate a saw when wearing loose clothing or if you have long hair that isn't tied back. You can be pulled into the moving blade if it snags clothing or hair.
- DO NOT start a saw while the blade is in contact with the stock.

<u>Hand Held Circular Saw</u>:

- Never tie or wedge the lower blade guard in the up position. If the blade binds in the wood the saw can kick back into your leg or abdomen.
- Before cutting, check that the power cord is out of the cutting path and there is enough free cord to make the cut. A sudden jerk on the cord can cause you to lose control of the saw.
- Clamp the stock whenever possible – especially if it is small or you must make an angled cut.
- DO NOT hold stock in your and or across your leg when sawing!
- Set the blade depth to about ¼" below the stock to reduce the risk of binding.
- If you can't see what is behind what you are cutting, check for hidden electrical wiring or pipes first.
- If you stop a cut midway or the blade binds/stalls or the power dies, release the trigger and wait for the blade to stop before removing the saw.

CARPENTRY- Power Saws (continued):

Table saw

- DO NOT stand directly in the path of the blade when cutting. Stock can kick back into you if the saw binds.
- Make sure that in addition to a blade hood guard, the saw has a spreader and anti-kickback teeth when you rip stock.
- DO NOT saw freehand! Always use the fence as a guide.
- Always apply force between the blade and the fence to feed the stock through the saw.
- Release the stock only after it has been pushed through the blade.
- DO NOT allow the hands to get close to the blade. Use a push stick between the blade and the rip fence to push narrow stock through.
- Clamp a filler board between the stock and the fence when making very narrow cuts. This adds more space between the fence and the blade.
- Use a jig to prevent your hands from being exposed to the cutting blade when making rabbet or dado cuts.
- Do not leave the saw running when you are not at the saw. Make sure the blade has come to a full stop before leaving.

Radial saw

- DO NOT make adjustments to tilt or angle the saw head while the saw is running.
- DO NOT clear a jammed lower guard while the saw is running.
- Make sure the saw head will gently return to the rear of the table if you let go.
- Make sure the saw head CAN NOT be pulled forward past the front of the table.
- DO NOT remove your hand from the operating handle unless the cutting head is at the rear of the table.
- DO NOT make cuts freehand. Always position the stock against the fence.
- Use a stop gauge for repeated cuts. Turn the saw off if you must measure with a ruler.
- When using the saw to rip a board:
    - Make sure the blade is parallel to the fence.
    - Lower the blade guard to just above the stock on the in-feed side and adjust the spreader and anti-kickback arm at the out-feed end of the blade to ride with the saw kerf.
    - Hold the stock firmly with the downward pressure between the blade and the fence when ripping.
    - DO NOT release pressure until the stock is through the saw. Use a push stick if necessary.
    - Never feed stock into the blade from the end marked ‘DANGER – DO NOT RIP FROM THIS END”. The stock will be pulled from your hands and thrown out the other side. A hand can also be pulled into the blade!

Fall Protection:

Personal Protective Equipment (PPE)

- Fall protection equipment when working unprotected 10 or more feet above a lower surface. (See the fall protection work plan for the specific job site.)
- See the section “Work anywhere on a construction site” for other required PPE.

Work Rules for Fall Protection

- Wear a fall protection full body harness (marked as ANSI Class III) tied to a substantial anchor point whenever you are working where you are exposed to a fall hazard of **4 feet** or more and aren’t protected from the fall (e.g., by guard rails, a catch platform or a net). Some examples of when you might be exposed include:
    - While working on a roof
    - While standing on the top plate
    - While installing trusses or rafters
    - While working at stair or skylight openings
    - While standing or sitting in a window opening
    - While installing upper floor joists and sheathing
    - While working from a scaffold that is not protected by guardrails
    - While on an upper floor or balcony constructing the walls or guardrails
    - While in an articulated boom lift (even when you are protected by guardrails).
- Before we begin work on a project, a competent employee will write a jobsite specific fall protection work plan that will describe:
    - The fall hazards at the jobsite.
    - How employees will be protected from each fall hazard.
    - How to rig the fall protection system and inspect it so that it is effective.
    - How to prevent tools and materials from falling on workers below.
    - How to prevent workers below from being injured by falling materials.
    - What we will do to bring an injured employee back down to the ground.
- A copy of the form we use to write this plan is in the back of this safety program book.
- We will post a copy of the completed fall protection work plan on the job site.
- We **must** train you on what the fall protection plan says and what you are expected to do before you can work at elevated locations.
- Also, when we first give you fall protection equipment, we **must** train you on how to put it on, inspect it, care for it and the basic safety rules for using this equipment.

Fall Protection (continued):

- Inspect your harness, lanyard, lifeline and anchor point for damage before you use it each day. Your life may depend on each park working as it is supposed to!
- **Look For:**
    - Mildew, mold, chemical, heat, acid or corrosion damage.
    - Torn, cut or abraded webbing (bend the webbing in a "U" shape to inspect it).
    - Deformed buckles or grommets.
    - Cracked or deformed D rings or if they have rough or sharp edges.
    - Badly frayed or cut ropes.
    - Damaged or incorrectly installed anchor points.
- NEVER use fall protection equipment that caught someone in a free fall. It must be removed from service until it has been inspected by a competent person.
- NEVER tie your lanyard or lifeline to a guardrail, a 2X4, a vent pipe or any other object that will not be able to survive at least:
    - A 5,000 pound shock load, if you can free fall off the surface up to 6 feet.
    - A 3,000 pound shock load if a retracting lanyard won't let you fall more than 2 feet.
    - Four times your body and equipment weight if the fall protection equipment is rigged so that you can't fall off what you are standing on.
- ALWAYS rig your lifeline so that you free fall no more than 6 feet and so that you won't strike a lower level.
    - Adjust the rope grab to keep your lifeline as short as possible. The farther you free fall the more likely you will be hurt or swing into an object.
- NEVER let another worker tie off to your vertical lifeline while you are using it.
- ALWAYS use locking type snap hooks.
- NEVER attach a snap hook to another snap hook or to an object which won't allow the keeper to close or that would cause a shock load to be applied anywhere other than at the bottom of the hook.
- NEVER tie a knot in a lanyard or lifeline where it could receive a shock load. However, you can tie a knot below a locking rope grab to limit how far you can move it down the lifeline.

Scaffold Safety:

We at Lyons Painting & Design use outside set up of any scaffolding.

Personal Protective Equipment (PPE)

- Hard hat when working on or around a scaffold – where overhead objects could fall, drop or be kicked off a scaffold level.
- Fall protection harness and lifeline attached to the building for work above 10 feet if guardrails are not installed. (See the fall protection work plan for the specific job site.)

Work Rules for Using Scaffolds

<u>All supported scaffolds</u>

- DO NOT set up a scaffold unless you have been trained on how to assemble it.
- Assemble the scaffold according to the manufacturer's instructions. A copy of those instructions for each type of scaffold we assemble ourselves is included as part of this accident prevention program.
- Inspect the scaffold for visible defects before the work shift begins and after an event which may have damaged it. The rules that follow explain what to check for.
- DO NOT set up make-shift or lean-to type scaffolds.
- DO NOT set up a scaffold near power lines (unless the power company has shut off the power and visibly grounded the line):
    - Within 3 feet of an insulated power line of less than 300 volts*
    - Within 10 feet of any uninsulated power line or insulated power lines over 300 volts (add .4 inches for each kilovolt [kv] above 50 kv)
- DO NOT overload a scaffold. It must support itself and 4 times the load.
- If a scaffold plank bows more than 1" in each 5 feet of length, it is overloaded.
- Fully plank a working platform level so that there is no more than 1" between the last plank and the vertical part of the frame.
- A plank must overlap its support by at least 6" or be secured in place. Don't let the plank overhang more than 12" or it could flip if you stand on the overhang!
- DO NOT leave scraps, fasteners or tools on the scaffold. They can be knocked off onto workers below.
- If there is a danger of tools or materials falling on workers at a lower level:
    - Barricade the lower level and install signs prohibiting entry.
    - Install a toe board on the guardrail and mesh screen if necessary up to the mid rail for large objects.
- Install guardrails around a supported scaffold at any plank elevation of **10 feet** or more.
- Set up the scaffold so there is 14" or les between the scaffold plank edge and the building to prevent a fall hazard. Otherwise, you must also install guardrails between the scaffold and the building.

Scaffold Safety (continued):

- The scaffold must have a ladder, ramp or stair access if the plan is 2 feet or more above where you get onto it.
- DO NOT climb the scaffold frame unless a ladder is built into the frame.
- DO NOT work from a scaffold in high winds or when covered with snow or ice.
- DO NOT stand on a box or barrel for extra height. You will be higher than the guardrail that protects you from the fall hazard.
- Only use a ladder on a large area scaffold (one that nearly fills a room) and where a fall would not take you over the side of the platform. To do this you must:
    - Secure the ladder legs to the scaffold to prevent movement.
    - Secure the scaffold planks to the frame to prevent movement.
    - Secure the scaffold to the building if the ladder is leaned against the building.

Rolling scaffold

- Use cross, horizontal or diagonal braces to prevent the scaffold from “racking”.
- Pin caster/wheel stems to prevent them from separating from the scaffold.*
- Lock panel sections together to prevent uplift.*
- DO NOT use blocks to level the scaffold. Use screw jacks only.
- Lock casters and wheels whenever working in the scaffold.*
- DO NOT move the scaffold while a
- worker is on it unless:
    - The surface is within 3 degrees of level, smooth and clear of debris
    - The scaffold isn’t more than 2 times higher than its base width
    - If outriggers are used, they are installed on both sides of the scaffold
    - The worker is located inside the wheel base (not on a side platform)
    - Any motor drive applies its force directly to the wheels at 1 foot per second or less.

Ladder jack scaffold

- DO NOT use at platform heights of greater than 20 feet.
- Use heavy duty (Type I) ladders.
- Secure the ladders at both the top and bottom against slipping.
- Use a plank that is at least 12” wide.
- DO NOT space ladders more than 8 feet apart unless you are using a manufactured plank that allows greater spacing.
- DO NOT bridge one ladder jack scaffold to an adjacent scaffold.
- No more than two workers can be on the plank at the same time.
- You must wear a full body harness and lifeline tied to the building for work over 10 feet.

Excavations:

Personal Protective Equipment (PPE)

- Hard hat when working in a trench – where overhead objects could fall, drop or be kicked from above onto the worker.
- See the section “Work anywhere on a construction site” for other required PPE.

Work Rules for Excavations

Under normal work conditions, our framing employees are not to enter a trench or excavation. However, because there are trenches on some of our job sites, the following information is included so that you may be able to recognize a hazardous work condition.

- Workers in an excavation that is **4 feet** or more deep must be protected by a trench bos (that extends from within 2 feet of the bottom of the trench to the top) or it must be sloped back or have a shoring system to prevent collapse of the side walls.
- Soil removed from the trench must be piled at least 2 feet back from the edge.
- Rocks, trees, sidewalks, pavement, vehicles, buildings and other items that could fall or roll into the trench must be removed or secured/supported.
- The trench must be inspected daily for unsafe conditions by a competent person before anyone enters the trench. Unsafe conditions can include: damaged components, water seepage or collection, or signs of stress in the side walls such as cracking or bulging.
- The trench must have a ladder or ramp within the protected area of the trench and within 25 feet of the workers in the trench.
- NEVER walk outside the protected area of the trench!
- An excavation located where you could accidentally walk into it- such as around the corner of a building or at the edge of a regularly traveled walkway must have guardrails installed at the exposed edge.
- If there is a ramp across the trench, then it must be at lease 18 inches wide and have guardrails if a person could fall 4 feet or more
- NEVER work under a load suspended by a crane or the bucket of a back hoe.

SOIL OR ROCK TYPE	MAXIMUM ALLOWABLE SLOPES (H:V)[1] FOR EXCAVATIONS LESS THAN 20 FEET DEEP
STABLE ROCK	VERTICAL (90°)
TYPE A	3/4:1 (53°)
TYPE B	1:1 (45°)
TYPE C	1 1/2:1 (34°)