



*Wolyniec Construction Inc.* CONTRACTORS

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# **GENERAL SAFETY POLICY**



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## Commitment to Safety

**We are PROUD of the role safety plays in our work culture.**

The safety and wellbeing of each employee, our customers, other contractors and the public is a priority of Wolyniec Construction, Inc. and has become a quality of our work culture. We are very privileged to have a proactive safety and health committee that is dedicated to developing and coordinating useable policies, procedures and training activities that promote safe work practices, positive attitudes, a healthy working environment and a positive company image. We are also fortunate that the committee's work benefits WCI by managing OSHA compliance and worker's compensation issues.

**But, our safety program is YOUR safety program** and even if you are not a member of the safety committee, your input is vital to the success of our safety effort. Please help us to grow our safety culture by sharing any constructive feedback, questions or suggestions for improvement with your foreman or any of the safety committee members.

It is important to understand that we take safety very seriously and consider it just as important as work quality and productivity. As such, any serious, willful or habitual disregard for safety will be grounds for disciplinary action. We simply ask everyone to exercise common sense, initiative and accountability in an effort to promote a safe working environment. We fully expect each member of the WCI family to return home safely at the end of the workday. But for this to happen, loss control and safety must be considered vital parts of every job in our company.

And so, the challenge presented to you is to actively participate in our evolving safety and health program. Our goal of an injury-free workplace is attainable with the full support and participation of everyone.

**YOUR support and participation are greatly appreciated.**

*Steve Schenck*  
Steve Schenck, President



# General Safety Policy

**Safety Coordinator:** Steve Schenck

## 1.0 Purpose & Scope

- 1.1 **Purpose.** The primary objective of the WCI safety & health program is to protect the wellbeing of our employees, customers, other site workers, the public and our company through the implementation of effective loss prevention and life safety measures.
- 1.2 **Scope.** The provisions of this policy and the entire WCI safety program apply to all employees while on the job, whenever representing WCI and whenever operating company vehicles or equipment.
- 1.3 **Limitations.** In no way is this policy or any portion thereof meant to alter, replace or supersede OSHA regulations. Where conflicts may exist, the OSHA regulation takes precedence, unless WCI policy is more stringent.

## 2.0 Accountability for Safety

- 2.1 **Individual accountability for safety.** Our safety culture and the success of our program feed from the positive safety attitudes and efforts of our employees. Every person shares an equal responsibility for participating in the WCI safety program. Basic expectations for employees, executive management, the safety committee and supervisory personnel are described in Section 3.0 (Safety Program Participation).
- 2.2 **Refusal to be responsible.** Individuals will be held accountable for unsafe behavior that is considered serious, willful or repeated. Those who knowingly or repeatedly violate safety policy, placing themselves and/or others at risk of injury, shall be subject to the provisions of the company's disciplinary policy.
- 2.3 **Making an effort.** It is important to understand that this policy is not intended to penalize anyone who makes an honest effort to work within the parameters of our safety program and OSHA regulations. It is simply in place to deal with those who refuse to take responsibility for the safety of themselves and/or others.

## 3.0 Safety Program Participation

- 3.1 **No discrimination for participation.** In no way, shall any WCI employee be disciplined or penalized for participating in or submitting constructive suggestions for our safety program. Participation is vital to the continual success and improvement of this program.



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**3.2 WCI employee participation.** Safety program participation & feedback is expected from each employee. Like most things in life, the more that we can put into this program, the more we will get out of it. Participation efforts shall include:

- 3.2.1 Cooperating & contributing to accept nothing less than the safest workplace.
- 3.2.2 Looking out for one's self and co-workers.
- 3.2.3 Attending and participating in safety training sessions & related activities.
- 3.2.4 Recognizing & abiding by the provisions of our safety program.
- 3.2.5 Recognizing & abiding by the site general contractor's safety provisions.
- 3.2.6 Recognizing & working to surpass OSHA's minimum requirements for safety.
- 3.2.7 Correcting or reporting unsafe conditions, actions, equipment, tools & materials.
- 3.2.8 Not performing work that places one's self or others in danger.
- 3.2.9 Reporting incidents (work-related injuries/illnesses, damage, near misses).
- 3.2.10 Using personal protective equipment as required by our policy & the job task.
- 3.2.11 Using tools & equipment only after being trained how to safely operate them.
- 3.2.12 Assisting with incident investigation & analysis activities.
- 3.2.13 Reading safety communications.
- 3.2.14 Meeting with foreman or safety committee member to discuss safety issues.
- 3.2.15 Providing constructive input during site safety audits.
- 3.2.16 Promoting positive safety attitudes and actions in the workplace.

**3.3 Executive management participation.** WCI executive management shall oversee implementation of the safety program and monitor its function to assure that the program is achieving set goals. In addition to paragraph 3.2, participation efforts may include:

- 3.3.1 Attending safety committee meetings & training programs as time permits.
- 3.3.2 Setting and/or reviewing safety program goals and objectives.
- 3.3.3 Reviewing company incident data.
- 3.3.4 Listening to & soliciting employee input regarding our safety program.
- 3.3.5 Making final decisions that involve policy change or safety expenditures.
- 3.3.6 Reviewing, editing &/or approving new or revised safety policies.
- 3.3.7 Reviewing, editing &/or approving plans for safety training activities.
- 3.3.8 Reviewing or being actively involved in incident investigation & analysis.
- 3.3.9 Reviewing or being actively involved in site safety audit activities.
- 3.3.10 Reviewing or handling disciplinary issues.
- 3.3.11 Representing WCI & its safety efforts to customers, other companies, agencies or public

**3.4 Safety committee participation.** The safety committee will manage our safety program in an effort to assure that it is achieving set goals. In addition to paragraph 3.2, participation efforts shall include:

- 3.4.1 Prioritizing and addressing employee and company safety issues.
- 3.4.2 Establishing & working to achieve meaningful goals & objectives.
- 3.4.3 Identifying and correcting workplace safety & health hazards.
- 3.4.4 Soliciting employee participation.
- 3.4.5 Assisting foremen with their safety needs.
- 3.4.6 Developing, editing, reviewing & implementing written safety policies.
- 3.4.7 Identifying, coordinating & monitoring safety training needs.
- 3.4.8 Reviewing safety audits & following-up hazard correction actions.
- 3.4.9 Reviewing and/or conducting incident investigations and analysis.
- 3.4.10 Assuring effective communication of safety information & policies.

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- 3.4.11 Reviewing company & OSHA recordkeeping & citation data.
- 3.4.12 Pre-planning jobsite safety issues.
- 3.4.13 Working to comply with OSHA & regulatory agency requirements.
- 3.4.14 Conducting regular program reviews to determine continued effectiveness.

**3.5 Foreman participation.** Day-to-day active implementation of the WCI safety program shall be a primary responsibility of the jobsite foreman. In addition to paragraph 3.2, participation efforts shall include:

- 3.5.1 Leading by setting an exemplary model for safety.
- 3.5.2 Encouraging employee participation in the WCI safety program.
- 3.5.3 Establishing an “open door” policy with personnel in matters of safety.
- 3.5.4 Acting as a competent person for our jobsite work activities.
- 3.5.5 Coordinating safety efforts with other site employers.
- 3.5.6 Implementing, enforcing & monitoring company safety efforts.
- 3.5.7 Conducting daily (at a minimum) safety checks of jobsites during work activities.
- 3.5.8 Making constant informal site safety assessments throughout the workday.
- 3.5.9 Initiating and following-up actions needed to promptly correct hazards.
- 3.5.10 Stopping work that places workers, equipment or property in imminent danger.
- 3.5.11 Immediately correcting imminent danger situations before work progresses.
- 3.5.12 Conducting toolbox talks.
- 3.5.13 Communicating concerns or suggestions to the safety committee.
- 3.5.14 Assuring that employee emergency response needs are met.
- 3.5.15 Reporting incidents and completing associated paperwork.
- 3.5.16 Conducting incident investigations and analysis.
- 3.5.17 Providing site supervision commensurate with new hire skill/experience level.
- 3.5.18 Pre-planning jobsite safety issues.

**3.6 Subcontractor participation.**

- 3.6.1 Subcontractor safety requirements – Explained in our Subcontractor Safety Policy. This document shall be distributed to and signed by each subcontractor prior to the start of work on any of our sites. All subcontractors are responsible for abiding by the provisions of our safety policies.

## **4.0 Hazard Identification & Correction**

**4.1 Identifying hazards.** The following efforts shall be instituted as part of an ongoing system to identify and correct workplace safety & health hazards:

- 4.1.1 Employee participation – All WCI employees are expected to continually evaluate their work areas for safety & health hazards and seek corrective action as explained in Section 4.2.
- 4.1.2 Foremen – Each foreman shall perform a walk of the jobsite prior to the start of each day’s work for the sole purpose of hazard identification and correction. In addition, each foreman shall continually evaluate the site throughout the workday and correct safety/health hazards as they are found. Where hazards that affect



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WCI personnel are created by or are the responsibility of another site contractor, the foreman shall speak with the appropriate contractor(s) to remedy the hazard prior to the start of work.

4.1.3 Formal safety audits – Periodically, formal safety audits may be conducted at one or more WCI worksites. Results will be reviewed with the site foreman and/or employees during or immediately after the audit. Any items requiring committee action shall be discussed during the next meeting or sooner if needed. Audit documentation shall be provided to the site foreman and to the safety committee as appropriate.

4.1.3.1 Purpose of formal audits – To solicit employee input and to monitor the progress, effectiveness and needs of our safety program. It is very important to understand that the purpose of these audits is NOT to single-out anyone or to criticize his/her safety efforts.

4.1.3.2 Employee input – During audits, all WCI employees are encouraged to provide constructive feedback on our safety program. Every suggestion will be brought to the safety committee for discussion during the next committee meeting.

4.2 Reporting & correcting safety/health concerns. We must all take responsibility for the safety of ourselves and those around us. Thus, any WCI employee who identifies a hazard is expected to take prompt action. Understand that OSHA can fine WCI if any of our employees create a hazard or are exposed to one (whether or not we created it or are responsible for it).

4.2.1 Eliminating hazards – Where the fix to an identified hazard is quick and simple, employees are expected to take action themselves. If the fix is complex, involves interaction with another site employer or requires supervisory approval, then the foreman shall be notified immediately so that corrective action can be initiated.

4.2.2 Safety committee review – The safety committee will review all situations where a permanent solution is complex or requires employee training, a policy change, interaction with other contractors or equipment purchase.

## 5.0 Incident Reporting, Follow-up & Recordkeeping

5.1 Incident reporting. Workers compensation and liability insurance regulations require that we report ALL work-related injuries, illnesses or damage promptly. Therefore, WCI employees must immediately report all damage incidents and work-related injuries and illness (even minor ones) to their foremen. Some minor injuries, if left untreated, can become infected or can lead to other serious complications. If our insurer has no record of the initial incident, we may have problems getting the claim paid promptly or at all.

5.1.1 Reporting procedure – As soon as the situation has been stabilized and significant injuries/illnesses treated, the injured employee (or a co-worker/witness) shall report the incident to the site foreman. The foreman and



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injured employee, co-worker and/or witness shall jointly and promptly complete an Incident Report Form and submit it to the office for processing and safety committee review. All Incident Report Forms shall be filed within 24 hours of incident occurrence.

**5.2 OSHA-recordable incidents.** If a work-related injury or illness is OSHA recordable, the safety administrator shall see that an entry is made on our OSHA form #300 – Log of Work-Related Injuries and Illnesses – within 7 days of notification.

**5.2.1 Fatalities or catastrophic incidents.** – Within 8-hours of occurrence, OSHA must be notified of any incidents that involve a fatality or in-patient hospitalization of 3 or more employees. If such an incident were to occur on a WCI worksite, a member of WCI executive management would make this notification to OSHA (800-321-OSHA). If such an incident were to involve a subcontractor employee, a member of WCI executive management shall immediately notify the subcontractor's employer and assure that they make the OSHA notification as required by law.

**5.3 Incident investigation & analysis.** All incidents shall be investigated by the foreman and reviewed by the safety committee. Incidents that either did or had the potential to cause significant injury, illness or damage shall be investigated in greater depth and shall include a review by WCI executive management.

Foremen and the safety committee shall use investigation data to analyze for causes that may have contributed to each incident. In no circumstances, shall any analysis make use of medical records or other personal information. Incident investigation & analysis is not & shall not be used as a mechanism to place blame. This process will be used only to objectively identify incident contributing factors so that effective steps can be taken to prevent recurrence.

**5.4 Light duty work.** Light duty work may be arranged if a work-related injury/illness prevents an employee from immediately returning to his/her regular job function. The offering of light duty work will be subject to availability and, if available, will be administered in accordance with physician's orders.

## 6.0 Emergency Action Plan

**6.1 Incident reporting.** All incidents, no matter how minor they may seem, must be immediately reported to the WCI site foreman. If an incident is urgent in nature (requiring immediate action), initiate the required action and alert the foreman (by self or co-worker) ASAP.

**6.2 Emergency response procedures.**

**6.2.1 MEDICAL EMERGENCY.**

- Assess & secure the scene – make sure area is safe to enter.
- Call 911 – send someone to meet EMS responders.





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- Don't move an injured person unless his/her life is in immediate danger.
- Call for someone trained in 1<sup>st</sup> aid/CPR (see paragraph 6.3 below).
- Have someone retrieve the 1<sup>st</sup> aid kit.
- Notify foreman of incident.

## 6.2.2 CAVE-IN.

- Immediately evacuate trench & take head count.
- DO NOT ENTER THE DIG.
- Call 911 – send someone to meet EMS responders.
- Eliminate nearby sources of vibration (except water pumps, if running).
- Set-up safe perimeter at least 50' away to prevent secondary cave-ins.
- Span tension cracks with planks or sheeting.
- If necessary to approach dig, approach from short ends.
- If victim is partially buried, don't enter to help – allow him to dig self out.
  
- DO NOT: Enter unprotected trench  
Use equipment to dig out victims  
Pull on partially buried victims  
Move any of victim's tools or equipment

## 6.2.3 CONFINED SPACE EMERGENCY.

- DO NOT ENTER SPACE TO RESCUE.
- Initiate non-entry rescue procedure as specified on entry permit.
- Assess need for medical attention – if needed, call 911 & send someone to meet EMS responders.
- Call for someone trained in 1<sup>st</sup> aid/CPR (see paragraph 6.3 below).
- Have someone retrieve the 1<sup>st</sup> aid kit.
- Prevent unauthorized access to confined space.

## 6.2.4 CONTACT WITH OVERHEAD POWER LINES.

- Immediately remove all ground personnel from vicinity of equip. (50'+).
- Instruct equipment operator to remain in cab and attempt to break contact with power line.
- Call local power company emergency number &/or 911.
- DO NOT APPROACH OR TOUCH DOWNED LINES, EQUIPMENT OR INJURED PERSONS IN VICINITY UNTIL LINES ARE DEENERGIZED BY POWER COMPANY.
- Equipment operator is to remain in cab until lines are deenergized unless any situation arises that leaves the operator with no decision but to exit the cab to avoid certain death (large fire develops in/around cab, etc.). In these situations, operator shall jump clear of cab, taking care not to touch equipment/power line and ground at same time. Equally as important, the operator must land on ground with both feet together (not falling down or otherwise touching ground). From this point, operator shall carefully hop



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away on one foot until a safe distance away (where other people are standing safely). ONCE OUTSIDE THE CAB, DO NOT WALK OR RUN AWAY.

- When safe to do so, assess need for medical attention – if needed, call 911 & send someone to meet EMS responders.
- Call for someone trained in 1<sup>st</sup> aid/CPR (see paragraph 6.3 below).
- Have someone retrieve the 1<sup>st</sup> aid kit.
- Prevent unauthorized access to incident scene.

## 6.2.5 FIRE – small (manageable).

- Alert people in the immediate area.
- Use fire extinguisher to fight any small fire (if comfortable doing so).
- Do not use water on a fire that may involve electricity or chemicals.
- Evacuate & call 911 if the fire grows, is near flammable or toxic chemicals or is difficult to extinguish.

## 6.2.6 MAJOR FIRES, EXPLOSIONS & COLLAPSES.

- Evacuate affected area and congregate in a predetermined, safe area.
- Call 911.
- Foreman shall complete head count & report to emergency responders.
- Subcontractors shall take head count & report to WCI foreman.

## 6.2.7 TRAFFIC ACCIDENT.

- Assess & secure the scene – make sure area is safe to enter.
- Assess need for medical attention – if needed, call 911.
- Don't move an injured person unless his/her life is in immediate danger.
- For less serious accidents, pull safely to side of road & notify police.
- Exchange information with other parties & identify witnesses.
- Make note to yourself of any damage or possible injuries.
- DO NOT ADMIT GUILT, accuse, argue or become confrontational.

**6.3 Rendering 1<sup>st</sup> aid/CPR assistance.** In most cases, the WCI safety program does not expand any employee's job description such that s/he would be required or expected to offer 1<sup>st</sup> aid/CPR assistance. Usually, such assistance shall be voluntary and at the discretion of the trained employee at the time of need.

However, on jobsites where an injured employee would be unable to receive professional medical attention within 4 minutes, at least one person holding current 1<sup>st</sup> aid/CPR certification shall be assigned to the site to provide 1<sup>st</sup> aid/CPR assistance until professional help arrives.

Employees who offer 1<sup>st</sup> aid/CPR assistance must:

- Hold current 1<sup>st</sup> aid/CPR certification (American Heart Assoc. or Red Cross).
- Only offer assistance within the scope of 1<sup>st</sup> aid/CPR training they received.
- Follow Universal Precautions in accordance with their training.



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**6.4 Emergency communication.** A means of communication (cell phone, land line, 2-way radio, etc.) must be available & operational on site at all times in case emergency services are needed. If on a site where cell service is less than adequate, the foreman shall be responsible for finding the closest point where an acceptable cell signal can be found. This information shall be communicated to all employees and subcontractors on site.

**6.5 Emergency evacuation planning.** At the start of each project (and thereafter as conditions dictate), the foreman shall be responsible for establishing the following elements of an Emergency Action Plan and communicating this information to all WCI site employees and subcontractors:

- 6.5.1 Identity of evacuation signal.
- 6.5.2 Location of emergency congregation area.
- 6.5.3 Procedures for taking and reporting head counts.
- 6.5.4 Location of nearest medical facilities (including directions).
- 6.5.5 Location where cell phone signal is adequate for emergency calls.

**6.6 Emergency contact numbers.**

Police, fire & EMS	911
Poison control	800-222-1222

Posting of emergency numbers (police, fire, EMS) is not required unless the number to call is not "911." In such cases, the foreman shall be responsible for clearly posting the emergency numbers in a conspicuous place.

**6.7 Emergency medical supplies.** A first aid kit, including eyewash and supplies to prevent transmission of bloodborne diseases, shall be readily available in each company truck or job trailer. Foremen are responsible for seeing that adequate supplies are maintained.

## 7.0 General Safety Matters

**7.1 Competent person.** No work shall be performed unless a designated competent person is present on-site.

**7.2 Think safe. Act safe.** Do not engage in any activities or practices that may be inconsistent with ordinary and reasonable common sense. Be familiar with & follow safety & health regulations that apply to your work and practice industry-accepted safe work procedures established for your job tasks. Before you start, speak with your foreman if you do not thoroughly understand your job task or how to perform it safely.

**7.3 Alcohol, drugs & medication.** Refer to WCI Substance Abuse Policy as explained in Field Employee Handbook. If using medication that may cause drowsiness (prescribed or over-the-counter), the employee shall report to the site foreman that s/he is using medication that may cause drowsiness and the foreman shall properly plan that employee's daily work accordingly. The employee need not specify the name of the medication or the reason for taking it.



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- 7.4 **Horseplay, fighting &/or possession of firearms or other weapons.** Strictly prohibited at any WCI workplace.
- 7.5 **Job safety analysis.** Shall be performed as needed for work tasks that present an exposure to frequent &/or severe injuries. The analysis shall be conducted by a competent person prior to the start of the task. The analysis shall be used to identify hazards posed by a work task and the controls needed to prevent injury, illness or damage.
- 7.6 **Awareness.** Always be aware of your surroundings, not only in your work area, but also when you are passing through other areas of the jobsite. Never approach equipment until you have established clear communication with the operator and s/he is aware of your presence. Also, keep clear of moving parts, pinch points, blind spots, restricted areas, confined spaces and inadequately protected excavations. Machine & equipment operators shall see that all persons in the vicinity of their work area are taking precautions necessary to protect themselves.
- 7.7 **Concentration & distractions.** Concentrate on your job tasks at hand and avoid activities that could cause you to lose focus. Never distract another worker while s/he is performing work. Wait until the work task is completed before gaining his/her attention.
- 7.8 **Prevent catch hazards.** There are many catch hazards inherent to this line of work and they are capable of producing serious injury. For this reason, do not wear loose clothing or exposed jewelry onto the job. Also, secure long hair beneath the hardhat. Be especially attentive and cautious when working in the vicinity of moving parts of machines, tools or equipment.
- 7.9 **Smoking.** Site-specific restrictions are at the discretion of the foreman, facility owner and/or general contractor. Where smoking is permitted, employees shall take care to not smoke:
- 7.9.1 Within 50' of any areas where flammable or combustible substances are stored, handled or used.
- 7.9.2 In the immediate area of the tar kettle (or where concentrations of asphalt fumes may be present).
- 7.10 **Company & personal vehicles.** All employees who operate company vehicles must hold a valid driver's license of proper classification and operate the vehicles in accordance with state laws and regulations. Never park any vehicle – company or personal – in areas where it could be exposed to damage or block motorist view of a road work area. Keep in mind that, when operating a company vehicle, you are representing WCI. To that end, be a safe, courteous and responsible driver.
- 7.11 **Medical & exposure record access.** Upon request, employees shall have access to their own medical and exposure records in accordance with OSHA regulations.
- 7.12 **Back care.** Take care of your back! Understand and avoid the common causes of back injury.



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- 7.12.1 Stretch before lifting – Before each lift, make sure that your body is ready to handle the weight. Take a moment to limber-up at the beginning of your workday, after periods of static activity and in cold weather.
- 7.12.2 Assure clear travel path – Plan your travel path and make sure that it is clear of slip, trip or fall hazards.
- 7.12.3 Use proper lifting technique – First, make sure that the load is stable and will not shift or fall apart during your lift. When ready to lift, squat and secure the load close to your body, keeping your back straight and using your legs to make the lift. Avoid twisting your back while lifting objects.
- 7.12.4 Know your limits – Know and respect your physical limitations. As you age or if you have suffered a previous back injury, you cannot lift the same weight that you could in the past. Whenever possible, use handles, lifts or similar equipment to move heavy or awkward materials. Where manual lifting is necessary, you are expected to seek help for heavy, large or awkward objects.
- 7.12.5 Back belts/braces – There is no strong evidence that suggests back belts/braces contribute to or prevent back injuries. If you choose to use one, keep in mind that these devices do not make you a superhero – use the same safe lifting techniques that you would without them. Also, loosen the belt when you are finished lifting, otherwise your back will begin to depend on the brace and your muscles may actually grow weaker.

## **8.0 Injury Prevention & OSHA Compliance**

### **8.1 Housekeeping.**

- 8.1.1 All site personnel share the responsibility of keeping jobsites neat and orderly. Prompt removal of exposed sharp or pointy objects and slip/trip hazards is expected.
- 8.1.2 All personnel shall maintain the following areas clear and openly accessible at all times: fire hydrants, sidewalks, areas along the edges of excavations, areas in the vicinity of excavation or confined space access (ladders, etc.), operator platforms & cab entries, temporary traffic control zones, job trailers and the jobsite in general.
- 8.1.3 Place trash in properly labeled containers and do not throw potential ignition sources (cigarette butts, etc.) in containers that contain flammable or combustible materials.
- 8.1.4 Separate trash receptacles shall be provided for regulated wastes (biological materials, asbestos-containing materials, lead-containing materials, etc.). Do not discard regulated waste into ordinary waste containers. If you are uncertain, ask your foreman.



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**8.2 Illumination.** Assure that adequate illumination is provided to do your work safely. If there is not enough light, use a light stand or see your foreman. Poor lighting can lead to serious injuries caused by unidentified hazards or inability to see work.

**8.3 Confined spaces – Refer to separate “Confined Space Entry” program.**

Confined spaces ((manholes, tar kettles, vaults, wells, pits, etc.) present special hazards and may only be entered after careful evaluation and implementation of hazard controls, which may include a permit. Entry into confined spaces shall only be by confined-space trained personnel and in accordance with the WCI “Confined Space Entry” program. Where confined spaces will not be entered (or until they are entered), the site foreman shall take actions to prevent unauthorized entry.

Confined space – An enclosed area that:

- 1) Can be bodily entered (entirely or partially),
- 2) Is not designed for continuous human occupancy, and
- 3) Has limited means of entry/exit.

Confined spaces are especially dangerous, and require a permit for entry, if they contain or could potentially contain a hazardous atmosphere (oxygen deficiency, flammable or toxic gases), a material that can engulf an entrant, a configuration or equipment that can entrap an entrant or any other serious safety or health hazard.

**8.4 Chemicals – Refer to separate “Hazard Communication” program.**

8.4.1 Chemical hazard labels – All hazardous substances must be labeled. The label must clearly indicate the identity of the substance and appropriate hazard warnings. If a substance (container) is not labeled, or if the label has faded, report it to your foreman.

8.4.2 Safety data sheets (SDS) – Safety data sheets provide safety & health information about specific products (hazardous substances) that may be used on the job. They shall be kept in the job trailer and maintained openly accessible to all site employees. If there is no job trailer or you cannot find the SDS, please see your foreman. A glossary of common SDS terms can be found in the Hazard Communication program’s appendix.

8.4.3 Chemical storage & handling – Keep all containers closed when not in use. To reduce waste and to limit or prevent emergencies, only take as much of a chemical as is needed to do the job. Be on the look out for and report leaking containers or containers without labels. If you are not familiar with how to safely store a substance, refer to the product SDS or see your foreman.

8.4.4 Chemical spills – Never attempt to manage or clean-up a significant hazardous substance spill unless otherwise directed by your foreman. In case of a significant spill, notify your foreman IMMEDIATELY so that a decision regarding appropriate action can be made.



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- 8.4.5 Chemical hygiene – Wash hands and other potentially contaminated body parts immediately after coming into contact with biological substances, hazardous chemicals (including asphalt materials) or hazardous chemical residues. Also, wash at the end of the workday and prior to eating or drinking, going to the bathroom and/or using tobacco products. Where soap and water is not available, use a hand cleaner or wipes available in the first aid kit.

Where clothing could be contaminated with dangerous chemicals or biological substances, wear coveralls to minimize exposure & simplify clean-up. If clothing becomes contaminated, make arrangements to change into clean clothes ASAP following exposure. Take necessary precautions to prevent contaminating your vehicle or personal items.

- 8.4.6 Silica dust – Respirable silica dust is produced during concrete cutting/grinding and rock & stone breaking, dumping or crushing. The particles of respirable silica dust are so small that they are not filtered by the upper respiratory system and become lodged deep in the lungs. Chronic exposure to this dust over a number of years can lead to serious illness. For this reason, it is important to minimize exposure to silica dust by closing cab doors & windows when breaking rock and using a respirator or wet saw when cutting concrete. Persons indirectly exposed to the dust should move to an area upwind or away from the dust cloud. At the end of the day & before breaks, vacuum or dust-off clothing (while wearing respirator).

## 8.5 Fire safety.

### 8.5.1 Extinguishers.

8.5.1.1 An ABC multi-purpose fire extinguisher shall be provided on each piece of heavy equipment, paver and tar kettle. Also, where more than 5 gallons of flammable liquids (or 5 pounds of flammable gases) is being stored or used, an extinguisher shall be provided within 50'.

8.5.1.2 Minimum fire extinguisher classification rating shall be 2A:20B:C.

8.5.1.3 Immediately report to your foreman any fire extinguishers that are missing, damaged, out of inspection or not properly charged.

### 8.5.2 Flammable liquids.

8.5.2.1 Keep sparks, flame or excessive heat at least 50' from areas where flammable liquids or gases are being stored or used.

8.5.2.2 Store & dispense flammable liquids (1 – 5 gallons) from safety cans or UL-listed containers and assure that adequate ventilation is provided.

8.5.2.3 Never store flammable liquids or gases near exits, means of exist access or in stairways.

8.5.2.4 Secure flammable/combustible liquids containers in vehicles during transport.



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- 8.5.3 Refueling – NO SMOKING! Vehicles or equipment must be shut-off prior to & attended during refueling. The refueling operation must be at least 50' away from sources of ignition. To prevent a spark from static electricity discharge, maintain metal-to-metal contact between fill spout and nozzle/safety can.
- 8.5.4 Portable refueling tanks – Keep at least 20' away from any building and in a location not subject to physical damage from vehicles, equipment, operations or heat. A method of spill control or diking must be provided to prevent any potential fuel leaks from reaching a building, body of water or other environmentally sensitive area.
- 8.5.5 Temporary heating devices.
  - 8.5.5.1 Must be listed by an approved testing laboratory (ex: UL), in good condition and used in a manner prescribed by the manufacturer.
  - 8.5.5.2 Maintain proper clearance to combustible materials (see mfr. specifications). Keep tarps and other loose combustible material at least 10' from the heating unit.
  - 8.5.5.3 Assure an adequate supply of fresh make-up air.
  - 8.5.5.4 LPG tanks must be at least 6' away from heating units. Never direct hot air toward any LPG tank within 20'.
- 8.5.6 Hot work (welding, cutting, burning, flame soldering, brazing, grinding) – All hot work must be conducted in fire safe areas (areas where all flammable and combustible materials are removed at least 35' away from the point of hot work activity).
- 8.5.7 Clothing – Any worker whose clothing has become contaminated with a flammable or combustible liquid shall change clothes immediately.
- 8.6 Temporary traffic control.
  - 8.6.1 TTC plan – A temporary traffic control (TTC) plan must be developed, implemented and maintained whenever work takes place on or within 15' of a public roadway, unless behind a guiderail or more than 2' behind a curb. The TTC plan must comply with the PennDOT specifications (requires compliance with most recent version of Part 6 of the MUTCD – Manual on Uniform Traffic Control Devices).
  - 8.6.2 TTC signs & devices – All signs and devices used in a TTC zone must be PennDOT-approved, in compliance with the most recent version of Part 6 of the MUTCD & PennDOT Publication 212 and set-up in accordance with the traffic control plan for the project.
  - 8.6.3 Illumination – Light plants shall be used to illuminate TTC work areas during hours of darkness. Light plants shall be set-up in accordance with the most recent version of Part 6 of the MUTCD and in a manner, that does not produce a glare to oncoming motorists. Note that work vehicle/equipment headlights are not considered an adequate means of illumination to ensure employee safety.





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- 8.6.4 Flaggers – When required, shall be implemented in accordance with the TTC plan. All flaggers must hold a valid flagger training card stating that they have completed a flagger training course within the past 2 years. Flagger training must have met PennDOT specifications.
- 8.6.5 Strobe lights – Must be provided and activated for all vehicles & equipment used within a temporary traffic control zone.
- 8.6.6 Visibility of workers – All workers within the TTC zone shall be wearing an ANSI 107-1999, Class 2 outer garment. Class 3 outer garments shall be worn by flaggers during hours of darkness or where posted speed limits exceed 50 mph.
- 8.7 Hoisting & rigging equipment.**
- 8.7.1 Inspection – A competent person must inspect each day prior to use. Damaged slings or rigging assemblies/hardware shall be immediately removed from service.
- 8.7.2 Capacities & loading – Sling & rigging capacities must be plainly marked. Know the weight of the load to be lifted and the effects of hitch type and hitch angles on sling/rigging capacity. Do not overload hoisting or rigging equipment.
- 8.7.3 Alloy steel chains – When using chains to hoist, only grade 8 chains may be used.
- 8.7.4 Cut, pinch & falling object hazards – To minimize chance of hand/finger injury, wear protective leather gloves when handling wire rope slings. Keep all body parts away from slings & rigging when slack is being taken up or when object is being hoisted. Keep all body parts from beneath a hoisted load and never hoist or suspend a load over anyone. When guiding a hoisted trench box into position, position yourself at the end, not along the side of the box.
- 8.7.5 Safety latches – Required for sling hooks (except for hoisting long trench boxes with inset lift bars).
- 8.8 Hand & power tools.** Do not use any tool unless you were first trained in its safe operation and understand the types of injuries that can occur while using it. Foremen shall provide on-the-job instruction commensurate with employee skill and experience level.
- 8.8.1 Inspection – All hand & power tools must be visually inspected prior to use. If found to be damaged, missing safety devices or otherwise not properly working, immediately tag the item out of service & report it to the foreman. If the tool or equipment is yours, please remove it from the jobsite until it can be properly repaired. Safety guards and devices must be in place and properly functioning before operating any tool or equipment.
- 8.8.2 Secure work – Where possible, secure work so that both hands are free to operate and control the tool.
- 8.8.3 Electric-powered tools & equipment – All electric powered hand tools must either have a 3-prong grounding plug or must be double insulated. Never remove or



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damage grounding prongs. All extension cords must be 3-pronged. Unplug all electric tools prior to servicing, adjusting or changing accessories.

- 8.8.4 Fuel-powered tools & equipment – Must be shut off while refueling, servicing, changing blades or maintaining. Provide adequate ventilation if using a fuel-powered tool in a confined or otherwise poorly ventilated area.

**8.9 Vehicles & motorized equipment.** All vehicles and equipment shall be operated only by employees who are competent, trained and WCI-authorized to operate them.

- 8.9.1 Inspection – All vehicles and motorized equipment must be visually inspected prior to use. If found to be damaged, missing safety devices or otherwise not properly working, immediately tag the equipment out of service & return it to the shop.

- 8.9.2 Loads on vehicles – All materials, tools or equipment loaded onto trucks or trailers must be properly secured prior to transit. The vehicle driver is responsible to assure that all materials and equipment are secured prior to operating the vehicle.

- 8.9.3 Horns & alarms (back-up & bi-directional) – All motorized equipment shall have an operational horn and back-up alarm that is clearly audible above surrounding noise levels. For bi-directional equipment, a bi-directional alarm shall be substituted for a back-up alarm. Operator shall always face direction of equipment travel.

- 8.9.4 Guards & warnings – All OEM safety guards, interlocks and devices must be in place and properly functioning before operating any equipment or vehicle. Guards may only be removed after the equipment or vehicle is effectively locked & tagged out for service, maintenance or repair. Also, all OEM warnings must be kept in place and maintained legible.

- 8.9.5 Storage & parking – Never park or store any vehicles, equipment or materials within 15' of a fire hydrant, in buffer zones, in areas where they could be exposed to damage or block motorist view of a road work area. Otherwise, store or park behind a guiderail, 2' or more behind a curb or at least 15' away from roadway. If this is not possible, erect retroreflective drums or barricades to mark the perimeter of the storage or parking area. Cones can be used for daylight hours, but not for night.

8.9.6 Motorized equipment operation.

- 8.9.6.1 Only WCI-authorized & trained employees may operate motorized and mechanical equipment.

- 8.9.6.2 Seatbelts shall be worn at all times on equipment provided with ROPS (rollover protective structures).

- 8.9.6.3 A maximum speed of 10 mph shall be observed in the immediate vicinity of people & work operations.

- 8.9.6.4 At no time shall any worker ride or be elevated by equipment booms, forks or other attachments.



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- 8.9.6.5 Employees must stay clear of raised loads, booms and vehicles that are being loaded.
- 8.9.6.6 When parked on an incline, brakes must be set & wheels chocked.
- 8.9.7 Lockout/tagout – To prevent serious injury from falling components, release of stored energy or inadvertent start-up, equipment & vehicles must be locked and tagged out so that they are completely inoperable prior to clearing, cleaning, repair, service or maintenance work. This applies to all work where guards need to be removed/defeated or where body parts will be in or near recognized danger zones.
  - 8.9.7.1 Controls – A warning tag must be applied to all controls that are deactivated during the course of work. Tags must be placed to identify plainly the equipment being worked on.
  - 8.9.7.2 Elevated booms, buckets, screeds, attachments & components – Must be lowered or securely blocked before work can begin.
- 8.9.8 Explosives – No employees are permitted to use, be in the possession of or be in proximity to explosives. When on site, all explosives shall be secured and all operations shall be directed by a qualified person.
- 8.10 **Compressed gas cylinders.** Must be secured upright at all times (on the job and in vehicles). Keep cylinders away from sources of heat, electricity and physical damage. Before each use, visually inspect the cylinder, regulator, hose and attachments for damage. Damaged components shall be replaced – not repaired. Handle all compressed gas cylinders with care, using leather gloves and eye/face protection as the pressurized gas can freeze unprotected skin.
- 8.11 **Basic electrical safety.**
  - 8.11.1 Cord condition – All cords must be in good condition and free of cuts, excessive wear (abrasion) or crush damage. Electrical tape may only be used to make minor, superficial repairs to the cord sheath. Damage which involves missing cord sheath or which exposes the internal conductors of the cord cannot be repaired with tape – return these to the shop for repair or replacement.
  - 8.11.2 Strain relief – All extension & tool cords must have strain relief. If the cord sheath is pulling out of the plug end, receptacle end or tool end (such that internal wires are visible), then the cord must be removed from service and repaired.
  - 8.11.3 Plugging & unplugging cords – Do not stand in a puddle and assure that hands and plug connections are dry. If not possible, wear gloves that provide protection against electrical shock.
  - 8.11.4 Grounding – All cords must have a 3-prong grounding plug, unless the cord is a power cord to a double insulated tool. Cords with missing or damaged grounding conductor prongs shall not be used until properly repaired.
  - 8.11.5 GFCI protection – GFCI protection is required for all 15-20 amp, 110-125 volt, single-phase temporary circuits (electric powered hand tools, extension cords,



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etc.). Test GFCI's each day prior to use. Defective units shall be immediately removed from service and returned to the shop for repair or replacement.

8.11.6 Cord placement – Run all cords such that they do not present an undue trip hazard, are not subject to damage (abrasion, cut, crushing, etc.) and are not exposed to hazardous environments (puddles, oils, flammables, etc.).

8.11.7 Other people's cords – Before plugging into any other person's cords, assure that they are in good condition, are properly grounded and protected with a functioning GFCI.

8.11.8 Overhead power lines – When work, equipment or conductive materials may come within 10' of overhead power lines, provisions shall be made to have the lines deenergized, relocated or protected. Coordinate this activity with the utility company or facility owner prior to the start of work.

For power lines over 50,000 V, required clearance is equivalent to 10' + 4" for every 10,000 V over 50,000 V.

Equipment operators & vehicle drivers are expected to make use of spotters where it is difficult to judge clearance. Cable TV & telephone lines do not require 10' clearance – simply avoid contact.

## 8.12 Fall protection.

The following provisions do **NOT** apply to portable ladders.

8.12.1 Duty to use fall protection – Fall protection must be provided where there exists a fall hazard of 6' or more. Fall protection does not need to be provided along open trenches unless there is public exposure or the trench edge is not readily visible to ground workers and/or equipment operators who are working nearby.

8.12.2 Guardrails – This system incorporates a top rail and a midrail. The top rail is secured at a height of 39" to 45" (surface to top of rail) and the midrail is positioned midway between the top rail and working surface. The top rail must withstand a 200# force (150# for midrail) and be smooth enough to prevent cuts or punctures.

8.12.3 Personal fall arrest systems – This system requires the worker to wear a full body harness that is connected to a solid anchorage (capable of supporting 5,000 pounds per person attached). Examples of anchors include vertical lifelines, horizontal lifelines and stationary anchorages. The wearer is responsible for inspecting his/her harness, lanyard, hardware and anchor point prior to each day's use. Remove from service and replace (never repair) any component exhibiting signs of damage, distortion or deployment. Consider the following when setting-up a PFA system:

8.12.3.1 Max. freefall distance = 6'

8.12.3.2 Plan total fall distance (freefall dist., rip-out length, height of worker...)

8.12.3.3 Are means to rescue worker available in the event of a fall?



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8.12.4 Fall restraint systems – This system requires the worker to wear a harness that is tethered to a solid object. There are no system specifications other than the tether and point to which it is anchored must physically prevent the wearer from reaching the fall hazard. If the wearer is exposed to any fall whatsoever, this system cannot be used.

8.12.5 Covers & holes – All holes 2” – 12” in their least dimension – into which someone could trip or fall – must be covered, no matter how deep. Where used, hole covers must be secured into place with nails or screws, labeled (HOLE or COVER) and be able to withstand 2x maximum load to be applied. All openings greater than 12” must be either covered or guarded. Never leave holes or openings unprotected or unguarded.

## 8.13 Paving operations – additional requirements.

8.13.1 Paver & tar kettle – Must be attended at all times while operating/running.

8.13.2 Backing trucks (paving operations) – A guide person, visible at all times to the driver, must be used for trucks backing to the paver. The guide person shall keep people away from the backing vehicle and shall be aware of proximity to power lines (no closer than 10’ – up to 50kV). Truck driver shall not dump until “all clear” signal is given by guide person. Guide person shall never ride on truck running boards and shall take care not to enter traveled lanes of traffic – adjustment of TTC devices may be necessary.

8.13.3 Tar kettle.

8.13.3.1 Must be extinguished & cooled prior to transport or before adding additional material to tank containing a low level of material.

8.13.3.2 Provisions must be taken to prevent inadvertent tank movement at all times while on site (set brakes & chock wheels, etc.).

8.13.3.3 Care shall be taken to prevent any foreign material (including water) from entering tar kettle.

## 8.14 Excavations & trenches.

8.14.1 Danger areas – Never walk or work beneath earthmoving equipment, adjacent to vehicles being loaded or near the swing radius/blind spots of equipment.

8.14.2 Buried utilities – A full 3-10 days prior to digging, the competent person shall contact PA One Call as required by law and record the serial number as proof of the contact. Under no circumstances shall we rely on anyone else’s call information – we shall always make our own calls and receive our own serial numbers. On private property, other means (WCI locating equipment, locator service, facility maintenance, etc.) shall be used to identify buried installations prior to the start of digging.



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All unearthed utility installations must be protected as necessary to prevent inadvertent contact and/or damage. The local power company shall be summonsed to install protective casings around power lines.

- 8.14.3 Soil classification & dig inspection – The competent person shall be responsible for regularly classifying soils and inspecting every dig prior to entry and throughout the work shift as necessary. Any signs of soil distress or other noted hazards shall be adequately addressed prior to entry. If noted during entry, the dig shall be evacuated and no one shall be allowed to reenter the excavation or trench until all hazards have been properly addressed.
- 8.14.4 Cave-in protection – Proper cave-in protection (based on soil classification) must be provided, properly installed & maintained for every trench that is 5' or more in depth and which will be entered. THERE ARE NO EXCEPTIONS! If the trench is less than 5' deep, but exhibits signs of soil movement, provide cave-in protection for it as well. Approved engineering designs or tabulated data must be on site for all trench boxes, shoring systems (designed, aluminum or timber) or other protective systems for digs in excess of 20' deep. All workers must remain within the confines of the cave-in protective system at all times while in the trench, including during trench entrance and exit.
- 8.14.5 Safe access – At a trench depth of 4', a ladder must be readily accessible within a lateral distance of 25' of any worker in the trench.
- 8.14.6 Hazardous atmospheres – At a depth of 4', the trench atmosphere must be tested if there is any reason to believe that an unsafe atmosphere may exist in the trench (oxygen deficiency, presence of flammable gases/vapors or presence of toxic gases/dusts/vapors). Test in the same manner that a confined space would be tested.
- 8.14.7 Spoil piles – Ensure that the excavator has kept all spoil piles at least 2' back from the edge of the excavation.
- 8.14.8 Backfill – Backfill all trenches as work progresses. All digs are to be closed at the end of the workday. If this is not feasible, then take all necessary and prudent precautions to protect the public or other workers on site (fencing, barricades, signs, etc.). Secure fencing & signs is a must where the public (especially children) could enter or fall into the open dig.
- 8.14.9 Walkways over trenches – Must be provided when employees must cross any trench that is 30" or more in width. The walkway must be at least 20" wide and extend onto solid ground for at least 24" on either side. Where the trench is 6' or more in depth, the walkway must have a guardrail on both sides.
- 8.15 **Rebar.** Install reinforced rebar caps to protect the exposed ends of rebar onto or into which employees could fall or become impaled. Mushroom caps are NOT acceptable to protect against impalement hazards.
- 8.16 **Unsupported walls.** Never work alongside of a masonry/concrete wall that is unsupported or not adequately braced. Stay out of areas where caution tape is erected along unsupported walls.



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## 8.17 Ladders.

- 8.17.1 General – Prior to each day’s use, inspect your ladder for damage. Ladders exhibiting signs of damage or deterioration shall be immediately removed from service and returned to the shop.
- 8.17.2 Set-up – When placing ladders, assure that the footing will adequately support the ladder without slippage or failure. Where the possibility of slippage exists, secure the ladder in place. Where possibility of accidental displacement exists, tie-off ladder.
- 8.17.3 Ascending & descending ladder – Face the ladder and maintain a 3-point contact. Use ropes or alternative means to hoist materials or tools that may otherwise cause you to lose balance on the ladder.
- 8.17.4 Stepladders – Must be fully opened, with spreader bars locked into position, when in use. Do not stand on either of the top two steps – get a bigger ladder if needed.
- 8.17.5 Extension ladders – Assure proper ladder section overlap (as recommended by manufacturer). Set the ladder at an angle of 1’ out at base for every 4’ working length. Siderails must support ladder equally. Extend top of ladder 3’ above trench exit (top) & tie-off.

## 8.18 Personal protective equipment.

- 8.18.1 General – All PPE must be in good repair and kept in a sanitary, reliable condition at all times.
- 8.18.2 Hardhats – Required at all times on all jobsites to protect the head from injuries associated with impact, falling/flying objects and electrical shock. Equipment & vehicle operators are reminded that as soon as they leave the operator’s cab, they are to don their hardhat. Operators of open cab equipment must wear a hardhat during equipment operation.
- 8.18.3 Safety glasses (with side shields) – Required as necessary to protect the eyes from physical (cutting, sawing, chipping, etc.), chemical, biological and radiological hazards. Prescription glasses &/or sunglasses must be ANSI Z87.1 approved safety glasses with side shields. Safety glasses shall be available from the foreman.
- 8.18.3.1 Impact hazards – Face Shields (solid or mesh) shall be worn with safety glasses for saw cutting, jackhammering, grinding, breaking and similar activities that can produce flying particles. This face shield provision also applies to any equipment operator working from a cab where there is no cab safety glass between the operator and the breaker.
- 8.18.3.2 Tar kettles – Solid face shields shall be worn with safety glasses at all times when the kettle lid is open and when liquid asphalt is being dispensed.



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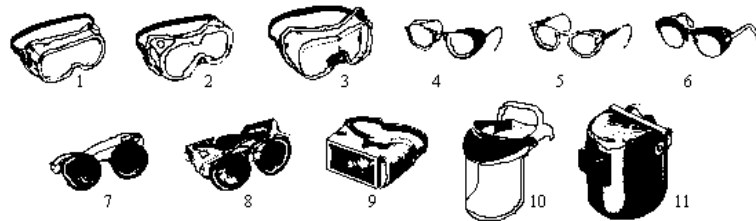
- 8.18.3.3 1<sup>st</sup> aid/CPR – Wear safety glasses and a mask (covering nose & mouth) in situations where the rendering of 1<sup>st</sup> aid or CPR may result in blood or bodily fluids coming into contact with the face.
- 8.18.3.4 Biological exposures – Safety glasses with a solid face shield and protective mask (covering nose & mouth) must be worn anytime employees are exposed to sewage or waste water that may contain blood or bodily fluids.
- 8.18.4 Footwear – Laced and tied, safety-toed leather work boots are required at all times on all jobsites.
- 8.18.5 Clothing – Long pants & sleeved shirts (short or long) must be worn at all times on all jobsites.
  - 8.18.5.1 Liquid asphalt exposure – Long-sleeved cotton shirts (no synthetic materials) with closed necks must be worn by anyone handling hot liquid asphalt.
  - 8.18.5.2 Hi-visibility clothing – All employees on all jobsites shall wear ANSI 107-1999 Class 2 hi-visibility shirts or vests as an outer layer of clothing. For flaggers that flag during hours of darkness or in areas where the posted speed limit exceeds 50 mph, Class 3 hi-viz outerwear is required.
- 8.18.6 Hearing protection – Ear plugs or equivalent hearing protection must be worn anytime an employee jackhammers or uses loud tools (requiring the employee to shout to be heard & understood at arm's length). Operators running equipment with open cabs for more than 4 hours per day must also wear hearing protection (exception – paver).
- 8.18.7 Protective gloves.
  - 8.18.7.1 Leather – Wear to protect hands from hot liquid asphalt, minor cut, puncture or abrasion exposures and from extreme temperatures.
  - 8.18.7.2 Vibration & impact-reducing gloves – Use is not mandatory, but is highly recommended for operating jackhammers and similar equipment that produces significant hand, wrist or arm vibration or impact force.
  - 8.18.7.3 Gloves to protect against biological exposure – Prior to offering first aid or working in/around sewage or waste water, latex or nitrile gloves must be worn to protect against exposure to blood or bodily fluids.
  - 8.18.7.4 Chemical-resistant gloves – Use to be determined by SDS recommendations for specific chemicals. As necessary, foreman will acquire needed gloves.
- 8.18.8 Goggles & face shields – Refer to the following charts:





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Operation	Hazards	Recommended Protectors
Acetylene – burning Acetylene – cutting Acetylene – welding	Sparks, harmful rays molten metal, flying particles	7, 8, 9
Chemical handling	Splash, acid burns	2, 10 (for severe fume exposure, add 10 over 2)
Chipping	Flying particles	1, 3, 4, 5, 6, 7A, 8A
Electric (arc) welding	Sparks, intense rays, molten metal	9, 11, (11 in combination with 4, 5, 6, in tinted lenses advisable)
Grinding – light	Flying particles	1, 3, 4, 5, 6, 10
Grinding – heavy	Flying particles	1, 3, 7A, 8A (for severe exposure add 10)
Machining	Flying particles	1, 3, 4, 5, 6, 10
Molten metals	Heat, glare, sparks, splash	7, 8, (10 in combination with 4, 5, 6, in tinted lenses)
Spot welding	Flying particles, sparks	1, 3, 4, 5, 6, 10



1. GOGGLES – flexible fitting with regular ventilation
2. GOGGLES – flexible fitting with hooded ventilation
3. GOGGLES – cushioned fitting with rigid body
4. SPECTACLES – metal frame with side shields<sup>1</sup>
5. SPECTACLES – plastic frame with side shields<sup>1</sup>
6. SPECTACLES – metal-plastic frame with side shields<sup>1</sup>
7. WELDING GOGGLES – eyecup type with tinted lenses<sup>2</sup>
- 7A. CHIPPING GOGGLES – eyecup type with clear safety lenses
8. WELDING GOGGLES – coverspec type with tinted lenses<sup>2</sup>
- 8A. CHIPPING GOGGLES – coverspec type with clear safety lenses
9. WELDING GOGGLES – coverspec type with tinted plate lens<sup>2</sup>
10. FACE SHIELD – plastic or mesh window
11. WELDING HELMETS<sup>2</sup>

Welding Operation	Min. Shade #
Shielded metal arc: (1/16, 3/32, 1/8, 5/32" dia. electrodes)	10
Gas-shielded arc (non-ferrous): (1/16, 3/32, 1/8, 5/32" dia. electrodes)	11
Gas-shielded arc (ferrous): (1/16, 3/32, 1/8, 5/32" dia. electrodes)	12
Shielded metal arc: (3/16, 7/32, 1/4" dia. electrodes)	12
Shielded metal arc: (5/16, 3/8" dia. electrodes)	14

Welding Operation	Min. Shade Number
Atomic hydrogen welding	10 – 14
Carbon arc welding	14
Soldering	2
Torch brazing	3 or 4
Light cutting (up to 1")	3 or 4
Medium cutting (1" to 6")	4 or 5
Heavy cutting (over 6")	5 or 6
Gas welding (light – up to 1/8")	4 or 5
Gas welding (medium – 1/8" to 1/2")	5 or 6
Gas welding (heavy – over 1/2")	6 or 8



## 8.18.9 Voluntary use of particulate (dust) masks.

### OSHA Information for Employees Who Use Respirators Voluntarily

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.

## **9.0 Safety Training & Education**

- 9.1 **Purpose of training & education.** To build and maintain employee knowledge of industry-accepted safe work practices and regulatory requirements. Training shall focus on the skills associated with hazard identification/correction and proper equipment use & operation.
- 9.2 **Safety training & education agenda.** It shall be the duty of the safety committee to conduct a periodic training needs analysis. The results of each analysis shall be used to plan annual safety training & education outreach activities for supervisory & non-supervisory personnel. Employees are welcome to share suggestions with committee members.
- 9.3 **Trainer qualifications.** Training shall be administered by a person who is knowledgeable of the subject matter presented.
- 9.4 **Documentation.** For each training session, the following information shall be documented and filed:
  - 9.4.1 Date(s) of training sessions
  - 9.4.2 Names of attendees



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- 9.4.3 Content summary of training curriculum
- 9.4.4 Name(s) of person(s) conducting the training
  
- 9.5 **New employee safety orientation.** All new hires shall receive orientation safety training. Once in the field, foremen shall see that new hires understand our safety expectations and demonstrate proper safety attitudes and work ethic.
  
- 9.6 **Safety meetings.** Periodically employees will be asked to participate in structured safety meetings. Depending on the topic, some or all WCI employees may be required to attend. In most cases, the objective of these sessions will be to educate workers on hazard identification & control, OSHA regulations and/or new safety policies, procedures, equipment or tasks.
  
- 9.7 **Toolbox talks.** To be presented weekly by the site foreman or person s/he designates. After each talk is presented, questions shall be answered and the form shall be signed by all in attendance before being returned to the office.
  
- 9.8 **Job- & site-specific training.** Foremen shall provide or arrange for job-specific and/or site-specific training where unique hazard exposures exist for which employees have not received prior training. Supervision shall be provided for each individual based upon his/her skill and experience level.

## 10.0 Policy Review

- 10.1 **Program review.** This program shall be reviewed periodically to assure that it proactively manages WCI's safety & health needs, changing regulations and risk exposures.



*Wolyniec Construction Inc.* CONTRACTORS

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# General Safety Policy

By signing below, I am verifying that I have read, understood and agree to abide by the provisions of the WCI General Safety Policy and any amendments thereto.

PRINT NAME: \_\_\_\_\_

SIGN NAME : \_\_\_\_\_

DATE of POLICY REVIEW: \_\_\_\_\_

SAFETY ADMINISTRATOR: \_\_\_\_\_