



Prestige Window Cleaning Inc

Safety Program

Prepared by:
Prestige Window Cleaning Inc
in association with:
U.S. Compliance Systems, Inc.

This Safety Program is current as of: **12/11/2017**

Disclaimer: This Safety Program has been prepared exclusively for:

Prestige Window Cleaning Inc
1835 E 6th Street, Ste 11
Tempe, AZ 85281
480-839-1707

To the best of our knowledge, the information contained herein is accurate.

U.S. Compliance Systems, Inc. accepts no responsibility for errors or omissions.

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Prestige Window Cleaning Inc Policy Statements

Safety and Health Policy Statement

Prestige Window Cleaning Inc has developed a comprehensive safety program that addresses our specific safety concerns and provides guidance for the performance of our individual job tasks within the framework of appropriate Occupational Safety & Health Administration (OSHA) standards.

Safety takes a commitment from all personnel within Prestige Window Cleaning Inc. Training will be interactive with an opportunity for all to actively participate, ask questions, make suggestions, and refer to our written policies and procedures.

It is our policy to provide a work environment that is inherently safe. The safety and health of our employees is of primary importance as they are our most important resource.

Safety training needs will be identified by continual reassessment of our work methods, equipment and work stations as well as employee and management input. Observation of unsafe acts will be addressed immediately.

Each employee is encouraged to contact their supervisor immediately should a safety or health risk exist so that corrective action may be taken immediately.

Safety requires not only that each person understand and perform individual tasks in a safe manner, but also that each individual is aware of his surroundings and is actively involved in the safety of others.

This Policy Statement will be conspicuously posted.

David Kaminski

Safety Director

New Hire Safety Orientation Policy Statement

David Kaminski, our safety director, or a designated competent person, will ensure that all new hires are aware of the accessibility of our safety program and, through interactive discussion or practical demonstration, be assured that the new hire understands the safety policies and procedures that pertain to the actual work the new hire will perform.

Further, each new hire will read (or have explained) the contents of our employee handbook and **sign** the Employee Acknowledge form which states:

I have read and understand the contents of this Employee Handbook.

I will, to the best of my ability, work in a safe manner and follow established work rules and procedures.

I will ask for clarification of safety procedures of which I am not sure **prior** to performing a task.

I will report any unsafe acts or procedures to Robert Cleavenger, our Safety Program Administrator, and will ensure they are addressed and resolved before continuing work.

I understand that the complete safety program is located at:
1835 E 6th Street, Ste 11
Tempe, AZ 85281
480-839-1707
and is available for my review.

It will be explained to all new hires that safety training and safety performance is an on-going process. Depending on circumstances, training will take the form of some or all of the following: safety meetings, on-the-job instruction, formal and informal training.

Finally, all new hires will be informed of the importance of our inspection and enforcement policies and procedures.

David Kaminski
Safety Director

Prestige Window Cleaning Inc
Section I
General Policies & Procedures

Standards:

Part 1904 - Recording and Reporting Occupational Injuries and Illnesses

Safety Program Overview

This comprehensive safety & health training program has been developed to address our specific safety concerns and to provide guidance for the performance of individual job tasks within the framework of appropriate Occupational Safety & Health Administration (OSHA) standards.

Safety demands a commitment from all personnel within Prestige Window Cleaning Inc. We have an obligation to ensure that all our employees are afforded the protection of an appropriate safety & health program.

Hazard assessment, pre-planning, and engineering controls, where feasible, will be the preferred method of providing a safe workplace. Hazards that remain will be minimized or eliminated through training which provides our employees the ability to recognize workplace hazards and understand the proper procedural and/or personal protective equipment requirements.

Each employee is encouraged to contact their supervisor immediately should a safety or health risk exist so that corrective action may be taken to eliminate the hazard entirely or deal with the hazard in a safe manner through modified work procedures, PPE, and/or other appropriate action.

David Kaminski, our Safety Director, or a designated competent person will make routine and random inspections to both identify new hazards and to monitor the effectiveness of our safety & health program.

In the final analysis, the success of our safety effort depends on all employees from senior management to the newest hire demonstrating a commitment to safety by working in a safe manner. Safe job performance is how our safety effort is ultimately measured.

Accident/Injury Prevention

Our safety program is designed so that our employees do not work in conditions that are unsanitary, hazardous, or dangerous to their health or safety.

One lax moment in terms of safety may result in a lifetime of needless pain and suffering. Disregarding safety standards may even be fatal. While an accident may happen in an instant, the consequences may last for years.

Accident prevention requires a commitment from all personnel within our company to actively participate in our safety program. All personnel should be aware of workplace-related hazards and follow procedures to eliminate these hazards by using proper work methods, use of personal protective equipment, and proper use of tools and equipment. All persons are encouraged to ask questions and make positive suggestions for safety improvement.

Competent persons will be designated to provide workplace expertise, as well as regular inspections of equipment, materials, and procedures.

Competent persons will have the authority to stop work if a safety hazard is identified and it cannot be corrected immediately.

All machinery, tools, materials, and equipment deemed unsafe will be taken out of service by physically removing, tagging, or locking controls to render them inoperable.

Only persons qualified by training or experience will be allowed to operate equipment or machinery.

All tools and items of equipment will be used for the purpose for which they were designed. For example, a wrench is not a hammer, a ladder is not a horizontal plank, and a fire extinguisher is not a cooler!

Never take chances or attempt any procedure without being aware of the proper methods, the potential safety hazards, and the methods to reduce or eliminate risk.

Company Personnel

The following are descriptions of the different roles and expectations for all personnel of Prestige Window Cleaning Inc.

Safety Director

The safety director at Prestige Window Cleaning Inc is David Kaminski and has overall responsibility for the implementation of our program. David Kaminski will ensure each employee has appropriate safety training for the tasks to be performed.

Additionally, David Kaminski will perform hazard assessments of job sites to determine if hazards are present, or are likely to be present, which will necessitate the use of personal protective equipment (PPE).

Identified hazards which cannot be eliminated through engineering controls or changes in procedures will be addressed by the use of selected PPE.

While the responsibilities of David Kaminski cannot be further delegated, most of the duties can be assigned to those who are competent persons by virtue of training or experience.

Safety Program Administrator

Robert Cleavenger, the safety program administrator, has deemed competent by our Safety Director and may perform the below duties:

- a. The actual training of personnel.
- b. Maintenance of training records.
- c. Random inspections to verify adherence to safety rules and policies.
- d. Completion of specific tasks identified within our OSHA compliance programs.
- e. Hazard assessments.

Note: The safety director and the safety program administrator may or may not be the same person.

Employees

All employees are required to participate actively in the safety & health program at Prestige Window Cleaning Inc. Do not hesitate to point out perceived safety deficiencies to your supervisor or the competent person – you may prevent an injury to yourself or a fellow worker. With the goal of providing a safer job site for all of us, employee suggestions for improving safety management are welcomed and encouraged. Never perform a task when you don't understand all of the safety procedures. If in doubt, ask your immediate supervisor for guidance.

Safety Meetings

Scheduled safety meetings provide an opportunity for reinforcing the importance of general safety as well as specific work related procedures applicable to the work at hand.

Properly prepared safety meetings will focus on one or two topics and be direct and to the point. All safety questions will be addressed and interactive participation is encouraged.

Housekeeping

Housekeeping? What's that all about? It's about safety!

Employees are to maintain a neat and orderly work area as far as practical. Housekeeping and general cleanliness have a direct effect on safety and health. Proper housekeeping can prevent slips and falls, allow easy egress in the event of an emergency, prevent falling object injuries, and enhance fire safety. Below listed are general housekeeping rules:

- a. All areas of the workplace: passageways, storerooms, service rooms, and walking-working surfaces are kept in a clean, orderly, and sanitary condition
- b. Walking-working surfaces will be maintained free of hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice.
- c. Stored materials will be neatly stacked.
- d. Containers, when not in use, will be sealed.
- e. No objects will be left unattended on stairways.
- f. Entrances and exits will be properly marked and not blocked.
- g. Tools shall be properly cleaned and put away after use.
- h. The floor of each workroom is maintained in a clean and, to the extent feasible, in a dry condition. When wet processes are used, drainage must be maintained and, to the extent feasible, dry standing places, such as false floors, platforms, and mats must be provided.

Safe Office Practices

When employees are working in areas such as offices, warehouses, storage areas, garages, etc., compliance with the below safety practices/procedures is mandatory. Supervisors will insist that the safety practices and procedures are observed and are expected to take disciplinary action against employees for non-compliance.

Employees must:

1. Report all unsafe conditions and equipment to their supervisor or Robert Cleavenger, our safety program administrator.
2. Report all incidents, injuries and illnesses to their supervisor or Robert Cleavenger immediately.
3. Keep means of egress unblocked, well-lit, and unlocked during work hours.
4. Sound the alarm and evacuate in the event of fire.
5. Upon hearing fire alarm, stop work and proceed to the nearest clear exit and then gather at the designated muster location.
6. **Not** attempt to respond to a fire or other emergency unless trained to do so.
7. Keep stairways clear of items that can be tripped over.
8. **Not** store combustibles under stairways that are egress routes.
9. **Not** store materials and equipment against doors or exits, fire ladders or fire extinguisher stations.
10. Keep aisles clear at all times.
11. Maintain work areas in a neat, orderly manner. Place trash and refuse into proper waste containers.
12. Wipe up all spills promptly.
13. Store files and supplies in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
14. Ensure all cords running into walk areas are taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
15. Never stack material precariously on top of lockers, file cabinets or other high places.
16. Never leave desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.

17. **Not** open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
18. Always use the proper lifting techniques. Never attempt to lift or push an object which is too heavy. Contact your supervisor when help is needed to move a heavy object.
19. Exercise caution when carrying material to ensure firm footing and clear line of sight.
20. Plug all electrical equipment into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three- pronged plugs should be used to ensure continuity of ground.
21. Keep individual heaters at work areas clear of combustible materials such as drapes or waste from waste baskets. Heaters which are equipped with tip over switches should be used.
22. Keep appliances such as coffee pots and microwaves in working order and inspected for signs of wear, heat, or fraying of cords.
23. Ensure fans used in work areas are guarded. Guards must not allow fingers to be inserted through the mesh. All fans must be equipped with proper guards which have **openings of ½ inch or less**.
24. Use equipment such as scissors, staplers, etc. for their intended purposes only. They are not to be used as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
25. Store cleaning supplies away from edible items on kitchen shelves.
26. Store cleaning solvents and flammable liquids in appropriate containers.
27. Keep solutions that may be poisonous or not intended for consumption in well-labeled containers.
28. **Not** remove or deface equipment or product ANSI or other warning signs/symbols and they must heed their warnings.
29. Ensure owner's manuals for office equipment are readily available.
30. Ensure a list of hazardous chemicals, if applicable, and SDS are readily available.

The above list is not all inclusive. Employees are encouraged to suggest additional safety ideas and/or procedures to David Kaminski, our Safety Director for inclusion in weekly safety meetings.

Lifting, Pushing, and Pulling

Back injuries are often caused by the obvious – putting excessive strain on the lower back by lifting an object that is too heavy or awkward, or by bending and/or twisting while lifting.

However, lifting injuries are also caused by less obvious reasons:

- a. Poor physical condition
- b. Poor posture
- c. Poor judgment (lifting, pulling, pushing an object that is obviously too heavy or awkward without seeking assistance or a mechanical lifting device.)
- d. Lack of exercise
- e. Excessive body weight

Proper lifting techniques are important for employee safety. Below are lifting techniques that will reduce the likelihood of injury:

- a. Lift objects comfortably, not necessarily the quickest or easiest way.
- b. Lift, push, and pull with your legs, not your arms or back.
- c. When changing direction while moving an object, turn with your feet, not by twisting at the waist.
- d. Avoid lifting higher than your shoulder height.
- e. When standing while working, stand straight.
- f. When walking, maintain an erect posture; wear slip-resistant, supportive shoes.
- g. When carrying heavy objects, carry them close to the body and avoid carrying them in one hand.
- h. When heavy or bulky objects need to be moved, obtain help or use a mechanical aid such as a dolly, hand truck, forklift, etc.
- i. When stepping down from a height of more than eight inches, step down backwards, not forward.
- j. Handle heavy objects close to the body – avoid reaching out.
- k. Lift gradually and smoothly. Avoid jerky motions.
- l. Maintain a clear line of vision.

Slips, Trips, and Falls

Slips, trips, and falls are among the most common occupational accidents and they are easily preventable. Below are some of the causes of slips, trips, and falls:

- a. Running at the workplace.
- b. Engaging in horseplay.
- c. Working off a ladder that is not firmly positioned.
- d. Carrying an object that blocks line of vision.
- e. Work boots not laced or buckled.
- f. Working off a scaffold without safety rails.
- g. Using ladders that have oil and grease on the rungs.
- h. Not using a handrail on steps.
- i. Messy work areas with debris strewn about.
- j. Not paying attention to what one is doing.

This list can go on and on, but all of the above are easily preventable by adherence to common safety procedures, common sense, and awareness of potential hazards.

Drugs, Alcohol, and Other Prohibited Behaviors

Drug Free Workplace

Because the type of work we perform can result in serious injury if employees are not capable of focusing not only on their job task, but their surroundings and others with whom they work, it is the policy of Prestige Window Cleaning Inc to hire only persons free from any evidence of illegal use of controlled substances or other drugs including alcohol.

Note: OSHA has determined that drug testing after injuries or illnesses that occur at the workplace can be considered retaliatory or discriminatory, and thus discourage employees from properly reporting the injury or illness. This can be the case in situations where the injury or illness wouldn't have been reasonably expected to be the result of impairment.

Example: A bee sting that results in an allergic reaction and leads to a stay at the hospital. There is not a reasonable belief that a bee sting would be caused by impairment and thus drug testing would be considered retaliatory or discriminatory.

With the exception of over the counter drugs such as aspirin or drugs prescribed by a physician, there shall be no drugs or alcohol within our facility. Alcohol and drug abuse cause an unacceptable level of safety hazard not only for the offending employee, but for others in the vicinity. Those found to be under the influence of drugs and/or alcohol will be immediately removed from the work area by the competent person and further disciplinary action will be taken by David Kaminski, our Safety Director.

Chemical dependency is a devastating problem for not only the employee, but also the employee's family and co-workers. For obvious safety reasons, it cannot be tolerated in the workplace. Those with such a problem should seek professional help. David Kaminski will assist any employee in finding appropriate treatment should they voluntarily come forward.

Smoking

There shall be no smoking except in designated smoking areas. Under no circumstances will there be smoking during refueling of vehicles or within 50 feet of flammable materials.

Prohibited Behaviors

The use, bringing onto company property, possession, concealment, transportation, promotion or sale of the following substances or items by any employee of the below items is strictly prohibited:

- a. Illegal drugs, unauthorized controlled substances, look-a-likes, designer, synthetic or any other drug which may affect an employee's motor functions or alter a person's working perception.
- b. Prescription drugs/over the counter medication except under the following conditions:
 1. The employee shall inform his supervisor prior to using any prescription drug or over the counter medication and receive written permission to possess such drug while working.
 2. The prescription vial shall be labeled by the dispensing pharmacy and the label shall show the employees name, physician, prescription number, date the prescription was filled and the dosage rate. Prescriptions more than 30 days old will not be allowed.
 3. The over the counter medication will be in its original package or container.
 4. The employee may only possess enough medication for his normal shift.
- c. Alcoholic beverages.
- d. Firearms, weapons, explosives, and ammunition.
- e. Unauthorized items such as stolen property.

Emergency Action Plan

An Emergency Action Plan, if appropriate, will be posted along with emergency telephone numbers and an escape route diagram.

After a hazard assessment of our facilities, David Kaminski, our Safety Director, may determine that conditions may develop that could possibly warrant an evacuation. In this case an emergency action plan will be developed to address the threat.

Events may occur which dictate the evacuation of our facility such as a fire, explosion, power failure, etc. Additionally, events may occur which dictate the need for emergency medical responders. These sets of events fall under our Emergency Action Plan and a multitude of objectives must be met.

The first and foremost objective is the safety of all our personnel. To achieve this level of safety, our plan is designed to get personnel away from danger, treat injury, and provide for a thorough and accurate accounting of all employees.

There may be situations where certain employees, trained in first aid and/or firefighting procedures, may prevent a small emergency situation from becoming a major disaster. In these types of situations, specifically identified employees will remain to perform the function for which they are trained, provided they may perform these duties in a safe manner. At no time will any employee put himself/herself at risk.

To the extent possible, all personnel will have clear, direct, egress.

The actual implementation of this plan must be direct and carried out without confusion. Employees must know how to alert others, how to call for assistance, the location of fire extinguishers and first aid kits, the escape route, and the rendezvous point (being accounted for so that others do not put themselves at risk looking for a person who has already reached safety).

Emergency Medical Response

Should an injury occur that requires an emergency medical responder, the below listed actions will be taken in the order given:

1. Call 911 or the emergency response number posted at the workplace.
 - a. In the absence of 911 services, the telephone numbers of physicians, hospitals, or ambulances will be conspicuously post with our emergency phone numbers.
2. Provide any medical assistance you are trained and certified to do. DO NOT provide any medical assistance you are not trained to do.
3. Designate an individual to direct the emergency responders to the injured person and provide Safety Data Sheets, if applicable.
4. Notify the competent person who, in turn, will notify the office.

Fire Protection

The phone number of the local fire department shall be posted with other emergency numbers.

If a fire should occur, all personnel and the local fire department will be notified. As in all emergency situations, per the American Trauma Society, people calling the fire department should:

- a. Remain calm
- b. Speak clearly and slowly
- c. Give the exact location
- d. Describe the situation
- e. Give the phone number from where you are calling.
- f. Do not hang up until told to do so

Fire Prevention Plan

Fire Prevention deals not with handling a fire emergency, but rather preventing a fire in the first place.

To reduce the likelihood of a fire, personnel are to adhere to the following rules:

- a. Smoking is allowed only in designated areas and smoking materials will be totally extinguished and placed in the appropriate receptacles.
- b. All chemical products will be handled and stored in accordance with the procedures noted on their individual SDS.
- c. Heat producing equipment will be properly maintained and operated per the manufacturer's instructions to prevent accidental ignition of combustible materials.
- d. Precautions will be taken when working with an open flame (such as welding) and those areas will be made fire safe by removing or protecting combustibles from ignition.
- e. Combustible liquids must be stored in approved containers.
- f. Chemical spills must be cleaned up immediately. This is particularly important for combustible and reactive liquids. Damaged chemical containers and cleanup materials must be properly disposed.
Note: Information on appropriate personal protective equipment, proper disposal, proper cleanup procedures, required ventilation, etc. is found on the product's SDS.
- g. Combustible liquids and trash must be segregated and kept from ignition sources.
- h. Keep clear access to fire hydrants as well as portable fire extinguishers.
- i. Personnel will be notified by their Supervisor or the competent person of any unusual fire hazard conditions.
- j. Good housekeeping, good housekeeping!

Portable Fire Extinguishers

All personnel will receive instruction on the proper use of fire extinguishers.

- a. Fire extinguishers will be inspected monthly for general conditions and adequate charge. They will be serviced and certified by qualified personnel at least annually.
- b. Portable fire extinguisher locations will be clearly identified and easily accessible.

Portable fire extinguishers will be distributed as indicated below:

Class	Distribution	Notes
A "A" on a green triangle	75 feet or less travel distance between the employee and the extinguisher	For use on wood, paper, trash, etc.
B "B" on a red square	50 feet or less travel distance between hazard area and the extinguisher	For use on flammable liquid, gas, etc.
C "C" on a blue circle	Based on the appropriate pattern for the existing Class A or Class B hazards	For use on electrical fires
D "D" on a yellow star	75 feet or less travel distance between the combustible metal working area and the extinguisher or other containers or Class D extinguishing agent	For use on combustible metals

Appropriate portable fire extinguishers will be used, as noted above. Supervisors will ensure that at least one extinguisher is on each floor of a project near the stairway.

Using the wrong fire extinguisher on some fires can actually spread the fire. Using a Type-A extinguisher on an electrical fire, for example, could cause serious injury. When a fire occurs, it is imperative to use the proper extinguisher.

First Aid and First Aid Kits

Should a medical emergency occur, other than minor scrapes and bruises, and it is serious enough to call for professional medical assistance, you should call the Emergency Response Number posted on the bulletin board. Before the first aid providers arrive, to the extent possible, clear the way so they can reach the injured employee in the most direct way possible.

Unless trained and licensed in CPR/first aid and a designated first aid provider as an additional job as part of the company bloodborne pathogen program, employees will not expose themselves to blood or other bodily fluids of other employees at any time.

Per OSHA, first aid is limited to:

- a. Using a non-prescription medication, such as aspirin, at non-prescription strength.
- b. Cleaning, flushing or soaking wounds on the surface of the skin;
- c. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc., or using butterfly bandages or Steri-Strips™.
- d. Using hot or cold therapy.
- e. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
- f. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
- g. Draining fluid from a blister.
- h. Using eye patches.
- i. Removing foreign bodies from the eye using only irrigation or a cotton swab.
- j. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
- k. Using finger guards.
- l. Using massages.
- m. Drinking fluids for relief of heat stress.

If an employee is injured and emergency responders have been called, stay calm and reassure the injured employee that help is coming.

Below is basic first aid for various common workplace injuries. Mostly, it is what **not** to do. When dealing with any injury, stay calm and never do anything unless you know what you are doing.

MINOR BURNS

(Redness or blisters over a small area)

Flush with cold water; apply a sterile dressing.

Do not use butter on any burn.

Do not break open blisters.

MAJOR BURNS

(White or charred skin; blisters and redness over a large area; burns on face, hands, or genital area)

Cover with sterile dressing and seek medical attention promptly.

Do not apply salves, ointments or anything else.

Do not break blisters.

CHEMICAL BURNS

(Spilled liquid or dry chemical on skin)

Liquid: Flush with large amounts of water immediately (Keep water flow gentle).

Dry: Brush as much off as possible before flushing with water. After flushing at least 5 minutes, cover with sterile dressing.

Seek medical attention promptly.

Do not use anything but water on burned area.

Do not break open blisters.

EYE - FOREIGN OBJECT

(Object visible; feeling of something in the eye)

Have patient pull upper eyelid over lower eyelid.

Run plain water over eye.

If object does not wash out, cover both eyes with a gauze dressing.

Seek medical attention promptly.

Do not rub the eye.

EYE - WOUNDS

(Wound on eyelid or eyeball; pain; history of blow to eye area; discoloration)

Apply loose sterile dressing over both eyes.

Seek medical help immediately.

For bruising, cold compress or ice pack may relieve pain and reduce swelling.

Do not try to remove any embedded object.

Do not apply pressure to eye.

EYE - CHEMICAL BURN

(Chemical splashed or spilled in eye)

Flush immediately with water over open eye for at least 10 minutes

(20 minutes if alkali). It may be necessary to hold patient's eyelid open.

Note: In work situations where a possibility of eye (or body) exposure to corrosive materials exists, suitable facilities for quick-drenching or flushing will be provided in the immediate work area.

Cover both eyes with sterile dressing.

Seek medical help immediately.

Do not put anything but water in eye.

HEAT EXHAUSTION

(Fatigue; weakness; profuse sweating; normal temperature; pale clammy skin; headache; cramps; vomiting; fainting)

Remove from hot area.

Have victim lay down and raise feet. Apply cool wet cloths.

Loosen or remove clothing.

Allow small sips of water if victim is not vomiting.

HEAT STROKE

(Dizziness; nausea; severe headache; hot dry skin; confusion; collapse; delirium; coma and death)

Call for immediate medical assistance.

Remove victim from hot area.

Remove clothing. Have victim lay down.

Cool the body (shower, cool wet cloths)

Do not give stimulants.

First Aid Kits:

First aid kits are worthless if not readily accessible. Therefore, they will not be locked up at the workplace. They're also not very valuable if the items you need are missing. It's very important that the kits have the proper items and that they are replenished as they are used.

OSHA defers to ANSI for determining what qualifies as an acceptable first aid kit for the workplace. The ANSI standard that addresses first aid kits is ANSI/ISEA Z308.1-2015. Two important topics covered in this standard are what items are required to be included in a first aid kit: Class, and in what kind of container the kit is kept: Type.

Class

There are two classes of first aid kits: Class A and Class B. The two classes are divided based on the type of first aid items included and the number of those items available in the kit. ANSI has defined the classes as follows:

Class A first aid kits are intended to provide a basic range of products to deal with the most common types of injuries encountered in the workplace including: major wounds, minor wounds (cuts and abrasions), minor burns and eye injuries.

Class B first aid kits are intended to provide a broader range and quantity of supplies to deal with injuries encountered in more populated, complex and/or high risk work environments.

The biggest difference between the classes of first aid kits is the amount of items included in the kit. Class B kits have more of each item and are needed at a workplace that has many workers.

Keep in mind that sterile items will be individually wrapped, sealed, and used only once. Other items, such as tape or scissors, can be reused and should be kept clean.

The supplies consumed in first aid kits can actually be used as a measure of safety. For example, if a kit constantly needs replacement of bandages used for minor cuts, there is an obvious problem. Why are cuts happening in the first place? Actual trends can be established and corrective procedures initiated, such as a protective glove requirement or improved handling practices.

Remember, improper medical treatment can be more dangerous than no treatment at all. Only provide care that you have been trained and certified to do.

Below are the required contents, items and quantities of Class A and B first aid kits:

Class A	Class B
<p>16 Adhesive Bandage 1 x 3 in. 1 Adhesive Tape 2.5 yd (total) 10 Antibiotic Application 1/57 oz 10 Antiseptic 1/57 oz 1 Breathing Barrier 1 Burn Dressing (gel soaked) 4 x 4 in. 10 Burn Treatment 1/32 oz 1 Cold Pack 4 x 5 in. 2 Eye Covering w/ means of attachment 2.9 sq. in. 1 Eye/Skin Wash 1 fl oz total 1 First Aid Guide 6 Hand Sanitizer 1/32 oz 2 pr Medical Exam Gloves 1 Roller Bandage 2 in. x 4 yd 1 Scissors 2 Sterile pad 3 x 3 in. 2 Trauma pad 5 x 9 in. 1 Triangular Bandage 40 x 40 x 56 in.</p>	<p>50 Adhesive Bandage 1 x 3 in. 2 Adhesive Tape 2.5 yd (total) 25 Antibiotic Application 1/57 oz 50 Antiseptic 1/57 oz 1 Breathing Barrier 2 Burn Dressing (gel soaked) 4 x 4 in. 25 Burn Treatment 1/32 oz. 2 Cold Pack 4 x 5 in. 2 Eye Covering w/ means of attachment 2.9 sq. in. 1 Eye/Skin Wash 4 fl. oz. total 1 First Aid Guide 10 Hand Sanitizer 1/32 oz 4 pr Medical Exam Gloves 2 Roller Bandage 2 in. x 4 yd 1 Roller Bandage 4 in. x 4 yd 1 Scissors 1 Splint 4 Sterile pad 3 x 3 in. 1 Tourniquet 4 Trauma pad 5 x 9 in. 2 Triangular Bandage 40 x 40 x 56 in.</p>

Type

As important as the contents are, the first aid kit won't be very useful if it's not properly protected from the workplace environment. If the supplies are soaked from rain or smashed from being tossed around, they just won't be able to provide any help when needed. ANSI has addressed this by providing guidelines for the containers that first aid kits can be stored in at the workplace.

They are broken down into four categories: **Type I, Type II, Type III, & Type IV.** Here are the descriptions that ANSI provides for each type.

Type I first aid kits are intended for use in stationary, indoor settings where the potential for damage of kit supplies due to environmental factors and rough handling is minimal. Type I first aid kits shall have a means for mounting in a fixed position and are generally not intended to be portable.

Note: Typical applications for Type I first aid kits may include, but are not limited to, the following: general indoor use, an office setting or a manufacturing facility. First aid cabinets would generally fall into the Type I classification.

Type II first aid kits are intended for portable use in indoor settings where the potential for damage of kit supplies due to environmental factors and rough handling is minimal.

Note: Typical applications for Type II first aid kits may include, but are not limited to, the following: general indoor use, an office setting or a manufacturing facility.

Type III first aid kits are intended for portable use in mobile, indoor and/or outdoor settings where the potential for damage of kit supplies due to environmental factors is not probable. Type III kits shall have a means to be mounted in a fixed position and shall have a water resistant seal.

Note: Typical applications for Type III first aid kits may include general indoor use and sheltered outdoor use.

Type IV first aid kits are intended for portable use in the mobile industries and/or outdoor settings where the potential for damage to kit supplies due to environmental factors and rough handling is significant. Type IV kits shall have a means to be mounted in a fixed position and shall meet the performance requirements set forth by ANSI.

Note: Typical applications for Type IV first aid kits may include, but are not limited to, the following: the transportation industry, the utility industry, the construction industry, and the armed forces.

Accident Investigation

The purpose of Accident Investigation is to prevent the same type of accident from reoccurring. An accident investigation will begin immediately after the medical crisis is resolved. The supervisor /competent person will complete an Accident Investigation Form as soon as feasible. The five questions that must be answered are: Who? What? When? Where? And most importantly, Why did the accident happen?

An apparently simple accident may actually be caused by many complex reasons. Example: an employee gets a finger crushed in a piece of machinery. With just the facts presented, the fault would seem to totally rest with the employee whose finger was hurt.

An accident investigation may reveal other contributing factors by answering questions like:

- a. Were machine guards in place? Had they been altered in an unauthorized manner to make them ineffective?
- b. Were gloves required and were they available?
- c. Was the machinery improperly locked or tagged out of service with residual hazardous energy remaining in its system?
- d. Had the employee received training on operating the specific machine and been given an opportunity to clarify questions concerning its operation?
- e. Was there adequate supervision?
 1. Did the supervisor perform regular and frequent inspections of the operations in question?
 2. Had this employee or others, operated the machine incorrectly over a period of time so that the improper method became the standard method?
 3. Were violations of safety procedures documented?

After determining the cause of the accident, steps can be taken to prevent a reoccurrence. Near-miss mishaps, events which result in no injury or damage, should be investigated because even though the outcomes are different, the causes are the same.

Recordkeeping: Injuries & Illnesses

OSHA Forms 300; 300A & 301

As a matter of law, all employers with 11 or more employees **at any one time** in the previous year must maintain OSHA Form 300, *Log of Work-Related Injuries and Illnesses*, OSHA Form 301, *Injury and Illness Incident Report*, and OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*.

OSHA Forms 300 and 301 are used to record and classify occupational injuries and illnesses. The information on the OSHA Form 300 is related to employee health and must be used in a manner that protects the confidentiality of the employees to the extent possible. Recordable injuries and illnesses must be entered on OSHA Forms 300 and 301 within seven (7) days of receiving information that a recordable injury or illness has occurred.

Electronic Submission of Records

Effective on January 1st of 2017, certain employers are required to electronically submit injury and illness data on their onsite OSHA Injury and Illness forms. OSHA will analyze this data and will be able to use its enforcement and compliance assistance resources more efficiently.

Some of the data will also be posted to the OSHA website because OSHA believes that public disclosure will encourage employers to improve workplace safety.

OSHA will provide a secure website that offers three options for data submission:

First, users will be able to manually enter data into a webform.

Second, users will be able to upload a CSV file to process single or multiple establishments at the same time.

Last, users of automated recordkeeping systems will have the ability to transmit data electronically via an API (application programming interface). The site is scheduled to go live in February 2017.

Compliance Schedule

The new reporting requirements will be phased in over two years using the following guidelines:

Establishments with 250 or more employees in industries covered by the recordkeeping regulation must submit information from their 2016 Form 300A by July 1, 2017. These same employers will be required to submit information from all 2017 forms (300A, 300, and 301) by July 1, 2018. Beginning in 2019 and every year thereafter, the information must be submitted by March 2.

Establishments with 20-249 employees in certain high-risk industries must submit information from their 2016 Form 300A by July 1, 2017, and their 2017 Form 300A by July 1, 2018. Beginning in 2019 and every year thereafter, the information must be submitted by March 2.

Retention of Forms:

Old OSHA Forms 101 and 200 as well as OSHA Forms 300 and 301 will be retained for five years following the year to which they relate.

Items to be recorded on OSHA Forms 300, 300A and 301:

Work related injuries and illnesses and fatalities are to be recorded using the criteria found in Part 1904, Recording and Reporting Occupational Injuries and Illnesses.

Injuries and illnesses must be recorded if they result in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or if the injury or illness involves a significant injury diagnosed by a physician or licensed health care professional even if it does not meet the forgoing conditions.

Note: First aid (which is not reportable) is defined in 29 CFR 1904.7(b)(5)ii.

Employee Involvement:

As an employee of Prestige Window Cleaning Inc, you have the right and responsibility to report all work-related injuries and illness without the fear of being retaliated against, discriminated against, or terminated from employment.

Note: OSHA has determined that drug testing after injuries or illnesses that occur at the workplace can be considered retaliatory or discriminatory, and thus discourages employees from properly reporting the injury or illness. This can be the case in situations where the injury or illness wouldn't have been reasonably expected to be the result of impairment.

Example: A bee sting that results in an allergic reaction and leads to a stay at the hospital. There is not a reasonable belief that a bee sting would be caused by impairment and thus drug testing would be considered retaliatory or discriminatory.

As a matter of policy, all employees are to report all work-related accidents and injuries immediately to the competent person/supervisor at the workplace. The competent person/supervisor will complete an accident investigation form and will forward it to David Kaminski, the Safety Director.

David Kaminski will extrapolate appropriate information for completion of the OSHA Form 300 and complete a review of our policies and procedures to help ensure that there isn't a reoccurrence of the reported injury or illness.

Failure to report injuries or illnesses would be a violation of our company's reporting policy and is not acceptable.

Catastrophic Reporting Requirements:

The following events have to be reported to OSHA:

- a. All work-related fatalities
- b. All work-related in-patient hospitalizations of one or more employees
- c. All work-related amputations
- d. All work-related losses of an eye

Prestige Window Cleaning Inc must report work-related fatalities within 8 hours of finding out about it. For any in-patient hospitalization, amputation, or eye loss, we must report the incident within 24 hours of learning about it.

Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA. Further, an inpatient hospitalization, amputation or loss of an eye incident must be reported to OSHA only if they occur within 24 hours of the work-related incident.

There are three options for reporting the event:

- a. By telephone to the nearest OSHA Area Office during normal business hours. The phone numbers can be found at the following website: <https://www.osha.gov/html/RAmap.html>.
- b. By telephone to the 24-hour OSHA hotline (**1-800-321-OSHA or 1-800-321-6742**).
- c. By using OSHA's new means of reporting events electronically. This can be done online at the following website: <https://www.osha.gov/pls/ser/serform.html>.

Information to Be Reported:

When reporting a fatality, in-patient hospitalization, amputation or loss of an eye to OSHA, following information must be reported:

- a. Establishment name
- b. Location of the work-related incident
- c. Time of the work-related incident
- d. Type of reportable event (i.e., fatality, in-patient hospitalization, amputation or loss of an eye)
- e. Number of employees who suffered the event
- f. Names of the employees who suffered the event
- g. Contact person and his or her phone number
- h. Brief description of the work-related incident

Note: An event does not have to be reported if it:

- a. Resulted from a motor vehicle accident on a public street or highway, except in a construction work zone; employers must report the event if it happened in a construction work zone.
- b. Occurred on a commercial or public transportation system (airplane, subway, bus, ferry, street car, light rail, train).
- c. Occurred more than 30 days after the work-related incident in the case of a fatality or more than 24 hours after the work-related incident in the case of an in-patient hospitalization, amputation, or loss of an eye.

Note: Prestige Window Cleaning Inc must report an in-patient hospitalization due to a heart attack, if the heart attack resulted from a work-related incident.

Location of OSHA Forms 300 and 301:

As a general rule, the OSHA Forms 300 and 301 will be maintained in our main office.

Postings

There will be a prominently displayed bulletin board or area for postings. Every employee must be aware of this policy. Certain postings are required as a matter of law in all cases and other postings are required depending on circumstances and types of work being done.

In all cases, the following must be posted to meet OSHA requirements:

- a. OSHA Form 3165, *It's the law!*
- b. During the period from 1 February through to April 30, OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, must be posted for work-related injuries and illnesses which have occurred during the previous year.
- c. Emergency phone numbers and site address for emergency response.

If appropriate, the following must be posted:

- a. OSHA citations.
- b. Notice of informal hearing conference.
- c. Names and location of assigned first aid providers.
- e. Emergency action plan.

Access to Employee Medical Records & Exposure Records

29 CFR 1910.1020 - Access to employee exposure and medical records

All employee exposure records and medical records are under the control of Robert Cleavenger, our Safety Program Administrator.

Exposure records must be retained for 30 years.

Medical records must be retained for the duration of employment plus 30 years.

An employee's medical record means: "a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician."

This would include:

- a. Medical and employment questionnaires or histories (including job description and occupational exposures).
- b. The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purpose of establishing a base-line or detecting occupational illnesses and all biological monitoring not defined as an "employee exposure record").
- c. Medical opinions, diagnoses, progress notes, and recommendations.
- d. First aid records.
- e. Descriptions of treatments and prescriptions.
- f. Employee medical complaints.

Note: An employee's medical record does not include:

- a. Physical specimens (e.g., blood or urine samples) which are routinely discarded as a part of normal medical practice, or
- b. Records concerning health insurance claims if maintained separately from the employer's medical program and its records, and not accessible to the employer by employee name or other direct personal identifier (e.g., social security number, payroll number, etc.).
- c. Records created solely in preparation for litigation which are privileged from discovery under the applicable rules of procedure or evidence.
- d. Records concerning voluntary employee assistance programs (alcohol, drug abuse, or personal counseling programs) if maintained separately from the employer's medical program and its records.

An employee's **exposure record** means a record containing any of the following kinds of information:

- a. Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained.
- b. Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs.
- c. Safety data sheets indicating that the material may pose a hazard to human health.
- d. In the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.
- e. Objective Data for Exemption from Requirement for Initial Monitoring.

Employee Information

Upon first entering into employment, and at least annually thereafter, each employee will be informed of the following:

- a. The existence, location, and availability of any records covered by 29 CFR 1910.1020.
- b. The person responsible for maintaining and providing access to records (David Kaminski).
- c. The employee's rights of access to his/her records.
- d. That a copy of 29 CFR 1910.1020 and its appendices will be maintained in David Kaminski's office and made readily available upon request.

Informational materials concerning access to medical records received from or provided by the Assistant Secretary of Labor for Occupational Safety and Health will be distributed to all current employees.

Access to Records

Employees or their designated representatives will have access to their medical or exposure records within 15 working days of their request, or, if this is not possible, David Kaminski will provide, within 15 working days, the reason for the delay and provide a best estimate of when the records will be available.

Copies of employee medical or exposure records will be provided in a reasonable time, place, and manner and **at no cost to the employee.**

Upon request, David Kaminski will provide access to representatives of the Assistant Secretary of Labor for Occupational Safety and Health employee exposure and medical records and to analysis using exposure or medical records.

Analysis Using Medical or Exposure Records

"Analysis using exposure or medical records" means any compilation of data or any statistical study based at least in part on information collected from individual employee exposure or medical records or information collected from health insurance claims records, provided that either the analysis has been reported to the employer or no further work is currently being done by the person responsible for preparing the analysis.

Before access is granted to an analysis using medical or exposure records, all personal identifiers must be removed that could reasonably directly identify the employee. Identifiers would include: name, SSN, address, etc. Identifiers that could indirectly identify the employee will also be removed. These would include date of hire, sex, job title, etc.

Confidentiality

Nothing in the OSHA standards is intended to affect existing legal and ethical obligations concerning the maintenance and confidentiality of employee medical information, the duty to disclose information to a patient/employee or any other aspect of the medical-care relationship, or affect existing legal obligations concerning the protection of trade secret information.

Transfer of records

Should Prestige Window Cleaning Inc cease to do business, the successor employer shall receive and retain all the above medical and exposure records.

Should Prestige Window Cleaning Inc cease to do business and there is no successor employer to receive and retain the above medical and exposure records, they shall be transmitted to the Director of the National Institute for Occupational Safety and Health (NIOSH).

At the expiration of the retention period for the above medical records, Prestige Window Cleaning Inc will notify the Director of the NIOSH at least 3 months prior to the disposal of such records and shall transmit those records to the Director of the NIOSH if he requests them within that period.

Enforcement

It is expected that all employees will abide by our safety rules and guidelines not only to protect themselves, but also to protect their fellow workers from harm. Should a safety violation occur, the following steps will be taken by the employee's immediate supervisor:

- a. **Minor Safety Violations**: Violations which would **not** reasonably be expected to result in serious injury.
 1. The hazardous situation will be corrected.
 2. The employee will be informed of the correct procedures to follow and the supervisor will ensure that these procedures are understood.
 3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to David Kaminski, our Safety Director for a retention period of one year.
 4. A repeat occurrence of the same minor safety violation is considered substantially more serious than the first.
- b. **Major Safety Violations**: Violations which would reasonably be expected to result in serious injury or death.
 1. The hazardous situation will be corrected.
 2. The employee will be informed of the correct procedures to follow and will impress upon the individual the severity of the violation and the likely consequences should this type of violation be repeated. The supervisor will ensure that the individual understands the correct procedures and will be cautioned that a reoccurrence could result in disciplinary action up to and including discharge.
 3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to David Kaminski for a retention period of one year.

c. **Willful Major Safety Violations**: Intentional violation of a safety rule which would reasonably be expected to result in serious injury to the employee or a fellow worker.

1. The hazardous situation will be corrected.
2. The employee will be removed from the facility, the event will be documented and forwarded to David Kaminski, and the employee will be discharged.

Employees are to understand that the primary purpose of documenting safety violations is to ensure that the important business of employee safety is taken seriously and that the potential for injury is reduced to the lowest possible level.

Schedule of Enforcement Actions

Violations occurring within a 1 Year Period

Minor Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Notice	1st	1 Day Off
2nd	Written Notice	2nd	3 Days Off
3rd	1 Day Off	3rd	Dismissal
4th	2 Days Off		
5th	3 Days Off		
6th	Dismissal		

Major Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Notice	1st	4 Days Off
2nd	2 Days Off	2nd	Dismissal
3rd	4 Days Off		
4th	Dismissal		

Prestige Window Cleaning Inc
Section II
Site/Job Specific Policies and Procedures

Aerial Lifts

29 CFR 1926.453 - Aerial lifts

Aerial lifts acquired for use which were manufactured on or after January 22, 1973 will have a placard or label affixed which indicates that the lift is designed and constructed in accordance with ANSI standard A92.2-1969. Aerial lifts acquired for use prior to January 22, 1973 may not be used unless modified to meet this standard. Aerial lifts may be modified to perform other than originally designed tasks provided the modifications are certified by the manufacturer or a nationally recognized testing laboratory that the aerial lift conforms with ANSI standard A92.2-1969 and is as safe as before modifications.

Aerial lifts include the following types of vehicle-mounted aerial devices to elevate personnel to job-sites above the ground:

- a. Extensible boom platforms
- b. Aerial ladders
- c. Articulating boom platforms
- d. Vertical towers
- e. A combination of any of the above

Only authorized persons may operate an aerial lift.

Lift controls and equipment must be inspected and tested each day, prior to use, to determine that they are in a safe working condition.

When working from an aerial lift, you must stand firmly on the floor of the basket or cage, and **use (wear) an approved fall restraint system**. The fall restraint system must be attached to the boom or basket – it may not be attached to any adjacent pole, structure, or other equipment. You may not sit or climb on the edge of the basket; also **do not** use planks, ladders, or other devices for a work position.

Load limits set by the manufacturer must never be exceeded.

The brakes must be set. When outriggers are used, they shall be positioned on pads or a solid surface.

Aerial lifts must not be moved with personnel in the basket unless it is designed for this type of operation. Aerial lifts designed as personnel movers must have controls that are clearly marked as to their use and the lower controls must be able to override the upper controls. Except in an emergency, the lower controls shall not be used unless permission has been granted by the persons in the lift.

It is required that the vehicle have a “reverse signal alarm” audible above the surrounding noise level or a ground-guide (spotter), using standard hand signals, when backing up. The vehicle will be backed up only when the spotter signals that it is safe to do so. Using a ground-guide provides a substantially higher level of safety than a “reverse signal alarm” because the vehicle can be guided to an exact location with assurance that there is sufficient clearance from objects, and, most importantly, no person is in harm’s way. Special attention will be given to avoiding contact with electrical lines.

Combustible & Flammable Liquid Handling

29 CFR 1926.152 - Flammable and combustible liquids

Only approved containers and portable tanks will be used for storage and handling of flammable and combustible liquids. Approved safety cans or Department of Transportation approved containers will be used for handling and use of flammable liquids in quantities of 5 gallons or less.

Note: The above does not apply to flammable liquid materials which are highly viscid (extremely hard to pour) which may be used and handled in their original shipping containers.

Note: For quantities of one gallon or less, the original container may be used for storage, use and handling.

Flammable or combustible liquids may not be stored in areas used for exits, stairways, or normally used for the safe passage of people.

Inside a facility, no more than 25 gallons of flammable or combustible liquids may be stored in a room outside of an approved storage cabinet.

GASOLINE: General Information

Because most persons use or indirectly handle gasoline on a regular basis – from filling up automobiles to lawn mowers – the hazards presented by this product may have become obscure. Just because you are familiar with gasoline, never lose sight of the lethal hazards that it may contain.

Gasoline is a flammable liquid which means it has a flash point of less than 100°F. The actual flash point – lowest temperature at which a liquid gives off enough vapor to form a flammable mixture with air – of gasoline is -45°F. The auto-ignition temperature – the temperature at which, with sufficient oxygen, gasoline will ignite on its own and burn – is 536°F.

Gasoline has a specific gravity – the weight of the gasoline compared to the weight of an equal volume of water – of 0.73. Further, gasoline has a negligible solubility in water. Basically, what the above means is that if water is used to extinguish a gasoline fire, it will only spread it because the gasoline will float on the water and continue to give off a vapor and form a flammable mixture with air. Gasoline fires must be fought with an extinguisher that is rated for Class B fires such as carbon dioxide, dry chemical, or foam. It should be noted that water spray may be used to cool containers that may be exposed to the heat of the fire to prevent an explosion.

Conditions to avoid: heat, flame, & sources of ignition

Materials to avoid: strong oxidizers

Health hazard information: routes of entry: inhalation, skin, ingestion

Signs & symptoms of overexposure: headache, nausea, drowsiness, breathlessness, fatigue, convulsions, loss of conscience, dermatitis

If there is a spill, notify emergency response personnel, evacuate area, remove ignition sources, and build a dike to contain flow – do not flush to sewer or open water. Pick up with inert absorbent and place in closed container for disposal.

Gasoline is a carcinogen – a cancer causing agent.

General rules: Post “No Smoking” signs around gasoline storage and ensure that it is enforced. Use only approved plastic or metal containers for portable gasoline carriers. They must not contain more than 5 gallons.

Double check with local ordinances for storage requirements.

Company Vehicles

Note: The below applies only to employees who DO NOT operate a commercial motor vehicle (CMV) in interstate or intrastate commerce.

Only authorized employees may operate, in the course of their work, any company-owned motor vehicle.

Prior to authorization, the employee must possess a valid and current license to operate the vehicle. David Kaminski, our Safety Director, or authorized representative, will ensure that the employee has demonstrated his/her ability to operate the motor vehicle in a safe and competent manner.

Under no circumstances may any motor vehicle be operated under the influence of alcohol, illegal drugs, or prescription or over-the-counter drugs medications that may impair their driving skills.

When driving over the road vehicles, employees will ensure that the vehicle registration and proof of insurance is within the vehicle. In the event of an accident, David Kaminski will be notified immediately after all potential injuries are addressed and a police report is filled out. Employees must report all traffic violations to David Kaminski and they (employees) are responsible for paying all penalties imposed by law.

Loads in vans and trucks will be properly secured (strapped or blocked) to prevent any shift or movement and care will be taken to not exceed the vehicles weight limits.

All company motor vehicles will be maintained in safe operating condition and in accordance with the manufacturer's recommended maintenance schedule.

Before use, a walk around inspection will be performed by the operator checking tires (tread depth and pressure), glass (chips and cracks), horn and lights, and general vehicle condition. **No vehicle will be operated that is not in safe mechanical condition.**

It is expected that the below safe vehicle operation/driving procedures will be followed at all times:

- a. Seat belts will be worn by all occupants at all times while the vehicle is in motion
- b. Safe distance (one vehicle length per 10 MPH) will be maintained
- c. Posted speed limits will not be exceeded
- d. During fuel stops, all fluids will be checked and the windows, headlights and taillights will be cleaned
- e. Constant attention will be maintained by always being aware of road conditions and surrounding vehicles

Note: Unnecessary distractions will not be permitted such as using hands to dial or receive cell phone calls or changing radio stations while the vehicle is in motion.

- f. Before backing up any vehicle, check behind and blow horn for the safety of others.

Disposable Respirators

OSHA requires that employees who voluntarily use disposable respirators in situations where respiratory protection is not specifically required by OSHA standard (in atmospheres where exposures are below the permissible exposure limit) essentially for personal comfort or additional, though not required, respiratory protection be informed of 29 CFR 1910.134 Appendix D, printed below.

Standard Number: 1910.134 App D

Standard Title: (Mandatory) Information for Employees Using Respirators When Not Required Under Standard.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. You should do the following: 1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations. 2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you. 3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke. 4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

All disposable respirators, such as Moldex, 3M, Wilson, North Safety, etc. must be marked with the manufacturer's name, the part number, the protection provided by the filter, and "NIOSH".

Disposable filters are actually negative pressure respirators. They protect the user by filtering particles out of the air breathed.

Though disposable filters cannot be fit-tested in the traditional sense, they must be fit-tested in accordance with the manufacturer's instructions.

Electrical Work - Workplace Safety

[29 CFR 1910.305 - Wiring methods, components, and equipment for general use](#)

[29 CFR 1910.332 - Training](#)

[29 CFR 1910.333 - Selection and use of work practices](#)

[29 CFR 1910.334 - Use of equipment](#)

No electrical work shall be performed on electric distribution circuits or equipment, except by a qualified person or by a person trained to perform electrical work and to maintain electrical equipment under the direct supervision of a qualified person. Disconnecting devices shall be locked out and suitably tagged by the persons who perform such work, except that in cases where locking out is not possible, such devices shall be opened and suitably tagged by such persons. Locks or tags shall be removed only by the persons who installed them or, if such persons are unavailable, by persons authorized by the operator or his agent.

Only qualified or trained personnel may perform electrical work.

All electrical work will be done according to the latest adopted National Electrical Code as well as established local codes.

Only qualified persons may work on electric circuit parts or equipment that has not been de-energized. These persons must be made familiar with the use of special precautionary techniques, PPE, insulating & shielding materials and insulated tools.

Note: When dealing with safety related work practices to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts, a Qualified Person is defined as one who: "is permitted to work on or near exposed energized parts" and who, at a minimum, has been trained in and is familiar with:

- a. The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment, and
- b. The skills and techniques necessary to determine the nominal voltage of exposed live parts, and
- c. The clearance distances specified in 29 CFR 1910.333(c) and the corresponding voltages to which the qualified person will be exposed

APPROACH DISTANCES FOR QUALIFIED
EMPLOYEES - ALTERNATING CURRENT

Voltage range (phase to phase) distance	Minimum approach distance
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300V and less	Avoid Contact
Over 300V, not over 750V	1 ft. 0 in. (30.5 cm).
Over 750V, not over 2kV	1 ft. 6 in. (46 cm).
Over 2kV, not over 15kV	2 ft. 0 in. (61 cm).
Over 15kV, not over 37kV	3 ft. 0 in. (91 cm).
Over 37kV, not over 87.5kV	3 ft. 6 in. (107 cm).
Over 87.5kV, not over 121kV	4 ft. 0 in. (122 cm).
Over 121kV, not over 140kV	4 ft. 6 in. (137 cm).

Note: When an unqualified person is working overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances:

For voltages to ground 50kV or below

10 feet

For voltages to ground over 50kV

10 feet plus 4 inches for every 10kV

over 50kV.

Note: When an unqualified person is working on the ground in the vicinity of overhead lines, the person may not bring any conductive object closer to unguarded, energized overhead lines than the distances given above.

Electrical Safety Measures:

- a. Daily, prior to use, all electrical equipment – including extension cords – will be inspected and defective items will be tagged out of service and not used.
- b. With the exception of double insulated tools (with UL approval), all electrical tools and equipment will be grounded.
- c. Tools will not be hoisted by their flexible electrical cords.
- d. Except in an emergency, load rated switches and circuit breakers will be used for the opening and closing of circuits under load conditions as opposed to fuses and splice connections.
- e. While working on electrical equipment, unauthorized persons will be kept clear by barriers or other means of guarding.

- f. Temporary wiring and extension cords will be kept off of walking working surfaces and vehicle traffic areas or covered to prevent tripping and vehicle damage.
 - 1. Electrical cords will not be suspended with staples, hung from nails, or suspended by wire.
 - 2. Worn or frayed electric cords or cables will not be used.
- g. Hands will be dry when working on electrical equipment including plugging in extension cords.
- h. When working around any electrical power circuit, employees will:
 - 1. Protect themselves by de-energizing the circuit and grounding it or by establishing insulation between themselves and the current.
 - 2. Ensure that any conductive materials and equipment that are in contact with any part of their body will be handled in a manner that will preclude contact with exposed energized conductors or circuit parts.
 - 3. Use portable ladders that have non-conductive siderails.
 - 4. Remove or insulate conductive articles of jewelry and clothing that might contact exposed energized parts.
- i. Only qualified persons may perform testing work on electric circuits or equipment.
- j. Sufficient access and working space must be maintained about all electric equipment to permit ready and safe operation and maintenance. This space must be kept clear, i.e., it cannot be used for storage.
- k. Portable ladders must have non-conductive side rails.
- l. Conductive items of jewelry or clothing must not be worn around electricity unless rendered non-conductive by covering, wrapping, or other insulating means.

Ground Fault Circuit Interrupters

A ground fault circuit interrupter (GFCI) provides protection for all 120-volt, 15-, 20-, and 30-ampere receptacle outlets that are not a part of the permanent wiring by detecting lost current resulting from a short, overheating, and/or ground fault. It should be noted that an extension cord into which electrical devices are plugged are not part of the permanent wiring; therefore, GFCI's are required.

A GFCI will "trip" when the amount of current amperes going to an electrical device in the hot conductor and the amount of current returning from an electrical device differs by approximately 5 milliamps. The GFCI can interrupt the current within as little as 1/40th of a second.

The current that is missing is being lost through a ground fault, whether it is in the actual grounding, a short in the equipment, or electricity going through the employee to the ground.

A GFCI will not protect an employee who comes in contact with two hot wires or a hot wire and a neutral wire. A GFCI will provide protection against fires, overheating, damage to insulation, and, the most common form of electrical shock hazard -- the ground fault. GFCI's must be tested before use.

Extension Cords

Extension cords (temporary wiring), temporary electrical power, and lighting installations of 600 volts, nominal, or less may be used only as follows:

- a. during and for remodeling, maintenance, or repair of buildings, structures, or equipment, and similar activities.
- b. for a period not to exceed 90 days for Christmas decorative lighting and similar purposes.
- c. during emergencies.

Temporary wiring shall be removed immediately upon completion of the project or purpose for which the wiring was installed.

Extension cords shall not replace permanent wiring and the following safety precautions will be adhered to:

- a. Extension cords will be kept off of walking working surfaces or be covered to prevent tripping. Cords will not be placed in vehicle traffic lanes.
- b. Electrical cords will not be suspended with staples, hung from nails, or suspended by wire.
- c. Worn or frayed electric cords or cables will not be used.

Prior to using an extension cord, an employee must:

- a. Inspect the cord for cracks and cuts and a defective cord will be tagged and removed from service.
- b. Ensure the cord has a three prong plug for grounding.
- c. Use the shortest continuous length of cord possible. Cords may not be spliced together.
- d. Make certain the cord does not lay in water.
- e. Ensure cord is properly rated for the job.

Hazardous Workplace Chemical Awareness and Exposure

Our employees may encounter various hazardous chemicals while performing their work duties. If employees have been properly trained on a particular hazard, they may continue work as required. If employees have not been trained on the hazard they encounter, they are to stop work immediately and notify their supervisor.

Per Hazard Communication, located at **29 CFR 1910.1200**, Prestige Window Cleaning Inc will keep on site, and readily available SDS for each chemical to which we may be exposed.

Asbestos Awareness

NIOSH Pocket Guide to Chemical Hazards - Asbestos

At some workplaces, employees may have potential exposure to asbestos if precautionary steps noted below are not taken. Asbestos can be found in older tile flooring, pipe and mechanical insulation, plaster, fireproofing, soundproofing, roofing materials, and in sprayed-on materials located on beams, in crawl spaces, and between walls. Undisturbed, it is perfectly safe.

Asbestos is not a specific mineral, but rather a fibrous form of various minerals. It is a remarkable product because it is resistant to corrosive chemicals, it is a nonconductor of electricity, it has a high tensile strength (equal to that of steel wire), and is resistant to heat (it will not burn, but will disintegrate at extremely high temperatures). Some forms of asbestos, such as chrysotile, can be spun into thread. In fact, one pound of chrysotile can produce 30,000 feet of thread -- it is that fine. Other types of asbestos have fibers which cannot be spun, but are excellent for their frictional properties (brakes) and their insulation and sound deadening properties.

Unfortunately, asbestos has a down side that has been discovered and statistically documented in recent years -- it is hazardous to your health.

There are two types of asbestos, friable and non-friable.

Friable asbestos can be crumbled with hand pressure and is likely to emit minute fibers can cause serious long term health effects. Fluffy sprayed-on materials used for fireproofing, insulation, or sound proofing are considered to be friable.

Non-friable asbestos, undisturbed, poses no health risk. Vinyl-asbestos floor tile or roofing felt are considered non-friable if intact and generally do not emit airborne fibers unless subjected to sanding, sawing and other aggressive operations. Asbestos-cement pipe or sheet can emit airborne fibers if the materials are cut or sawed, or if they are broken.

The health hazards associated with asbestos are caused by the microscopic fibers which, when released, enter the deepest portion of the lung (past your natural defenses such as hairs, mucus, cilia, and macrophages). Scar tissues can develop and the lung stiffens thus reducing gas exchange. This is called asbestosis. Another disease associated with asbestos is lung cancer. High exposure levels of asbestos increases one's chance of lung cancer by a factor of five. Mesothelioma, a disease caused primarily by exposure to amosite and crocidolite, can be fatal. Lastly, though not likely, it is possible to get cancer of the stomach and colon.

The health hazards associated with asbestos are chronic and, as such, present themselves after a long period of time.

Asbestos Awareness Training is required for all employees who work in areas that contain or may contain asbestos. This training will be documented.

Steps to avoid asbestos exposure:

- a. Under no circumstances will asbestos containing material (ACM) or presumed asbestos containing material (PACM) be disturbed during work activities.
- b. If you believe the materials you will be working with contain asbestos, do not disturb the material and contact your supervisor.
- c. Obey all asbestos warning signs and labels. ACM and PACM will not be disturbed.
- d. All exposure to thermal system insulation, sprayed-on, and troweled-on surfacing material will be assumed to be asbestos exposure unless results of laboratory analysis show that the material does not contain asbestos.

For the record, permissible exposure to airborne asbestos fibers may not exceed 0.1 fibers per cubic centimeter of air (0.1 f/cc) averaged over the 8-hour workday, and 1 fiber per cubic centimeter of air (1.0 f/cc) averaged over a 30-minute work period.

Crystalline Silica Awareness

Silica, Crystalline (Respirable Size), National Institute of Health

Crystalline Silica can be readily found at many workplaces in rocks, as well as many concrete and masonry products. Crystalline Silica can be released in the air when employees are performing such tasks as:

- a. Chipping, hammering, drilling, crushing, or hauling rock.
- b. Abrasive blasting.
- c. Sawing, hammering, drilling, or sweeping concrete or masonry.

Unprotected respiratory exposure to crystalline silica may cause a lung disease called silicosis as well as cancer and death.

Occupational silica exposure is completely preventable through employee training, use of a silica substitute, use of engineering controls, improved work practices, and, lastly, use of personal protective equipment.

Employees who are potentially exposed to an environment containing airborne concentrations of silica will receive training prior to working with silica and receive periodic refresher training after work has started.

Silica training will include:

- a. Exposure monitoring for respirable silica.
 1. Full shift personal samples will be taken that are representative of the employee's regular, daily exposure to silica. A certified industrial hygienist will use a combination device, called a cyclone assembly, and a sampling pump to trap tiny respirable silica particles from the air in the work environment.
 2. The cyclone assembly and sampling pump will be placed on an employee who will wear the device throughout the work shift for up to 8 hours.
 3. Sampling requires that just a select few employees who are closest to the silica source be fitted. The industrial hygienist can help you determine who will be most appropriate.
 4. At the end of the sampling period, the hygienist will de-activate the sampling pump and remove the filters, which will be sent to a certified laboratory for analysis.

5. Employee exposures to concentrations of silica must be kept below the permissible exposure limits found in 1910.1000 - Table Z-3, below:

TABLE Z-3 Mineral Dusts		
Substance	mppcf ^a	mg/m ³
Silica:		
Crystalline		
Quartz (Respirable) ^f	250 ^b %SiO ₂ +5	10 mg/m ³ ^e %SiO ₂ +2
Cristobalite: Use ½ the value calculated from the count or mass formulae for quartz.		
Tridymite: Use ½ the value calculated from the formulae for quartz.		
Amorphous, including natural diatomaceous earth	20	80 mg/m ³ %SiO ₂
Silicates (less than 1% crystalline silica):		
Mica	20	
Soapstone	20	
Talc (not containing asbestos)	20 ^c	
Talc (containing asbestos) Use asbestos limit		
Tremolite, asbestiform (see 29 CFR 1910.1001)		
Portland cement	50	
Graphite (Natural)	15	
Coal Dust:		
Respirable fraction less than 5% SiO ₂		2.4 mg/m ³ ^e
Respirable fraction greater than 5% SiO ₂		10 mg/m ³ ^e %SiO ₂ +2
Inert or Nuisance Dust ^d		
Respirable fraction	15	5 mg/m ³
Total dust	50	15 mg/m ³

Note: Conversion factors - mppcf X 35.3 = million particles per cubic meter = particles per c.c.

^a Millions of particles per cubic foot of air, based on impinger samples counted by light-field techniques.

^b The percentage of crystalline silica in the formula is the amount determined from airborne samples, except in those instances in which other methods have been shown to be applicable.

^c Containing less than 1% quartz; if 1% quartz or more, use quartz limit.

^d All inert or nuisance dusts, whether mineral, inorganic, or organic, not listed specifically by substance name are covered by this limit, which is the same as the Particulates Not Otherwise Regulated (PNOR) limit in Table Z-1.

^e Both concentration and percent quartz for the application of this limit are to be determined from the fraction passing a size-selector with the following characteristics:

Aerodynamic diameter (unit density sphere)	Percent passing selector
2	90
2.5	75
3.5	50
5.0	25
10	0

The measurements under this note refer to the use of an AEC (now NRC) instrument. The respirable fraction of coal dust is determined with an MRE; the figure corresponding to that of 2.4 mg/m³ in the table for coal dust is 4.5 mg/m³.

^f This standard applies to any operations or sectors for which the respirable crystalline silica standard, 1910.1053, is stayed or is otherwise not in effect.

- b. The health hazards associated with respirable silica are silicosis, lung cancer, pulmonary tuberculosis and other airway diseases.

Silicosis is caused by exposure to respirable crystalline silica dust. Crystalline silica is a basic component of soil, sand, granite, and most other types of rock, and it is used as an abrasive blasting agent. Silicosis is a progressive, disabling, and often fatal lung disease. Cigarette smoking adds to the lung damage caused by silica.

Symptoms of silicosis:

Silicosis (especially the acute form) is characterized by shortness of breath, fever, and cyanosis (bluish skin); it may often be misdiagnosed as pulmonary edema (fluid in the lungs), pneumonia, or tuberculosis. Severe mycobacterial or fungal infections often complicate silicosis and may be fatal in many cases

Three types of silicosis:

Chronic silicosis: Usually occurs after 10 or more years of exposure to crystalline silica at relatively low concentrations.

Accelerated silicosis: Results from exposure to high concentrations of crystalline silica and develops 5 to 10 years after the initial exposure.

Acute silicosis: Occurs where exposure concentrations are the highest and develops after a few months or as long as 2 years following exposures to extremely high concentrations of respirable crystalline silica.

- c. The exposure limits for respirable silica.

See 1910.1000 Table Z-3.

Permissible Exposure Limit (PEL) = Crystalline Quartz (respirable):
250 mppcf (millions of particles per cubic feet of air)/(%SiO₂ +5); 10 mg/m³/(%SiO₂ + 2);
Quartz (total dust): 30 mg/m³/(%SiO₂ + 2); Cristobalite and Tridymite: Use 1/2 the value calculated from the count or mass formula for quartz

d. Acceptable substitutes for silica.

The many types of abrasive materials have varying degrees of health hazards -- silica sand being probably the most hazardous mineral abrasive used.

Whenever possible, its use should be limited and, if possible, a substitute material used. Other types of abrasives include: synthetic or natural mineral grains, metallic shot or hard grit (made of steel or chilled cast iron), and organic abrasives such as ground corncobs and walnut shells. These and other engineering controls such as containment and ventilation are important for employee safety.

e Engineering controls.

It is important to note that silica is only hazardous in its airborne form. Engineering controls would include local exhaust ventilation and blasting cabinets.

Establishing a clearly identified exposure area.

f. Work practice controls.

Use of water sprays, wet methods for cutting, chipping, drilling, sawing, grinding, etc.

Eating, drinking, or smoking near crystalline silica dust is prohibited.

Employees will wash hands and face before eating, drinking or smoking away from silica exposure area.

g. Personal protective equipment.

The **only health hazard from silica is respiratory**, therefore appropriate half-face or full face respiratory will be used.

1. Up to 0.5 milligrams per cubic meter of air (mg/m^3) of airborne exposures to crystalline silica:

Half-facepiece particulate respirators with N95 or better filter

2. Up to 1.25 milligrams per cubic meter of air (mg/m^3) of airborne exposures to crystalline silica:

Any powered, air-purifying respirator with a high-efficiency particulate filter.

Any supplied-air respirator operated in a continuous-flow mode

3. Up to 2.5 milligrams per cubic meter of air (mg/m^3) of airborne exposures to crystalline silica:

Any air-purifying, full-facepiece respirator with an N100, R100, or P100 filter.

Any powered, air-purifying respirator with a tight-fitting facepiece and a high-efficiency particulate filter.

4. Up to 2.5 milligrams per cubic meter of air (mg/m^3) of airborne exposures to crystalline silica:

Any supplied-air respirator operated in a pressure-demand or other positive-pressure mode.

However, when working with respirable silica, there are many physical hazards and appropriate PPE will be worn to address the hazards presented by the work at hand.

Eye protection: Goggles; safety glasses with side shields

Head protection: Hard hat

Hand protection: Gloves

Foot protection: Steel toed work boots

Body protection: Tyvek suits/coveralls

Following are NIOSH recommendations for reducing crystalline silica exposures.

NIOSH Safety Recommendations:

NIOSH recommends the following measures to reduce crystalline silica exposures at the workplace and prevent silicosis and silicosis-related deaths:

- a. Prohibit silica sand (or other substances containing more than 1% crystalline silica) as an abrasive blasting material and substitute less hazardous materials.
- b. Conduct air monitoring to measure worker exposures.
- c. Use containment methods such as blast-cleaning machines and cabinets to control the hazard and protect adjacent workers from exposure.
- d. Practice good personal hygiene to avoid unnecessary exposure to silica dust.
 1. Wash hands and face before eating.
 2. No eating, drinking or tobacco products in the blasting area.
 3. Shower before leaving work site.
 4. Vehicles parked away from contaminated area.
- e. Wear washable or disposable protective clothes at the workplace; shower and change into clean clothes before leaving the workplace to prevent contamination of cars, homes, and other work areas.
- f. Use respiratory protection when source controls cannot keep silica exposures below the NIOSH REL.
- g. Provide periodic medical examinations for all workers who may be exposed to crystalline silica.
- h. Post signs to warn workers about the hazard and to inform them about required protective equipment.
- i. Provide workers with training that includes information about health effects, work practices, and protective equipment for crystalline silica.
- j. Report all cases of silicosis to the state health department.

Lead Hazard Awareness:

Pure lead (Pb) is a heavy metal at room temperature and pressure, and is a basic chemical element. It can combine with various other substances to form numerous lead compounds.

OSHA standard 29 CFR 1926.62, addresses occupational exposure to lead in the construction industry. The word "lead" within this standard refers to elemental lead, all inorganic lead compounds, and a class of organic lead compounds called lead soaps. This standard does not apply to other organic lead compounds.

There may be times when employees are working within the vicinity of lead or lead-containing materials.

Under no circumstances will employees be exposed to lead above the action level which, for lead, is 30 micrograms of lead per cubic meter of air (30 μm^3), averaged over an 8-hour workday. As a matter of interest, the permissible exposure limit (PEL) for lead is 50 micrograms of lead per cubic meter of air (50 μm^3), averaged over an 8-hour workday.

Lead found in paints, coatings, and compounds that are undisturbed, pose no risk of hazard exposure and work around these items do not require respirators, special clothing, or negative pressure enclosures.

Care will be taken by all employees to not abrade, remove, touch, or in any way disturb lead or lead containing compounds within the work area.

As a point of interest, persons whom perform lead abatement have to have received special training, be licensed, and be part of medical surveillance program.

To drive home the point of the importance of leaving lead at the workplace undisturbed and avoided, employees must be aware of the health hazards associated with lead exposure.

The below is extracted from **29 CFR 1910.1025 App A, Substance data sheet for occupational exposure to lead:**

II. HEALTH HAZARD DATA

A. "Ways in which lead enters your body". When absorbed into your body in certain doses, lead is a toxic substance. The object of the lead standard is to prevent absorption of harmful quantities of lead. The standard is intended to protect you not only from the immediate toxic effects of lead, but also from the serious toxic effects that may not become apparent until years of exposure have passed. Lead can be absorbed into your body by inhalation (breathing) and ingestion (eating). Lead (except for certain organic lead compounds not covered by the standard, such as tetraethyl lead) is not absorbed through your skin. When lead is scattered in the air as a dust, fume, or mist it can be inhaled and absorbed through your lungs and upper respiratory tract. Inhalation of airborne lead is generally the most important source of occupational lead absorption. You can also absorb lead through your digestive system if lead gets into your mouth and is swallowed. If you handle food,

cigarettes, chewing tobacco, or make-up which have lead on them or handle them with hands contaminated with lead, this will contribute to ingestion. A significant portion of the lead that you inhale or ingest gets into your blood stream. Once in your blood stream, lead is circulated throughout your body and stored in various organs and body tissues. Some of this lead is quickly filtered out of your body and excreted, but some remains in the blood and other tissues. As exposure to lead continues, the amount stored in your body will increase if you are absorbing more lead than your body is excreting. Even though you may not be aware of any immediate symptoms of disease, this lead stored in your tissues can be slowly causing irreversible damage, first to individual cells, then to your organs and whole body systems.

B. "Effects of overexposure to lead" - (1) "Short term (acute) overexposure". Lead is a potent, systemic poison that serves no known useful function once absorbed by your body. Taken in large enough doses, lead can kill you in a matter of days. A condition affecting the brain called acute encephalopathy may arise which develops quickly to seizures, coma, and death from cardiorespiratory arrest. A short term dose of lead can lead to acute encephalopathy. Short term occupational exposures of this magnitude are highly unusual, but not impossible. Similar forms of encephalopathy may, however, arise from extended, chronic exposure to lower doses of lead. There is no sharp dividing line between rapidly developing acute effects of lead, and chronic effects which take longer to acquire. Lead adversely affects numerous body systems, and causes forms of health impairment and disease which arise after periods of exposure as short as days or as long as several years.

(2) "Long-term (chronic) overexposure". Chronic overexposure to lead may result in severe damage to your blood - forming, nervous, urinary and reproductive systems. Some common symptoms of chronic overexposure include loss of appetite, metallic taste in the mouth, anxiety, constipation, nausea, pallor, excessive tiredness, weakness, insomnia, headache, nervous irritability, muscle and joint pain or soreness, fine tremors, numbness, dizziness, hyperactivity and colic. In lead colic there may be severe abdominal pain. Damage to the central nervous system in general and the brain (encephalopathy) in particular is one of the most severe forms of lead poisoning. The most severe, often fatal, form of encephalopathy may be preceded by vomiting, a feeling of dullness progressing to drowsiness and stupor, poor memory, restlessness, irritability, tremor, and convulsions. It may arise suddenly with the onset of seizures, followed by coma, and death. There is a tendency for muscular weakness to develop at the same time. This weakness may progress to paralysis often observed as a characteristic "wrist drop" or "foot drop" and is a manifestation of a disease to the nervous system called peripheral neuropathy. Chronic overexposure to lead also results in kidney disease with few, if any, symptoms appearing until extensive and most likely permanent kidney damage has occurred. Routine laboratory tests reveal the presence of this kidney disease only after about two-thirds of kidney function is lost. When overt symptoms of urinary dysfunction arise, it is often too late to correct or prevent worsening conditions, and progression to kidney dialysis or death is possible. Chronic overexposure to lead impairs the reproductive systems of both men and women. Overexposure to lead may result in decreased sex drive, impotence and sterility in men. Lead can alter the structure of sperm cells raising the risk of birth defects. There is evidence of miscarriage and stillbirth in women whose husbands were exposed to lead or who were exposed to lead themselves. Lead exposure also may

result in decreased fertility, and abnormal menstrual cycles in women. The course of pregnancy may be adversely affected by exposure to lead since lead crosses the placental barrier and poses risks to developing fetuses. Children born of parents either one of whom were exposed to excess lead levels are more likely to have birth defects, mental retardation, behavioral disorders or die during the first year of childhood. Overexposure to lead also disrupts the blood - forming system resulting in decreased hemoglobin (the substance in the blood that carries oxygen to the cells) and ultimately anemia. Anemia is characterized by weakness, pallor and fatigability as a result of decreased oxygen carrying capacity in the blood.

(3) "Health protection goals of the standard". Prevention of adverse health effects for most workers from exposure to lead throughout a working lifetime requires that a worker's blood lead level (BLL, also expressed as PbB) be maintained at or below forty micrograms per deciliter of whole blood (40 ug/dl). The blood lead levels of workers (both male and female workers) who intend to have children should be maintained below 30 ug/dl to minimize adverse reproductive health effects to the parents and to the developing fetus. The measurement of your blood lead level (BLL) is the most useful indicator of the amount of lead being absorbed by your body. Blood lead levels are most often reported in units of milligrams (mg) or micrograms (ug) of lead (1 mg=1000 ug) per 100 grams (100g), 100 milliliters (100 ml) or deciliter (dl) of blood. These three units are essentially the same. Sometime BLLs are expressed in the form of mg percent or ug percent. This is a shorthand notation for 100g, 100 ml, or dl. (References to BLL measurements in this standard are expressed in the form of ug/dl.)

BLL measurements show the amount of lead circulating in your blood stream, but do not give any information about the amount of lead stored in your various tissues. BLL measurements merely show current absorption of lead, not the effect that lead is having on your body or the effects that past lead exposure may have already caused. Past research into lead - related diseases, however, has focused heavily on associations between BLLs and various diseases. As a result, your BLL is an important indicator of the likelihood that you will gradually acquire a lead - related health impairment or disease.

Once your blood lead level climbs above 40 ug/dl, your risk of disease increases. There is a wide variability of individual response to lead, thus it is difficult to say that a particular BLL in a given person will cause a particular effect. Studies have associated fatal encephalopathy with BLLs as low as 150 ug/dl. Other studies have shown other forms of diseases in some workers with BLLs well below 80 ug/dl. Your BLL is a crucial indicator of the risks to your health, but one other factor is also extremely important. This factor is the length of time you have had elevated BLLs. The longer you have an elevated BLL, the greater the risk that large quantities of lead are being gradually stored in your organs and tissues (body burden). The greater your overall body burden, the greater the chances of substantial permanent damage. The best way to prevent all forms of lead - related impairments and diseases -- both short term and long term -- is to maintain your BLL below 40 ug/dl. The provisions of the standard are designed with this end in mind.

Hoists

A hoist is a useful mechanical device which gives one the ability to lift and move heavy objects – not people. No person is to ride on a hoist. As with all mechanical devices, improper use may lead to injury. You must know what you are doing and you must be careful.

Before use, hoists must be inspected for bent or damaged components. Particular attention should be paid to guarding. Fingers and loose clothing could be snagged in exposed mechanisms. Chains, cables, or rope slings must not be kinked, twisted, or frayed.

Loads must be properly rigged with hooks or slings, and they must never exceed the hoist's rated capacity.

Ensure that the area around the hoist is free from debris and, most importantly, people. Do not allow yourself or others to be under a hoisted load.

Ladders

[29 CFR 1910.25: Portable wood ladders](#)

[29 CFR 1910.26: Portable metal ladders](#)

[29 CFR 1910.27: Fixed Ladders](#)

All employees using ladders are required by OSHA standard to receive training and understand proper procedures for ladder use before using a ladder in a work situation.

All fixed ladders, appurtenances, and fastenings will be designed to meet the load requirements of [29 CFR 1910.27\(a\)](#).

All fixed ladder specific requirements (rungs and cleats, side rails, fastenings, and splices) will meet the design requirements found in [29 CFR 1910.27\(b\)](#).

Metal ladders and appurtenances shall be painted or otherwise treated to resist corrosion and rusting when location demands. Ladders formed by individual metal rungs imbedded in concrete, which serve as access to pits and to other areas under floors, are frequently located in an atmosphere that causes corrosion and rusting. To increase rung life in such atmospheres, individual metal rungs shall have a minimum diameter of 1 inch or shall be painted or otherwise treated to resist corrosion and rusting.

Wood ladders, when used under conditions where decay may occur, shall be treated with a nonirritating preservative. The details shall be such as to prevent or minimize the accumulation of water on wood parts.

When different types of materials are used in the construction of a ladder, the materials used shall be so treated as to have no harmful effects on each other.

All clearances on fixed ladders will meet the requirements of [29 CFR 1910.27\(c\)](#).

All special requirements (cages or wells, landing platforms, ladder extensions, grab bars, safety devices) will meet the requirements of [29 CFR 1910.27\(d\)](#).

All fixed ladder pitch will meet the requirements of [29 CFR 1910.27\(e\)](#).

For fixed ladders that extend more than 24 feet (7.3 m) above a lower level, the employer must ensure:

- a. Existing fixed ladders. Each fixed ladder installed before November 19, 2018 is equipped with a personal fall arrest system, ladder safety system, cage, or well;
- b. New fixed ladders. Each fixed ladder installed on and after November 19, 2018, is equipped with a personal fall arrest system or a ladder safety system;
- c. Replacement. When a fixed ladder, cage, or well, or any portion of a section thereof, is replaced, a personal fall arrest system or ladder safety system is installed in at least that section of the fixed ladder, cage, or well where the replacement is located; and
- d. Final deadline. On and after November 18, 2036, all fixed ladders are equipped with a personal fall arrest system or a ladder safety system.

All ladders shall be maintained in a safe condition. All ladders shall be inspected regularly, with the intervals between inspections being determined by use and exposure.

American National Standards Institute (ANSI) and **NIOSH** approval labels should never be covered with paint or tape. Having ladders that are constructed to standard will prevent collapse and resultant falls.

All ladders will be inspected periodically and defective ladders will be tagged and placed out of service.

American National Standards Institute (ANSI) and NIOSH approval labels should never be covered with paint or tape. Having ladders that are constructed to standard will prevent collapse and resultant falls.

Specific operational procedures for ladders directly relating to the elimination of fall hazards are listed below:

- a. A stairway or a ladder will be provided at all personnel points of access where there is a break in elevation of 19 inches or more.
- b. Ladders will never be overloaded.
- c. Ladder rungs, cleats, and steps must be parallel, level, and uniformly spaced when a ladder is in position for use.
- d. Ladders will not be tied or fastened together unless they are so designed.

- e. Portable ladders used for gaining access to an upper level will extend at least 3 feet above the upper landing surface or the ladder will be secured at its top.
- f. Ladders must be free of oil, grease, or other slipping hazards.
- g. Ladders must be used for the purpose for which they were designed.
- h. Non-self-supporting ladders will be used at such an angle so that the horizontal distance from the top support to the foot of the ladder is approximately $\frac{1}{4}$ of the working length of the ladder.
- i. Ladders will only be used on stable and level surfaces unless secured to prevent displacement.
- j. Ladders shall not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement.
- k. Ladders placed in any location where they can be displaced by workplace activities or traffic will be secured to prevent accidental displacement, or a barricade will be used to keep the activities or traffic away from the ladder.
- l. The area around the top and bottom of the ladder shall be kept clear.
- m. Ladders shall not be moved, shifted, or extended while occupied.
- n. The top step of a stepladder shall not be used as a step.
- o. Portable ladders with structural defects will be immediately marked in a manner that readily identifies them as defective and removed from service until repaired.
- p. When ascending or descending a ladder, one must face the ladder.
- q. Employees must use at least one hand to grasp the ladder when progressing up and/or down the ladder.
- r. Employees are not to carry any object or load that could cause loss of balance and a resultant fall.

Lighting

A competent person will ensure that all work areas have adequate lighting. Adequate lighting serves a two-fold purpose – allowing tasks to be more readily performed as well as providing the additional safety factor of being seen by persons not involved with the work – especially vehicular traffic.

If generators are used for auxiliary lighting, they will be operated and maintained by authorized persons who are competent by training or experience.

Machine Guarding

OSHA Standards:

[29 CFR 1910.212: General requirements for all machines.](#)

[29 CFR 1910.217: Mechanical power presses.](#)

[29 CFR 1910.217: App A Mandatory requirement for certification/validation of safety systems for presence sensing device initiation of mechanical power presses](#)

[29 CFR 1910.217: App B Non-mandatory guidelines for certification/validation of safety systems for presence sensing device initiation of mechanical power presses](#)

[29 CFR 1910.217: App C Mandatory requirements for OSHA recognition of third-party validation organizations for the PSDI standard](#)

[29 CFR 1910.217: App D Non-mandatory supplementary information](#)

[29 CFR 1910.219: Mechanical power-transmission apparatus](#)

Most injuries that occur when operating a machine happen at the point of operation -- the point on a machine where the actual work (cutting, bending, spinning) occurs. This is also the point where guards can protect fingers and hands exposed to that danger. Machine guarding also protects employees from other dangers such as flying pieces of metal, sparks, gears, belts, and rotating parts.

Accident prevention in this area is a function of machine design, engineering controls, and operator training. Types of machine guarding are almost as numerous as types of machines with the most common being a physical barrier to prevent accidental insertion of body parts. Guards are vital for safety reasons and machine guards designed into a machine should never be altered or removed. The speed and tremendous forces generated in modern machines is such that severe injury or even death could occur without warning and without even slowing the machine down.

Training and proper work methods go a long way toward reducing machine accidents. Like all safeguards, there is generally a way to bypass safety features that are engineered into machines. This is sometimes done to increase speed or just to make one's job easier. This could result in a tragic, avoidable accident. The few seconds saved could cause a lifetime of grief. Do not bypass safety systems.

Horizontal belts, pulleys, and gears which are less than seven feet from the floor will be guarded. Operate all machines according to the instructor's manual and follow all safety procedures.

Because of the seriousness of machine guarding, specific guidelines for point of operation guarding follow:

Reference our Lockout-Tagout - Control of Hazardous Energy Program and Personal Protective Equipment Program.

OSHA's machinery and machine guarding standards require that one or more guarding methods be utilized to protect employees (operating, minor servicing and others nearby) from exposure to hazardous machine energy.

METHODS OF MACHINE SAFEGUARDING

There are many ways to safeguard machines. The type of operation, the size or shape of stock, the method of handling, the physical layout of the work area, the type of material, and production requirements or limitations will help to determine the appropriate safeguarding method for the individual machine.

As a general rule, power transmission apparatus is best protected by fixed guards that enclose the danger areas. For hazards at the point of operation (where moving parts actually perform work on stock) several kinds of safeguarding may be possible. One must always choose the most effective and practical means available.

Safeguard Classifications:

GUARDS

a. Fixed

A fixed guard is a permanent part of the machine. It is not dependent upon moving parts to perform its intended function. It may be constructed of sheet metal, screen, wire cloth, bars, plastic, or any other material that is substantial enough to withstand whatever impact it may receive and to endure prolonged use. This guard is usually preferable to all other types because of its relative simplicity and permanence.

b. Interlocked

When this type of guard is opened or removed, the tripping mechanism and/or power automatically shuts off or disengages, and the machine cannot cycle or be started until the guard is back in place. An interlocked guard may use electrical, mechanical, hydraulic, or pneumatic power or any combination of these. Interlocks should not prevent "inching" by remote control if required. Replacing the guard should not automatically restart the machine. To be effective, all movable guards should be interlocked to prevent occupational hazards.

c. Adjustable

Adjustable guards are useful because they allow flexibility in accommodating various sizes of stock.

d. Self-adjusting

The openings of these barriers are determined by the movement of the stock. As the operator moves the stock into the danger area, the guard is pushed away, providing an opening which is only large enough to admit the stock. After the stock is removed, the guard returns to the rest position. This guard protects the operator by placing a barrier between the danger area and the operator. The guards may be constructed of plastic, metal, or other substantial material. Self-adjusting guards offer different degrees of protection.

DEVICES

a. Presence Sensing

(1) Photoelectrical (optical)

The photoelectric (optical) presence-sensing device uses a system of light sources and controls which can interrupt the machine's operating cycle. If the light field is broken, the machine stops and will not cycle. This device must be used only on machines which can be stopped before the worker can reach the danger area. The design and placement of the guard depends upon the time it takes to stop the mechanism and the speed at which the employee's hand can reach across the distance from the guard to the danger zone.

(2) Radiofrequency (capacitance)

The radiofrequency (capacitance) presence-sensing device uses a radio beam that is part of the machine control circuit. When the capacitance field is broken, the machine will stop or will not activate. Like the photoelectric device, this device shall only be used on machines which can be stopped before the worker can reach the danger area. This requires the machine to have a friction clutch or other reliable means for stopping.

(3) Electromechanical

The electromechanical sensing device has a probe or contact bar which descends to a predetermined distance when the operator initiates the machine cycle. If there is an obstruction preventing it from descending its full predetermined distance, the control circuit does not actuate the machine cycle.

b. Pullback

Pullback devices utilize a series of cables attached to the operator's hands, wrists, and/or arms. This type of device is primarily used on machines with stroking action. When the slide/ram is up between cycles, the operator is allowed access to the point of operation. When the slide/ram begins to cycle by starting its descent, a mechanical linkage automatically assures withdrawal of the hands from the point of operation.

c. Restraint

A restraint (holdout) device utilizes cables or straps that are attached to the operator's hands at a fixed point. The cables or straps must be adjusted to let the operator's hands travel within a predetermined safe area. There is no extending or retracting action involved. Consequently, hand-feeding tools are often necessary if the operation involves placing material into the danger area.

d. Safety Controls

Safety trip controls provide a quick means for deactivating the machine in an emergency situation.

(1) Safety trip control

1. Pressure-sensitive body bar

A pressure-sensitive body bar, when depressed, will deactivate the machine. If the operator or anyone trips, loses balance, or is drawn toward the machine, applying pressure to the bar will stop the operation. Therefore, the positioning of the bar is critical. It must stop the machine before a part of the employee's body reaches the danger area.

2. Safety trip rod

When pressed by hand, the safety trip rod deactivates the machine. Because the trip rod has to be actuated by the operator during an emergency situation, its proper position is also critical.

3. Safety tripwire cable

Safety tripwire cables are located around the perimeter of or near the danger area. The operator must be able to reach the cable with either hand to stop the machine. All of these tripwire rods or other safety devices must be manually reset to restart the machine. Simply releasing the tripwire to restart the machine will not ensure that the employee is out of danger when the machine restarts.

(2) Two-hand control

The two-hand control requires constant, concurrent pressure by the operator to activate the machine. This kind of control requires a part-revolution clutch, brake, and a brake monitor if used on a power press. With this type of device, the operator's hands are required to be at a safe location (on control buttons) and at a safe distance from the danger area while the machine completes its closing cycle.

(3) Two-hand trip

A two-hand trip requires concurrent application of both the operator's control buttons to activate the machine cycle, after which the hands are free. This device is usually used with machines equipped with full-revolution clutches. The trips must be placed far enough from the point of operation to make it impossible for the operator to move his or her hands from the trip buttons or handles into the point of operation before the first half of the cycle is completed. The distance from the trip button depends upon the speed of the cycle and the band speed constant. Thus the operator's hands are kept far enough away to prevent them from being placed in the danger area prior to the slide/ram or blade reaching the full "down" position. To be effective, both two-hand controls and trips must be located so that the operator cannot use two hands or one hand and another part of his/her body to trip the machine.

GATES

A gate is a movable barrier that protects the operator at the point of operation before the machine cycle can be started. In many instances gates are designed to be operated with each machine cycle.

a. Interlocked

To be effective, the gate must be interlocked so that the machine will not begin a cycle unless the gate guard is in place. It must be in the closed position before the machine can function. If the gate is not permitted to descend to the fully closed position, the press will not function. Another potential application of this type of guard is where the gate is a component of a perimeter safeguarding system. Here the gate may provide protection not only to the operator but to pedestrian traffic as well.

LOCATION/DISTANCE

A thorough hazard analysis of each machine and particular situation is absolutely essential before attempting this safeguarding technique. To consider a part of a machine to be safeguarded by location, the dangerous moving part of a machine must be so positioned that those areas are not accessible or do not present a hazard to a worker during the normal operation of the machine. This may be accomplished by locating a machine so that the hazardous parts of the machine are located away from operator work stations or other areas where employees walk or work and/or positioning a machine with its power transmission apparatus against a wall and leaving all routine operations conducted on the other side of the machine. Additionally, enclosure walls or fences can restrict access to machines.

Another possible solution is to have dangerous parts located high enough to be out of the normal reach of any worker. The feeding process can be safeguarded by location if a safe distance can be maintained to protect the worker's hands. The dimensions of the stock being worked on may provide adequate safety. For instance, if the stock is several feet long and only one end of the stock is being worked on, the operator may be able to hold the opposite end while the work is being performed. An example would be a single-end punching machine. However, depending upon the machine, protection might still be required for other personnel in the area. The positioning of the operator's control station provides another potential approach to safeguarding by location. Operator controls may be located at a safe distance from the machine if there is no reason for the operator to tend it.

BASIC POLICY

Power machinery must not be “energized” [connected to an energy source or containing residual or stored energy] unless it is under the control of a trained operator and the point of operation is guarded by one or more physical barriers or a physical device with the following exception:

Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard [Control of Hazardous Energy] if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection.

or as provided under the servicing and maintenance testing and positioning requirements of paragraph 29 CFR 1910.147(f):

Testing or positioning of machines, equipment or components thereof. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

- (i) Clear the machine or equipment of tools and materials.
- (ii) Remove employees from the machine or equipment area.
- (iii) Remove the lockout or tagout devices.
- (iv) Energize and proceed with testing or positioning.
- (v) De-energize all systems and reapply energy control measures to continue the servicing and/or maintenance.

Do not confuse the requirements of our Lockout-Tagout - Control of Hazardous Energy Program with the requirements of Machine Guarding. Even though minor tool changes, adjustments, and other minor servicing activities which take place during normal production operations are not covered by the Control of Hazardous Energy standard because they are routine, repetitive, and integral to the use of the equipment for production, machine guarding is still required to protect the employee who is performing the servicing operations mentioned above.

Failure to follow point of operation safety procedures and guidelines can generally result in loss of fingers. However, loss of any body part or even a fatal accident is a possibility.

Machinery

Spinning, pounding, and moving – gears, pulleys, levers – electricity, fuel, and hydraulics – action, reaction, force: danger! Machinery takes energy and performs a task or a multitude of tasks. Machinery, from a safety standpoint, is a collection of individual, simple machines (pulleys, gears, etc.) combined to work in harmony to accomplish a specific job.

The danger is obvious: the power, speed, movement, and momentum of machinery is not going to be altered by something as insignificant as an employee's finger, hand, or even body.

How does one deal with the dangers of machinery?

1. **Never** operate any machinery until you have received proper training and you thoroughly understand safety procedures as well as procedures to follow for adjustments, power interruption, jamming, lubrication, and inspection.
2. Ensure the guarding systems are in place, functioning properly, and have not been altered or removed.
3. If a hazard assessment of the machinery operation dictates specific personal protective equipment (PPE), wear it!
4. From purely a safety standpoint, think of any power operated item with moving parts as machinery. This would include items as diverse as a small electric drill to an 80,000-pound tractor-trailer.

Material Storage

29 CFR 1926.250 - General requirements for storage

General Requirement for Storage

1. All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.
2. Maximum safe load limits of floors within buildings and structures, in pounds per square foot, shall be conspicuously posted in all storage areas, except for floor or slab on grade. Maximum safe loads shall not be exceeded.
3. Aisles and passageways shall be kept clear to provide for the free and safe movement of material handling equipment or employees. Such areas shall be kept in good repair.
4. When a difference in road or working levels exist, means such as ramps, blocking, or grading shall be used to ensure the safe movement of vehicles between the two levels.

Material Storage

1. Material stored inside buildings under construction shall not be placed within 4 feet of any hoistway or inside floor openings, nor within 10 feet of an exterior wall which does not extend above the top of the material stored.
2. Each employee required to work on stored material in silos, hoppers, tanks, and similar storage areas shall be equipped with personal fall arrest equipment meeting the requirements of Fall Protection of this Safety Manual.
3. Noncompatible materials shall be segregated in storage.
 - a. Bagged materials shall be stacked by stepping back the layers and cross-keying the bags at least every 10 bags high.
4. Materials shall not be stored on scaffolds or runways in excess of supplies needed for immediate operations.
5. Brick stacks shall not be more than 7 feet in height. When a loose brick stack reaches a height of 4 feet, it shall be tapered back 2 inches in every foot of height above the 4-foot level.
6. When masonry blocks are stacked higher than 4 feet, the stack shall be tapered back one-half block per tier above the 6-foot level.
7. Used lumber shall have all nails withdrawn before stacking.
8. Lumber shall be stacked on level and solidly supported sills and shall be so stacked as to be stable and self-supporting.

Mold & Mildew

Molds and mildew are fungi that can be found inside a building in which employees of Prestige Window Cleaning Inc are working. Within the United States, there are about 1,000 species of mold.

Problems may arise when mold starts eating away at materials, affecting the look, smell, and possibly, with the respect to wood-framed buildings, affecting the structural integrity of the buildings.

Molds can grow on virtually any substance, as long as moisture or water, oxygen, and an organic source, **such as wood**, are present. Molds reproduce by creating tiny spores (viable seeds) that usually cannot be seen without magnification. In fact, mold spores continually floating through both the indoor and outdoor air and these spores, alone, **do not create a problem**.

The problem occurs when mold spores land on a damp spot and begin growing. They digest whatever they land on in order to survive. Molds can grow on wood, paper, carpet, foods, insulation, and even dust and dirt that gathers in moist areas a building.

Over time, molds can gradually damage building materials and furnishings. If left unchecked, mold can eventually cause structural damage to a wood framed building, weakening floors and walls as it feeds on moist wooden structural members.

Most molds do not present a true health hazard in the general population. Molds can, however, cause adverse effects by producing allergens and the allergic reactions to mold can be either immediate or delayed. Allergic responses would include hay fever-type symptoms such as runny nose and red eyes.

Should mold be discovered on any of our locations, we will seek a professional mold remediation contractor.

Should mold develop at the facility where our employees are working, the following precautionary steps will be taken:

1. Dust mask may be used for personal employee comfort.
2. Items damaged by mold may be discarded a general waste with no special precautions needed.

Scissor-Lift Fall Protection

What type of fall protection is required for scissor-lifts? This apparently simple question has a relatively simple answer. However, how it is derived is somewhat complicated because OSHA does not have a standard to deal with this issue.

Clearly, there is a hazard – falling from height. However, fall protection while using a scissor-lift is not covered in the fall protection, scaffold and ladder fall protection, nor aerial lift fall protection standards.

Section 5(a)(1) of the Occupational Safety and Health Act, commonly referred to as the General Duty Clause is a “catch all clause” which states: "Each employer shall furnish to each of its' employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

In the absence of a specific standard relating to a safety or health risk, the above is the reference OSHA will cite.

When assessing compliance efforts, OSHA considers the requirements of pertinent national consensus standards. In the case of scissor-lifts, ANSI/SIA A92.6-1990, Self-propelled Elevated Work Platforms, and ANSI/SIA A92.3, Manually Propelled Elevating Aerial Platforms, are used.

Fall protection is provided by employees maintaining firm footing on the lift and using guardrails. Under no circumstances are employees to place ladders or other items on the lift to extend their reach. Per ANSI/SIA standards, with which OSHA concurs, "Use of planks, ladders, or any other device on the aerial platform for achieving additional height or reach shall be prohibited." Use of these items negates the value of the guardrail system and may possibly exceed the scissor-lift's design limits for stability.

Further, personnel are not to tie off to items adjacent to the lift – the most obvious reasons are: the anchorage point may not be sufficient and movement of the lift would pull the employee out of and off of the lift.

If, for some reason, guardrails are not being provided for specific operational reasons, then a personal fall protection system may be used which would include an anchorage point, lanyard and safety harness.

However, this option is severely limited because its design would have to be approved by a registered engineer or the scissor-lift manufacturer would have to approve the use of the lift as an anchorage.

Under ideal conditions, rarely found on a construction site, scissor-lifts may be moved with the lift extended. However, should obstacles, debris, drop-offs, holes, depressions, ramps or other hazards be present, the lift must be lowered prior to movement.

Finally, if the employee leaves the safety of the scissor-lift platform while working at height, some sort of approved fall protection system must be employed.

Signs & Tags

29 CFR 1910.145: Specifications for accident prevention signs and tags

When appropriate, signs and tags will be used to warn of specific hazards. Types of signs are classified according to their use, and their design is regulated by OSHA standard. All personnel will be instructed in the meaning of the various types of signs. Sign usage includes:

- a. Danger Signs (Red, Black & White): indicates immediate danger and denotes that special precautions are necessary.
- b. Caution Signs (Yellow Background): warns of a potential hazard or cautions against an unsafe practice.
- c. Safety Instruction Signs (White Background): used to provide general instructions and suggestions relative to safety measures.

The wording on signs must be positive, clear, concise, and easy to understand or the sign loses its value.

Accident prevention tags are to warn of hazardous or potentially hazardous conditions that are out of the ordinary, unexpected, or not readily apparent. They are not used where signs, guarding or other positive means of protection are used. All tags must have:

- a. A signal word: "Danger," "Caution," "Warning," "BIOHAZARD" (or its symbol) and a major message, and
- b. A major message such as: "High Voltage" or "Do not start". (Major messages indicate the specific hazardous condition.)

The color scheme is basically the same as for signs:

red = danger
yellow = caution
orange = warning
fluorescent orange = biological hazard

- a. Danger Tags: indicate an immediate hazard that presents a threat of death or serious injury.
- b. Caution Tags: indicate a non-immediate hazard or unsafe practice that presents a lesser threat of injury.
- c. Warning Tags: indicate a hazard between "Danger" and "Caution".
- d. BIOHAZARD Tags: indicate the actual or potential presence of a biological hazard and identify equipment, rooms, containers, etc. that may be contaminated.

Pay attention to signs and tags, and realize that they are in place for only one reason – your safety.

Slings

29 CFR 1910.184 - Slings

A sling is the assembly which connects a load to the material handling equipment. There are many types of slings including, but not limited to:

- a. Bridle wire rope sling
- b. Cable laid endless sling-mechanical joint sling
- c. Cable laid grommet-hand tucked sling
- d. Cable laid rope sling-mechanical joint sling
- e. Strand laid endless sling-mechanical joint sling
- f. Strand laid grommet-hand-tucked sling

Additionally, slings are made of various materials such as alloy steel chain, wire rope, and natural and synthetic fiber rope. Each of these materials has their own operating limits which include not only capacity, but temperature, kinks, cuts, and specific conditions.

Detailed instructions on the use of each type of sling can be found here: **29 CFR 1910.184 – Slings.**

All slings, regardless of type, must be inspected each day before use and all fastenings and attachments must be inspected for damage or defects by a competent person. Depending on work conditions, additional inspections may be required. Damaged or defective slings will be immediately removed from service.

Below are safe operating practices which must be followed:

- a. Slings may not be shortened with knots or bolts or other makeshift devices.
- b. Sling legs may not be kinked.
- c. Slings may not be loaded in excess of their rated capacities.
- d. Slings used in a basket hitch must have the load balanced to prevent slippage.
- e. Slings must be securely attached to their loads.
- f. Slings must be padded or protected from the sharp edges of their loads.
- g. Suspended loads must be kept clear of all obstructions.
- h. All employees must be kept clear of loads about to be lifted and of suspended loads.
- i. Hands or fingers may not be placed between the sling and its load while the sling is being tightened around the load.
- j. Shock loading is prohibited.
- k. A sling may not be pulled from under a load when the load is resting on it.

Stairways

29 CFR 1910.25 - Stairways

29 CFR 1910.25 covers all stairways, including standard, spiral, ship, and alternating tread-type stairs, except for stairs serving floating roof tanks, stairs on scaffolds, stairs designed into machines or equipment, and stairs on self-propelled motorized equipment.

The following are general requirements for stairways:

- a. Handrails, stair rail systems, and guardrail systems are provided in accordance with 29 CFR 1910.28.
- b. Vertical clearance above any stair tread to any overhead obstruction must be at least 6 feet 8 inches as measured from the leading edge of the tread.

Note: Spiral stairs must meet the vertical clearance requirements in 29 CFR 1910.25(d)(3).

- c. Stairs have uniform riser heights and tread depths between landings.
- d. When a door or a gate opens directly on a stairway, a platform is provided, and the swing of the door or gate does not reduce the platform's effective usable depth to:
 1. Less than 20 inches for platforms installed before January 17, 2017.
 2. Less than 22 inches for platforms installed on or after January 17, 2017.
- e. Each stair must be able to support at least five times the normal anticipated live load, but never less than a concentrated load of 1,000 pounds applied at any point
- f. Standard stairs are used to provide access from one walking-working surface to another when operations necessitate regular and routine travel between levels, including access to operating platforms for equipment.

Note: Winding stairways may be used on tanks and similar round structures when the diameter of the tank or structure is at least 5 feet.

- g. Spiral, ship, or alternating tread-type stairs are used only when the employer can demonstrate that it is not feasible to provide standard stairs.

Tools - Hand

29 CFR 1910.242 - Hand and Portable Powered Tools and Equipment - General

29 CFR 1910.243 - Guarding of Portable Powered Tools

All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.

Portable electric hand tools will be:

- a. equipped with a three-wire cord having the ground wire permanently connected to the tool frame and means for grounding the other end;
or
- b. of the double insulated type and permanently labeled as "Double Insulated"; **or**
- c. connected to the power supply by means of an isolating transformer, or other isolated power supply.

Here are basic procedures for the use of hand tools:

- a. Hand tools shall be used only for the purpose for which they are designed.
- b. Hand tools will be kept clean and, where appropriate, oiled.
- c. Hand tools which are damaged will not be used.
- d. Hand held cutting tools will be kept sharp and will be sheathed or retracted when not in use.
- e. When using a striking tool such as a hammer or chisel, safety glasses or safety goggles will be used.
- f. Do not force tools.
- g. If you are unfamiliar with the proper procedure for using a tool, ask your Supervisor for instruction.
- h. Power tools may be operated only by those persons who are qualified by training or experience.
- i. Do not alter guards on power tools; wear appropriate PPE.
- j. Electrical tools must be grounded and, in the absence of permanent wiring, a Ground Fault Circuit Interrupter must be used.
- k. Electric tools will not be lifted by their cords and pneumatic tools will not be lifted by their hoses.

Prestige Window Cleaning Inc
Section III
Specific Compliance Programs

Bloodborne Pathogens & Other Infectious Material

Exposure Control Plan

29 CFR 1910.1030 - Bloodborne Pathogens

The primary job assignment of our designated first aid providers is not the rendering of first aid or other medical assistance. Any first aid rendered by them is rendered only as a collateral duty, responding solely to injuries resulting from workplace incidents within our facility.

Recordkeeping: all work-related injuries from needle-sticks and cuts, lacerations, punctures and scratches from sharp objects contaminated with another person's blood or other potentially infectious materials (OPIM) are to be recorded on the OSHA 300 as an injury.

Note: Our first aid kits do not contain sharps or needles. However, a contaminated sharp, such as a broken pair of glasses, may trigger the above.

- a. To protect the employee's privacy, the employee's name may not be entered on the OSHA 300
- b. If the employee develops a bloodborne disease, the entry must be updated and recorded as an illness.

Policy Statement

This Exposure Control Plan has been developed to eliminate or minimize the risk of exposure to bloodborne pathogens and other potentially infectious materials. This plan presents methods and procedures to eliminate and/or minimize the hazards associated with occupational exposure to bloodborne pathogens or other infectious materials.

As a matter of policy, universal precautions will be used.

Additional components of this plan include exposure determinations by job classification, standard operating procedures to eliminate or reduce the likelihood of disease transmission, the methods of disease transmission, definitions of terms, post exposure procedures and follow-up, training documentation, and recordkeeping.

Compliance with this plan not only fulfills the requirements of the Occupational Safety and Health Administration, but more importantly it fulfills our desire to maintain a safe working environment and safeguard the health of our employees.

All affected employees should feel free to review this plan at any time and are encouraged to consult with Robert Cleavenger, our Exposure Control Plan Administrator, to resolve any issues affecting its implementation. Our Plan is to be made available to the Assistant Secretary of Labor for Occupational Safety and Health or a designated representative.

Definitions

All employees should know the "language" of this plan. Because some of the words and/or terms are not used in everyday life, each person must be aware of the definitions so that we are all "on the same page."

Below are OSHA definitions:

ASSISTANT SECRETARY: the Assistant Secretary of Labor for Occupational Safety and Health, or designated representative.

BLOOD: human blood, human blood components, and products made from human blood.

BLOODBORNE PATHOGENS: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

CLINICAL LABORATORY: a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

CONTAMINATED: the presence, or the reasonably anticipated presence, of blood or other potentially infectious materials on an item or surface.

CONTAMINATED LAUNDRY: laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

CONTAMINATED SHARPS: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

DECONTAMINATION: the use of a physical or chemical procedure to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

DIRECTOR: the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

ENGINEERING CONTROLS: controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the work area.

EXPOSURE INCIDENT: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

HAND-WASHING FACILITIES: a facility providing an adequate supply of running potable water, soap, and single use towels or hot air drying machines.

LICENSED HEALTHCARE PROFESSIONAL: a person whose legally permitted scope of practice allows him or her to independently perform the activities required by 29 CFR 1910.1030(f), *Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up*.

HBV: hepatitis B virus.

HIV: human immunodeficiency virus.

NEEDLELESS SYSTEMS: a device that does not use needles for:

- a. The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established,
- b. The administration of medication or fluids, or
- c. Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

OCCUPATIONAL EXPOSURE: reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

OTHER POTENTIALLY INFECTIOUS MATERIALS:

- a. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- b. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
- c. HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions, and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

PARENTERAL: piercing mucous membranes or the skin barrier through such events as needle-sticks, human bites, cuts, and abrasions.

PERSONAL PROTECTIVE EQUIPMENT: is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

PRODUCTION FACILITY: a facility engaged in industrial-scale, large-volume or high concentration production of HIV or HBV.

REGULATED WASTE: liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

RESEARCH LABORATORY: a laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.

SHARPS WITH ENGINEERED SHARPS INJURY PROTECTIONS: a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

SOURCE INDIVIDUAL: any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

STERILIZE: the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

UNIVERSAL PRECAUTIONS: is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

WORK PRACTICE CONTROLS: controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Exposure Control Plan

This Exposure Control Plan is provided for all personnel who, as a result of the performance of their duties, would have reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials.

This plan will be reviewed and updated annually and whenever necessary as new or modified tasks and procedures are introduced which affect occupational exposure to bloodborne pathogens or other potentially infectious materials. The review and update of this plan will:

- a. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens.
- b. Annually document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

First aid providers are employees responsible for direct trauma victim care, who are potentially exposed to injuries for contaminated sharps, will be asked for input on the identification, evaluation, and selection of effective engineering and work practice controls.

This Exposure Control Plan, with a copy of 29 CFR 1910.1030 – Bloodborne Pathogens, will be made accessible to all employees as well as the Assistant Secretary and the Director (see definitions) who may examine and copy this plan.

Exposure Determination

Three (3) lists will be prepared and they will be maintained at the end of this exposure control plan for bloodborne pathogens & other infectious material, located [here](#).

- List I: A list of all job classifications in which all employees have occupational exposure.
- List II: A list of job classifications in which some employees have occupational exposure.
- List III: A list of all tasks and procedures, or groups of closely related tasks and procedures, in which occupation exposure occurs and are performed by employees in job classifications noted in List II.

Note: The above exposure determinations are to be made without regard to the use of personal protective equipment.

Methods of Compliance

Universal precautions will be used. Prestige Window Cleaning Inc will treat all trauma victims' blood, bodily fluids, and other potentially infectious materials as if they are known to be infectious. Unfortunately, there is no immediate, practical way to determine if HIV, HBV, and other bloodborne pathogens are present so, to be safe, we will assume they are.

Traditionally, isolation of infectious materials has been diagnosis-driven. This meant that if a person were diagnosed to have HIV or HBV infection, for example, then isolation precautions would be taken. Because the infection status of each trauma victim cannot be immediately known, it makes sense to treat all trauma victims and their body fluids as if they were infected.

The precautions to take depend on the procedures being performed. For example, if one's hands will be in contact with body substances, disposable gloves will be worn. If there is risk of one's eyes being splashed with body fluids, eye protection will be worn.

An impermeable barrier must be placed between yourself and the potentially infectious bodily fluids. Overkill is not necessary. Cleaning up a minor spill on a counter top does not require a mask, eye protection, and plastic apron. It does, however, require disposable gloves.

All employees will strictly adhere to the below engineering and work practice controls to eliminate or reduce the possibility of occupational exposure to bloodborne pathogens or other potentially infectious materials. Specific controls and procedures noted below will be used to eliminate or minimize employee exposure.

HANDWASHING EQUIPMENT AND PROCEDURES:

Handwashing facilities are provided which are readily accessible to all employees.

Employees will wash their hands and any other skin area exposed to blood or other potentially infectious materials with soap and water immediately or as soon as feasible:

- a. After removal of gloves or other personal protective equipment.
- b. Following contact with blood or other potentially infectious materials.

Particular attention will be given to fingernails and between fingers and rings under which infectious material may lodge. Furthermore, one should be aware that rings and jewelry are a good hiding place for bloodborne pathogens and other potentially infectious materials.

Examples of situations where handwashing is appropriate:

- a. Before and after examining any trauma victim.
- b. After handling any soiled waste or other materials.
- c. After handling any chemicals or used equipment.

If for some reason handwashing facilities are not functioning, appropriate antiseptic hand cleaner and clean cloth/paper towels (antiseptic towelettes) will be provided and used. If antiseptic hand cleaner and clean cloth/paper towels are used, hands will be washed with soap and water as soon as feasible.

EATING, DRINKING, SMOKING:

There shall be no eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in areas where there is a likelihood of occupational exposure to bloodborne pathogens or other potentially infectious materials.

Furthermore, food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, on countertops, or benches where blood or other potentially infectious materials are present.

CONTAMINATED NEEDLES & OTHER CONTAMINATED SHARPS:

Contaminated needles will not be sheared or broken.

Furthermore, all contaminated needles and other contaminated sharps shall not be bent, recapped, or removed unless:

- a. It can be demonstrated that no alternative is feasible or that it is required by a specific medical procedure.
- b. Recapping or needle removal may be accomplished through the use of a mechanical device or a one-handed method.

Contaminated **reusable** sharps will be placed in appropriate containers immediately or as soon as possible after use until properly reprocessed. These containers will:

- a. Be puncture resistant.
- b. Have warning labels affixed to containers potentially infectious material and contain the following legend:



Note: The above label will be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.

Labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

Red bags or red containers may be substituted for labels.

- c. Be leak proof on the sides and bottom.

Reusable sharps that are contaminated with blood or other potentially infectious materials will not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

Contaminated **non-reusable** sharps will be discarded immediately or as soon as feasible and placed in containers that:

- a. Are closable
- b. Are puncture resistant
- c. Are leak proof on sides and bottom
- d. Have warning labels affixed that contain the following legend:



Note: The above label will be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.

Labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

Red bags or red containers may be substituted for labels.

Contaminated **non-reusable** sharps shall not be stored or processed in such a manner that requires employees to reach by hand into the containers where these sharps have been placed.

During use, containers for contaminated sharps must be:

- a. Easily accessible to our employees.
- b. Located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found.
- c. Maintained upright throughout use.
- d. Replaced routinely and not be allowed to overflow.

If leakage is possible when removing a container of contaminated sharps, it shall be placed in a second container with the following container requirements:

- a. It will be closable,
- b. It will be constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping, and
- c. Colored coded red or labeled as noted above.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous (introduced through the skin such as a cut) injury.

OTHER REGULATED WASTE - CONTAINMENT:

The provisions that apply to contaminated sharps, above, apply to other regulated waste.

DISPOSAL OF CONTAMINATED SHARPS & OTHER REGULATED WASTE:

The actual disposal of all regulated waste shall be in compliance with applicable state laws.

SPECIMENS OF POTENTIALLY INFECTIOUS MATERIALS:

Specimens of blood and potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

SPLASHING, SPRAYING OF POTENTIALLY INFECTIOUS MATERIALS:

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and the generation of droplets of these substances.

MOUTH PIPETTING:

Mouth pipetting and mouth suction of blood or other potentially infectious materials is prohibited.

Exposure Control Plan Administrator

Robert Cleavenger, our designated Exposure Control Plan Administrator, will be knowledgeable in all aspects of this Plan as it relates to our operations and be available to answer questions raised by our first aid providers. Robert Cleavenger may call upon professionals in the Medical Arts to field questions that are of technical nature outside of the thier area of expertise.

Robert Cleavenger will:

- a. Ensure this Plan is kept current.
- b. Ensure training is provided as required.
- c. Maintain all records associated with this plan.

Designated First Aid Provider

Before one may be designated as a first aid provider, he/she must have a valid certificate in first aid training from the U.S. Bureau of Mines, the Red Cross, or equivalent training that can be verified by documentary evidence. No person is to administer any medical assistance for which they are not appropriately trained. It is noted that the rendering of first aid is not the primary job of our designated first aid providers.

Personal Protective Equipment (PPE)

In spite of work practice and engineering controls, there is a requirement for appropriate personal protective equipment to provide an impermeable barrier between potentially infectious materials and the employees work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Employees will use appropriate personal protective equipment when there is a possibility of occupational exposure to bloodborne pathogens or other potential infectious materials.

Personal protective equipment will be provided in appropriate sizes and at no cost to the employees. Further, maintenance and replacement of personal protective equipment will be provided at no cost to the employee. Personal protective equipment will be discarded immediately if its ability to function as a barrier is compromised.

Most importantly, employees must understand that personal protective equipment is useless unless it provides an impermeable barrier between bloodborne pathogens and other potentially infectious materials and the employee's clothes, skin, eyes, mouth, or other mucous membranes.

Personal Protective Equipment is considered appropriate if it prevents potentially infectious materials from reaching work/street clothing or body surface when used under normal conditions.

DISPOSABLE GLOVES:

Disposable, single use gloves, such as surgical or examination gloves will be worn when it can be reasonably anticipated that the employee may have hand contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces. Disposable gloves will always be used when there is a possibility of contact with bloodborne pathogens or other potentially infectious materials.

Disposable gloves shall never be washed, decontaminated, or reused.

Disposable gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised.

Should any employee be allergic to the normal gloves provided, an appropriate alternative (such as hypoallergenic and/or powderless gloves) will be provided in the proper size at no cost to the employee.

UTILITY GLOVES:

Utility gloves may be used for general cleanup (not for any trauma victim procedure) when there is anticipated exposure to bloodborne pathogens or other potentially infectious materials. Utility gloves may be decontaminated for re-use if the integrity of the gloves is not compromised. They will be discarded if they are cracked, peeling, torn, punctured, or exhibit signs of deterioration or when their ability to function as a barrier is compromised.

EYE AND RESPIRATORY PROTECTION:

Eye (goggles, glasses, face shield, etc.) and respiratory (mask, etc.) protection will be used when it can reasonably be expected that bloodborne pathogens or other potentially infectious materials may splash or spray in or around the eyes, nose, mouth, and general head area of the employee.

PROTECTIVE BODY CLOTHING:

Protective body clothing such as gowns, aprons, lab coats, etc. will be worn as determined by the professional judgment of the employee in relation to task. The protective body clothing will certainly be worn where there can reasonably be expected exposure to bloodborne pathogens or other potentially infectious materials to the body area.

LAUNDRY:

Personal protective equipment will be cleaned, laundered, and disposed of at no cost to the employee.

Note: In rare and extraordinary circumstances, an employee, in her/his professional judgment, may decline to temporarily and briefly wear personal protective equipment if he/she deems that the equipment would prevent the delivery of health care or would have increased the hazard of occupational exposure to the employee or his/her co-workers. Should this event occur, it will be documented, investigated, and procedures will be developed to prevent a reoccurrence.

Housekeeping

Housekeeping is an ongoing, never ending procedure which not only enhances our work environment but also eliminates health risk to our personnel. In the area of bloodborne pathogens and other hazardous materials, to ensure proper cleaning, decontamination, sterilization, and disinfecting of surfaces within our work area, cleaning will be accomplished only by employees who have received training in universal precautions and the provisions of this plan. The documented Housekeeping Schedule & Checklist is found at the end of this exposure control plan for bloodborne pathogens & other infectious material. This Schedule will be adhered to following an incident that results in the potential exposure to bloodborne pathogens or other potentially infectious materials.

Broken, potentially infected glassware should be picked up and disposed of using mechanical means such as a brush and dust pan or forceps. All sharps will be stored in a manner that allows easy access and safe handling. Infectious waste will be placed in containers that are color coded red. These containers will be decontaminated as soon as practical.

Subsequent to rendering any procedures, employees will ensure that all surfaces on which blood, body fluids, bloodborne pathogens, or other infectious materials may be present are cleaned with an appropriate disinfectant.

Hepatitis B Epidemiology

Hepatitis B (serum hepatitis) routes of infection include parenteral, oral, or direct contact. The virus can also spread by contact with the respiratory tract. Its sources include contaminated needles and surgical instruments as well as contaminated blood products. Hepatitis B virus has also been found in urine. Further, the hepatitis B virus can live for up to seven (7) days on a dry surface and can be easily be transmitted by a single needle stick. Its incubation period is quite lengthy generally between 45 and 180 days. It affects all age groups. Recovery from hepatitis B does provide immunity. Generally, one can expect a complete recovery from viral hepatitis; however, it is potentially fatal depending on many factors including the virulence (aggressiveness) of the virus, prior hepatic damage, and natural barriers to damage and disease of the liver. It is possible for viral hepatitis to lead to fulminating viral hepatitis and sub-acute fatal viral hepatitis both of which are fatal. Onset symptoms may include headache, elevated temperature, chills, nausea, dyspepsia, anorexia, general malaise, and tenderness over the liver. These types of symptoms will last about one (1) week, and then subside, and jaundice will occur. Jaundice is caused by damaged liver cells. The convalescent stage begins with the disappearance of the jaundice and may last several months. Recovery is expected in six (6) months.

Risk of Exposure

Per the Department of Human Services of the Center for Disease Control, below is the risk of infection after occupational exposure:

HBV:

First aid providers who have received hepatitis B vaccine and have developed immunity to the virus are at virtually no risk for infection. For an unvaccinated person, the risk from a single needle-stick or cut exposure to HBV-infected blood ranges from 6-30% and depends on the hepatitis B e antigen (HBeAg) status of the source individual. In individuals who are both hepatitis B surface antigen (HBsAg) positive and HBeAg positive have more virus in their blood and are more likely to transmit HBV.

HCV:

Based on limited studies, the risk for infection after a needle-stick or cut exposure to HCV-infected blood is approximately 1.8%. The risk following a blood splash is unknown, but is believed to be very small; however, HCV infection from such an exposure has been reported.

HIV:

The average risk of HIV infection after a needle stick or cut exposure to HIV-infected blood is 0.3% (i.e., three-tenths of one percent, or about 1 in 300). Stated another way, 99.7% of needle-stick/cut exposures do not lead to infection.

The risk after exposure of the eye, nose, or mouth to HIV-infected blood is estimated to be, on average, 0.1% (1 in 1,000).

The risk after exposure of the skin to HIV-infected blood is estimated to be less than 0.1%. A small amount of blood on intact skin probably poses no risk at all. There have been no documented cases of HIV transmission due to an exposure involving a small amount of blood on intact skin (a few drops of blood on skin for a short period of time). The risk may be higher if the skin is damaged (for example, by a recent cut) or the contact involves a large area of skin or is prolonged (for example, being covered in blood for hours).

All employees with occupational exposure are encouraged to accept the hepatitis B vaccination.

Hepatitis B Vaccination

The hepatitis B vaccination series will be provided, at no cost, to all unvaccinated first aid providers as soon as possible (within 24 hours of initial exposure). All exposed first aid provider employees are encouraged to take this vaccination series unless they have previously received the complete hepatitis B vaccination series; antibody testing has revealed that the employee is immune; or the vaccine is contraindicated (not recommended) for medical reasons. Post-exposure evaluation, prophylaxis (prevention of or protection from disease), and follow-up will be provided at no cost to the employee.

The Hepatitis B vaccination will be performed under the supervision of a licensed physician or other licensed healthcare professional.

All laboratory tests will be conducted by an accredited laboratory at no cost to the employee.

Should routine booster dose(s) of hepatitis B vaccine (as recommended by the U.S. Public Health Service at a future date) be required, they will be provided at no cost as long as the employee remains a first aid provider.

An employee may decline the Hepatitis B vaccination and this declination shall not reflect unfavorably upon him/her; however, this declination must be in writing. See the Hepatitis B Declination Form.

It is important to note that if a first aid provider initially declines the hepatitis B vaccination series, he/she may decide at a later date to accept the vaccination series and it will be provided at no cost assuming he/she is still occupationally exposed to bloodborne pathogens or other potentially infectious materials.

Sharps Injury Log

A Sharps injury log will be maintained for the recording of percutaneous injuries from contaminated sharps.

The information on the log will be recorded and maintained in such manner as to protect the confidentiality of the injured employee.

The sharps injury log will contain:

- a. The type and brand of device involved in the incident.
- b. The department or work area where the exposure incident occurred.
- c. An explanation of how the incident occurred.

The sharps injury log shall be maintained for the period of five years.

First Aid Provider Input

As a matter of policy, all first aid providers who are responsible for first aid delivery as an additional job are encouraged to suggest methods to improve our engineering and workplace controls. This input may be made verbally to Robert Cleavenger at any time. Additionally, suggestions will be solicited during the annual refresher training.

Plan Review

This plan will be reviewed, and if necessary, updated annually to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. As new medical devices are developed which reduce employee exposure, they will be introduced into our practice. A review of the sharps injury log will help identify problem areas and/or ineffective devices which may need replacement.

Post-Exposure Evaluation and Follow-Up

The information that has preceded *Post-Exposure Evaluation and Follow-up* has dealt with the methods to restrict occupational exposure to bloodborne pathogens and other infectious materials. Post-exposure evaluation and follow-up deals with the steps to take immediately following a potential exposure incident and the steps that will be taken over time to protect our employees from further health risk.

All incidents involving exposure to blood or other potentially infectious materials will be reported to Robert Cleavenger, in writing, before the end of the shift in which the incident occurred using the Exposure Incident Report, located at the end of this exposure control plan for bloodborne pathogens & other infectious material. This Report will be prepared regardless of whether or not there has been an "Exposure Incident" as defined in this Plan and in 29 CFR 1910.1030. A separate Exposure Incident Report will be completed for each employee who was occupationally exposed. Information in this Report will include:

- a. The date and time the incident occurred.
- b. A brief description of the events leading up to the exposure (what happened).
- c. The name of the individual exposed.
- d. The route of exposure.
- e. "Source individual" and "exposed individual" information, including the acceptance or rejection of hepatitis B vaccination series.
- f. A determination of whether or not an actual "exposure incident" occurred. Refer to Definitions in this Plan or 29 CFR 1910.1030.

Robert Cleavenger or his authorized representative will review the Exposure Incident Report and determine if methods or procedures may be altered to prevent a reoccurrence of the incident.

Further, an occupational bloodborne pathogens exposure incident which results in the recommendation for hepatitis B vaccination would be recorded on OSHA Form 300 as an injury. See Recordkeeping.

All unvaccinated employees who have assisted in any situation involving blood will be afforded the opportunity to receive the hepatitis B vaccination series as soon as possible but not later than twenty-four (24) hours after the situation.

A confidential medical evaluation and follow-up will be provided immediately, at no cost, to the employee. The healthcare professional evaluating an employee after an exposure incident will be provided a copy of 29 CFR 1910.1030.

Further, the healthcare professional will be provided a description of the exposed employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure; the circumstances under which the exposure occurred; the results of the source individual's blood testing, if available; and all medical records relevant to the appropriate treatment of the employee including vaccination status which is maintained by our office. See Recordkeeping.

The confidential medical evaluation and follow-up will include:

- a. Documentation of the route(s) of exposure.
- b. The circumstances under which the exposure incident occurred.
- c. The identification and documentation of the source individual, unless it can be established that the identification is not feasible or prohibited by state or local law.
- d. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

Note: If the employee consents to baseline blood collection, but does not consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

- e. The source individual's blood shall be tested as soon as feasible to determine HBV and HIV infectivity unless it is already known, in which case this procedure is not necessary.

If consent to test the source individual's blood cannot be obtained the following will occur:

- a. It will be established and documented that legally required consent cannot be obtained.
- b. When the source individual's consent is not required by law, the source individual's blood shall be tested and the results documented.

The results of the source individual's testing shall be made available to the exposed employee and the employee shall be informed of applicable laws and the identity and infectious status of the source individual.

The employee shall be provided post-exposure prophylaxis, when medically indicated, and counseling.

The employee will be provided with a copy of the healthcare professional's written opinion within 15 days of the completion of the evaluation. The written opinion shall be limited to:

- a. Whether Hepatitis B vaccination is indicated and if the employee has received such vaccination.
- b. An indication that the employee has been informed of the results of the evaluation.
- c. An indication that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be included in the written report.

Recordkeeping

Complete and accurate medical records will be maintained for each employee with occupational exposure. These records shall remain confidential and will not be disclosed or reported to any person within or outside the workplace without the employee's express written consent, except as required by law.

Medical records will be maintained for at least the duration of employment plus 30 years.

Included in the employee's medical record will be:

- a. The employee's name and social security number.
- b. A copy of the employee's hepatitis B vaccination status including the date of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
 1. If the employee has declined to receive the hepatitis B vaccination series when appropriate, this declination will be included in the person's medical records.
- c. A copy of all results of examinations, medical testing, and follow-up procedures as required following an exposure incident.
- d. The employer's copy of the healthcare professional's written opinion following an exposure incident.
- e. A copy of all information provided to the healthcare professional following an exposure incident.

All work-related injuries from needle-sticks and cuts, lacerations, punctures and scratches from sharp objects contaminated with another person's blood or other potentially infectious materials are to be recorded on the OSHA 300 as an injury.

- a. To protect the employee's privacy, the employee's name may not be entered on the OSHA 300.
- b. If the employee develops a bloodborne disease, the entry must be updated and recorded as an illness.

Training

All of our first aid providers must have current certificates of first aid and CPR training on file. These records will be maintained by Robert Cleavenger.

Initial training, training at the introduction of a new or altered task affecting exposure to bloodborne pathogens or other potentially hazardous materials, and annual training will be provided by a person knowledgeable in the subject matter contained in this Plan.

Training will be interactive between the instructor and employee. An opportunity to ask questions will be provided. Further, this Plan as well as **29 CFR 1910.1030, *Bloodborne Pathogens***, will be readily available for review.

All training will be documented using the forms found in our Training Information and Documentation Program. Training documentation will be maintained for a period of three (3) years from the date on which the training occurred.

Training will include, but not be limited to, the following topics and materials:

- a. A complete review of our Exposure Control Plan and its accessibility.
- b. An accessible copy of 29 CFR 1910.1030 and an explanation of its contents.
- c. A general explanation of the epidemiology and symptoms of bloodborne diseases.
- d. An explanation of the modes of transmission of bloodborne pathogens.
- e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- f. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
- g. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.

- h. An explanation of the basis for selections of personal protective equipment.
- i. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- l. Information on the post-exposure evaluation and follow-up that is provided after an exposure incident.
- m. An explanation of the color coding required by 29 CFR 1910.1030(g)(1).
- n. A request for input from employees in the identification, evaluation, and selection of effective engineering and work practice controls.

Waste Management

Waste management, if necessary, will comply with State EPA standards regarding handling, storage, and shipping of medical wastes.

Summary

The whole thrust of the exposure control plan for bloodborne pathogens & other infectious material Plan is to provide an awareness of the dangers of bloodborne pathogens, provide a means of reducing the possibility of occupational exposure, and, should occupational exposure occur, provide a means of reducing health risk.

Prestige Window Cleaning Inc

Exposure Determination Form - List I

All job classifications in which all employees have occupational exposure.

1. First Aid Providers
2. _____
3. _____
4. _____
5. _____
6. _____

Note: The above exposure determinations are to be made without regard to the use of personal protective equipment.

Note: The primary job assignment of our designated first aid providers is not the rendering of first aid or other medical assistance. Any first aid rendered by them is rendered only as a collateral duty, responding solely to injuries resulting from workplace incidents within our facility.

Prestige Window Cleaning Inc

Exposure Determination Form - List II

Job classifications in which some employees have occupational exposure:

1. None
2. _____
3. _____
4. _____
5. _____
6. _____

Note: The above exposure determinations are to be made without regard to the use of personal protective equipment.

Note: The primary job assignment of our designated first aid providers is not the rendering of first aid or other medical assistance. Any first aid rendered by them is rendered only as a collateral duty, responding solely to injuries resulting from workplace incidents within our facility.

Prestige Window Cleaning Inc

Exposure Determination Form - List III

All tasks and procedures or groups of closely related tasks and procedures in which occupation exposure occurs and are performed by employees in job classifications noted in List II.

	<u>Job Classification</u>	<u>Tasks</u>
1.	<u>None</u>	<hr/> <hr/> <hr/> <hr/>
2.	<hr/>	<hr/> <hr/> <hr/> <hr/>
3.	<hr/>	<hr/> <hr/> <hr/> <hr/>
4.	<hr/>	<hr/> <hr/> <hr/> <hr/>

Note: The above exposure determinations are to be made without regard to the use of personal protective equipment.

Note: The primary job assignment of our designated first aid providers is not the rendering of first aid or other medical assistance. Any first aid rendered by them is rendered only as a collateral duty, responding solely to injuries resulting from workplace incidents within our facility.

Prestige Window Cleaning Inc

Housekeeping Schedule & Checklist

SCHEDULE

Following every incident where there is a possibility of the presence of residual bloodborne pathogens or other potentially infectious materials.

CHECKLIST

Only personnel who have had training in our Exposure Control will ensure that all surfaces are decontaminated and that cleaning materials are properly disposed of. Areas to consider include, but are not limited to:

	YES	NA
FLOORS	<input type="checkbox"/>	<input type="checkbox"/>
WALLS	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCT	<input type="checkbox"/>	<input type="checkbox"/>
WASTE CONTAINERS	<input type="checkbox"/>	<input type="checkbox"/>
TOOLS	<input type="checkbox"/>	<input type="checkbox"/>

Broken, potentially infected glassware should be picked up and disposed of using mechanical means such as a brush and dust pan or forceps.

All sharps will be stored in a manner that allows easy access and safe handling.

Infectious waste will be placed in containers that are color coded red. These containers will be decontaminated as soon as practical.

Subsequent to rendering any procedures, employees will ensure that all surfaces on which blood, body fluids, bloodborne pathogens, or other infectious materials may be present are cleaned with an appropriate disinfectant.

Prestige Window Cleaning Inc

Hepatitis B Declination Form

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis V vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

(WITNESS)

(EMPLOYEES SIGNATURE)

(PRINTED NAME)

(DATE)

Prestige Window Cleaning Inc

Annual Exposure Control Plan Review

This Exposure Control Plan was prepared:

At least annually, this program will be reviewed and, if necessary, updated to reflect innovations in procedures and technological developments that eliminates or reduces exposure to bloodborne pathogens.

As part of the annual review, the below will be considered:

- a. Employee Input
- b. Sharps Injury Log
- c. Exposure Incident Reports
- d. Professional Journals

<u>Date Reviewed:</u>	<u>Signature</u>	<u>Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Prestige Window Cleaning Inc

Exposure Incident Report

ALL INFORMATION ON THIS FORM IS TO REMAIN CONFIDENTIAL

THIS FORM SHALL BE COMPLETED AS SOON AS FEASIBLE AFTER AN EXPOSURE INCIDENT BUT, UNDER NO CIRCUMSTANCES, AFTER THE SHIFT ON WHICH THE INCIDENT OCCURRED.

DATE: _____ TIME: _____

NAME OF EMPLOYEE: _____

ROUTE OF EXPOSURE: _____

SOURCE INDIVIDUAL'S NAME: _____

a. Above individual did / did not consent to be tested for HBV or HIV.

b. Testing was done by: _____

1. Results: _____

EMPLOYEE WAS OFFERED AND ACCEPTED:	NO	YES	
a. Hepatitis Vaccination Series. [Date(s)]	<input type="checkbox"/>	<input type="checkbox"/>	_____
1. If "NO", written declination was signed.			
b. Post Exposure Evaluation and follow-up.	<input type="checkbox"/>	<input type="checkbox"/>	
c. Employee consents to baseline blood collection.	<input type="checkbox"/>	<input type="checkbox"/>	_____
			(Signature)

Description of events leading to this exposure incident:

Corrective Measures to Prevent a Reoccurrence:

Robert Cleavenger

Employee Signature

Fall Protection

29 CFR 1910.140 – Personal Fall Protection Systems

Self-Rescue

As required by §1910.140(c)(21), special consideration must be given to rescuing an employee promptly should a fall occur. The availability of rescue personnel, ladders, or other rescue equipment will be considered because our employees are not to self-rescue. After a fall, it is likely an employee will be unable to self-rescue due to an injury.

As a matter of policy, under no circumstances will employees of Prestige Window Cleaning Inc attempt to perform a self-rescue.

The rationale for this policy is as follows:

1. Expecting a suspended employee to perform self-rescue presupposes that the employee is:
 - a. Of clear mind after the fall, and
 - b. In excellent physical condition, and
 - c. Has not sustained any injuries from the fall arrest, and
 - d. Did not have a medical event that caused the fall in the first place (fainting, for example).
2. Because employees at Prestige Window Cleaning Inc are not professional rescue persons, in depth self-rescue training would be required and practice self-rescue exercises performed for each possible combination of fall scenarios.
3. Specialize self-rescue equipment and training on that equipment would be required.

Prompt Rescue Procedures:

As a matter of policy, an employee performing work requiring a personal fall arrest system **will not work alone**. He/she will be in sight of another employee using a personal fall arrest system or be monitored by a safety monitor whose sole job will be to ensure there is not a fall event that goes unnoticed.

Prior to performing work requiring a personal fall arrest system, Robert Cleavenger, our Safety Program administrator, or a designated competent person, will:

1. Assess the possible fall scenarios; and
2. Take inventory of in-house equipment that is readily available for possible rescue (ladders, forklifts, mobile scaffold, etc.); and
3. Be prepared to implement a plan of action utilizing our in-house equipment should a fall occur; **or**
4. Call an emergency rescue service and give them:
 - a. Our exact location.
 - b. A quick synopsis of what happened.
 - c. The height of the suspended person.
 - d. Known or suspected injuries.

Overview

One of the most serious hazards faced by the employees of Prestige Window Cleaning Inc is falls from heights. Our Fall Protection Program has been developed to prevent injury from falls of four (4) feet or more from a walking/working surface to a lower level, to prevent objects falling from above and striking persons below, and to prevent employees from falling into holes or onto dangerous machinery or equipment.

Within the context of this program, the term “fall hazard” does not refer to tripping and falling, which is addressed in our general safety & health program, nor does it apply to falling off a ladder or scaffold. Scaffold and ladder safety is addressed within their own topics.

A copy of this Fall Protection **Program** can be found readily accessible to our employees at appropriate facilities. If needed, a copy of a Fall Protection **Plan** will be available in the area of the facility where needed.

Our Fall Protection Program may be reviewed at any time by employees at Prestige Window Cleaning Inc. Should a question arise concerning this Program, personnel are encouraged to consult with their supervisor, or Robert Cleavenger, our Fall Protection Program Administrator.

At any facility where fall hazards exist, there will be at least one competent person who has the training and ability to identify fall hazards and the authority to ensure that proper fall protection systems are properly implemented.

The following areas of concern are addressed by this Program:

- a. The need to know where fall protection is required.
- b. Selection of fall protection systems which are appropriate for given situations.
- c. Construction and installation of safety systems.
- d. Supervision of employees.
- e. Implementation of safe work procedures.
- f. Training in selection, use, and maintenance of fall protection systems.

Duties of the Program Administrator

The duties of Robert Cleavenger include:

- a. Training of personnel.
- b. Maintenance of training records.
- c. Random, unannounced facility inspections to assure compliance with both OSHA standards and company safety policies.
- d. Resolution of specific problems that may present themselves regarding a particular situation.
- e. Designating a competent person (by training or experience) at each applicable facility who will ensure:
 1. A copy of our fall protection program/plan is readily accessible to all appropriate employees at the facility.
 2. A written certification record has been prepared documenting that employees who have potential exposure to fall hazards at the facility have received the required training.
 3. The fall protection system(s) utilized at the facility are appropriate for the hazard(s) present.
 4. That, before any work is initiated, the walking/working surfaces at the facility are capable of supporting both our personnel, materials, and equipment that might be used.

Robert Cleavenger will be familiar with all applicable standards and will keep up-to-date of developments in the field of fall protection.

Hazard Assessment

Fall protection requires a joint effort by all personnel at Prestige Window Cleaning Inc to identify work situations in which fall hazards exist, determine the most appropriate fall protection system to be utilized, and to ensure that all persons understand the proper methods of utilizing the selected fall protection systems. A hazard assessment, by a competent person, will often provide the information needed to make these determinations.

Care will be taken to assure that load limits are not exceeded on walking/working surfaces and attachment points and hardware is capable of withstanding (with the appropriate safety factor) the potential forces that may be generated during an actual fall incident.

Fall protection hardware and equipment will be NIOSH/ANSI approved and it is assumed that the manufacturer's technical specifications and capabilities are accurate.

Definitions

There are a number of terms and phrases, not common in everyday life, which must be understood to grasp the thrust of our Fall Protection Program. For those employees directly involved with this Program or affected by it, there are specific requirements and procedures which would be meaningless without an understanding of the "language" of our Fall Protection Program.

Note: Words used within the definitions which are themselves defined are printed in bold italic.

ANCHORAGE: a secure point of attachment for *lifelines*, *lanyards* or *deceleration devices*.

BELT TERMINAL: an end attachment of a window cleaner's positioning system used for securing the belt or harness to a window cleaner's belt anchor.

BODY BELT: a strap with means both for securing about the waist and for attaching to other components such as a lanyard used with positioning systems, travel restraint systems, or ladder safety systems.

BODY HARNESS: straps that secure about the employee in a manner that will distribute the fall arrest over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a *personal fall arrest system*.

BUCKLE: any device for holding the *body harness* closed around the employee's body.

CARABINER: an oval metal ring with a snap link used to fasten a rope to the piton [a spike (attachment) with an eye to which a rope can be secured.]

CFR: Code of Federal Regulations.

COMPETENT PERSON: one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees; and who has authorization to take prompt corrective measures to eliminate them.

CONNECTOR: a device which is used to couple (connect) parts of the *personal fall arrest system* and *positioning device systems* together. It may be an independent component of the system, such as a *carabineer*, or it may be an integral component of part of the system (such as a *buckle* or d-ring sewn into a self-retracting *lanyard*).

D-RING: a connector used:

- a. In a harness as an integral attachment element or fall arrest attachment;
- b. In a lanyard, energy absorber, lifeline, or anchorage connector as an integral connector; or
- c. In a positioning or travel restraint system as an attachment element.

DANGEROUS EQUIPMENT: equipment (such as pickling or galvanizing tanks, degreasing units, machinery, electrical equipment, and other units) which, as a result of form or function, may be hazardous to employees who fall onto or into such equipment.

DECELERATION DEVICE: any mechanism, such as a *rope grab*, rip-stitch *lanyard*, specially-woven *lanyard*, tearing or deforming *lanyards*, automatic self-retracting *lifelines/lanyards*, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

DECELERATION DISTANCE: the additional vertical distance a falling employee travels from the point at which the *deceleration device* begins to operate before stopping, excluding *lifeline* elongation and *free fall distance*. It is measured as the distance between the location of an employee's *body harness* attachment point at the moment of activation (at the onset of fall arrest forces) of the *deceleration device* during a fall, and the location of that attachment point after the employee comes to a full stop.

EQUIVALENT: alternative designs, materials, or methods to protect against a hazard which the employer can demonstrate will provide an equal or greater degree of safety for employees than the methods, materials or designs specified in the standard.

FAILURE: load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

FREE FALL: the act of falling before a **personal fall arrest system** begins to apply force to arrest the fall.

FREE FALL DISTANCE: the vertical displacement of the fall arrest attachment point on the employee's **body harness** between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes **deceleration distance**, and **lifeline/lanyard** elongation, but includes any **deceleration device** slide distance of **self-retracting lifeline/lanyard** extension before they operate and fall arrest forces occur.

GUARDRAIL SYSTEM: a barrier erected to prevent employees from falling to **lower levels**.

HOLE: a gap or void 2 inches (5.1 cm) or more in its least dimension, in a floor, **roof**, or other **walking/working surface**.

LANYARD: a flexible line of rope, wire rope, or strap which generally has a **connector** at each end for connecting the **body harness** to a **deceleration device**, **lifeline**, or **anchorage**.

LIFELINE: a component consisting of a flexible line for connection to an **anchorage** at one end to hang vertically (vertical lifeline), or for connection to **anchorages** at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of **personal fall arrest system** to the **anchorage**.

LOWER-LEVELS: those areas or surfaces to which an employee can fall. Such areas or surfaces to include, but are not limited to, ground levels, floors, platforms, ramps, runways, pits, tanks, material, water, equipment, structures, or portions thereof.

OPENING: a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition through which employees can fall to a **lower level**.

PERSONAL FALL ARREST SYSTEM: a system used to arrest an employee in a fall from a working level. It consists of an **anchorage**, **connectors**, a **body harness**, and may include a **lanyard**, **deceleration device**, **lifeline**, or suitable combination of these. **The use of body belts for fall arrest is prohibited.**

PERSONAL FALL PROTECTION SYSTEM: a system (including all components) an employer uses to provide protection from falling or to safely arrest an employee's fall if one occurs. Examples of personal fall protection systems include personal fall arrest systems, positioning systems, and travel restraint systems.

POSITIONING SYSTEM: (work-positioning system) a system of equipment and connectors that, when used with a body harness or body belt, allows an employee to be supported on an elevated vertical surface, such as a wall or window sill, and work with both hands free. Positioning systems also are called "positioning system devices" and "work-positioning equipment."

QUALIFIED PERSON: one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

ROPE GRAB: a *deceleration device* which travels on a *lifeline* and automatically, by friction, engages the *lifeline* and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

SAFETY FACTOR: the ratio of the design load and the ultimate strength of the material.

SELF-RETRACTING LIFELINE/LANYARD: a *deceleration device* containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

SNAPHOOK: a *connector* comprised of a hook-shaped member with a normally closed keeper of similar arrangement which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snaphooks are generally one of two types:

- a. The locking type with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection; or
- b. The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. The use of a non-locking snaphook as part of *personal fall arrest systems* and *positioning device systems* is prohibited.

TOEBOARDS: a low protective barrier that will prevent the fall of material and equipment to *lower levels* and provide protection from falls for personnel.

TRAVEL RESTRAINT: (tether) line means a rope or wire rope used to transfer forces from a body support to an anchorage or anchorage connector in a travel restraint system.

TRAVEL RESTRAINT SYSTEM: a combination of an anchorage, anchorage connector, lanyard (or other means of connection), and body support that an employer uses to eliminate the possibility of an employee going over the edge of a walking-working surface.

WINDOW CLEANER'S BELT: a positioning belt that consists of a waist belt, an integral terminal runner or strap, and belt terminals.

WINDOW CLEANER'S BELT ANCHOR: (window anchor) specifically designed fall-preventing attachment points permanently affixed to a window frame or to a building part immediately adjacent to the window frame, for direct attachment of the terminal portion of a window cleaner's belt.

WINDOW CLEANER'S POSITIONING SYSTEM: a system which consists of a window cleaner's belt secured to window anchors.

UNPROTECTED SIDES AND EDGES: any side or edge (except at entrances to points of access) of a **walking/working surface**, e.g., floor, **roof**, ramp, or runway where there is no wall or **guardrail system** at least 39 inches high.

WALKING/WORKING SURFACE: any surface, whether horizontal or vertical, on which an employee walks or works, including, but not limited to, floors, ramps, bridges, runway; not including ladders, vehicles, or trailers on which employees must be located in order to perform their job duties.

WORK AREA: that portion of a **walking/working surface** where job duties are being performed.

Where Fall Protection is Required

The "key" distance is four (4) feet. All employees must be aware that if there is a possibility of falling four (4) feet or more at least one (1) fall protection system will be implemented. Further, protection from being struck by falling objects from above will be provided.

Below listed are specific situations where fall protection systems will be utilized.

UNPROTECTED SIDES AND EDGES:

Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge, which is 4 feet or more above a lower level, shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

HOIST AREAS:

Each employee in a hoist area shall be protected from falling 4 feet or more to lower levels by guardrail systems or personal fall arrest systems.

If a guardrail system is utilized in a hoist area and portions of the system are removed to facilitate the hoisting operation, and an employee must lean through the access opening or out over the edge of the access opening, that employee must be protected by a fall arrest system.

HOLES:

Each employee on walking/working surfaces shall be protected from falling through holes (including skylights) more than 4 feet above lower levels by personal fall arrest systems, covers, or guardrail systems.

- a. Each employee on a walking/working surface shall be protected from tripping in or stepping into or through holes (including skylights) **(regardless of height)** by covers.
- b. Each employee on a walking/working surface shall be protected from objects falling through holes **(regardless of height)** by covers.

RAMPS, RUNWAYS, AND OTHER WALKWAYS:

Each employee on ramps, runways, and other walkways shall be protected from falling 4 feet or more to lower levels by guardrail systems.

DANGEROUS EQUIPMENT:

Each employee **less than 4 feet** above dangerous equipment shall be protected from falling into or onto the dangerous equipment by guardrail systems or by equipment guards.

Each employee **4 feet or more** above dangerous equipment shall be protected from fall hazards by guardrail systems, personal fall arrest systems, or safety net systems.

WALL OPENINGS:

Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 4 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, shall be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

WALKING/WORKING SURFACES NOT OTHERWISE ADDRESSED:

Each employee on a walking/working surface 4 feet or more above a lower level that is not addressed in the preceding categories shall be protected from falling by a guardrail system, a safety net system, or a personal fall arrest system except when:

- a. Working on scaffolds, fall protection requirements are covered by 29 CFR 1926 Subpart L.
- b. Working on certain cranes and derricks, fall protection requirements are covered by 29 CFR 1926 Subpart N.
- c. Performing steel erection work in buildings, fall protection requirements are covered by 29 CFR 1926 Subpart R.
- d. Working on certain types of equipment used in tunneling operations, fall protection requirements are covered by 29 CFR 1926 Subpart S.
- e. Engaged in the construction of electric transmission and distribution lines, equipment fall protection requirements are covered by 29 CFR 1926 Subpart V.
- f. Working on stairways and ladders fall protection requirements are covered by 29 CFR 1926 Subpart X.

Note: On multi-employer work sites, employees of all contractors and subcontractors must understand the fall protection hazards that exist and be aware of the various methods of fall protection even if they are NOT directly exposed to fall hazards in their particular work area. For example, a contractor may have a controlled access zone in place and all persons on the job site, regardless of their employer, must understand the importance of remaining outside that CAZ.

Fall Protection Systems

GUARDRAIL SYSTEM:

A guardrail system is a physical barrier erected to prevent employees from falling to lower levels.

Specific guardrail systems criteria are found in 29 CFR 1926.502(b) and we will erect guardrail systems that comply with the cited criteria.

The main advantage of a guardrail system is that it is a “passive” system which, once installed, requires no employee involvement in its function. A guardrail will stop an employee who inadvertently walks into it.

A guardrail system is an acceptable fall protection system in each of the OSHA designated work areas, except one: “Formwork and Reinforcing Steel.”

GUARDRAIL SYSTEMS AT HOISTING AREAS:

When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening between the guardrail sections when hoisting operations are not taking place.

Note: If a portion of the guardrail system is removed at a hoisting area to facilitate the hoisting operations and an employee must lean out over the opening, then that employee must be protected by a personal fall arrest system. In this instance it is important to remember that the personal fall arrest system may not be attached to the guardrail system.

GUARDRAIL SYSTEMS AT HOLES:

Guardrail systems used at holes shall be erected on all unprotected sides of the edges of the hole.

When the hole is to be used for the passage of materials, the hole shall not have more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it shall be closed over with a cover **or** protected with a guardrail system on all unprotected sides or edges.

Note: Guardrails need not be erected around holes while employees are working at the hole, passing materials through the hole, etc. When work is completed around the hole, the hole must be protected by guardrails on all sides of the hole or by covers.

Guardrail systems used around holes which are used as points of access (such as ladder ways) will be provided with a gate or be offset so that a person cannot walk directly into the hole.

GUARDRAIL SYSTEMS ON RAMPS AND RUNWAYS:

Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge. Ramps, runways, and other walkways on which employees need protection from falling 4 feet or more to a lower level must be protected by a guardrail system and only a guardrail system.

PERSONAL FALL ARREST SYSTEM:

A personal fall arrest system is, as the name implies, a means of safely decelerating a falling body before a lower level is hit. The three (3) main components of a personal fall arrest system are the:

- a. Anchorage point
- b. Lanyard
- c. Body harness

Note: Body belts will not be used in a personal fall arrest system.

The tie-off attachment point must be at or above the connection point on the harness to prevent additional free fall distance.

As are guardrails, personal fall arrest systems are “passive” and require no employee involvement once they are properly rigged.

For all practical purposes, d-rings and locking type snaphooks shall have a minimum tensile strength of 5,000 pounds and lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.

Anchorage must be capable of supporting 5,000 per employee.

Anchorage used in personal fall arrest systems must be independent of any anchorage being used to support or suspend platforms.

Note: Knots in a rope lanyard or lifeline can reduce its strength by as much as 50% and having a lanyard go over or around sharp edges can completely destroy its effectiveness.

With the exception that harnesses and components may be used as positioning device systems, personal fall arrest system components may not be used for purposes other than that for which they were designed.

Positioning device system components shall be inspected prior to each use for wear, damage, and other deterioration and defective components shall be removed from service.

Should a personal fall arrest system actually be used to stop a fall, it will be removed from service and not used again until inspected and determined to be undamaged and suitable for reuse by a competent person.

SAFETY NET SYSTEM:

As required by 29 CFR 1910.29(c), specific safety net systems criteria are found in 29 CFR 1926.502(c).

Safety nets will be installed as close as practical under the walking/working surface on which employees are working and in no case shall they be more than 30 feet below such level.

Safety nets shall be inspected at least once per week and after an occurrence which could affect the integrity of the system. Defective nets will not be used.

All items that have fallen in a safety net will be removed as soon as possible and at least before the next work shift.

Safety nets will be drop-tested after initial installation and before being used as a fall protection system, whenever relocated, after major repair, and at six-month intervals if left in one place.

Note: If it is demonstrably unreasonable to perform a drop-test, a designated competent person shall prepare a certification in accordance with 29 CFR 1926.502(c)(4)ii.

WARNING LINE SYSTEM:

A warning line system is a barrier erected on a roof to warn employees that they are approaching an unprotected edge and which designates an area in which work may take place without the use of guardrail, body harness, or safety net systems to protect employees in the area.

A warning line system is to be used only work on low-sloped roofs over 50-feet in width with unprotected sides and edges 4-feet or more above lower levels (on a simple rectangular roof, width is the lesser of the two primary overall dimensions. This is also the case with roofs which are sloped toward or away from the roof center). Most importantly, warning line systems must be used in conjunction with either a guardrail system, a safety net system, a personal fall arrest system, or a safety monitoring system.

Note: In the above scenario, either a guardrail system, a safety net system, or a personal fall arrest system alone provides adequate fall protection.

Specific warning line systems criteria are found in 29 CFR 1910.29(d) and we will use warning line systems that comply with the cited criteria.

As a general rule, warning line systems will be used in conjunction with a safety monitoring system.

A warning line made of ropes, wires, chains, and supporting stanchions will be flagged at no more than 6-foot intervals with high-visibility material. As the name implies, this line will only “warn” employees that they are approaching an unprotected side or edge. The horizontal resisting force of a warning line is 16 pounds versus 200 pounds for a guardrail system.

No personnel are allowed in the area between a roof edge and a warning line unless they are performing roofing work in that area.

Mechanical equipment on roofs shall only be used in areas that are protected by either a warning line system, a guardrail system, or a personal fall arrest system.

The warning line shall be erected around all sides of the roof work area not less than 6-feet from the roof edge unless mechanical equipment is being used. In that case, the warning line shall be erected not less than 6-feet from the roof edge which parallels the mechanical operation and not less than 10 feet from the roof edge which is perpendicular to the direction of the mechanical operation.

Points of access, material handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines. When the aforementioned areas are not in use, the warning line will be adjusted to completely seal off the work area so that a person cannot inadvertently enter the area.

POSITIONING SYSTEM:

A positioning system consists of a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

Specific positioning systems criteria are found in 29 CFR 1910.140 and we will use positioning systems that comply with the cited criteria.

Positioning systems must be inspected prior to each use for wear, damage, and other deterioration. Defective components must be removed from service. Components of positioning systems must never be used for purposes other than that for which they were designed -- specifically fall protection and/or positioning on a vertical surface.

COVERS:

Covers can prevent an employee from stepping into a hole, tripping over a hole, falling through a hole, or being injured by objects falling through a hole.

Note: When work is completed around a hole, the hole must be protected by guardrails on all sides of the hole or by covers.

Specific cover criteria are found in 29 CFR 1910.29(e) and we will use covers that comply with the cited criteria.

Covers must be capable of supporting, without failure, twice the weight of the employees, equipment, and/or materials that may be imposed upon them.

Covers, when used, must be secured to prevent accidental displacement by wind, equipment, or employees.

All covers must be color coded or marked with the word: "HOLE" or "COVER" to identify the hazard.

Note: The above does not apply to cast iron manhole covers or roadway steel grates.

Covers, and only covers, will be used on walking/working surfaces to protect employees from tripping or stepping into or through a hole (including skylights). This provision is **regardless of the height** of the hole above a lower surface.

Covers, and only covers, will be used to protect employees from objects falling through holes (including skylights). This provision is **regardless of the height** of the hole above a lower surface.

PROTECTION FROM FALLING OBJECTS:

Specific protection from falling objects criteria are found in 29 CFR 1910.29 and we will use that criteria to protect employees of Prestige Window Cleaning Inc from falling objects.

Covers are to be used to protect employees from objects falling through holes from upper surfaces regardless of heights.

Toeboards, used to prevent objects from falling on employees on a lower level must be at least 3½ inches high with not more than a ¼ inch clearance between the toeboard and the walking/working surface. When tools, materials, or equipment are piled higher than the top edge of the toeboard, paneling or screening will be erected from the top of the toeboard to the appropriate mid or top rail of the guardrail system to provide adequate protection to employees below.

Accidents and Near Accidents

Accidents and near accidents involving fall hazards will be investigated by Robert Cleavenger to determine the cause of the incident and a method of preventing a reoccurrence. Questions to be considered are:

- a. Was the fall protection system selected appropriate for the hazard?
- b. Was the system properly installed?
- c. Was the person involved in the accident following proper procedures?
- d. Were there contributing factors such as ice, wind, debris, etc.?
- e. Is retraining or a change of the Fall Protection Plan required?

Training

Prestige Window Cleaning Inc will provide any necessary training to anyone who uses personal fall protection systems or who is exposed to a potential fall hazard by a qualified person.

The training will cover at least the following topics:

- a. The nature of the fall hazards in the work area and how to recognize them.
- b. The procedures to be followed to minimize those hazards.
- c. The correct procedures for installing, inspecting, operating, maintaining, and disassembling the personal fall protection systems that the employee uses.
- d. The correct use of personal fall protection systems and equipment, including, but not limited to, proper hook-up, anchoring, and tie-off techniques.
- e. The correct methods of equipment inspection and storage, as

specified by the manufacturer.

All employees are required to be trained in the requirements of this paragraph on or before May 17, 2017.

Retraining

Employees will be retrained when there is reason to believe they do not have the understanding and skill required work safely around fall hazards. Situations requiring retraining include, but are not limited to, the following:

- a. When changes in the workplace render previous training obsolete or inadequate;
- b. When changes in the types of fall protection systems or equipment to be used render previous training obsolete or inadequate; or
- c. When inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee no longer has the requisite understanding or skill necessary to use equipment or perform the job safely.

Should the competent person, a supervisor, or Robert Cleavenger suspect that an employee lacks the skills needed for proper fall protection, that employee will be retrained.

Changes to the facility, types of fall protection systems, or equipment being used will also necessitate retraining.

Only the latest Training Certificate will be kept on file.

Prestige Window Cleaning Inc

Safety Net Installation Certification

As required by 29 CFR 1910.29(c), specific safety net systems criteria are found in 29 CFR 1926.502(c).

This is to certify that the Safety Net identified below was installed with sufficient clearance under it to prevent contact with the surface or structures below when subjected to an impact force equivalent to the drop test specified in 29 CFR 1926.502(c)(4)(i).

SAFETY NET MAKE: _____

SAFETY NET MODEL: _____

SAFETY NET LOCATION: _____

It was found to be unreasonable to perform the below listed drop test for the following reasons:

Drop Test (Circle appropriate drop test to which the certification applies):

- a. After initial installation and before using drop test.
- b. After relocation drop test.
- c. After major repair drop test.
- d. After remaining in the same location for 6 months drop test.

(Competent Person)

(Date)

Prestige Window Cleaning Inc

Fall Protection Plan

(Required when standard fall protection systems are not feasible)

With changes: _____
(If no changes, enter "None")

This Fall Protection Plan is specific for the following project:

Project Name: _____

Location of Job: _____

Date Plan Prepared: _____ by: _____
(Must be a Qualified Person)

Date Plan Modified: _____ by: _____
(Must be a Qualified Person)

Date Plan Modified: _____ by: _____
(Must be a Qualified Person)

Plan Approved by: _____

Plan Supervised by: _____

POLICY STATEMENT

This Fall Protection Program has been developed to protect our employees from the easily identifiable danger associated with working at height: falling. While the general concept of Fall Protection is straight forward, those employees to whom this Program applies must have specific training applicable to their individual jobs. It is recognized that the nature of fall hazards may vary from project to project and even change during a specific project. Training will be on-going to reflect the various existing work situations.

A copy of our Fall Protection Program can be found in the main office at:

1835 E 6th Street, Ste 11
Tempe, AZ 85281
480-839-1707

A copy of our Fall Protection Plan will be found on every applicable Job Site.

FALL PROTECTION SYSTEMS TO BE USED ON THIS JOB

All employees on this job/project will be protected from fall hazards by the use of one or more conventional fall protection systems. These systems include guardrail systems, safety net systems, personal fall arrest systems, positioning device systems, warning line systems, controlled access zones, safety monitoring systems, covers, and protection from falling objects.

Further, the conventional fall protection system used in each required circumstance will be in compliance with 29 CFR 1926.502(k) which addresses which systems are appropriate (allowed) for specific types of work.

TRAINING

All personnel at Prestige Window Cleaning Inc working on this job/project have received training in our Fall Protection Program and are able to recognize fall hazards and understand procedures to minimize these hazards. Further, they have been trained, as necessary, by a competent person qualified in the following areas using both formal and hands on training:

- a. The nature of fall hazards in the work area.
- b. The procedures for erecting, maintaining, disassembling, and inspecting the fall protections to be used.
- c. The use and operation of guardrail systems, personal fall arrest systems, safety net systems' warning line systems, safety monitoring systems' controlled access zones, and other protection to be used.
- d. Their role in the safety monitoring system when this system is used.
- e. The limitations on the use of mechanical equipment during the performance of roofing work on low sloped roofs.
- f. The procedures for handling and storage of equipment and materials and the erection of overhead protection.
- g. The roll of employees in fall protection plans.

ENFORCEMENT

Awareness of and respect for fall hazards, and compliance with all safety rules are of great importance. Appropriate disciplinary action will be taken should an employee disregard the safety guidelines of Prestige Window Cleaning Inc.

ACCIDENT INVESTIGATION

All accidents that result in injury to employees, regardless of their nature, will be investigated and reported. It is important that documentation of accidents take place as soon as possible so that the cause may be determined and steps may be taken to prevent a reoccurrence.

CHANGES TO THIS PLAN

Changes to this plan, specifically a deviation from conventional fall protection systems, will be documented by a qualified person whose name appears on the front of this fall protection plan.

Changes will be limited to:

a. Leading edge work

Note: Leading edge work involves construction which moves the location of the edge forward (backward). Working at the edge of a walking/working surface (such as a roof) is not leading edge work - it is (roofing) work at an unprotected side or edge.

b. Precast concrete construction work

c. Residential construction work

The criteria for determination that a conventional fall protection is infeasible is that it is impossible to perform construction work with a conventional fall protection system or it is technologically impossible to use a conventional fall protection system. Inconvenience and cost are not acceptable considerations.

Specific Fall Protection Plan criteria are found in 29 CFR 1926.502(k) and we will, if necessary, create a Fall Protection Plans that comply with the cited criteria.

A separate change will be made for each situation where conventional fall systems cannot be used.

Specific work areas where the above work will take place:

Before any non-conventional fall protections are used as part of the work plan, a controlled access zone (CAZ) shall be clearly defined by the competent person _____ as an

(Name(s) of Competent Person)

area where a recognized hazard exists. The demarcation of the CAZ will be communicated by the competent person in a recognized manner such as:

Circle one or more of the below:

- a. signs
- b. wires
- c. tapes
- d. ropes
- e. chains
- f. other: _____

All access to the CAZ will be restricted to authorized entrants. Those entrants will be identified by

(Color hard hats; arm bands, etc.)

and are listed below:

The competent person will ensure the protective elements of the CAZ are implemented prior to the beginning of work.

Specific reasons why conventional fall protection is either infeasible or creates a greater hazard:

Specific measures to be taken to reduce or eliminate fall hazards for personnel who cannot be provided conventional fall protection:

In the above CAZ, a safety monitoring system will be implemented in conformance with 29 CFR 1926.502(h).

Hazard Communication

[29 CFR 1910.1200, Hazard Communication](#)

[29 CFR 1910.1200 Appendix A, Health Hazard Criteria \(Mandatory\)](#)

[29 CFR 1910.1200 Appendix B, Hazard Determination \(Mandatory\)](#)

[29 CFR 1910.1200 Appendix C, Allocation of Label Elements \(Mandatory\)](#)

[29 CFR 1910.1200 Appendix D, Safety Data Sheets \(Mandatory\)](#)

[29 CFR 1910.1200 Appendix E, Definition of "Trade Secret" \(Mandatory\)](#)

Purpose

The purpose of our hazard communication program is to ensure that the hazards of all chemicals produced or imported are classified, and that information concerning the classified hazards is transmitted to our employees. The provisions of our hazard communication program are consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS), Revision 3. The transmittal of information is to be accomplished by means of our comprehensive hazard communication program.

We shall develop, implement, and maintain **at each workplace** a comprehensive written hazard communication program for our employees which includes container labeling and other forms of warning, safety data sheets and employee training.

Note: Where employees must travel between workplaces during a work shift, *i.e.*, their work is carried out at more than one geographical location, the safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.

Hazard communication applies to any hazardous substance which is known to be present in the work place in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from work place operations.

Manufacturers and importers shall obtain or develop a safety data sheet for each hazardous substance they produce or import. We will obtain from the manufacturer or seller a SDS of each hazardous substance which we use.

We will maintain a list of the hazardous substances known to be present using an identity that is referenced on the appropriate SDS. This list may be compiled for the workplace as a whole or for individual work areas.

We will also maintain copies of the required SDS for each hazardous chemical and shall ensure that they are readily accessible to each employee when they are in their work areas.

Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.

As a matter of course, before a new product is purchased, we will review its SDS to determine the presence of carcinogenic or other extremely hazardous chemicals. Using this information from the SDS, we will be able to inform employees how they will be protected from carcinogens at the workplace.

Prior to performing a non-routine task (for example, the cleaning of reactor vessels), an employee will be given information by a competent person or supervisor concerning the hazardous chemicals to which he may be exposed. This information will include:

- a. Specific chemical hazards
- b. Protective/safety measures the employee is to use.
- c. Measures taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

Should work activities be performed in areas where chemicals are transferred through unlabeled pipes, the employee shall be informed by the competent person or supervisor of:

- a. The chemical in the pipes.
- b. Viscosity, pressure, heat.
- c. Potential Hazards.
- d. Safety precautions to be taken.

In multi-employer workplaces, our written hazard communication program will include the methods we will use to inform any other employers sharing the same work area of the hazardous chemicals to which their employees may be exposed while performing their work, and any suggestions for appropriate protective measures, including the following:

The competent person at the workplace will inform those with whom Prestige Window Cleaning Inc work of any hazardous chemical products we are using and will provide them with the appropriate SDS for their review. SDS for all chemical products used at the workplace will be readily available.

Should Prestige Window Cleaning Inc introduce a new chemical product to the facility that contains a physical or health safety hazard, the product's SDS will accompany that product and, before use, employees will be given instruction on the products hazards.

Labels and Other Forms of Warning

The manufacturer, importer, or distributor shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged or marked. Where the manufacturer or importer is required to label, tag or mark the following information shall be provided:

1. Product identifier;
2. Signal word;
3. Hazard statement(s);
4. Pictogram(s);
5. Precautionary statement(s); and,
6. Name, address, and telephone number of the manufacturer, importer, or other responsible party.

The manufacturer or importer preparing the safety data sheet shall ensure that the information provided accurately reflects the scientific evidence used in making the hazard determination. If the manufacturer or importer, become aware of any significant information regarding the hazards of a chemical, or ways to protect against the hazards, this new information shall be added to the safety data sheet within three months. If the chemical is not currently being produced or imported, the manufacturer or importer shall add the information to the safety data sheet before the chemical is introduced into the workplace again. Prestige Window Cleaning Inc will replace safety data sheets with updated copies as they are received.

Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Example below for labeling:

<p style="text-align: center;">HS85 Batch number: 85L6543</p> <p style="text-align: center;"></p> <p style="text-align: center;">Warning Harmful if swallowed</p> <p>Wash hands and face thoroughly after handling. Do not eat, drink or smoke when using this product. Dispose of contents/container in accordance with local, state and federal regulations.</p> <p>First aid: If swallowed: Call a doctor if you feel unwell. Rinse mouth.</p> <p>GHS Example Company, 123 Global Circle, Anyville, NY 130XX Telephone (888) 888-8888</p>

We may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required by the above to be on a label. The written materials shall be readily accessible to the employees at Prestige Window Cleaning Inc in their work area throughout each work shift. We may use such written materials in lieu of affixing labels to individual containers as long as the alternative method identifies and accompanies the containers to which it is applicable and conveys the information required to be on a label.

We **are not required** to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.

We shall not remove or intentionally deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.

We shall ensure that workplace labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. If we have employees who speak languages other than English, we will add the information to the presented material translated to the appropriate language and the information will be presented in their language.

Note: OSHA pictograms do not replace the diamond shaped labels that the U.S. Department of Transportation (DOT) requires for the transport of chemicals, including chemical drums, chemical totes, tanks, or other containers. Those labels must be on the external part of a shipped container and meet the DOT requirements set forth in 49 CFR 172, Subpart E.

Employee Information and Training

Prestige Window Cleaning Inc shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard is introduced into their work area. Information and training may relate to general classes of hazardous chemicals to the extent appropriate and related to reasonably foreseeable exposures of the job. Chemical-specific information must always be available through labels and safety data sheets.

Information and training shall consist of at least the following topics:

1. Employees shall be informed of the requirements of 29 CFR 1910.1200, Hazard Communication, and its appendices.
2. Employees shall be informed of any operations in their work area where hazardous chemicals are present.
3. Employees shall be informed of the location and availability of the written hazard communication program, including the list(s) of hazardous chemicals and safety data sheets required by this section.
4. Employees shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as conducting specific monitoring, using continuous monitoring devices, learning the visual appearance or odor of hazardous chemicals when being released, etc.).
5. Employees shall be trained in the physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area, and the measures they can take to protect themselves from these hazards, including specific procedures that Prestige Window Cleaning Inc has implemented to protect our employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
6. Our employees shall be trained in the details of our hazard communication program, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer and the safety data sheet, and how our employees can obtain and use the appropriate hazard information.

Documentation of Training

Documentation of safety and health training shall be maintained for at least one (1) year.

Documentation shall include:

1. employee name or other identifier
2. training dates
3. type(s) of training
4. training providers

Employees will be informed employees of the right:

1. To personally receive information regarding hazardous substances to which they may be exposed, according to the provisions of this section;
2. For their physician or collective bargaining agent to receive information regarding hazardous substances to which the employee may be exposed according to provisions of this section;
3. Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.

Whenever Prestige Window Cleaning Inc receives a new or revised safety data sheet, such information shall be provided to employees on a timely basis not to exceed 30 days after receipt, if the new information indicates significantly increased risks to, or measures necessary to protect, employee health as compared to those stated on a safety data sheet previously provided.

Prestige Window Cleaning Inc

Request for Safety Data Sheets

TO:

(Date)

(Supplier)

(PO Box/Street Address)

(City, State, ZIP)

To whom it may concern:

On _____, we received a shipment of _____,
(Date) (Product Name)

reference invoice: _____.
(Invoice Number)

The above product was received without an accompanying Safety Data Sheet (SDS). Per 29 CFR 1910.1200, we are unable to use this product without its SDS.

Please furnish the appropriate SDS as soon as possible to:.

Prestige Window Cleaning Inc

1835 E 6th Street, Ste 11
Tempe, AZ 85281
480-839-1707

Thank you,

David Kaminski

Safety Director

Personal Protective Equipment – General

[29 CFR 1910.132 - General Requirements](#)

[29 CFR 1910.133 - Eye and Face Protection](#)

[29 CFR 1910.135 - Head Protection](#)

[29 CFR 1910.136 - Occupational Foot Protection](#)

[29 CFR 1910.138 - Hand Protection](#)

Overview

This Personal Protective Equipment (PPE) Program has been prepared to inform our employees of potential hazards at our facility and to identify the proper PPE to be used to reduce or eliminate these hazards. This Program relies on a cooperative effort by all personnel to understand the reasons for PPE and to protect themselves from harm.

The use of PPE does not lessen an employee's obligation to use safe work practices and procedures. Employees are expected to be aware of the hazards within their area of responsibility and properly use prescribed PPE.

Our operations, work methods, and individual facility present specific hazards which must be identified, analyzed, and matched with the appropriate PPE through a continuing hazard assessment process.

A Certificate of Hazard Assessment will be kept at the facility for inspection purposes.

Duties of the PPE Program Administrator

The primary duties of Robert Cleavenger, our Program Administrator include: hazard assessment; PPE selection; PPE training; and monitoring of our PPE Program. Certain types of PPE may require hands-on training before on the job use (primarily for sizing and fitting) and this training may be further delegated to competent persons.

Hazard Assessment and PPE Selection

A careful, systematic personal protective equipment selection process is used to identify what, if any, protection is required to reduce or eliminate the possibility of eye, hand, foot, limb, or head injury.

Hazard assessment, performed by Robert Cleavenger, or a designated competent person, starts with a thorough knowledge of our facility, work procedures, and methods of operation. The basic hazard categories are: impact, penetration, compression, chemical, heat, harmful dust, and light radiation.

Identifying the source of the above hazards allows for consideration of administrative or engineering controls to eliminate the hazard as opposed to providing protection against it. Examples would include: redirecting traffic flow, ventilation, temporary weather barriers, non-slip surfaces, etc.

Because administrative and engineering controls are passive -- no employee involvement is required -- they are preferable to PPE.

A PPE selection is made by analyzing the above information and evaluating the type of risk, the level of risk, the potential for injury and the possible seriousness of that injury. PPE, which is compatible with the above risks and work situation, is considered. Actual selection involves all the above factors plus an attempt to provide a level of protection greater than the minimum required.

In all situations where it has been determined that a particular type of PPE is to be used, it will be used. There will be no exceptions, by virtue of position or rank, to this policy. Within an area at the facility where the possibility of falling objects exists, hard hats will be worn. It follows that once an item of PPE (hard hat, in this case) is selected, it must be used by all persons in the identified area regardless of job title or function.

Having Robert Cleavenger, or designated competent person, at the facility determine the PPE requirements allows for knowledgeable selection and consistency, and eliminates chaos that would result if each individual were to decide when, where, and if PPE should be used.

29 CFR 1910 Subpart I - Appendix B, Non-mandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection, provides excellent selection guidelines for eye and face protection, head protection, foot protection, and hand protection.

Dissemination of PPE Selection Information

Employees must understand when PPE is necessary and what type(s) of PPE are necessary.

All persons for whom PPE will provide a measure of safety will be given appropriate training on that item of PPE as well as an explanation of the importance of its use.

ANSI Standards and PPE

Most items of PPE are manufactured in accordance with a specific American National Standards Institute (ANSI) standard. For example, protective eye and face devices purchased after 07/05/94 must comply with ANSI standard ANSI Z87.1-1989, American National Standard Practice for Occupational and Educational Eye and Face Protection; protective helmets purchased after 07/05/94 must comply with ANSI standard ANSI Z89.1-1986, American National Standard for Personnel Protection-Protective Headwear for Industrial Employees-Requirements.

PPE safety products are tested to ensure they meet ANSI standards. Because products are tested in the manner in which they are designed to be used, ANSI certification is valid only if the user follows the manufacturer's instructions for proper sizing, fitting, wearing, and adjusting.

A review of OSHA citations reveals that fines can be levied because employees were improperly using PPE. For example, a hard hat worn with the bill toward the rear may provide adequate protection from impact; however, because it is tested with the bill toward the front, this improper use is cause for a safety violation.

PPE will be provided to our employees at no cost to them. Prior to purchase, items of selected PPE will be checked to ensure they were manufactured in accordance with the proper ANSI standard.

The importance of hazard assessment takes on added significance when judgments are made matching the hazard to the protection desired in cases where ANSI certification is not available. What matters most is: does the selected PPE do what it is intended to do?

Employee owned PPE must be approved for use by Robert Cleavenger. Further, such equipment must be properly maintained and cleaned in accordance with the manufacturer's instructions.

Sizing and Fitting

The word “personal” in the phrase “personal protective equipment” correctly implies that the equipment is for a specific person. As such, sizing and fitting are important for a variety of reasons.

- a. **Function:** An improperly fitted piece of PPE may not do its job. For example, eye protection against dust must have an excellent face seal.
- b. **Comfort:** The likelihood of continued use is increased if the PPE selected is comfortably fitted. Example: gloves that fit poorly and, over time, make a person’s hands hot and clammy are likely to be removed exposing that person to the hazard for which the gloves were required in the first place.
- c. **Safety:** Ill-fitting PPE may actually cause an accident. Example: loose hard hat may slip and block one’s vision.

Most PPE come in a variety of sizes and within those size groups, adjustments may be made to affect a perfect fit. It is important to understand the procedures for donning, adjusting, using, and removing PPE. Each person who is required to use any type of PPE will be taught, before initial issue, the specific procedures for properly donning, adjusting, using, and removing the specific PPE. This instruction will generally be given by the employee’s Supervisor. When available, the manufacturer’s instructions will be issued with the PPE.

Care and Maintenance of PPE

PPE will be visually inspected before each use and if defects are noticed, it will not be used. Some types of PPE are expendable (cotton gloves) and have a limited life span after which they are discarded and new PPE is reissued. Plastic safety glasses become scratched and they too must be exchanged for new ones when vision is impaired. Other types of safety equipment consist of both non-expendable and expendable components. A cartridge respirator is an example of this, with the respirator being non-expendable while the cartridges “wear out” and become expendable (discarded and replaced). PPE will be maintained in accordance with the manufacturer’s instructions and, where appropriate, kept in a sanitary condition.

Cleanliness takes on an added importance when dealing with PPE designed to protect the eyes and face. Dirty or fogged lenses can impair vision and, rather than offer protection from a hazard, actually becomes a contributory factor in causing an accident.

Lastly, should PPE become contaminated with a chemical substance and decontamination is impossible, the PPE will be properly disposed of following the disposal instructions on the Safety Data Sheet, or SDS, for that substance.

Training

Affected employees will be given an understanding of:

- a. When PPE is necessary.
- b. What PPE is necessary.
- c. How to properly put on, take off, adjust, and wear PPE.
- d. The limitations of the PPE.
- e. The proper care, maintenance, useful life and disposal of the PPE.

Retraining will be given in situations when changes in PPE requirements render the previous training obsolete or it is noticed that an employee is not following our PPE policies -- specifically, not properly wearing the selected PPE in identified locations or work situations.

Eye and Face Protection

Your eyes are a marvel of engineering. Most of us take them for granted as we do all our senses, until an accident, injury, or disease forces us to realize the miracle we lost or almost lost. Can you imagine a system that can take (absorb) light and convert it to electrical signals (by way of the 120 million rods and 6 million cones on the retina) and transfer these signals through an optic nerve which has about one million fibers directly into the brain?

Most of us see the world in living color and with depth perception. The body itself does much to protect the eyes. Bony eye sockets in the skull protect the eye from many mechanical injuries. Orbital fluids and tissues cushion direct blows. Eyelids close reflexively from visual or mechanical stimuli. Eyes reflexively rotate upward with the lid closing to protect the cornea. Tears can flush away chemicals and foreign bodies. We all come with these safeguards. Sometimes, they are not enough.

Eye protection is required when there is a possibility of eye injury. Eye injury is not confined to flying objects. Eye injury can be caused by bright light, dust, chemicals, heat, and, literally, anything that can reach them. Different hazards require different types of protection.

Eye (and face) protection is required when one is exposed to flying particles, chemicals, or injurious light radiation. Types of eye protection include: impact resistant safety glasses, safety glasses with side shields, goggles, goggles with a face seal, face masks, and shaded goggles with varying degrees of darkness.

Affected employees who wear prescription lenses will wear eye protection over the prescription lenses without disturbing the proper positioning of the prescription lenses, or will wear eye protection that incorporates their prescription into the design.

All prescription glasses should be made with impact-resistant lenses. Hardened lenses, through a tempering process, are extremely hard and resistant to impact and breakage. Safety lenses are similar to hardened lenses but are 1 mm thicker. Safety lenses are used in goggles where there is a danger of flying glass or chips of metal.

All employees who wear contact lenses must also wear appropriate eye and face protection in hazardous environments.

Welding helmets and face shields, if required, should be worn over primary eye protection (spectacles or goggles).

An inexpensive pair of safety glasses can save your priceless eyesight.

Head Protection

Talking about head protection is really talking about brain protection. Your brain, either through divine providence, evolution, or quirk of nature, is you. The brain, that soft mass of gray and white convoluted matter, is what you are all about. Destroy your brain and you no longer exist.

Your brain is naturally protected by a cranium. Your skull actually has many bones which protect your brain and support your face. Obviously, there are other parts to your head which need protecting such as your eyes, ears, nose, tongue, skin, etc., but your brain is the most important.

Head protection is required when there is a possibility of injury to the head from falling objects and when working near exposed electrical conductors which could contact the head.

Brain injury is the second most common cause of major neurologic deficits and causes more deaths than injury to any other organ.

When the skull receives an impact, it actually can indent and deform. A fracture may occur and the fracture may be distant from the point of impact. A direct blow to the head can cause the brain to actually move within the skull. Surprisingly, there is often a reverse correlation between skull damage and brain damage. Just because there is no external visible injury to the skull does not preclude the possibility of brain injury.

Wearing head protection (a hard hat) accomplishes two major objectives: it reduces the rate of energy transfer and spreads out the area of energy transfer. Just as your head should be checked out at a hospital after a head impact, so should your hard hat. A hard hat can absorb energy by destructing and this destruction may be unnoticeable.

A head injury may occur after a blow to the head and the following symptoms may be present: unconsciousness or disorientation, confusion, nausea, vomiting, and/or double vision. Get medical help immediately. Cover open wounds lightly with sterile dressing. Keep victim still, warm, and reassured. DO NOT move the victim unless he/she would be in greater danger if you did not. DO NOT apply pressure to a head wound. DO NOT try to stop blood or clear fluid coming from ears, nose, or mouth.

Foot Protection

When purchasing new protective footwear, ensure that it complies with ANSI Z41-1991, "American National Standard for Personal Protection-Protective Footwear."

Specific hazards require specific types of protective footwear. Certain types of footwear can offer traction, crush protection, penetration protection, electrical protection, chemical resistance, heat and/or fire resistance, dryness, cushion, or ankle-protection. Further, certain activities may require a combination of these features.

Your foot is a remarkable piece of engineering which is composed of 26 bones, muscles, fatty tissue, nerves, tendons, skin and joints. The foot itself can absorb a tremendous amount of punishment without damage. But there are limits and it would be a shame to lose a foot, or part of a foot, because of failure to wear the prescribed protective footwear.

Hand Protection

Your hand is composed of 20 muscles, 3 major nerves, and 27 bones (14 of which are in your fingers) plus skin, fatty tissue, tendons, and joints. There are 15 muscles in your forearm which provide power to your hand. Your hand is your gateway to the world. It lets you do what you think. Its function is feeling and grasping.

Try to pick up something while holding your thumb still. It is very difficult. If the nerve to the small muscles of the thumb is severed, 80% of the total hand function is lost.

There are numerous types of hand protection (gloves) available -- each with a specific purpose. The most common are general purpose cotton work gloves which provide protection from minor skin abrasions and cold. However, there are many other types of gloves. Hands need protection from chemicals, abrasions, cuts and lacerations, temperature extremes, germs, radiation, impact, punctures, electricity, and other hazards on the facility. Specific job requirements determine the type of hand protection needed. Proper hand protection must do more than protect your hand; it must allow you to accomplish your job assignment with efficiency as well as safety.

Wearing hand protection could prevent your hand and/or fingers from being severed, burned, crushed, punctured, lacerated, cut, or generally abused.

Respiratory Protection

Employees who, by nature of their work, are exposed to harmful aerosols, vapors, gases, contaminated air, or non-breathable air will be provided air purifying or air supplying respirators after training, medical evaluation, and fit testing per our Respiratory Protection Program. The one exception is dust masks worn solely for comfort and not for respiratory protection.

Miscellaneous Personal Protection

PPE immediately brings to mind eye, head, hand, and foot protective equipment. However, there may be other types of protective equipment which are readily available and which have the capability of protecting employees from identified hazards on the facility. Some of these items may not fall under a specific OSHA standard or may not be ANSI approved or disapproved; however, in the judgment of Robert Cleavenger, they may be appropriate for use in our operations.

Summary

The true beneficiary of PPE utilization is the user. The whole thrust of this Program is to protect our employees from injury. This is accomplished by, among other things, explaining the process of hazard assessment, the reasons for PPE use, and the necessity of using the PPE selected.

What possible justification could there be for maiming, losing, or even slightly injuring a body part because available (and required) PPE was not used? "I forgot"; "I was in a hurry"; "I misplaced my PPE"; "I felt silly wearing PPE"; or "I really didn't believe PPE was necessary" will not undo what could be a lifetime of regret.

Prestige Window Cleaning Inc

Certificate of Workplace Hazard Assessment

In accordance with 29 CFR 1910.132(d)(2), I certify that, this date, I have performed a hazard assessment of our facility located at:

1835 E 6th Street, Ste 11

Tempe, AZ 85281

480-839-1707

This hazard assessment was performed to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).

Identified hazards which cannot be eliminated through engineering controls or changes in procedures will be addressed by the use of selected PPE.

All affected employees will be informed of the required PPE for specific work locations or specific types of work to be performed and will receive initial training or retraining, if necessary, before being allowed to perform work requiring PPE.

If conditions or procedures change, a reassessment will be made.

Robert Cleavenger

Date

Personal Protective Equipment Program Administrator

Personal Protective Equipment - Hearing Conservation Overview

29 CFR 1910.95 – Occupational Noise Exposure

29 CFR 1926.52 - Occupational Noise Exposure

29 CFR 1926.101 - Hearing Protection

Overview

Wherever it is not feasible to reduce the noise levels or duration of exposures to those specified in Table D-2, below, ear protective devices shall be provided and used.

Ear protective devices inserted in the ear shall be fitted or determined individually by competent persons.

Plain cotton is not an acceptable protective device.

Sound level	
<u>Duration per day, hours</u>	<u>dBA slow response</u>
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110
1/4 or less	115

Hearing damage is caused by noise level and duration of exposure to the noise. If, after using the formula below, the equivalent noise exposure exceeds unity (1), then a Hearing Conservation Program will be initiated.

$F(e) = (T(1) \text{ divided by } L(1)) + (T(2) \text{ divided by } L(2)) + \dots + (T(n) \text{ divided by } L(n))$ where:

F(e) = The equivalent noise exposure factor.

T = The period of noise exposure at any essentially constant level.

L = The duration of the permissible noise exposure at the constant level
(from Table D-2).

If the value of F(e) exceeds unity (1) the exposure exceeds permissible levels.

A sample computation showing an application of the formula in paragraph (d)(2)(ii) of this section is as follows. An employee is exposed at these levels for these periods:

110 db A 1/4 hour.

100 db A 1/2 hour.

90 db A 1 1/2 hours.

$F(e) = (1/4 \text{ divided by } 1/2) + (1/2 \text{ divided by } 2) + (1 \text{ 1/2 divided by } 8)$

$F(e) = 0.500 + 0.25 + 0.188$

$F(e) = 0.938$

Since the value of F(e) does not exceed unity, the exposure is within permissible limits.

Hearing protection is different from most other types of PPE because loss of hearing generally occurs painlessly over a period of time and, when finally realized, the damage is permanent.

As one would reasonably expect, acoustic trauma to your hearing can cause instant and permanent damage.

The initial determination of excessive noise levels is generally subjective. Indications of excessive noise would include: actual information pertaining to specific machines, personal observation, complaints from employees, and noticed indications of hearing loss. It is requested that employees draw attention to work situations where there is an apparent loudness that possibly requires hearing protection.

The noise levels at the workplace have been determined to be within acceptable levels.

At no cost, and replaced as necessary, hearing protectors will be provided as needed.

Appropriate hearing protectors will be available in a variety of styles from which to choose from to provide a comfortable fit; employees will be made aware of the proper use and care of the protectors selected.

In selecting appropriate hearing protectors, , our Hearing Program Administrator will consider the below factors:

1. The hearing protector's noise reduction rating (Subject Fit) [NRR(SF)].
2. The user's daily equivalent noise exposure.
3. Variations in noise levels.
4. User preference.
5. Communication needs.
6. Hearing ability.
7. Compatibility with other safety equipment.
8. User's physical limitations.
9. Climate and other working conditions.
10. Replacement, care, and use requirements.

Prevention of Heat and Cold Stress

Prevention of Cold Stress

Cold related work illness is a real threat to our employees who work outside during months of cold weather. In order to lessen this threat, this program has been prepared.

All current employees will be given instruction in this program prior to working outside where the possibility of frostbite and hypothermia exist.

On days when applicable environmental conditions exist (temperatures or wind chill factors equal to or less than 30 degrees F), the site supervisor will, before the morning shift starts, remind workers of the danger of frostbite and hypothermia, the procedures to lessen its impact, and, in the worst case, the procedure for medical response.

All persons should recognize the symptoms of cold related illness.

Frostbite

(Sensations of coldness; tingling, stinging or aching feeling of the exposed area followed by numbness of ears, fingers, toes, cheeks, and noses. Frostbitten areas appear white and cold to the touch)

Seek medical assistance immediately.

Frostbitten parts should be covered with dry, sterile gauze or soft, clean cloth bandages.

DO NOT massage frostbitten tissue

Take measures to prevent further cold injury.

General Hypothermia

(Shivering, an inability to do complex motor functions, lethargy, and mild confusion)

Conserving remaining body heat. Providing additional heat sources. Seek medical assistance for persons.

Severe Hypothermia

(Unresponsive and not shivering)

Seek medical attention immediately. Reduce heat loss by:

1. Obtaining shelter.
2. Removal of wet clothing.
3. Adding layers of dry clothing, blankets, or using a pre-warmed sleeping bag. The four environmental conditions that cause cold-related stress are low temperatures, high/cool winds, dampness and cold water. Wind chill, a combination of temperature and velocity, is a crucial factor to evaluate when working outside. For example, when the actual air temperature of the wind is 40°F (4°C) and its velocity is 35 mph, the exposed skin receives conditions equivalent to the still-air temperature being 11°F. A dangerous situation of rapid heat loss may arise for any individual exposed to high winds and cold temperatures.

The purpose of this program is to take definitive measures prior to the onset of cold related illnesses so that medical response will not be necessary. If the above conditions do present themselves, the supervisor, who will always have access to a mobile phone, will follow our standard emergency procedures.

Definitive measures to prevent cold related illness include:

Personal Protective Clothing

Personal Protective Clothing is the most important step in fighting the elements is providing adequate layers of insulation from them. Wear at least three layers of clothing:

1. An outer layer to break the wind and allow some ventilation (like Gore-Tex® or nylon);
2. A middle layer of wool or synthetic fabric (Qualofil or Pile) to absorb sweat and retain insulation in a damp environment. Down is a useful lightweight insulator; however, it is ineffective once it becomes wet.
3. An inner layer of cotton or synthetic weave to allow ventilation.

Pay special attention to protecting feet, hands, face, and head. Up to 40% of body heat can be lost when the head is exposed. Footgear should be insulated to protect against cold and dampness. Keep a change of clothing available in case work garments become wet.

Engineering Controls

Engineering Controls help reduce the risk of cold-related injuries.

1. Use an on-site source of heat, such as air jets, radiant heaters, or contact warm plates.
2. Shield work areas from drafty or windy conditions.
3. Provide a heated shelter for employees who experience prolonged exposure to equivalent wind-chill temperatures of 20°F or less.
4. Use thermal insulating material on equipment handles when temperatures drop below 30°F.

Safe Work Practices

Safe Work Practices, such as changes in work schedules and practices, are necessary to combat the effects of exceedingly cold weather. Possible workable safe practices include:

1. Allowing a period of adjustment to the cold before embarking on a full work schedule.
2. Permitting employees to set their own pace and take extra work breaks when needed.
3. Reducing, as much as possible, the number of activities performed outdoors. When employees must brave the cold, selecting the warmest hours of the day and minimize activities that reduce circulation.
4. Ensuring that employees remain hydrated.
5. Establishing a buddy system for working outdoors.
6. Educating employees to the symptoms of cold-related stresses – heavy shivering, uncomfortable coldness, severe fatigue, drowsiness, or euphoria.

Provision of Water

Employees will have access to adequate quantities of potable drinking water.

Where the supply of water is not plumbed or otherwise continuously supplied, water will be provided in sufficient quantity.

Supervisor will provide frequent reminders to employees to drink frequently, and, if needed, more water breaks will be provided.

Drinking water will be dispensed in containers with a tight sealing lid and labeled as Drinking Water. Drinking water containers are to be cleaned daily. Water containers will be placed as close as possible to the workers.

Supervisors will monitor water consumption and water supply and ensure adequate levels are available to last the whole shift.

Disposable/single use drinking cups will be provided to employees.

Supervisors will remind employees that personal military style canteens may be worn containing water. In cold weather conditions, employees are encouraged to drink warm, sweet beverages (sugar water, sports-type drinks). They should avoid drinks with caffeine (coffee, tea, or hot chocolate). Employees are cautioned, however, that sharing water from a personal canteen is forbidden and, because of the health hazard to the user and the person with whom it is shared, disciplinary action will be taken against both employees if they drink out of the same container. This disciplinary action will be documented using our disciplinary enforcement form.

Training

All employees will read this program and be given interactive training in its provisions. A copy of this program will be kept at the work area during applicable periods of cold weather.

All supervisors will read the below informational items prior to utilization of this program and have an opportunity for discussion and clarification with David Kaminski, our Safety Director.

OSHA Cold Stress QuickCard 3156

Prevention of Heat Stress

Heat related work illness is a real threat to our employees who work outside during months of high heat and humidity. In order to lessen this threat, this program has been prepared.

All current employees will be given instruction on this program prior to working in heat illness inducing environments or other severe environmental conditions.

On days when applicable environmental conditions exist - periods of hot weather (equal to or greater than 85°F and 40% Relative Humidity) -the site supervisor will, before the morning shift starts, remind workers of the danger of heat illness, the procedures to lessen its impact, and, in the worst case, the procedure for medical response.

All persons should recognize the symptoms of heat related illness.

HEAT EXHAUSTION

(Fatigue; weakness; profuse sweating; normal temperature; pale clammy skin; headache; cramps; vomiting; fainting)

Remove from hot area.

Have victim lie down and raise feet.

Apply cool wet cloths.

Loosen or remove clothing.

Allow small sips of water if victim is not vomiting.

HEAT STROKE

(Dizziness; nausea; severe headache; hot dry skin; confusion; collapse; delirium; coma and death)

Call for immediate medical assistance.

Remove victim from hot area.

Remove clothing.

Have victim lay down.

Cool the body (shower, cool wet cloths)

Do not give stimulants.

The purpose of this program is to take definitive measures prior to the onset of heat exhaustion and heat stroke so that medical response will not be necessary. If the above conditions do present themselves, the supervisor, who will always have access to a mobile phone, will follow our standard emergency procedures.

Definitive measures to prevent heat related illness include:

1. Provision of water
2. Provision of shade
3. Provision of rest (recovery period)
4. Modified work procedures

Provision of Water

Water is a key preventive measure to minimize the risk of heat related illnesses. Employees will have access to adequate quantities of potable drinking water.

Where the supply of water is not plumbed or otherwise continuously supplied, water will be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift.

Supervisors will encourage the frequent drinking of water. The supervisor or a designated person will monitor water consumption every 30 minutes. Employees are encouraged to report bad tasting water or low levels of water immediately so the situation can be corrected.

Supervisor will provide frequent reminders to employees to drink water, and, if needed, more water breaks will be provided.

Every morning during conditions where this program is applicable, there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift.

Drinking water will be dispensed in containers with a tight sealing lid and labeled as Drinking Water. Drinking water containers are to be cleaned daily. Water containers will be placed as close as possible to the workers.

Supervisors will monitor water consumption and water supply and ensure adequate levels are available to last the whole shift

Disposable/single use drinking cups will be provided to employees

During extreme conditions, the supervisor will blow an air horn to remind workers to take a water break.

Supervisors will remind employees that personal military style canteens may be worn containing water. Employees are cautioned, however, that sharing water from a personal canteen is forbidden and, because of the health hazard to the user and the person with whom it is shared, disciplinary action will be taken against both employees if they drink out of the same container. This disciplinary action will be documented using our disciplinary enforcement form.

As a reminder of the importance of water to the human system, the following information is supplied:

FLUIDS

If you heard in advance that this safety meeting was on fluids, you may well have thought that the meeting would focus on the storage, use, clean-up, and possible emergency procedures involved with the liquid chemical products used on or near work areas. You'd be wrong. While the above are important topics and questions related to them should be addressed to the competent person, this safety meeting is about **your** bodily fluids.

From a safety standpoint, you must not neglect your need for potable (drinkable) fluids. Water is not only the most abundant of all compounds found on the earth, it is the most abundant part of you – actually about 65% of you is water.

Drink fluids! From a life process standpoint, what fluid intake is doing is keeping you healthy by allowing your body to maintain its core body temperature at its appropriate level. When your brain senses that cooling action is needed, your body circulates blood to your skin to allow it to cool with the outside temperature. If the water used for sweat is not replaced, a water deficit starts to occur. The millions of chemical reactions taking place in your body at every moment can only occur in the presence of water. The fluids in your body transport nourishment, gases, and waste.

Imagine your body as a water based chemical factory that functions only within a narrow temperature range. An average, healthy person, at rest, has an oral temperature of between 98.6°F and 100.4°F. If your body temperature reaches 105.8°F, convulsions may occur. Your whole central nervous system is impaired when your body temperature raises 9°F above normal. At 106.0°F, the thermoregulatory center in your brain fails and, because of damage to your central nervous system, the sweating (cooling) mechanism cuts off when you need it most. It is a vicious circle – the hotter you get, the more heat you generate through metabolism. In fact, at 107.6°F, cellular metabolism is 50% higher than at normal temperatures.

Without getting too graphic, here are some of the problems associated with extreme water loss: cells will shrink; the skin will lose its elasticity; skin and mucous membrane cells will dry out;

eyeballs will become soft; weight loss will occur; the body temperature will rise; apprehension, restlessness, and even coma may occur; urine will become concentrated; renal shutdown will occur; red blood cells will shrink; death.

Stay healthy! Drink water! Water is truly the stuff of life.

Provision of Shade

The supervisor will ensure that employees have access to shade to minimize the risk of heat related illnesses. If natural shade is not available, the supervisor will ensure that sun umbrellas or portable canopies are provided in adequate number. These umbrellas or canopies will be placed in close proximity to the work activity (i.e., no more than 50-100 yards).

Ideally, if available, employees will be allowed to get out of the sun by entering an air conditioned structure such as a building or job trailer. This not only provides shade, it provides a cool, less humid, atmosphere. Any employee who feels the need for shade will protect himself/herself from the sun for a period of not less than 5 minutes.

Lastly, but importantly, persons must provide personal shade in the form of shirts (preferably light colored to reflect the sun). Shirts are required to prevent sunburn, another health hazard.

Provision of Rest (Recovery Period)

While shade and rest often go hand in hand, they are two distinct activities. Any employee who, due to heat, humidity, or exertion under the provisions of this program, may rest for a period of not less than 5 minutes if that employee believes a preventative recovery period is required.

Modified work procedures

The supervisor will make every effort, consistent with our effort to properly perform our job tasks, to modify work procedures. Example would include performing work requiring heavy exertion during the cooler hours of the day, assigning more persons to a job task to lessen the effort required of each, and the use of machinery in lieu of physical effort.

All employees, but new employees in particular, should be allowed to acclimate to hotter weather. It takes a body four to fourteen days to acclimate to hotter weather. Reduced workloads and careful attention to new employees may be required.

Training

All employees will read this program and be given interactive training in its provisions. A copy of this program will be kept at the work area during applicable periods of heat and humidity.

All supervisors may wish to read the below informational items prior to utilization of this program and have an opportunity for discussion and clarification with David Kaminski, our Safety Director.

The American Red Cross Health & Safety Tips, Heat Related Illness
CAL OSHA Heat Illness Prevention etool

Scaffolds

29 CFR 1926.450 - Scope, Application and Definitions Applicable to this Subpart

29 CFR 1926.451 - General Requirements

29 CFR 1926.452 - Additional Requirements Applicable to Specific Types of Scaffolds

29 CFR 1926.454 - Training Requirements

29 CFR 1926 Subpart L App A - Scaffold Specifications

29 CFR 1926 Subpart L App D - List of Training Topics for Scaffold Erectors and Dismantlers

29 CFR 1926 Subpart L App E - Drawings and Illustrations

Overview

As required by 1910.27, scaffolds used in general industry must meet the requirements in 29 CFR part 1926, subpart L.

Scaffolds are everyday items on most construction sites and their use presents specific hazards – the most common being electrical shock, falls, and falling objects. This program addresses these hazards and provides safety rules for the use of this type of equipment.

Affected individuals must be aware of the specific hazards applicable to their work situation and the proper safety procedures for avoiding these hazards.

All scaffold applications require knowledge of: equipment inspection, load capacities, ground conditions, effects of weather, fall protection, potential electrical hazards, and protection from falling objects. It is expected that all personnel understand how to perform work in a safe manner while on a scaffold, recognize unsafe work situations, and effectively deal with them. If you are aware of a scaffold hazard (or any safety hazard), immediately bring it to the attention of your immediate Supervisor or the competent person on the job site.

Scaffold Safety

A scaffold, by definition, is any temporary elevated platform and its supporting structure used for supporting employees or materials or both. Because of the numerous types of scaffolds, the infinite possible combinations of uses, the various surface features on which the scaffold may rest, and the varying conditions in which scaffolds may be used, it would be impossible to detail what to do in every situation. The goal of any safety program – including scaffold safety – is to eliminate the possibility of harm to employees while they are performing their duties.

Only safety harnesses, not belts, will be used in fall protection.

Leading causes for scaffold accidents and injuries are plank slippage, being struck by falling objects, and the actual collapse of the support structure or planking.

Definitions

There are a number of terms and phrases which must be understood by all employees when dealing with scaffolds. Below are listed important definitions to aid in the understanding of this Program, however they are not all-inclusive. A complete list of definitions, including the many types of scaffolds and their individual components is found in 29 CFR 1926.450.

BODY HARNESS: a design of straps which may be secured about the employee in a manner to distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a personal fall arrest system.

COMPETENT PERSON: one who is capable of identifying existing and predictable hazards in the surrounding or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

EXPOSED POWER LINES: electrical power lines which are accessible to employees and which are not shielded from contact. Such lines do not include extension cords or power tool cords.

FAILURE: load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

GUARDRAIL SYSTEM: a vertical barrier consisting of, but not limited to, toprails, midrails, and posts erected to prevent employees from falling off a scaffold platform or walkway to lower levels.

LANDING: a platform at the end of a flight of stairs.

LIFELINE: a component consisting of a flexible line that connects to an anchorage at one end to hang vertically (vertical lifeline), or that connects to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

LOWER LEVELS: areas below the level where the employee is located and to which an employee can fall. Such areas include, but are not limited to, ground levels, floors, roofs, ramps, runways, excavations, pits, tanks, materials, water, and equipment.

MAXIMUM INTENDED LOAD: the total load of all persons, equipment, tools, materials, transmitted loads, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.

OPEN SIDES AND ENDS: the edges of a platform that are more than 14 inches away horizontally from a sturdy, continuous, vertical surface (such as a building wall) or a sturdy, continuous, horizontal surface (such as a floor), or a point of access. Exception: For plastering and lathing operations, the horizontal threshold distance is 18 inches.

PERSONAL FALL ARREST SYSTEM: a system used to arrest an employee's fall. It consists of an anchorage, connectors, a body harness and may include a lanyard, deceleration device, lifeline, or combinations of these.

PLATFORM: a work surface elevated above lower levels. Platforms can be constructed using individual wood planks, fabricated planks, fabricated decks, and fabricated platforms.

QUALIFIED PERSON: one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

RATED LOAD: the manufacturer's specified maximum load to be lifted by a hoist or to be applied to a scaffold or scaffold equipment.

SCAFFOLD: any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage) used for supporting employees or materials or both.

UNSTABLE OBJECTS: items whose strength, configuration, or lack of stability may allow them to become dislocated and shift and therefore may not properly support the loads imposed on them. Unstable objects do not constitute a safe base support for scaffolds, platforms, or employees. Examples include, but are not limited to, barrels, boxes, loose brick, and concrete blocks.

Guidelines for Scaffold Use

ALL SCAFFOLDS:

Employees who work on any type of scaffold must follow the below listed guidelines:

- a. Scaffolds and scaffold components shall not be loaded in excess of their maximum intended loads or rated capacities, whichever is less.
- b. Scaffolds and scaffold components will be inspected for visible defects by a competent person before each work shift and after any occurrence which could affect a scaffold's structural integrity.
- c. Damaged or weakened parts will be immediately replaced.
- d. Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of a competent person qualified in scaffold erection, moving, dismantling, or alteration. Such activities shall be performed only by experienced and trained employees selected for such work by the competent person.
- e. Work on or from scaffolds is prohibited during storms or high winds unless a competent person has determined that it is safe for employees to be on the scaffold and these employees are protected by a personal fall arrest system or wind screens.
- f. Personnel may not work on scaffolds covered with snow, ice or other slippery material except to remove the material with extreme care.
- g. Where swinging loads are being hoisted onto or near scaffolds such that the loads might contact the scaffold, tag lines or equivalent measures to control the loads shall be used.
- h. Debris shall not be allowed to accumulate on platforms.
- i. Make-shift devices on top of scaffold platforms shall not be used to increase the working level height of employees.
- j. Guardrails should have smooth surfaces to prevent puncture, laceration, or snagging injuries.
- k. Make-shift parts will not be used. A nail is not a substitute for a pin.

SUPPORTED SCAFFOLDS:

Employees who work on supported scaffolds must follow the below listed rules and guidelines. These guidelines cover most, but not all situations. The competent person will address unusual situations.

- a. Each platform unit on all working levels of a scaffold shall be fully planked or decked between the front uprights and the guardrail supports and each platform unit shall be installed so that the space between adjacent units and the space between the platform and the uprights is no more than 1 inch wide (where feasible.)
- b. Supported scaffolds must have a height to base (including outrigger supports, if used) width ratio of no more than 4:1 unless restrained from tipping by guying, tying, bracing, or equivalent means. The competent person will direct the procedures for prevention of tipping.
- c. Supported scaffold poles, legs, posts, frames, and uprights must rest on **base plates AND** mud sills or other adequate firm foundation.

Note: Base plates must always be used on supported scaffolds

1. Footings must be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement.
 2. Unstable objects cannot be used to support scaffolds or platform units.
 3. Unstable objects shall not be used as working platforms.
 4. Front-end loaders and similar pieces of equipment shall not be used to support scaffold platforms unless they have been specifically designed by the manufacturer for such use.
 5. Fork-lifts shall not be used to support scaffold platforms unless the entire platform is attached to the fork and the fork-lift is not moved horizontally while the platform is occupied.
- d. Supported scaffold poles, legs, posts, frames, and uprights shall be plumb and braced to prevent swaying and displacement.

- e. Scaffolds shall not be moved horizontally while employees are on them unless they have been designed by a registered professional engineer specifically for such movement or, in the case of mobile scaffolds:
1. The surface on which the scaffold is being moved is within 3 degrees of level and free of pits, holes, and obstructions.
 2. The height to base width ratio of the scaffold during movement is two to one or less.
 3. Outrigger frames, when used, are installed on both sides of the scaffold.
 4. When power systems are used, the propelling force is applied directly to the wheels and does not produce a speed in excess of 1 foot per second.
 5. No employee is on any part of the scaffold which extends outward beyond the wheels, casters, or other supports.
 6. Before the scaffold is moved, each employee on the scaffold must be made aware of the move.

SUSPENDED SCAFFOLDS:

Employees who work on suspended scaffolds must follow the below listed rules and guidelines. These guidelines cover most, but not all situations. The competent person will address unusual situations.

- a. All suspension scaffold devices shall rest on surfaces capable of supporting at least 4 times the load imposed on them by the scaffold operating at the rated load of the hoist (or at least 1.5 times the load imposed on them by the scaffold at the stall capacity of the hoist, whichever is greater).
- b. Direct connections on suspension scaffolds must be evaluated before use by a competent person who shall confirm that the supporting surfaces are capable of supporting the loads to be imposed.
- c. Counterweights shall be made of non-flowable material. Sand, gravel and similar materials that can be easily dislocated may not be used as counterweights.
 1. Only items specifically designed as counterweights shall be used as counterweights. Construction material shall not be used as counterweights.
 2. Counterweights shall not be removed from an outrigger beam until the scaffold is disassembled.
- d. The use of repaired wire rope as suspension rope is prohibited.
- e. Wire ropes shall not be joined together except through the use of eye splice thimbles and secured by eye splicing or equivalent means.

- f. Wire ropes shall be inspected for defects by a competent person prior to each work shift and after every occurrence which could affect a wire rope's integrity. Wire ropes will be **replaced** if any of the following conditions exist:
 - 1. Any physical damage which impairs the function and strength of the rope.
 - 2. Kinks that might impair the tracking or wrapping of rope around the drum(s) or sheave(s).
 - 3. Six randomly distributed broken wires in one rope lay or three broken wires in one strand in one rope lay.
 - 4. Abrasion, corrosion, scrubbing, flattening or peeling causing loss of more than one third of the original diameter of the outside wires.
 - 5. Heat damage caused by a torch or any damage caused by contact with electrical wire.
 - 6. Evidence that the secondary brake has been activated during an overspeed condition and has engaged the suspension rope.
- g. Gasoline-powered equipment and hoists shall not be used on suspension scaffolds.
- h. Gears and brakes of power-operated hoists used on suspension scaffolds shall be enclosed.
- i. Manually operated hoists shall require a positive crank force to descend.

Guidelines for the Control of Electrical Hazards

To prevent the possibility of electrical shock, neither the scaffold nor any conductive material handled on the scaffold shall come closer to exposed and energized power lines as noted below:

INSULATED POWER LINES

<u>Voltage</u>	<u>Minimum Distance</u>	<u>Alternatives</u>
Less than 300 volts	3 feet	
300 volts to 50 kv	10 feet	
More than 50 kv each 1 kv over 50 kv than 10 feet	10 feet plus 0.4" for line insulator, but	2 X's the length of the never less

UNINSULATED POWER LINES

<u>Voltage</u>	<u>Minimum Distance</u>	<u>Alternatives</u>
Less than 50 kv	10 feet	
More than 50 kv each 1 kv over 50 kv than 10 feet	10 feet plus 0.4" for line insulator, but	2 X's the length of the never less

Scaffolds may be closer to power lines if it is necessary to accomplish the work, but only after the utility company or electrical system operator has been notified of the need to work closer, and the utility company or electrical system operator has de-energized or relocated the lines or installed protective coverings to prevent accidental contact with the lines.

When using 110 volt electrical power tools or lights, ground fault circuit breakers must be used. Electrical extension cords must be inspected for cuts or cracks in the insulation before use.

Guidelines for the Control of Fall Hazards

Each employee working on a scaffold more than 10 feet above a lower level must be protected from falling to that lower level as noted below:

<u>SCAFFOLD TYPE</u>	<u>FALL PROTECTION REQUIREMENTS</u>
Boatswains' Chair	Personal Fall Arrest System
Catenary Scaffold	
Float Scaffold	
Needle Beam Scaffold	
Ladder Jack Scaffold	
Single-Point Adjustable Suspension Scaffold	Personal Fall Arrest System
Two-Point Adjustable Suspension Scaffold	and a Guardrail System
Crawling Board	Personal Fall Arrest System;(Chicken Ladder)*Guardrail System or a 3/4" diameter grabline or equivalent handhold securely fastened beside each crawling board.
Self-Contained Adjustable Scaffold	*Guardrail System when the platform is supported by the frame structure; by both a Personal Fall Arrest System and a *Guardrail System when the platform is supported by ropes.
Walkway Located within a Scaffold	*Guardrail System installed within 9 1/2" of and along at least one side of the Walkway.
Supported Scaffolds used while performing Overhand Bricklaying	Personal Fall Arrest System or a *Guardrail System (except at the side next to the wall being laid.)
All Other Scaffolds not specified above	Personal Fall Arrest System or a *Guardrail System

*Guardrail Systems must have a minimum 200 pound toprail capacity.

Special Precautions for the Prevention of Falling

PLANKING REQUIREMENTS:

Plank slippage causes falls and falls cause injuries. Below are requirements for platforms and/or planks used on scaffolds and walkways:

- a. Each platform unit (e.g., scaffold plank, fabricated plank, fabricated deck, or fabricated platform) shall be installed so that the space between adjacent units and the space between the platform and the uprights is no more than 1 inch wide.
 1. Exceptions to the above:
 - i. When a wider space is necessary (for example, to fit around uprights when side brackets are used to extend the width of the platform). In this instance, the platform must be planked or decked as fully as possible and the remaining open space between the platform and the uprights shall not exceed 9½", or when planking or decking is used solely for walkways or solely for use by personnel erecting or dismantling the scaffold. In these instances, only the planking the competent person establishes as necessary to provide safe working conditions is required.
- b. Each scaffold platform and walkway shall be at least 18 inches wide.
 1. Exceptions to the above:
 - i. Each ladder jack scaffold, top plate bracket scaffold, roof bracket scaffold, and pump jack scaffold shall be at least 12 inches wide.
 - ii. There is no minimum width for boatswain's chairs.
 - iii. Where working areas are so narrow that platforms and walkways cannot be at least 18 inches wide, the platforms and walkways shall be as wide as feasible. In these instances, personnel shall be protected from fall hazards by the use of guardrails and/or personal fall arrest systems regardless of the height.

- c. The front edge of all platforms shall not be more than 14 inches from the face of the work unless guardrail systems are erected along the front edge and/or fall arrest systems are used.
 - 1. Exceptions to the above:
 - i. For outrigger scaffolds, the maximum distance from the face of the work shall be 3 inches.
 - ii. For plastering and latching operations, the maximum distance from the face of the work shall be 18 inches.
- d. Each end of a platform unless cleated or otherwise restrained by hooks or equivalent means, shall extend over the centerline of its support by at least 6 inches and not more than:
 - 1. Twelve (12) inches for a platform 10 feet or less in length unless the platform is designed and installed so that the cantilevered* portion of the platform is able to support personnel and/or material without tipping, or has guardrails which block access to the cantilevered end.
 - 2. Eighteen (18) inches for a platform greater than 10 feet in length unless it is designed and installed so that the cantilevered* portion of the platform is able to support personnel without tipping or has guardrails which block access to the cantilevered end.

NOTE: Cantilevered portion of the platform is the portion of the platform which extends beyond the support by 12 or 18 inches.
- e. On scaffolds where scaffold planks are abutted to create a long platform, each abutted end shall rest on a separate support surface. The use of common support members such as “T” sections to support abutting planks or hook on platforms designed to rest on common support is acceptable.
- f. Where platforms are overlapped to create a long platform, the overlap shall occur only over supports and shall not be less than 12 inches unless the platforms are nailed together or otherwise restrained to prevent movement.

- g. At points of a scaffold where the platform changes direction, such as turning a corner, any platform that rests on a bearer at an angle other than a right angle shall be laid first; platforms which rest at right angles over the same bearer shall be laid second on top of the first platform.
- h. With the exception that the edges may be marked for identification, wood platforms shall not be covered with opaque finishes. Platforms may be coated with wood preservatives, fire-retardant finishes, and slip-resistant finishes as long as the coatings allow the actual wood to be seen. This is so the wood platforms may be inspected for damage and/or deterioration.
- i. Scaffold components manufactured by different manufacturers cannot be intermixed unless the components fit together without force and the scaffold's structural integrity, as determined by a competent person, is maintained.
- j. Scaffold components made of dissimilar metals shall not be used together unless a competent person has determined that galvanic action will not reduce the strength of any component below acceptable levels.

Fall Protection During Erection & Dismantling of Supported Scaffolds

Supported Scaffolds: The competent person must determine the feasibility and safety of providing fall protection for employees erecting and dismantling supported scaffolds.

Suspended Scaffolds: Fall protection for those erecting and dismantling suspended scaffolds is possible because the anchorage points used for supporting the scaffold would certainly support a fall protection system. Therefore, fall protection will be utilized for personnel erecting or dismantling suspended scaffolds.

Guidelines for the Control of Falling Objects

All personnel working on a scaffold must wear hard hats. Further protection from falling objects will be provided, if needed, by toeboards*, screens, or guardrail systems; or through the erection of debris nets, catch platforms, or canopy** structures that contain or deflect the falling objects.

Objects that are too heavy or massive to be prevented from falling by the above measures will be kept away from the edge of the scaffold and secured as necessary to prevent their falling.

Where there is a possibility of falling objects (tools, materials, or equipment), the below safeguards must be implemented:

- a. The area below the scaffold to which objects can fall shall be barricaded and employees shall not be permitted to enter the hazard area, or
- b. A toeboard will be erected along the edge of platforms more than 10 feet above lower levels for a distance sufficient to protect employees below.

When tools, material, or equipment are piled to a height higher than the top edge of the toeboard, the below listed safeguards must be implemented:

- a. Paneling or screening extending from the toeboard or platform to the top of the guardrail shall be erected for a distance sufficient to protect employees below, or
- b. A guardrail system shall be installed with openings small enough to prevent passage of potential falling objects, or
- c. a canopy structure, debris net or catch platform strong enough to prevent passage of potential falling objects shall be erected over the employees below.

NOTE: Toeboards must be capable of withstanding, without failure, a force of at least 50 pounds applied in any downward or horizontal direction and be at least 3½” high from the top edge of the walking/working surface. Further, toeboards must be secured to the outermost edge of the platform and not have more than ¼” clearance above the walking/working surface. Toeboards must either be solid or have openings not over 1” in the greatest dimension.

NOTE: Canopies used for falling object protection must be installed between the falling object hazard and the employees below.

Access

Two feet – 24 inches – is the height at which some sort of access is required to reach a scaffold platform. When a scaffold platform is two (2) feet above or below the point of access (often the ground level), portable ladders, hook-on ladders, ramps, walkways, ladder stands, etc. must be used. Never use a crossbrace as a means of getting on or off a scaffold.

Hook-on and attachable ladders must:

- a. Be positioned so they do not tip the scaffold.
- b. Have the bottom rung within 24 inches of the supporting level.
- c. Have rest platforms at least at 35-foot vertical intervals when used on supported scaffolds.
- d. Be designed for use with the scaffold being used.
- e. Have a minimum spacing between rungs of $16 \frac{3}{4}$ inches and a minimum rung length of $11 \frac{1}{2}$ inches.

Stairway type ladders have essentially the same requirements except that:

- a. The rest platforms must be at the 12 foot (maximum) vertical level.
- b. The minimum step width is 16 inches (mobile scaffold stairway-type ladders: $11 \frac{1}{2}$ inches).
- c. Slip-resistant treads are required on all steps and landings.

Stairtowers, if used, must have the bottom step within 24 inches of the supporting level and have

- a. A toprail and midrail (stairrail) on each side.
- b. A landing platform at least 18 inches by 18 inches at each level.
- c. A width of 18 inches between stair rails.
- d. Resistant surfaces on treads and landings.

Employees must be able to safely get on and off a scaffold platform and at 24 inches, you will need a specific method of access.

General versus Specific Scaffold Safety Guidelines

General safety guidelines apply to all situations. In all situations, employees must be aware of:

- a. Potential electrical hazards, fall hazards, and falling object hazards and how to eliminate them.
- b. The proper use of scaffolds and the proper handling methods of materials on the scaffold being used.
- c. The maximum intended load and the load-carrying capacities of the scaffold being used and never exceeding these limits.

Within the broad categories of suspended and supported scaffolds, there are many specific types of scaffolds – each with its own limitations and special characteristics. Each job site has its own unique ground composition on which a supported scaffold is erected, or unique attachment points for suspended scaffolds. The competent person on the job site will instruct affected employees on any unusual or unique items that must be known about a specific circumstance.

Training

Interactive training will be given to all employees who will be performing work on scaffolds by a competent person; it will focus on the hazards associated with the type(s) of scaffolding used on our job site, as well as the methods to minimize or eliminate those hazards.

For those employees who will be erecting, disassembling, moving, operating, repairing, inspecting, or maintaining our scaffolds, the competent person will provide additional training applicable to their job requirements.

Retraining

Retraining will be provided should new types of scaffolding be introduced, conditions change, standards change, or on-the-job performance indicate that a particular employee has not retained the required proficiency in scaffold safety.

Additionally, retraining will be conducted when changes at the job site present a hazard about which an employee has not been previously trained; when changes in fall protection, falling objects protection, or equipment present a hazard which an employee has not been previously trained.