Dyer Insulations, Inc.

HEALTH AND SAFETY POLICY AND PROCEDURES
MANUAL AND HAZARD COMMUNICATION PROGRAM

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Appendix List

Purpose

The purpose of this procedure is to ensure right of access to relevant exposure and medical records to employees and/or their designated representatives.

Key Responsibilities

DYER INSULATIONS, INC Safety Manager

- Develops local medical records practices for all worksites in accordance with this procedure and ensures employees are aware of the requirements of this procedure.
- Responsible for the review, implementation and maintenance of the local worksite medical records procedure.

Project Manager

- Responsible for the implementation and maintenance of the medical records procedure for their facility and ensuring all assets are made available for compliance with the procedure.

Employees

- All shall be familiar with this procedure and have access to their records.

Overview

This section applies to all employee exposure and medical record, and analysis thereof, made or maintained in any manner, including on an in-house or contractual (e.g., fee-for-service) basis.

- Trade secret information disclosure must follow requirements as stated in 29 CFR 1910.1020 (f) (8).
- Recognized collective bargaining agents who have statutory authority to represent the interests of the employees within the bargaining unit are automatically considered designated representatives. While these representatives do not have the right to secure individual medical records without written consent of the employee, they have the right of access to employee exposure records and analysis without employee consent.

Definitions

Access means the right and opportunity to examine and copy.

Analysis of exposure or medical records means any compilation of data, and research, or other studies based, at least in part, on information collected from individual employee exposure or medical records or other sources including information from health insurance claim forms provided that either the analysis must have been reported to the employer or no further work is being done by the person responsible for preparing the analysis.

Designated representative will mean any individual or organization to which an employee gives written authorization to exercise a right of access. For the purposes of access to employee exposure records and analyses using exposure or medical records, a recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Employee exposure records could include any of the types of information listed below:

- 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;
- 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;
- Material safety data sheets indicating that the material may pose a hazard to human health; or 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.

Employee medical records are records that concern the health status of an employee and are made or maintained by a physician, nurse, or other health care personnel or technician. "Employee 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.

NOTE: The following will not be considered a medical record:

- Physical specimens, such as blood or urine samples, which are routinely discarded.
- Health insurance claims, accident investigation reports and other non-medical correspondence if maintained separately from the medical file.
- The record of any voluntary employee assistance program (alcohol, drug, etc.) if maintained separately.
- Records created solely in Prep for litigation which are privileged from discovery under applicable rules of procedure or evidence.

Specific Written Consent means a written authorization containing the following:

- The name and signature of the employee authorizing the release of medical information.
- The date of the written authorization.
- The name of the individual or organization that is authorized to release the medical information.
- The name of the designated representative (individual or organization) that is authorized to receive the released information.
- A general description of the medical information that is authorized to be released.
- A general description of the purpose for release of the medical information.
- A date or condition upon which the written authorization will expire (if less than one year).

A toxic substance or harmful physical agent is defined as any chemical substance, biological agent (bacteria, fungus, virus, etc.) or physical stress (noise, heat, cold, ionizing radiation or non-ionizing radiation, hypo or hyperbaric pressure, etc.) which:

- Is regulated under federal law or rule due to a hazard to health.
- Is listed in the National Institute of Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS).

- Shows positive evidence of acute or chronic health hazard in human, animal or other biological test by or known to the employer.
- Has a Material Safety Data Sheet indicating that the substance may pose hazard to human health.

Procedure

The Safety Manager will maintain applicable medical and exposure records for all employees. All requests to access medical and exposure records and analysis based on those records must be submitted to using the forms provided for that purpose.

Access to records is provided in a reasonable time, place and manner. Access to records must be provided in a reasonable time, place and manner. If access to records cannot reasonably be provided within fifteen (15) working days, DYER INSULATIONS, INC shall within the fifteen (15) working days apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.

Personal identifiers (name, address, social security number, payroll number, etc.) are removed from records before access is granted. Whenever access is requested to an analysis which reports the contents of employee medical records by either direct identifier (name, address, social security number, payroll number, etc.) or by information which could reasonably be used under the circumstances indirectly to identify specific employees (exact age, height, weight, race, sex, date of initial employment, job title, etc.), personal identifiers must be removed before access is provided.

DYER INSULATIONS, INC, upon request, will assure the prompt access of representatives of the Assistant Secretary of Labor for Occupational Safety and Health to employee exposure and medical records and to analyses using exposure or medical records.

Except for a recognized collective bargaining agent, any designated representative must have the employee's written permission for access to exposure records and analyses. It is necessary however, for the union representative to specify the occupational need for access to records absent the employees consent. Union representatives must have the employee's written permission to access medical records.

Copies of medical records are provided at no cost to employees. Whenever an employee or designated representative requests a copy of a record, that record must be provided at no cost.

Any review of medical or exposure records by an employee or union representative shall be done on his or her own time, outside of normal working hours, at a time mutually agreeable to the parties. The review will be conducted in person with the individual requesting access to the records.

The employee is entitled access to his or her medical records except when a physician determines that this knowledge would be detrimental to the employee's health as in such cases of terminal illness or psychological conditions. However, if the employee provides a designated representative with specific written consent, access to medical records must be provided even if the physician has denied the employee access to the records.

The authorized physician, nurse or other responsible health care personnel maintaining employee's medical records may delete the identity of anyone who has provided confidential information concerning the employee's health status but cannot withhold the information itself.

When an analysis of medical records identifies the employee, a physician may remove direct or indirect personal identification. If this cannot be done, the personally identifiable portions need not be provided to the person seeking such information.

Employees and their designated representatives will be permitted upon request access to past and present exposure data to toxic substances or harmful physical agents.

Copies of exposure records of other employees with past or present job duties or working conditions like or similar to those of the employee will also be provided upon request.

Any employee or designated representative is also permitted access to any record of exposure information which pertains to a new workplace or condition(s) to which the employee is being assigned or transferred.

Records Retention

- Medical records must be preserved and retained for the duration of employment plus 30 years.
- Employee exposure records must be retained for 30 years.

Transfer of Records Should the Dyer Insulations, Inc. Cease to Do Business

Whenever DYER INSULATIONS, INC ceases to do business it shall transfer all records subject to this section to the successor employer. Whenever DYER INSULATIONS, INC either is ceasing to do business and there is no successor employer to receive and maintain the records, or intends to dispose of any records required to be preserved for at least thirty (30) years, DYER INSULATIONS, INC shall transfer the records to the Director of the National Institute for Occupational Safety and Health (NIOSH) if so required by a specific occupational safety and health standard.

Employee Information

Employees are informed of the provision of recordkeeping upon initial assignment and annually thereafter. Upon an employee's first entering into employment, and at least annually thereafter, information must be given to current employees of the existence, location, availability and the person responsible for maintaining and providing access to records and each employee's rights of access to these records.

The Access to Employee Exposure and Medical Records Standard (29 CFR 1910.1020) will be readily available for review by employees upon request.

A copy of the employee notice that will be used to comply with the employee information requirements is included with policy. This notice will be posted on those bulletin boards where other notices normally appear.

AUTHORIZATION LETTER FOR THE RELEASE OF EMPLOYEE MEDICAL RECORDS

I,_____hereby authorize the _____
(Full name of employee) (Name of Organization)

to release to DYER INSULATIONS, INC the following medical record(s):

_____
Give specific description of the information to be released)

I give my permission for the medical information to be used for the following purpose(s):

_____

_____

_____I do not give permission for any other use or reason.

_____I understand that this authorization expires twelve (12) months from today's date unless I specify a particular date less than twelve months which is _____

_____ _____
Signature of employee or his/her legal representative

Date of Signature

Reviewed on:_____with:_____
(Date) (Signature of Organization's Representative)

Copies given: Yes_____ No _____

ACCESS TO MEDICAL/EXPOSURE RECORDS NOTICE

Federal Regulation 29 CFR 1910.1020 requires us to inform you that DYER INSULATIONS, INC does keep records designated as Employee Exposure and Employee Medical Records.

The above regulation gives you the right to review those records with certain exceptions.

The records are maintained in the Safety Department and the Safety Manager is responsible for the records.

A copy of CFR 1910.1020 is available for viewing upon request to the Safety Manager.

_____ _____

Signature Date

Note: This notice must be posted annually

Purpose

The purpose of this program is to define the requirements for safely operating an aerial lift device.

Scope

This policy shall cover all aerial lift devices used on DYER INSULATIONS, INC property.

Key Responsibilities

Supervisors

- Shall ensure that all aerial devices are properly operated by trained personnel.

Employees

- Shall follow all aspects of this program.

Procedure

- Aerial lifts may NOTE be “field modified” for uses other than those intended by the manufacturer UNLESS the modification has been certified in writing by the manufacturer or by an equivalent entity.
- Lift controls shall be tested each day prior to use to determine that such controls are in safe working conditions. Tests shall be made at the beginning of each shift during which the equipment is to be used to determine that the brakes and operating systems are in proper working condition.
- Only authorized and qualified persons shall operate an aerial lift. Boom and basket load limits specified by the manufacturer shall not be exceeded.
- All employees who operate an aerial lift device shall be trained in the safe operation of the specific device they will operate. Training must conform to all OSHA requirements.
- Aerial lifts shall have a working back-up alarm audible above the surrounding noise level or the vehicle is backed up only when an observer (spotter) signals that it is safe to do so.
- The minimum clearance between electrical lines and any part of the equipment shall be 10 feet for lines rated 50 kV or below.
- Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
- An approved fall restraint system shall be worn when working from an aerial lift. The fall restraint system must be attached to an engineered anchor point on the boom or basket. Fall restraint system is not permitted to be attached to adjacent poles or structures.

Purpose

The purpose of this procedure is to advise DYER INSULATIONS, INC employees in areas where asbestos is suspected on an awareness level basis about the properties and dangers of asbestos, general guidelines and training requirements and to provide basic precautions and protections for employees to avoid exposure to asbestos containing material (ACM) or presumed asbestos containing material (PACM).

Scope

This procedure applies to DYER INSULATIONS, INC operations where employees whose work activities may be in the vicinity of asbestos containing materials during their work activities. When work is performed on a nonowned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

Managers/Supervisors

- Ensure owners or operators are notified of PACM.
- Prohibit DYER INSULATIONS, INC employees from working until material in question is confirmed as non-asbestos or abated.
- Ensure proper employee asbestos awareness training is completed.

All Employees

- All employees are required to act in strict compliance with the requirements of this program and delay or discontinue work if there is ever an unresolved concern regarding exposure to asbestos.
- Immediately report any suspected asbestos containing material to their supervisor

Awareness Level Requirements and Information

Asbestos Exposure Control

Depending on the exposure level DYER INSULATIONS, INC is required to develop and train workers on an Asbestos Exposure Controls Plan.

Background of Asbestos

The word asbestos is derived from a Greek word that means inextinguishable or indestructible. Asbestos is a naturally occurring mineral that is found throughout the world. Asbestos has several characteristics that make it desirable for many commercial uses. The fibers are extremely strong, flexible, and very resistant to heat, chemicals and corrosion. Asbestos is also an excellent insulator and the fibers can be spun, woven, bonded into other materials, or pressed to form paper products. For these reasons and because it is relatively inexpensive asbestos has been widely used for many years and now is found in over three thousand different commercial products.

Exposure to asbestos fibers can cause serious health risks. The major risks from asbestos come from inhaling the fibers. Asbestos is composed of long silky fibers that contain hundreds of thousands of smaller fibers. These fibers can be subdivided further into microscopic filaments that will float in the air for several hours. Asbestos fibers can easily penetrate body tissues and cause disabling and fatal diseases after prolonged exposure.

Although exposure to asbestos is potentially hazardous, health risks can be minimized. In most cases the fibers are released only if the asbestos containing materials (ACM) is disturbed. Intact and undisturbed asbestos materials do not pose a health risk. The mere presence of asbestos does not mean that the health of occupants is endangered. When ACM is properly managed, release of fibers into the air is prevented or minimized, and the risk of asbestos related disease can be reduced to a negligible level. However, asbestos materials can become hazardous when they release fibers into the air due to damage, disturbance, or deterioration over time.

The ability to recognize the kinds of material that contain asbestos, knowing under what conditions they are dangerous, and understanding basic safety precautions, are all important in keeping exposures to a minimum.

Health Effects of Asbestos

The most dangerous exposure to asbestos is from inhaling airborne fibers. The body's defenses can trap and expel many of the particles. However, as the level of asbestos fibers increase many fibers bypass these defenses and become embedded in the lungs. The fibers are not broken down by the body and can remain in body tissue indefinitely. Exposure to asbestos has been shown to cause respiratory diseases such as lung cancer, asbestosis, mesothelioma and various types of cancer of the stomach and colon.

Possible Locations Where Employees May Be Exposed to Asbestos During Their Job Functions

Asbestos materials are used in the manufacture of heat-resistant clothing, automotive brake and clutch linings, and a variety of building materials including insulation, soundproofing, floor tiles, roofing felts, ceiling tiles, asbestos-cement pipe and sheet and fire-resistant drywall. Asbestos is also present in pipe and boiler insulation materials, pipeline wrap and in sprayed-on materials located on beams, in crawlspaces, and between walls.

Client owned and/or operated equipment and facilities, where surfacing material or insulation is present, must be confirmed non-asbestos before DYER INSULATIONS, INC employees disturb that material. Where surfacing material or insulation cannot be confirmed non-asbestos, the client or owner must test, and where necessary abate, the material before DYER INSULATIONS, INC employees are permitted to work.

Types of Asbestos

Asbestos can be defined as friable or non-friable. Friable means that the material can be crumbled with hand pressure and is therefore likely to emit fibers. The fibrous or fluffy sprayed-on materials used for fireproofing, insulation, or sound proofing are considered to be friable and they readily release airborne fibers if disturbed.

Materials such as vinyl-asbestos floor tile or roofing felts are considered non-friable and generally do not emit airborne fibers unless subjected to sanding or sawing operations. Asbestos cement pipe or sheet can emit airborne fibers if the materials are cut, abraded or sawed, or if they are broken during demolition operations.

Identifying Asbestos

There are many substances that workers contact that may contain asbestos and have the potential to release fibers. Only rarely can asbestos in a product be determined from labeling or by consulting the manufacture. The

presence of asbestos cannot be confirmed visually in many cases. The only way to positively identify asbestos is through laboratory analysis of samples. If the presence of asbestos is suspected always assume that it is an asbestos containing material and have it analyzed.

Employees will abide warning signs and labels and will not disturb the asbestos containing material.

Signs and labels shall identify the material which is present, its location, and appropriate work practices which, if followed, will ensure that Asbestos Containing Material (ACM) and/or Presumed Asbestos Containing Material (PACM) will not be disturbed. DYER INSULATIONS, INC shall ensure that employees working in and adjacent to regulated areas comprehend the warning signs.

General Safety Precautions
The following general precautions will reduce exposure and lower the risk of asbestos related health problems:

- Drilling, sawing, or using nails on asbestos materials can release asbestos fibers and should be avoided.
- Floor tiles, ceiling tiles or adhesives that contain asbestos should never be sanded.
- Use care not to damage asbestos when moving furniture, ladders, or any other object.
- Know where asbestos is located in your work area. Use common sense when working around products that contain asbestos. Avoid touching or disturbing asbestos materials on walls, ceilings, pipes, ducts or boilers.
- All asbestos containing materials should be checked periodically for damage or deterioration. Report any damage, change in condition or loose asbestos containing material to a supervisor.
- All removal or repair work involving asbestos must be done by specially trained personnel.
- Asbestos should always be handled wet to help prevent fibers from being released. If asbestos is soaked with water or a mixture of water and liquid detergent before it is handled, the fibers are too heavy to remain suspended in the air.
- In the presence of asbestos dust above the PEL, the use of a respirator approved for asbestos work is required. A dust mask is not acceptable because asbestos fibers will pass through it.
- Dusting, sweeping, or vacuuming dry asbestos with a standard vacuum cleaner will put the fibers back into the air. A vacuum cleaner with a special high efficiency filter (HEPA) must be used to vacuum asbestos dust.
- If a HEPA vacuum is not used clean-ups must be done with a wet cloth or mop. The only exception to this would be if the moisture presents an additional hazard such as around electricity.

Remember, the mere presence of asbestos itself does not create a health hazard unless the material is disturbed and releases fibers to the atmosphere. Protect yourself and others by being aware of where asbestos is located, the dangers involved and using common sense when working around ACM.

Multiple Worksites
When working on multi-contractor worksites our employees shall be protected from exposure. If employees working adjacent to Class I asbestos jobs are exposed to asbestos due to the inadequate containment of such jobs DYER INSULATIONS, INC shall either remove the employees from the area until the enclosure breach is repaired or perform an initial exposure assessment.

Personnel Air Monitoring
Depending on the exposure level DYER INSULATIONS, INC is required to perform air sampling.

Medical Surveillance Program
All DYER INSULATIONS, INC employees who are exposed to asbestos at the regulated level shall be included in the DYER INSULATIONS, INC medical surveillance program.

Respiratory Protection
The only circumstances that will necessitate DYER INSULATIONS, INC employees using respiratory equipment for protection against asbestos is during the asbestos exposure assessment process, while confirming (via personnel monitoring) that the engineering controls and work practices designed and employed for a particular work activity are adequate to maintain exposure levels below the PEL/excursion limit. Asbestos work that requires respiratory equipment beyond the PEL should be performed by a qualified contractor.

Waste Disposal
Asbestos waste, scrap, debris, bags, containers, equipment, and contaminated clothing shall be collected and disposed of in sealed, labeled impermeable bags of greater than 6 mils thickness or other closed, labeled, impermeable containers.

Training

Asbestos awareness training is required for employees who work in areas that contain or may contain asbestos and the training is documented.

Asbestos awareness training is required for employees whose work activities may contact Asbestos Containing Material (ACM) or Presumed Asbestos Containing Material (PACM) but do not disturb the ACM or PACM during their work activities.

Training elements are to include:

- The health effects associated with asbestos exposure;
- The relationship between smoking and exposure to asbestos producing lung cancer:
- The quantity, location, manner of use, release, and storage of asbestos and the specific nature of operations which could result in exposure to asbestos;
- The engineering controls and work practices associated with the employee's job assignment;
- The specific procedures implemented to protect employees from exposure to asbestos, such as appropriate work practices, emergency and clean-up procedures and personal protective equipment to be used.
- The purpose, proper use, and limitations of respirators and protective clothing, if appropriate;
- The purpose and a description of the medical surveillance program;
- The content of the OSHA asbestos standard, including appendices.
- The requirements for posting signs and affixing labels and the meaning of the required legends for such signs and labels.

Subcontractors performing work shall comply with the requirements of this standard and all applicable regulatory and environmental regulatory requirements.

Purpose

This Bloodborne Pathogen Exposure Control Plan has been established to ensure a safe and healthful working environment and act as a performance standard for all employees. This program applies to all occupational exposure to blood or other potentially infectious materials. The content of this plan complies with OSHA Standard 29 CFR 1910.1030 (Occupational Exposure to Bloodborne Pathogens).

Scope

This program addresses all occupational exposure to blood or other potentially infectious materials (examples of potentially infectious materials include bodily fluids containing hepatitis B, HIV). OSHA requires that all employers that can "reasonably anticipate exposure" of employees to infectious material to prepare and implement a written exposure control plan

Key Responsibilities

Exposure Control Officer (DYER INSULATIONS, INC Safety Manager)
Has overall responsibility for developing and implementing the Exposure Control Procedure for all facilities.

Site Project Manager and Supervisors
Site project manager and supervisors are responsible for exposure control in their respective areas.

Employees

- Know what tasks they perform that have occupational exposure.
- Plan and conduct all operations in accordance with our work practice controls.
- Develop good personal hygiene habits.

Procedure

Training
DYER INSULATIONS, INC shall ensure that all employees with occupational exposure participate in a training program. Training is conducted for all employees with occupational exposure before initial assignment and within 1 year of previous training. Training shall be provided at the time of initial assignment & within 1 year of an employee's previous training. Training shall include:

- What bloodborne pathogens are; how to protect themselves from exposure
- Methods of warnings (signs, labels, etc.)
- The OSHA requirements of bloodborne pathogens
- The Hepatitis B vaccine shall be made available to all employees that have occupational exposure at no cost to the employee(s).

Biohazard Label

Availability of Procedure to Employees
All employees will have access to a copy of the exposure control plan. Access to a copy of the exposure control plan shall be provided in a reasonable time, place, and manner.

Reviews and Update of the Procedure
The procedure is reviewed annually and updated whenever we establish new functional positions within our facility that may involve exposure to biohazards.

Exposure Determination

- There are no job classifications in which some or all employees have occupational exposure to bloodborne pathogens that may result from the performance of their routine duties.
- Designated employees are trained to render first aid and basic life support. Rendering first aid or basic life support will expose employees to bloodborne pathogens and will require them to adhere to this program. No employee is *required* to perform first aid or basic life support, and do so at their own discretion.
- In addition, no medical sharps or similar equipment is provided to, or used by, employees rendering first aid or basic life support.
- This exposure determination has been made without regards to the Personal Protective Equipment that may be used by employees.
- A listing of all first aid and basic life support trained employees in this work group shall be maintained at each work site and at each first aid kit.

Methods of Compliance

Universal Precautions
Under circumstances in which differential between body fluids is difficult or impossible, all body fluids will be considered potentially infectious.

Engineering Controls
Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Engineering controls should be examined and maintained or replaced on a regular schedule to ensure their effectiveness. Hand washing facilities shall be readily available at all work locations. If provision of hand washing facilities is not feasible, then an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes shall be provided by DYER INSULATIONS, INC.

Work Practice Controls

- Employees shall wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other personal protective equipment.

- Following any contact of body areas with blood or any other infectious materials, employees wash their hands and any other exposed skin with soap and water as soon as possible.
- Hand washing facilities shall be available. If hand washing facilities are not feasible DYER INSULATIONS, INC will provide either an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes.
- Contaminated needles and other contaminated sharps should not be handled.
- All equipment or environmental surfaces shall be cleaned and decontaminated after contact with blood or other infectious materials.
- Bloodborne pathogens kits are located on top of first aid kits and are to be used in emergency situations by the caregiver. Once the seal is broken on kit and any portion has been used it is not to be reused. Pathogen Kits shall be ordered and replaced promptly. Biohazard bags are identified by stickers and located in the first aid area. Contaminated supplies are to be disposed at once.

Personal Protective Equipment

When the possibility of occupational exposure is present, PPE is to be provided at no cost to the employee such as gloves, gowns, etc. PPE shall be used unless employees temporarily declined to use under rare circumstances. PPE shall be repaired and replaced as needed to maintain its effectiveness. All PPE shall be of the proper size and readily accessible.

Our employees adhere to the following practices when using their personal protective equipment:

- Any garments penetrated by blood or other infectious materials are removed immediately.
- All potentially contaminated personal protective equipment is removed prior to leaving a work area.
- Gloves are worn whenever employees anticipate hand contact with potentially infectious materials or when handling or touching contaminated items or surfaces.
- Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an "exposure barrier".
- Masks and eye protection (such as goggles, face shields, etc.) are used whenever splashes or sprays may generate droplets of infectious materials.
- Any PPE exposed to bloodborne pathogens shall be disposed of properly.
- PPE should be cleaned, laundered & properly disposed of if contaminated.
- DYER INSULATIONS, INC will repair and replace PPE as needed to maintain its effectiveness.

Housekeeping

Our staff employs the following practices:

- All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials.
- Protective coverings (such as plastic trash bags or wrap, aluminum foil or absorbent paper) are removed and replaced.
- All trash containers, pails, bins, and other receptacles intended for use routinely are inspected, cleaned and decontaminated as soon as possible if visibly contaminated.
- Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.).

Post-Exposure and Follow Up

Post-Exposure Evaluation & Follow-Up

If there is an incident where exposure to bloodborne pathogens occurred, we immediately focus our efforts on investigating the circumstances surrounding the exposure incident and making sure that our employees receive medical consultation and immediate treatment.

The DYER INSULATIONS, INC Safety Manager/ Supervisor investigates every reported exposure incident and a written summary of the incident and its causes is prepared and recommendations are made for avoiding similar incidents in the future. We provide an exposed employee with the following confidential information:

- Documentation regarding the routes of exposure and circumstances under which the exposure incident occurred.
- Identification of the source individual (unless not feasible or prohibited by law).

Once these procedures have been completed, an appointment is arranged for the exposed employee with a qualified healthcare professional to discuss the employee's medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment.

Information Provided to the Healthcare Professional. We forward the following:

- A description of the exposure incident.
- Other pertinent information.

Healthcare Professional's Written Opinion

After the consultation, the healthcare professional provides our facility with a written opinion evaluating the exposed employee's situation. We, in turn, furnish a copy of this opinion to the exposed employee. The written opinion will contain only the following information:

- Whether Hepatitis B Vaccination is indicated for the employee.
- Whether the employee has received the Hepatitis B Vaccination.

- Confirmation that the employee has been informed of the results of the evaluation.
- Confirmation that the employee has been told about any medical conditions resulting from the exposure incident which require further evaluation or treatment.
- All other findings or diagnoses will remain confidential and will not be included in the written report.

Record Keeping
All records shall be made available upon request of employees, OSHA's Assistant Secretary and the Director of OSHA for examination and copying. Medical records must have written consent of employee before released. DYER INSULATIONS, INC shall meet the requirements involving transfer of records set forth in 29 CFR 1910.1020(h).

The respective Human Resources representative shall maintain Bloodborne Pathogen exposure records.

Employee medical records shall be kept confidential and are not to be disclosed without the employee's written consent, except as required by 29 CFR 1910.1030 or other law.

Accurate medical records for each employee with occupational exposure must be maintained for at least the duration of employment plus 30 years and shall include at least the following:

- Employee's name, Social Security number and DYER INSULATIONS, INC employee number.
- Employee's Hepatitis B vaccination status, including vaccination dates.
- All results from examinations, medical testing and follow-up procedures, including all health care professional's written opinions.
- Information provided to the health care professional.
- Any Hepatitis B Vaccine Declinations.

Training records shall be maintained for 3 years from the date on which the training occurred and shall include at least the following:

- Outline of training program contents.
- Name of person conducting the training.
- Names and job titles of all persons attending the training.
- Date of training.

Labels and Signs
Biohazard warning labeling shall be used on containers of regulated waste; Sharps disposal containers; contaminated laundry bags and containers; contaminated equipment.

Information
Information provided to our employees includes:

- The Biohazards Standard itself.
- The epidemiology and symptoms of bloodborne diseases.
- The modes of transmission of bloodborne pathogens.

- Our facility's Exposure Control Procedure (and where employees can obtain a copy).
- Appropriate methods for recognizing tasks and other activities that may involve exposure.
- A review of the use and limitations of methods that will prevent or reduce exposure.
- Selection and use of personal protective equipment.
- Visual warnings of biohazards within our facility including labels, signs and "color-coded" containers.
- Information on the Hepatitis B Vaccine.
- Actions to take and persons to contact in an emergency involving potentially infectious material.
- The procedure to follow if an exposure incident occurs, including incident reporting.
- Information on the post-exposure evaluation and follow-up, including medical consultation.

VACCINATION DECLINATION FORM

Date:_____

Employee Name: _____

Employee ID#: _____

I understand that due to my occupational exposure to blood or other potential 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 B vaccine, at no charge to myself. However, I decline the 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.

_____ _____

Employee Signature Date

_____ _____

Facility Representative Signature Date

POST-EXPOSURE EVALUATION AND FOLLOW-UP CHECKLIST

The following steps must be taken, and information transmitted, in the case of an employee's exposure to bloodborne pathogens:

ACTIVITY	COMPLETION DATE
Employee furnished with documentation regarding exposure incident.	_____
Source individual identified. (_____) Source individual	_____
Appointment arranged for employee with healthcare professional. (_____) Professional's name	_____

Documentation forwarded to healthcare professional

_____ Bloodborne Pathogens Standard
_____ Description of exposed employee's duties
_____ Description of exposure incident, including routes of exposure

Purpose

The purpose of this program is to address control measures to protect DYER INSULATIONS, INC employees from stress or injuries when working in cold temperatures.

Scope

Each DYER INSULATIONS, INC worksite shall implement special precautions during extreme cold weather which are to be approved by the DYER INSULATIONS, INC Safety Manager. Precautions could include clothing and PPE requirements discussed herein, limitation on work being performed, or cancellation.

Responsibilities

Safety Manager

- identify and conduct an assessment of, tasks and occupations where there is the potential for cold stress
- implement and/or provide controls (engineering, administrative or personal protective equipment) to minimize cold stress
- provide training and education regarding cold stress, including early signs and symptoms of cold-related exposure

Worker Responsibilities

- adhere to all control measures or work procedures that have been designed and implemented to reduce exposure to conditions that could cause cold stress
- leave cold environments if signs or symptoms of cold-related stress appear
- wear all required cold temperature clothing and PPE
- immediately report any signs or symptoms of cold-related stress

Cold Temperature Procedures

Health Effects of Cold Stress

Warning signs of hypothermia can include complaints of nausea, fatigue, dizziness, irritability or euphoria. Workers can also experience pain in their extremities (hands, feet, ears, etc.), and severe shivering. Workers should be moved to a heated shelter and seek medical advice when appropriate.

Hazard Assessment

An assessment will be conducted by the Safety Manager to identify the types of jobs or employees who are at risk for cold exposure. All Dyer Insulation non-office jobs could be subject to cold hazards and should be reviewed in any assessment. While some jobs could be indoor, those facilities may not have heat and/or employees may need to go outside for periods of time.

Facilities

- Regularly used walkways and travel ways shall be sanded, salted or cleared of snow and ice as soon as practicable.

- Employees will be informed of the dangers associated with working around unstable snow and ice build-ups. All employees will be informed of the dangers and destructive potential caused by unstable snow build-up, sharp icicles, ice dams and know how to prevent incidents caused by them.
- When dangerous overhead build-ups of snow or ice are present barricades will be used to prevent staff from walking or driving into potential fall zones.

Clothing, PPE and Supplies

Proper cold weather protection must be worn by employees when working in cold, wet and windy conditions. Protective clothing is the most important way to avoid cold stress. The type of fabric also makes a difference.

Cotton loses its insulation value when it becomes wet. Wool, silk and most synthetics, on the other hand, retain their insulation even when wet. The following are recommendations for working in cold environments:

- Wear at least three layers of clothing. An inner layer of wool, silk or synthetic to wick moisture away from the body – a middle layer of wool or synthetic to provide Insulation even when hot - an outer wind and rain protection layer that allows some ventilation to prevent overheating.
- Wear a hat or hood. Up to 40% of body heat can be lost when the head is left exposed.
- Keep a change of dry clothing available in case work clothes become wet.
- With the exception of the wicking layer do not wear tight clothing. Loose clothing allows bettor ventilation of heat away from the body.
- Do not underestimate the wetting effects of perspiration. Oftentimes wicking and venting of the body's sweat and heat are more important than protecting from rain or snow.
- Wear insulated boots or other footwear. Felt-lined, rubber bottomed, leather-topped boots with removable felt insoles are best suited for heavy work in cold since leather is porous, allowing the boots to "breathe" and let perspiration evaporate.
- Liner socks made from polypropylene will help keep feet dry and warmer by wicking sweat away from the skin. Always wear the right thickness of socks for your boots.
- In extremely cold conditions, where face protection is used, eye protection must be separated from the nose and mouth to prevent exhaled moisture from fogging and frosting eye shields or glasses.
- Clothing must be dry. Moisture should be kept off clothes by removing snow prior to entering heated shelters.

Cold weather supplies will be regularly inspected and restocked when necessary by DYER INSULATIONS, INC. Regular inspections on cold weather supplies will be carried out to ensure that supplies are always in stock.

Preventative Controls That Are Implemented to Avoid Cold Induced Injuries

- Some preventive measures include drinking plenty of liquids, avoiding caffeine and alcohol.
- It is easy to become dehydrated in cold weather. If possible, heavy work should be scheduled during the warmer parts of the day.
- Take breaks out of the cold.
- Try to work in pairs to keep an eye on each other and watch for signs of cold stress.
- Avoid fatigue since energy is needed to keep muscles warm.

- Take frequent breaks and consume warm, high calorie food such as pasta to maintain energy reserves.
- If a worker exposed to cold shows signs or reports symptoms of cold stress or injury the worker must be removed from further exposure and treated by an appropriate first aid attendant, if available, or a physician.
- For continuous work in temperatures below the freezing point, heated warming shelters such as tents, cabins or rest rooms should be available. The work should be paced to avoid excessive sweating. If such work is necessary, proper rest periods in a warm area should be allowed and employees should change into dry clothes.
- New employees should be given enough time to get acclimatized to cold and protective clothing before assuming a full work load.
- For work below the freezing point, metal handles and bars should be covered by thermal insulating material. Also, machines and tools should be designed so that they can be operated without having to remove mittens or gloves.

Training

DYER INSULATIONS, INC employees who are required to work in cold weather conditions will receive initial and annual training regarding the health effects of cold exposure and proper rewarming procedures, recognition of and first aid for frostbite and hypothermia, required protective clothing, proper use of warming shelters, the buddy system, maintaining communications, vehicle breakdown procedures and proper eating and drinking habits for working in the cold.

Health Effects

Where employees are exposed to work conditions that may present a hazard because of excessive cold DYER INSULATIONS, INC shall ensure that a competent person provides training to ensure the employees are familiar with the signs and symptoms of cold weather induced health problems such as hypothermia, frostbite and trench foot. Training will include:

- Hypothermia occurs when body heat is lost faster than it can be replaced. When the core body temperature drops below the normal 98.6^{o}F to around 95^{o}F the onset of symptoms normally begins. The person may begin to shiver and stomp their feet in order to generate heat. Workers may lose coordination, have slurred speech and fumble with items in the hand. The skin will likely be pale and cold.

- Frostbite occurs when the skin actually freezes and loses water. In severe cases, amputation of the frostbitten area may be required. While frostbite usually occurs when the temperatures are 30°F or lower, wind chill factors can allow frostbite to occur in above freezing temperatures. Frostbite typically affects the extremities, particularly the feet and hands. The affected body part will be cold, tingling, stinging or aching followed by numbness. Skin color tums red, then purple, then white and is cold to tile touch. There may be blisters in severe cases.

- Trench Foot or immersion foot is caused by having feet immersed in cold water at temperatures above freezing for long periods of trine. It is similar to frostbite, but considered less severe. Symptoms usually consist of tingling, itching or a burning sensation. Blisters may be present.

Workers and supervisors involved with work in cold environments should be informed about symptoms of adverse effect exposure to cold, proper clothing habits, safe work practices, physical fitness requirements for work in cold,

and emergency procedures in case of cold injury. While working in cold, a buddy system should be used. Look out for one another and be alert for the symptoms of hypothermia.

First Aid Training

Employees who are trained in first aid/CPR/AED may provide these potentially life-saving services if they so choose.

All training shall be documented.

Purpose:

The purpose of this program is to ensure the safe use of compressed air and related equipment requirements.

Scope

This program covers all employees and contractors who handle and/or use compressed air.

Key Responsibilities

Managers/Supervisors

- Shall ensure that all employees are aware of the proper handling, storage and use requirements for compressed air.
- Shall ensure that initial training is conducted for all new employees and that retraining is conducted when employee behaviors suggest that retraining is warranted.

Employees

- Shall follow all requirements regarding the safe handling and use of compressed air and related equipment.

Procedure

Hazards of Using Compressed Air

Compressed air is extremely forceful. Depending on its pressure, compressed air can dislodge particles. These particles are a danger since they can enter eyes or abrade skin. There have also been reports of hearing damage caused by the pressure of compressed air and by its sound.

Compressed air itself is also a serious hazard. On rare occasions, some of the compressed air can enter the blood stream through a break in the skin or through a body opening. The consequences of even a small quantity of air or other gas in the blood can quickly be fatal.

Horseplay has been a cause of some serious workplace accidents caused by individuals not aware of the hazards of compressed air or proper work procedures.

General Precautions

To prevent injury when working with compressed air:

- A compressed-air tool operator must wear eye protection and other appropriate personal protective equipment.
- Before operating an air hose, examine all connections to make sure they are tight and will not come loose under pressure. A loose air hose can make a dangerous bullwhip.
- Check the air hose carefully to make sure it is in good condition before opening the valve to let air into the hose; when the job if finished, turn off the valves on both the tool and the airline.
- Hold the nozzle when turning the air on or off.

- Before turning on the air pressure, make sure that dirt from machinery will not be blown onto other workers.
- Don't kink the hose to stop the airflow; always turn off the air and the control valve.
- Continuously check the condition of a compressed air tool and the air hose for damage or signs of failure.
- Never point a compressed air hose nozzle at any part of your body or another person.
- Never use compressed air for a practical joke.
- Never look into the "business end" of a compressed air tool.
- Never use compressed air for cleaning work clothes or machinery.
- Keep air hoses out of aisle ways where they can be damaged by traffic or be a tripping hazard.

Equipment Requirements

Every air receiver shall be equipped with an indicating pressure gauge. Every air receiver shall be equipped with an indicating pressure gauge, so located as to be readily visible, and with one or more spring-loaded safety valves. The total relieving capacity of such safety valves shall be such as to prevent pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent.

Safety valves are tested. All safety valves shall be tested frequently and at regular intervals to determine whether they are in good operating condition. Safety valves, indicating/controlling devices and other safety appliances need to be constructed, located and installed so they cannot be rendered inoperative by any means.

DYER INSULATIONS, INC requires frequent draining of the receiver. The drain valve on air receivers shall be opened and the receiver completely drained frequently and at such intervals as to prevent the accumulation of excessive amounts of liquid in the receiver.

Using Compressed Air for Cleaning

DYER INSULATIONS, INC has specific requirements to prohibit employees from using compressed air for cleaning unless the pressure is reduced to less than 30 p.s.i. Compressed air shall not be used for cleaning purposes except where the pressure is reduced to less than 30 p.s.i. and effective chip guarding and personal protective equipment is implemented.

Inspection of Compressed Air Cylinders

Compressed air cylinders must be visually inspected. DYER INSULATIONS, INC shall determine that compressed gas cylinders under their control are in a safe condition to the extent that this can be determined by visual inspection. These visual inspections shall be conducted as prescribed in the Hazardous Materials Regulations, as they pertain to the type of the compressed cylinders under DYER INSULATIONS, INC control.

Purpose:

The purpose of this program is to prevent injury from falling cylinders or failure of compressed gas cylinders and to establish requirements for handling, lifting and storing compressed gas cylinders safely.

Scope

This program covers all employees and contractors who handle, transport and/or use compressed gas cylinders.

Key Responsibilities

Managers/Supervisors

- Shall ensure that all employees are aware of the proper handling, storage and use requirements for compressed gas cylinders.
- Shall ensure that initial training is conducted for all new employees and that retraining is conducted when employee behaviors suggest that retraining is warranted.

Employees

- Shall follow all requirements regarding the safe handling, storage and use of compressed gas cylinders.

Procedure

General

Cylinders shall not be accepted, stored or used if evidence of denting, bulging, pitting, cuts, neck or valve damage is observed. If damage is observed:

- The cylinder must be taken out of service.
- The cylinder's owner shall be notified to remove the cylinder from the premises.
- If owned, the cylinder shall be de-pressured and inspected as required by this program.

Cylinder Identification

Gas identification shall be stenciled or stamped on the cylinder or a label used. No compressed gas cylinder shall be accepted for use that does not legibly identify its content by name.

Handling

Valve caps must be secured onto each cylinder before moving or storage.

Secure the cylinder in a blanket when being lifted by mechanical means. Slings, ropes or electromagnets are prohibited to be used for lifting compressed gas cylinders.

The preferred means to move compressed gas cylinders is with a cart, carrier or with a helper.

Compressed gas cylinders must not be allowed to strike each other.

When a cylinder cap cannot be removed by hand the cylinder shall be tagged "Do Not Use" and returned to the designated storage area for return to vendor.

Storing
All cylinders must be secured upright in a safe, dry, well-ventilated area that limits corrosion and deterioration.

- Cylinders must be secured by means that will prevent the cylinder from falling.
- When securing the cylinder, the restraints shall not be attached to electrical conduit or process piping.

Empty and non-empty cylinders shall be stored separately. All stored cylinders shall be capped.

Oxygen cylinders must be stored a minimum of 20 feet from combustible gas cylinders or areas where there may be open flame or arcing. Cylinders may also be stored where the oxygen is separated from combustible gas cylinders by a 5 foot or higher wall with a fire resistance rating of 30 minutes.

Storage areas for full and empty cylinders must be designated and labeled. Cylinders should be stored in definitely assigned places away from elevators, stairs or gangways. Empties should be returned to storage immediately.

Use
Cylinders must be equipped with the correct regulators. Regulators and cylinder valves should be inspected for grease, oil, dirt and solvents. Only tools provided by the supplier should be used to open and close cylinder valves.

Never force or modify connections.

Only regulators and gauges shall be used within their designated ratings.

The use of a pressure-reducing regulator is required at the cylinder, unless the total system is designed for the maximum cylinder pressure. Flashback arrestors must be used at the regulator end at all times.

Valves must be closed when cylinders are not in use.

Cylinders shall not be used as rollers or supports.

Cylinders shall not be placed where they can come in contact with electrical circuits.

Cylinders must be protected from sparks, slag or flame from welding, burning or cutting operations.

Ready for Use
OSHA allows for compressed gas cylinders to remain on the cart with regulators and hoses attached if they are intended to be used within 24 hours, due to the inherent hazards in moving, capping, and uncapping cylinders.

Inspection of Compressed Gas Cylinders
DYER INSULATIONS, INC shall determine that compressed gas cylinders under its control are in a safe condition to the extent that this can be determined by visual inspection. Visual and other inspections shall be conducted as prescribed in the Hazardous Materials Regulations of the Department of Transportation (49 CFR parts 171-179 and 14 CFR part 103). Where those regulations are not applicable, visual and other inspections shall be conducted in

accordance with Compressed Gas Association Pamphlets C-6-1968 and C-8-1962. Some elements include, but are not limited to:

- Hoses and connections should be inspected regularly for damage. Hoses should be stored in cool areas and protected from damage.
- These owned cylinders shall be visually inspected prior to charging, before each use and at least annually.
- All inspections and testing must be documented.

High Pressure Cylinders are those cylinders marked for service pressures of 900 psi and greater.

- High pressure cylinders shall be taken out of service and submitted for re-qualification testing when any of the following conditions are identified by visual inspection.
- Cuts, dings, gouges, dents bulge, pitting, neck damage or evidence of exposure to fire.
- The cylinders shall be inspected and retested according to the requirements stated in 49 CFR 180.205 and .209.
- Re-qualification of non-damaged cylinders shall be conducted per the schedule in 49 CFR 180.209.

Low Pressure Cylinders are those cylinders marked for service pressures of less than 900 psi.

- Low pressure cylinders fall into two categories, those requiring requalification and those that do not require re-qualification.
- Low pressure cylinders that do not require re-qualification shall be taken out of service and condemned when any of the following conditions are identified during inspection:
- The tare weight of the cylinder is less than 90% of the stamped on weight of the cylinder.
- Observed pitting, dents, cuts, bulging, gouges or evidence of exposure to fire.
- Low pressure cylinders' subject to re-qualification shall be taken out of service, inspected and retested when visual inspection identifies any of the following conditions; dents, bulges, pitting or neck damage.
- Re-qualification of non-damaged cylinders shall be conducted per the schedule in 49 CFR 180.209.

Leaking Cylinders

Leaking cylinders should be moved promptly to an isolated, well-ventilated area, away from ignition sources. Soapy water should be used to detect leaks. If the leak is at the junction of the cylinder valve and cylinder, do not try to repair it. Contact the supplier and ask for response instructions.

Transportation

Cylinders must be transported in a vertical secured position using a cylinder basket or cart and must not be rolled. Regulators should be removed and cylinders capped before movement. Cylinders should not be dropped or permitted to strike violently and protective caps are not used to lift cylinders.

Empty Cylinder Marking

Cylinders should be marked as "MT" and dated when empty. Never mix gases in a cylinder and only professionals should refill cylinders. Empty cylinders must be handled as carefully as when filled.

Engineering Controls

Engineering controls such as emergency shutoff switches, gas cabinets and flow restrictors should be used wherever possible to control hazards. Emergency eyewash facilities should be present where corrosive gases or materials are used.

Purpose

The purpose of this program is to ensure the safety of all employees and contractors working for DYER INSULATIONS, INC and to comply with all regulations and host clients that pertain to confined spaces.

Scope

This program covers all employees and other workers that may be involved in confined space entry. When work is performed on a non-owned or operated site, the operator's program shall take precedence. This document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent. It is rare that DYER INSULATIONS, INC. personnel will work in Confined Spaces. Prior to any Confined Space work being performed, DYER INSULATIONS, INC. personnel will need training.

Definitions

Acceptable entry conditions - the conditions that must exist in a confined space to allow entry and to ensure that employees involved with a confined space entry can safely enter into and work within the space.

Attendant - an individual stationed outside one or more Confined spaces who monitors the authorized Entrants and who performs all Attendant's duties assigned in the DYER INSULATIONS, INC Confined Spaces Program. Attendants must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space as an Attendant.

Authorized Entrant - an individual who is authorized by DYER INSULATIONS, INC to enter a confined space. Entrants must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space as an Authorized Entrant.

Blanking or Blinding - the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space

- A space that is large enough and so configured that an employee can bodily enter and perform assigned work;
- Has limited or restricted means for entry or exit (for example, tanks, vessels, coolers, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
- Is not designed for continuous occupancy.

Double block and bleed - the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency - any occurrence (including any failure of hazard control or monitoring equipment) or an event internal or external to the confined space that could endanger Entrants.

Engulfment - the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry - the action by which a person passes through an opening into a confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the Entrant's body breaks the plane of an opening into the space.

Entry permit – means the written or printed document that is provided by DYER INSULATIONS, INC to allow and control entry into a confined space that contains the information specified in this program.

Entry Supervisor - the person responsible for determining if acceptable entry conditions are present at a confined space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

- Entry Supervisors must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space.
- An Entry Supervisor also may serve as an Attendant or as an authorized Entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of Entry Supervisor may be passed from one individual to another during the course of an entry operation.
- The Entry Supervisor is responsible to test and monitor the atmosphere conditions.

Hazardous atmosphere - an atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (that is, escape unaided from a confined space), injury, or acute illness from one or more of the following causes:

- Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL), (0% is normal).
- Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent, (20.9 % is normal).
- Any other atmospheric condition that is immediately dangerous to life or health. (Ex.-H2S 10%, 0% is normal).
- Note: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot work permit - the written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

Immediately dangerous to life or health (IDLH) - any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a confined space.

- Note: Some materials -- hydrogen fluoride gas and cadmium vapor, for example -- may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be “immediately dangerous to life or health”.

Inerting - the displacement of the atmosphere in a permit space by a non-combustible gas (such as nitrogen) to such an extent that the resulting atmosphere is non-combustible. This procedure produces an IDLH oxygen deficient atmosphere.

Isolation - the process by which a confined space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line Breaking - the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-Permit Confined Space - A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen deficient atmosphere - an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere - an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-Required Confined Space - a confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an Entrant.
- Has an internal configuration such that an Entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety or health hazard.

Permit system - the employer's written procedure for preparing and issuing permits for entry and for returning the confined space to service following termination of entry.

Prohibited condition - any condition in a confined space that is not allowed by the permit during the period when entry is authorized.

Rescue service - the personnel designated to rescue employees from Permit-Required Confined Spaces.

Retrieval system - the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from confined spaces.

Testing - the process by which the hazards that may confront Entrants of a confined space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

Responsibilities

Managers/Supervisor

- Shall ensure that all employees have been trained and fully understand the requirements of this program.
- Shall provide the necessary equipment to comply with these requirements and ensure that all employees are trained on its use.
- Shall ensure that all confined space assessments have been conducted and documented.
- Shall ensure that provisions and procedures are in place for the protection of employees from external hazards including but not limited to pedestrians, vehicles and other barriers and by use of the pre-entry checklist verifying that conditions in the permit space are acceptable for entry during its duration.
- Shall ensure that all Permit-Required Confined Spaces permits are posted.
- Shall ensure an annual review of the program including all entry permits issued that during that annual period.
- Shall ensure that confined spaces are identified properly as either a Non-Permit Confined Space or a Permit-Required Confined Space.
- Shall ensure that all confined spaces that have been identified as “no entry” have signs that state, “DANGER- DO NOT ENTER”.
- Shall ensure signs have been posted at all Permit-Required Confined Space areas that state, “DANGER – PERMIT ENTRY CONFINED SPACE” along with the proper warning word such as “ASPHYXIANT, FLAMMABILITY or TOXIC HAZARD”
- Shall file all permits at the corporate office for review. Permits shall be kept on file for one year.

Affected Employee

- Shall attend Confined Space Entry training commensurate with their duties and when duties change as required.
- Shall comply with all aspects of this program.
- Authorized Entrants, Attendants and Entry Supervisors may be any DYER INSULATIONS, INC employee that is authorized by management to work in a confined space setting and that has been trained and is proficient in the understanding of program requirements.

Authorized Entry Supervisor Duties

- Shall have a tailgate safety meeting, with all workers to be involved in the confined space entry and review the job to be performed and what safety concerns may be present.
- Shall confirm that all isolation, Lock/out and Tag/outs have been completed prior to entry into a confined space.
- Shall ensure that the requirements of this program are followed and maintained.
- Shall test all atmosphere conditions prior to entry and shall complete and maintain the confined space permit form, and have it accessible for review on the job site at all times.
- Shall notify DYER INSULATIONS, INC supervisor of entry into a confined space, and notify the supervisor of any changes that may occur, during an entry.
- If the confined space poses a hazard that cannot be eliminated, the Entry Supervisor must arrange for a rescue services.
- If the confined space poses no hazards to the Entrants, the Entry Supervisor can reclassify the confined space to a Non-Permit Confined Space.
- A stand-by rescue team is not required to be on site for Non-Permit Confined Space entries.

Authorized Attendant Duties

- Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Is aware of possible behavioral effects of hazard exposure in authorized Entrants.
- Continuously maintains communication and an accurate count of authorized Entrants in the confined space and ensures that the means used to identify authorized Entrants, and accurately identifies who is in the confined space.
- Remains outside the confined space during entry operations until relieved by another Attendant.
- DYER INSULATIONS, INC has procedures to be used by a single attendant monitoring several confined spaces during an emergency. If more than one confined space is to be monitored by a single attendant, the program must include the means and procedures that will be used in order to enable the attendant to respond to emergencies in one or more permit spaces that he/she is monitoring without distraction from all responsibilities. This will include radio communications with emergency responders or other methods of summoning aid, directing entrants to leave the confined spaces, etc. The procedures shall be on the confined space permit.
- Monitors activities inside and outside the confined space to determine if it is safe for Entrants to remain in the space and orders the authorized Entrants to evacuate the confined space immediately under any of the following conditions:
    - If the Attendant detects a prohibited condition;
    - If the Attendant detects the behavioral effects of hazard exposure in an authorized Entrant;
    - If the Attendant detects a situation outside the space that could endanger the authorized Entrants;
    - If the Attendant cannot effectively and safely perform all the duties required.
- Summon rescue and other emergency services as soon as the Attendant determines that authorized Entrants may need assistance to escape from confined space hazards.
- Takes the following actions when unauthorized persons' approach or enter a confined space while entry is underway:
    - Warn the unauthorized persons that they must stay away from the confined space;
    - Advise the unauthorized persons to exit the confined space immediately, if they have entered the space;
    - Inform the authorized Entrants and the Entry Supervisor if unauthorized persons have entered the confined space.
- Performs no duties that might interfere with the Attendant's primary duty to monitor and protect the authorized Entrants.

Authorized Entrant Duties

- Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

- Uses appropriate personal protective equipment properly, e.g., face and eye protection, and other forms of barrier protection such as gloves aprons, coveralls, and breathing equipment;
- Is aware of possible behavioral effects of hazard exposure in authorized Entrants;
- Shall witness and verify calibrated air monitoring data and if approved, sign off, before entry is made.
- Is entitled to request additional monitoring at any time.
- Maintain communication with the Attendants to enable the Attendant to monitor the Entrants status as well as to alert the Entrant to evacuate if needed; and
- Exit from confined spaces as soon as possible when ordered by an Attendant or Entry Supervisor, when the Entrant recognizes the warning signs or symptoms of an exposure exists, or when a prohibited condition exists, or when an alarm is activated.

Host Employer

- Under the new Confined Space regulations for Construction, Host Employers / Property Owners are required to notify all contractors coming on site of any potential permit-required confined spaces the contractor may encounter during their course of work.

Procedure

Non-Permit Confined Space Entry

If testing of the confined space atmosphere is within acceptable limits without the use of forced air ventilation and the space is properly isolated, the space can be entered by following the requirements for a non-permit required confined space entry.

- Entrants and/or their representative shall be given the opportunity to observe and participate in the air monitoring process.
- Entrants shall review and sign the confined space permit.

Employees may enter and work in the confined space as long as LEL, O2, and toxicity hazards remain at safe levels.

- Complete the DYER INSULATIONS, INC Confined Space Entry Permit to document that there are no confined space hazards. Make this certification available to all personnel entering the space.
- A trained Attendant must always be outside the confined space. The Attendant must monitor the authorized Entrants for the duration of the entry operation.

Exception: The Attendant requirements for non-permit required confined space entry may be exempted, if the job assessment is performed and has determined that there are no inherent dangers to allow single person entry.

- This provision is intended to permit field operations to enter crankcases, shallow valve boxes, cellars, excavations, etc. without an Attendant being present and all other aspects of the entry permit complied with.
- When there are changes in the use and configuration of a confined space that might increase the hazards to the Entrants (e.g., using epoxy coating on a tank floor, welding, painting, etc.), re-evaluate the space. If necessary, reclassify the space as a Permit-Required Confined Space.
- Continuously monitor the confined space atmosphere to ensure that it is still safe.
- The space must not contain a hazardous atmosphere while personnel are inside.
- If a hazardous atmosphere is detected during an entry, personnel must immediately evacuate the space.
- Re-evaluate the space to determine how the hazardous atmosphere developed.
- The Entry Supervisor shall cancel the entry permit.
- Take action to protect personnel before any subsequent activity to re-enter the space takes place.
- Reissue the DYER INSULATIONS, INC Confined Space Entry Permit before allowing Entrants to re-enter the space.

- If necessary, reclassify the space as a Permit-Required Confined Space.
- Ensure that vehicle or other equipment exhaust does not enter the space.

Permit-Required Confined Space Entry

If the space is properly isolated and results of air monitoring are above acceptable parameters without local exhaust ventilation in operation, classify the entry as a Permit-Required Confined Space.

- Complete the DYER INSULATIONS, INC Confined Space Entry Permit before proceeding with work in a Permit-Required Confined Space.
- Entrants and/or their representative shall be given the opportunity to observe and participate in the air monitoring process.
- Entrants shall review and sign the confined space permit.
- At least one trained Attendant must always be outside the Permit-Required Confined Space.
- The Attendant must monitor the authorized Entrants for the duration of the entry operation.
- Only authorized Entrants may enter a Permit-Required Confined Space.
- All Entrants must sign in and out on the entry permit when entering and leaving a Permit-Required Confined Space.
- The back of the permit or a sign-in sheet must be used for this purpose.
- Post signs and barricades outside all Permit-Required Confined Spaces to notify personnel that a confined space entry is in progress and unauthorized entry is prohibited.
- Conditions must be continuously monitored where Entrants are working to determine that acceptable conditions are maintained during entry.
- If a hazardous atmosphere is detected during an entry, personnel must immediately evacuate the space.
    - The Entry Supervisor shall cancel the entry permit.
    - Re-evaluate the space to determine how the hazardous atmosphere developed.
    - Take action to protect personnel before any subsequent activity to re-enter the space takes place.
    - Re-issue the DYER INSULATIONS, INC Confined Space Entry Permit before allowing Entrants to re-enter the space.
    - Employees or their representatives are entitled to request additional monitoring at any time.
- The permit must be terminated when the entry operations are complete or when permit conditions change (i.e., hazardous air monitoring results are noted, unsafe behaviors are observed, etc.). Exception: *Suspension* of the permit is allowed if the change of conditions does not change the configuration of the space, does not create new hazards, and is temporary.
- The minimum rescue equipment required for Permit-Required Confined Space entry is covered in the Rescue & Emergency section of this program.
- Permit-Required Confined Space entry operations will be reviewed when DYER INSULATIONS, INC believes that the requirements of this confined space program may not adequately protect personnel.
- If deficiencies are found in the program, the program will be revised and personnel will be trained in the new revisions before subsequent entries are authorized.

Pre-Job Planning and Space Prep

The Entry Supervisor must determine that the confined space is properly isolated by blinding, disconnecting, and/or by following local Lockout/Tagout procedures.

The Entry Supervisor must discuss with all Entrants the hazards of the space, communication methods and emergency procedures during the confined space entry.

Eliminate any condition making it unsafe to open the equipment to atmosphere.

Promptly guard the opening to prevent an accidental fall through the opening and to protect each employee working in the space from foreign objects entering the space.

If applicable, wash, steam, ventilate or degas the confined space to properly free it of possible contaminants. Vent vapors to a safe location.

Do not allow unauthorized personnel to enter a confined space. Barricade and/or guard all confined spaces to prevent entry of unauthorized Entrants.

If performing hot work in the confined space, precautions must be taken consistent with the DYER INSULATIONS, INC Hot Work Permit procedure.

Ensure that vehicle or other equipment exhaust does not enter the space.

Pre-Entry Safety Meeting
The Entry Supervisor must declare when the confined space is ready for entry.

The Entry Supervisor shall hold a pre-entry safety meeting to discuss all requirements and procedures with all authorized Entrant(s) and Attendant(s) involved with the entry. He/she will discuss other concerns such as previous contents, vessel coating, PPE required etc., during this meeting.

The Entry Supervisor must coordinate entry operations when employees of more than one Dyer Insulations, Inc. are working simultaneously in the confined space. This coordination is necessary so that one Dyer Insulations, Inc.'s work does not endanger the employees of another Dyer Insulations, Inc.

Equipment
Check all work equipment to ensure that it has the proper safety features and is approved for the locations where it will be used. The Entry Supervisor shall ensure that all equipment is properly maintained in a safe condition and that Entrants use the equipment properly.

The following equipment must be considered and may be required when entering a confined space:

- Atmospheric Testing and Monitoring Equipment.
- Barriers, Shields, and Signs – Post signs and barricades outside all Permit-Required Confined Spaces to notify personnel that a confined space entry is in progress and unauthorized entry is prohibited. Any signs used must state "Danger – Permit Entry Confined Space" along with the proper warning word such as "Asphyxiant, Flammability or Toxic Hazard". All barricades must be capable of preventing a person from inadvertently walking into or kicking an object into the space.
- Communications Equipment – Only use intrinsically safe equipment in areas where a hazardous atmosphere may exist. Use a communication system that will keep the Attendant in constant, direct

communication with the Entrant(s) working in the confined space. Also, use a communication system that allows the Attendant to summon help from rescue or emergency service.

- Entry and Exit Equipment – (For example: ladders may be needed for safe entry and exit).
- Lighting Equipment – Needed for safe entry, work within the space and exit. Lighting equipment used in the confined space must be certified safe for the location.
- Portable electric lighting used in wet and/or other conductive locations (drums, tanks, vessels) must be operated at 12 volts or less. 120 volt lights may be used if protected by a ground-fault circuit interrupter.
- Personal Protective Equipment – Ensure that personnel wear the required personal protective equipment. For respiratory protection requirements, refer to the Respiratory Protection Program.
- Rescue and Emergency Equipment – Except if provided by outside rescue services.
- The Attendants must also have an approved first aid kit.
- Vacuum Trucks – When used, trucks must be properly grounded or bonded to prevent static sparks.
- Ventilating Equipment – Local exhaust air movers used to obtain acceptable atmospheric entry conditions (e.g., Copus air movers).
- Other – Any other equipment necessary for safe entry into and rescue from permit required confined spaces.

Air Monitoring

- Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Monitoring of the space must inform the entrants of the potential hazards and results and they must participate in the permit review and signing.
- Air shall be continuously tested while continuous ventilation is applied.
- Any employee, who enters the space, or that employee's authorized representative, shall be provided an opportunity to observe the pre-entry testing required by this paragraph.
- Employees or their representatives are entitled to request additional air monitoring at any time.

Ventilation

Continuous forced air ventilation must be used and tested as follows:

- An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;
- The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space;
- The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
- The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee, who enters the space, or that employee's authorized representative, shall be provided with an opportunity to observe the periodic testing and may request additional monitoring at any time.
- If a hazardous atmosphere is detected during entry each employee shall leave the space immediately and the space shall be evaluated to determine how the hazardous atmosphere developed; and measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

Multiple Employer Procedure

In order not to endanger the employees of any other employer, the Entry Supervisor shall:

- Verify that all contractor employees have been trained in confined space and that all contractor employees fully understand the DYER INSULATIONS, INC procedures pertaining to Confined Space.
- The Host Employer/Propertly Manager, must inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section.
- Apprise the contractor of the elements, including the hazards identified and the employees experience with the space, that make the space in question a permit space.
- Inform the contractor of any precautions or procedures that DYER INSULATIONS, INC has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
- Coordinate entry operations with the contractor, when both DYER INSULATIONS, INC personnel and contractor personnel will be working in or near confined spaces.
- Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in confined spaces during entry operations.
- In addition to complying with the confined space requirements that apply to all employees; each contractor, who is retained to perform permit space entry operations, shall:
    - Obtain any available information regarding confined space hazards and entry operations from the DYER INSULATIONS, INC Entry Supervisor.
    - Coordinate entry operations with the DYER INSULATIONS, INC Entry Supervisor, when both DYER INSULATIONS, INC personnel and contractor personnel will be working in or near permit spaces.
    - Inform DYER INSULATIONS, INC of the confined space program that the contractor will follow and of any hazards confronted or created in the confined space, either through a debriefing or during the entry operation.

Rescue and Emergency Services

General

Rescue service must be on-site for immediately dangerous to life and health (IDLH) conditions while work is being performed. Rescue services must be either:

- Provided by the host facility,
- Provided by an outside service which is given an opportunity to examine the entry site, practice rescue and decline as appropriate, or
- Provided by DYER INSULATIONS, INC by selecting a rescue team that is equipped and trained to perform the needed rescue services.
- The Attendant shall order the other Entrants not to move the injured nor allow untrained or unauthorized workers into the space that are not trained to handle a confined space rescue.
- Safety Data Sheet's for substances that an injured Entrant was exposed to must be provided to the medical facility treating the injured worker.

Permit-Required Confined Space Rescue:

- When the Attendant becomes aware of the need for rescue, the Attendant shall immediately summon the onsite rescue team by the agreed upon communication method, verbally, radio or cell phone, without leaving the vicinity of the confined space.
- The Attendant shall prevent unauthorized personnel from attempting a rescue.
- After the rescue team has been notified, the Attendant shall alert the Entry Supervisor of the emergency via the same communication methods.
- The preferred means of providing rescue service is through the use of a qualified outside rescue service vendor (client host). The outside rescue service vendor must be:
    - Informed of the hazards that they may confront during a rescue;
    - Provided access to the Permit-Required Confined Space to examine the entry site, practice rescue, and decline as appropriate.
    - Access to the space allows the rescue service and local supervision to jointly develop appropriate rescue plans.
    - If the host operator is designated to provide rescue services for DYER INSULATIONS, INC, the agreement of services must be included in contract for the job.
- DYER INSULATIONS, INC employees are not trained in entry rescue and therefore are prohibited from ever entering a permit-required confine space in an attempt to perform a rescue under *any* circumstances.

Non-entry Rescue

- To facilitate non-entry rescue, an Entrant must be attached to a retrieval system whenever he/she enters a Permit-Required Confined Space with a vertical depth of more than 5 feet.
- The retrieval equipment is not required if it will increase the overall risk of the entry, e.g., creating an entanglement hazard, or will not contribute to the rescue of the Entrant.
- Each Entrant shall use a full body harness equipped with a “D” ring located between the shoulders or above the head.
- Wristlets may be used instead of the full body harness, if the use of the full body harness is not feasible or creates a greater hazard *and* that using wristlets is the safest and most effective alternative.
- The retrieval line must be attached to the “D” ring and the other end of the retrieval line attached to a retrieval device or fixed point located outside the space so that rescue can begin as soon as the rescuer becomes aware that rescue is necessary.

Issuance/Reviewing of Permit

Only when all pre-entry requirements are satisfied, the Entry Supervisor shall issue a completed and signed confined space permit. The confined space permit is valid for one shift.

In the event of any unauthorized entry, employee complaints, a hazard not covered by the permit, the occurrence of an injury or near miss the entry permit shall be cancelled and a review shall be conducted to provide employee protection and for revising the program prior to authorizing subsequent entries.

In years where Confined Space Entry has taken place, an annual review of this program, using the cancelled permits retained within 1 year after each entry shall be conducted by the HSE Manager to revise the program as necessary, to ensure that employees are protected. If no confined space entries were performed during a 12-month period, no review is necessary.

Termination and Closing or Cancelling of Permits

The Entry Supervisor shall terminate the confined space permit, at the end of the job operation, at the end of the shift or when the Entry Supervisor or Attendant determine that conditions in or near the confined space have changed and is hazardous to the Entrants.

The Entry Supervisor shall, at the conclusion of entry operation, close out the permit and provide the safety department the original copy of the Confined Space Permit.

Training

Training shall be provided so that all employees whose work is regulated by this program acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned to them.

Training shall be provided to each affected employee, before the employee is first assigned duties under this program, if a new hazard has been created or special deviations have occurred and before there is a change in assigned duties.

The employee shall be retrained:

- Whenever there is a change in confined space operations that presents a hazard about which an employee has not previously been trained.
- Whenever the supervisor has reason to believe either that there are deviations from the permit space entry procedures required by this section or that there are inadequacies in the employee's knowledge or use of these procedures.

The training shall establish employee proficiency in the duties required by this program and shall introduce new or revised procedures, as necessary.

The supervisor shall certify that the training required by this program has been accomplished.

- The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training.
- The certification shall be available for inspection by employees, their authorized representatives, management, clients and the safety department.

Dyer Confined Space Entry Permit

This permit must be filled out & signed the day of the job and posted at the job site.

Date/Time Issued: _____ Date/Time Expired: _____

Task: _____

Location: _____

Supervisor: _____ Attendant: _____

Equipment / Procedure Checklist:

Rescue Tripod w/winch	Yes □	No □	N/A □
4-Gas Monitor	Yes □	No □	N/A □
Harness (1 per entrant)	Yes □	No □	N/A □
Blower w/ flex hose	Yes □	No □	N/A □
Pump w/ flex hose	Yes □	No □	N/A □
Radio / Other Comm. Device	Yes □	No □	N/A □
Fire Extinguisher	Yes □	No □	N/A □
Lighting	Yes □	No □	N/A □
Respiratory Protection	Yes □	No □	N/A □
Lines Capped/Blanked/Broken	Yes □	No □	N/A □
Lockout/Tagout Performed	Yes □	No □	N/A □
Area Secured	Yes □	No □	N/A □

Pre Entry Monitor Readings:

Time Checked:			
	HIGH	**MID**	**LOW**
O2			
H2S			
CO			
LEL			

Note: O2 should be greater than 19.5%
H2S should be less than 10ppm
LEL should be less than 10%
CO should be less than 35ppm

Tested By: _____

Rescue Procedures: _____

_____

_____

Entrant Names & Signatures:
NOTE: By signing below, I acknowledge that I have had the opportunity to read all of the above information and to see the air monitoring test results.

Name	**Signature**

Entry Log:

Name	**Time In**	**Time Out**

Purpose

The purpose of this program is to establish a firm but fair disciplinary action policy to enforce the safety system.

Scope

This document is applicable to all employees.

Responsibilities

It is the responsibility of each and every person employed by DYER INSULATIONS, INC to work in a safe and efficient manner. The safety system provides guidelines and procedures to help ensure that safe work practices are observed. In the event that any employee violates provisions of the DYER INSULATIONS, INC safety system or works in a manner that threatens his own health and safety or the health and safety of the employees around him, he will be subject to disciplinary action, up to and including termination of employment.

The safety manager, operations managers, supervisors and foremen hold positions responsible for enforcing the safety system and for issuing disciplinary action as required by this section of the safety manual.

DYER INSULATIONS, INC is committed to safety and senior management holds all supervisory staff responsible and accountable for safety within their respective areas.

Physical inspections by DYER INSULATIONS, INC officials or insurance representatives shall occur. Dyer Insulations, Inc. officials must conduct periodic inspections of work areas to ensure compliance with safety rules and policies.

Requirements

Safety is a core value and a condition of employment at DYER INSULATIONS, INC. The following actions constitute a safety violation:

- Not following verbal or written safety procedures, guideline or rules of DYER INSULATIONS, INC or our clients
- Horse play, failure to wear required PPE, and or abuse of PPE
- Being under the influence of drugs or alcohol during work
- Bringing weapons on the job site
- Failure to report incidents or injuries
- Attempted or actual physical force to cause injury, threatening statements or other actions to cause an employee to feel they are at risk of injury.

Procedure

The following procedures will be followed after issuing a safety violation notice:

- Depending on the severity of the first offense, a supervisor may choose to issue a verbal warning. The supervisor will discuss the violation with the employee as well as how to correct the behavior. Any repeats of this violation subsequent to this discussion will be documented per the below policy.

- The first serious or repeat offense will result in a written reprimand and additional training. The reprimand will be written on the standard Safety Reprimand form (see below) and will describe the unsafe activity or behavior that needs correction. Refer to the section of the safety program that was violated (when applicable). The employee receiving the reprimand has the right to submit a written rebuttal to the reprimand. The employee must sign the reprimand acknowledging only that they have received it. The reprimand and any rebuttal will become a part of the employee's employment records.
- The second serious or repeat offense will result in another written reprimand (using the standard form) and punitive layoff, the duration of which will be decided at the time of the disciplinary action and is to be weighed by the severity of the offense. Again, the employee may submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records.
- The third serious or repeat offense may result in the termination of the offending employee.

The above actions are to be placed against a sliding twelve-month scale. If an employee receives a written reprimand on January 1 and commits his third offense on or before December 31st of the same year, he may be terminated. The employee does not have to commit the same violation each time to receive further reprimands. He could receive a verbal reprimand for smoking in a no smoking area on his first offense and get a written reprimand for his second offense which might be a forklift violation and yet another for failing to use proper personal protective equipment. He may be terminated upon his third written offense in the last twelve months.

In the case of serious safety violations such as by-passing guarding, fall protection violations, or other unsafe activities that put the violator or other employees at serious risk of injury, the manager may move the violator directly to the second or third warning level. If the violator's actions put him or others at risk of death or dismemberment the manager has the option to terminate him with no prior or further warning.

SAFETY VIOLATION
DISCIPLINARY ACTION FORM

Name:_____ Title: _____

Today's Date:_____ Date of Violation: _____

Check appropriate warning: 1st ☐ 2nd ☐ 3rd ☐

DESCRIPTION OF VIOLATION

I understand that a third violation may result in termination.

Signature:_____ **Date:** _____

Print Name:_____

Foreman's Signature: _____

Date:_____

Purpose

This program is written to be in compliance with local regulatory requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of DYER INSULATIONS, INC vehicle safety.

Key Responsibilities

DYER INSULATIONS, INC Safety Manager

- The designated Safety Manager is responsible for developing and maintaining the program and related procedures. These procedures are kept in the designated safety manager's office.

Site Manager

- Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan.

Employees

- All shall be familiar with this procedure and the local workplace vehicle safety program.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.

Vehicle and Transportation Related

Driving Safety

Operators of DYER INSULATIONS, INC or client on or off-road vehicles shall be qualified by possession of a valid, current driver's license for the type of vehicle being driven.

Only authorized employees will drive a motor vehicle in the course and scope of work or operate a Dyer Insulations, Inc. owned vehicle.

Drivers will be appropriately assessed, licensed and trained to operate the vehicle they have been authorized to operate.

No passengers shall be on trucks or other vehicles unless in a seat or a spot designed for a passenger.

Backing is prohibited whenever practicable. Where backing is required, drivers, when parking, should make every effort to park the vehicle in a manner that allows the first move when leaving the parking space to be forward.

Drivers must have either a reversing alarm, use a spotter or walk around the truck/trailer prior to backing.

Passenger compartments are to be free from loose objects that might endanger passengers in the event of an incident. Any vehicle with non-segregated storage shall be equipped with a cargo net or equivalent to separate the storage area.

Vehicles (light vehicles, heavy vehicles and trailers) may not be modified without the endorsement of the manufacturer.

Signs, stickers or labels are to be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.

Reporting of Traffic Violations and Vehicle Accidents - Authorized drivers will report any collision or traffic violation while driving on Dyer Insulations, Inc. duties to the appropriate personnel.

Employees driving vehicles are required to follow safe driving practices:

- Obey all federal and local driving laws or regulations as well as requirements of clients;
- Immediately report any restriction or change to their driving privileges to the supervisor.
- Driver and all passengers must wear seatbelts. Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion.
- Employees should drive defensively, continually assessing conditions and hazards, and should remain prepared and alert at all times;
- When speaking with a passenger, always keep your eyes on the road;
- Drivers must keep both hands on the wheel;
- No use of cell phones, radios or other electronic devices while driving any vehicle - vehicle must be safely parked prior to using a mobile phone or 2-way radio.
- Slow down around construction, large vehicles, wildlife, fog, rain, snow, or anything else that adds a hazard to your driving;
- Drive for conditions, not just the speed limit;
- Alcohol or illegal drugs are not allowed to be in a Dyer Insulations, Inc., client or leased vehicle at any time;
- Drivers shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the counter medications that might impair their driving skills.

Drivers are to be prepared before leaving:

- Perform 360 walk around – report new damage;
- Check windshield for cracks that could interfere with vision;
- Inspect for vehicle damage and immediately report any damage to the supervisor if not previously observed;
- Make sure dirt or snow is removed from lights on all sides of thevehicle;
- Brush or clean off snow or ice on all windows to ensure completevision;
- Check fuel level to be certain the destination can be reached;
- Check to ensure the license plates and inspection tag on vehicle are current;
- Ensure that there is a first aid kit and inspected fire extinguisher in the Dyer Insulations, Inc vehicle;
- Ensure driver is rested and alert for driving;
- Employees are not to perform repairs or maintenance other than routine fluid additions.

Vehicle Requirements

- Vehicles are of the correct size and designed for intended use. The vehicle shall be used for itspurpose.

- Tires, including spares if full size, are to be of same type, profile and tread pattern, except when the vehicle or tire Manufacturer recommends a different type for certain axles.
- Tire type and pattern is to be recommended by the vehicle or tire manufacturer for use on the vehicle in the area of operation.
- Vehicles are to be fitted with a spare wheel and changing equipment to safely change a wheel, or a suitable alternative.
- Vehicles longer than 6 meters/20 feet or with restricted rear view (i.e. pickup trucks that are fully loaded) are to be fitted with an audible reversing alarm.
- All seats are to be fitted with headrests
- All light duty vehicles (including buses) are to be equipped with an adjustable left, right and central rear view mirrors
- Loads shall be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle.
- All work vehicles are to be equipped with a multipurpose fire extinguisher with a capacity of at least 0.9 kg/2 lb. The fire extinguisher shall be securely mounted on a bracket and located so that it is easily accessible in an emergency without becoming a hazard in case of an incident.
- All light vehicles shall be equipped with a securely stowed first aid kit.
- All drivers of light vehicles shall carry a high visibility jacket for use in case of emergency stops.
- All light duty vehicles carry a minimum of one collapsible hazard warning triangle.
- Rollover protection will be installed in any vehicle to address high risk environments. The rollover protection engineered will conform to recognized regulatory standard and industry preferred practices.
- All light equipment vehicles shall be outfitted with two red high-intensity lights located as high, as far apart, and as far back as practical, wired to the headlight switch, but also with an override switch, if permitted by local regulations.

Transportation

If workers are required to travel in a worker transportation vehicle DYER INSULATIONS, INC must ensure that reasonable measures are taken to evaluate road, weather and traffic conditions to ensure the safe transit of the workers.

The operator of a worker transportation vehicle must ensure that the worker transportation vehicle has been inspected by a qualified person before first use on a work shift.

Seated workers must wear seat belts while being transported in a vehicle equipped with seat belts.

A worker must not ride in a vehicle in a standing position, unless protected from being thrown off balance.

A worker must not ride in a vehicle with any part of the body outside the vehicle unless essential to the work process and then only if the worker is adequately restrained.

Materials, goods, tools or equipment carried in a portion or compartment of a vehicle in which workers are riding must be located and secured to prevent injury to the operator or workers.

Any enclosed portion or compartment of a vehicle in which workers are transported must have:

- effective ventilation, independent of doors, providing clean air,
- adequate lighting and means for heating and cooling,
- an effective means of communication between the operator and passengers, and
- more than one means of exit.

Scope

This policy is applicable to all DYER INSULATIONS, INC employees and subcontractors. If subcontractors are used, they are required to comply with this policy and testing requirements. DYER INSULATIONS, INC will also validate that the employees of the subcontractor have been tested to meet our client's requirements.

Testing Requirements

Drug testing is performed using a certified collector to collect the urine specimen then sent to a SAMHSA (Substance Abuse and Mental Heal Services Administration) certified laboratory for analysis. Quick screen and dip stick tests are not acceptable.

Frequency for Testing of Drugs and Alcohol

- Post-Accident IF supervisor suspects drugs/alcohol played a part in the incident or suspects employee was under the influence at the time of the incident
- Reasonable Cause
- Return to Work
- Follow-Up as required

Records

DYER INSULATIONS, INC must ensure that it will maintain appropriate records for as long as we have a contract with a client and then for 3 years after the termination of the contract. Examples include:

- Chain of custody forms
- Alcohol testing forms
- Signed acknowledgment/consent forms

Policy

Any employee or subcontractor on duty or on DYER INSULATIONS, INC property who possesses, sells, receives, is impaired or is determined to have measurable levels of any alcohol or illegal drug in their blood or urine (no matter the amount), post drug/alcohol screen, will be subject to immediate disciplinary action up to and including contract dismissal.

We have a Zero Tolerance policy. ANY violation to the policy will result in the permanent removal of the employee from DYER INSULATIONS, INC or our client's premises. DYER INSULATIONS, INC does not have a return to duty process and any employee or subcontractor violating this policy will be permanently banned from DYER INSULATIONS, INC or client property.

Drug and alcohol testing will be performed when there is reasonable suspicion or reasonable cause to suspect the employee of being under the influence of a prohibited substance. The employee(s) or subcontractor(s) removed for reasonable cause testing will not be allowed to return to work until receipt of a negative drug and alcohol test is received.

Alcohol testing must be performed by a breath, blood or saliva (with breath confirmation) test.

Drug and alcohol testing will be performed after an accident or incident if a supervisor believes that drugs or alcohol may have contributed to the incident or that an employee involved in the incident was under the influence at the time. The employee(s) or subcontractor employee(s) will not be allowed to return to work on our clients' premises until documentation has been received showing the negative drug and alcohol test.

If an employee or subcontractor returns to work following an absence of more than 90 days a return to work screening shall occur. Follow up drug screening shall be applied when appropriate as determined by management.

DYER INSULATIONS, INC must ensure that all employees who will be working on our client's jobsite must have received a negative result on a drug test within the past 12 months.

DYER INSULATIONS, INC prohibits the misuse of prescription or over the counter medications. Some types of medications could have undesirable effects, and these can create a safety risk and endanger the employee and others. Employees must notify his/her supervisor if taking a medication that might impair their ability.

Periodically, unannounced inspections will be made of persons entering or leaving DYER INSULATIONS, INC work sites by authorized DYER INSULATIONS, INC representatives. Entry onto DYER INSULATIONS, INC or client property is deemed to have provided consent to an inspection of a person, locker, vehicle, or any other personal effects. Our clients have the right to conduct unannounced searches of your personnel and property and any employee who refuses to cooperate with the searches shall be removed from our clients' property.

Any refusals to submit to a drug/alcohol screen will be treated as a positive test, resulting in immediate contract dismissal or disciplinary action, up to and employment termination. The subcontractor or employee refusing to

submit to the test will be asked to sign a refusal document. If they refuse to sign the document, it will be noted and kept on file.

Drug and alcohol screening will be performed by an approved and qualified medical clinic with a medical review officer authorized to perform the tests. All results are treated with confidentiality. The switching or adulterating any urine, blood, or any other samples is a violation of this policy.

If another subcontractor or employee comes to management with concern regarding another subcontractor or employee in reference to alcohol or substance abuse, we will treat that with discretion and confidentiality. We will pursue investigation and decide accordingly whether a drug and or alcohol screen is the appropriate step to take.

All subcontractors and employees are subject to the policies explained above. This policy is to be posted in all facilities by the site supervisor.

DRUG AND ALCOHOL POLICY ACKNOWLEDGEMENT FORM

I acknowledge that I have been provided a copy of the DYER INSULATIONS, INC Drug and Alcohol Policy requirements. I understand that disciplinary action, up to and including termination, will result if I violate this policy.

_____ _____

Employee Signature Date

_____ _____

Employee Printed Name Social Security Number (last 4 digits)

CONSENT AND AUTHORIZATION FOR DISCLOSURE TO CLIENTS OF DYER INSULATIONS, INC OF ALCOHOL AND DRUG TEST RESULTS AND RELATED INFORMATION

I hereby consent to disclosure by DYER INSULATIONS, INC and its agents, including, but not limited to, any collecting and testing agencies, of the test results identified above and any related information to clients of DYER INSULATIONS, INC and its authorized agents, assigns, or representatives.

_____ _____

Employee Signature Date

_____ _____

Employee Printed Name Social Security Number (last 4 digits)

Purpose

The purpose of the Electrical Safety program is to set forth procedures for the safe use of electrical equipment, tools, and appliances at DYER INSULATIONS, INC.

Scope

This program applies to all DYER INSULATIONS, INC employees, temporary employees, and contractors. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

Affected Personnel - Personnel who normally use and work with electrical equipment, tools, and appliances, but who do not make repairs or perform lock out/tag out procedures.

Appliances - Electrical devices not normally associated with commercial or industrial equipment such as air conditioners, computers, printers, copiers, coffee pots, microwave ovens, toasters, etc.

Circuit Breaker - A device designed to open and close a circuit by non-automatic means and to open the circuit automatically on a predetermined over current without injury to itself when properly applied within its rating.

Disconnecting Means - A device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

Disconnecting Switch - A mechanical switching device used for isolating a circuit or equipment from a source of power.

Double Insulated Tool - Tools designed of non-conductive materials that do not require a grounded, three wire plug.

Ground - Connected to earth or some conducting body that serves in place of the earth.

Grounded Conductor - A conductor used to connect equipment or the grounded circuit of a wiring system to a grounding electrode or electrodes.

Ground Fault Circuit Interrupter (GFCI) - A device whose function is to interrupt the electric circuit to the load when a fault current to ground exceeds some predetermined value that is less than that required to operate the over current protective device of the supply circuit. *DYER INSULATIONS, INC shall use GFCIs in lieu of an assured grounding program*.

Insulated - A conductor encased within material of composition and thickness that is recognized as electrical insulation.

Premises Wiring - That interior and exterior wiring, including power, lighting, control, and signal circuit wiring together with all of its associated hardware, fittings, and wiring devices, both permanently and temporarily installed, which extends from the load end of the service drop, or load end of the service lateral conductors to the outlet (s). Such wiring does not include wiring internal to appliances, fixtures, motors, controllers, motor control centers, and similar equipment.

Qualified Person - One that has been trained in the repair, construction and operation of electrical equipment and the hazards involved.

Strain Relief - A mechanical device that prevents force from being transmitted to the connections or terminals of a cable or extension cord.

Class l Locations - Are those in which flammable gases or vapors are or may be present in the air in quantities sufficient to produce explosive or ignitable mixtures.

> Class 1 Division 1 - Is a location (a) in which hazardous concentrations of flammable gases or vapors may exist under normal operating conditions; or (b) in which hazardous concentrations of such gases or vapors may exist frequently because of repairs or maintenance operations or because of leakage; or (c) in which a breakdown or faulty operation or equipment or processes might release hazardous concentrations of flammable gases or vapors, and might also cause simultaneous failure of electrical equipment.
>
> Class 1 Division 2 - Is a location (a) in which volatile flammable liquids or flammable gases are handled, processed, or used, but in which the hazardous liquid, vapors, or gases will normally be confined within closed containers or closed systems from which they can escape only in case of accidental rupture or breakdown of such containers or systems, or in of abnormal operation of equipment or (b) in which hazardous concentrations of gases or vapors are normally prevented by positive mechanical ventilation, and which might become hazardous through failure or abnormal operations of the ventilating equipment; or (c) that is adjacent to a Class 1, Division 1 location, and to which hazardous concentrations of gases or vapors might occasionally be communicated unless such communication is prevented by adequate positive-pressure ventilation from a source of clean air, and effective safeguards against ventilation failure are provided.

Class II locations - Class II locations are those that are hazardous because of the presence of combustible dust. Class II locations include the following:

> Class II, Division 1 - A Class II, Division 1 location is a location (a) in which combustible dust is or may be in suspension in the air under normal operating conditions, in quantities sufficient to produce explosive or ignitable mixtures; or (b) where mechanical failure or abnormal operation of machinery or equipment might cause such explosive or ignitable mixtures to be produced, and might also provide a source of ignition through simultaneous failure of electric equipment, operation of protection devices, or from other causes, or (c) in which combustible dusts of an electrically conductive nature may be present.
>
> *NOTE*: This classification may include areas of, areas where metal dusts and powders are produced or processed, and other similar locations that contain dust producing machinery and equipment (except where the equipment is dust-tight or vented to the outside).

- These areas would have combustible dust in the air, under normal operating conditions, in quantities sufficient to produce explosive or ignitable mixtures.
- Combustible dusts that are electrically nonconductive include dusts produced in the handling and processing produce combustible dusts when processed or handled.
- Dusts containing magnesium or aluminum are particularly hazardous and the use of extreme caution is necessary to avoid ignition and explosion.

Class II, Division 2 - A Class II, Division 2 location is a location in which: (a) combustible dust will not normally be in suspension in the air in quantities sufficient to produce explosive or ignitable mixtures, and dust accumulations are normally insufficient to interfere with the normal operation of electrical equipment or other apparatus; or (b) dust may be in suspension in the air as a result of infrequent malfunctioning of handling or processing equipment, and dust accumulations resulting there from may be ignitable by abnormal operation or failure of electrical equipment or other apparatus.

NOTE: This classification includes locations where dangerous concentrations of suspended dust would not be likely but where dust accumulations might form on or in the vicinity of electric equipment. These areas may contain equipment from which appreciable quantities of dust would escape under abnormal operating conditions or be adjacent to a Class II Division 1 location, as described above, into which an explosive or ignitable concentration of dust may be put into suspension under abnormal operating conditions.

Responsibilities

Managers/Supervisor

The HSE Manager will oversee compliance with this electrical safety program and procedure in accordance with OSHA requirements and/or as indicated by events and circumstances.

Operations Managers and Supervisors are responsible for ensuring that only qualified employees and or qualified contractors perform electrical repairs or installations.

Operations Managers are also responsible for ensuring all applicable electrical safety programs are implemented and maintained at their locations.

Employees are responsible to use electrical equipment, tools, and appliances according to this program, for attending required training sessions when directed to do so and to report unsafe conditions to their supervisor immediately.

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

Safe Work Practices

Inspections

- Electrical equipment, tools, and appliances must be inspected prior to each use.
- All GFCI must be tested prior to use.
- Faulty equipment, tools, or appliances shall be removed from service immediately and tagged "Out of Service", dated and signed by the employee applying the tag.

Repairs

- Only Qualified Personnel, who have been authorized by the department supervisor or manager, may make repairs to supply cords on electrical tools and to extension cords.
- The names of employees authorized to make repairs will be posted in the workplace.
- Only certified electricians shall be allowed to make repairs to electrical equipment and wiring systems.
- The supervisor obtaining the services of a certified electrician is responsible to verify the electrician's credentials.
- Employees shall not enter spaces containing exposed energized parts unless qualified and proper illumination exists to enable employees to work safely.
- Employees shall not wear conductive apparel such as rings, watches, jewelry, etc. (unless they are rendered non-conductive by covering, wrapping, or other insulating means) while working on or near open energized equipment this includes batteries on trucks, forklifts, phone backup systems or other such equipment.
- If employees are subject to handle long dimensional conductor objects (ducts or pipes), steps for safe work practices shall be employed to ensure the safety of workers.

Extension Cords

- Use only three-wire, grounded, extension cords and cables that conform to a hard service rating of 14 amperes or higher, and grounding of the tools or equipment being supplied.
- Only commercial or industrial rated-grounded extension cords may be used in shops and outdoors.
- Cords for use other than indoor appliances must have a rating of at least 14 amps.
- Cords must have suitable strain relief provisions at both the plug the receptacle ends.
- Work lamps (drop light) used to power electrical tools must have a 3 wire, grounded outlet, unless powering double insulated tools.
- Adapters that allow three wire, grounded prongs, connected to two wire non-grounded outlets are strictly prohibited.
- Cords must have a service rating for hard or extra-hard service and have S, AJ, ST, SO, SJO, SJT, STO, or SJTO printed on the cord.
- Cords may not be run through doorways, under mats or carpets, across walkways or aisles, concealed behind walls, ceilings or floors, or run through holes in walls, or anywhere where they can become a tripping hazard.
- High current equipment or appliances should be plugged directly into a wall outlet whenever possible.
    - All extension cords shall be plugged into one of the following:

- A GFCI outlet;
- A GFCI built into the cord;
- A GFCI adapter used between the wall outlet and cord plug.

- All extension cords and or electrical cords shall be inspected daily or before each use, for breaks, plug condition and ground lugs, possible internal breaks, and any other damage. If damage is found, the extension cord or electrical cord shall be remove from service and repaired or replaced.

Outlets

- Outlets connected to circuits with different voltages must use a design such that the attachment plugs on the circuits are not interchangeable.

Multiple Outlet Boxes (such as Power Strips)

- Multiple outlet boxes must be plugged into a wall receptacle.
- Multiple outlet boxes must not be used to provide power to microwave ovens, toasters, space heaters, hot plates, coffeepots, or other high-current loads.

Double Insulated Tools

- Double insulated tools must have the factory label intact indicating the tool has been approved to be used without a three wire grounded supply cord connection.
- Double insulated tools must not be altered in any way, which would negate the factory rating.

Switches, circuit breakers, and disconnects

- All electrical equipment and tools must have an on and off switch and may not be turned on or off by plugging or unplugging the supply cord at the power outlet.
- Circuit breaker panel boxes and disconnects must be labeled with the voltage rating.
- Each breaker within a breaker panel must be labeled for the service it provides.
- Disconnect switches providing power for individual equipment must be labeled accordingly.

Ladders & Portable Ladders

- Only approved, non-conductive ladders, may be used when working near or with electrical equipment, which includes changing light bulbs.
- Ladders must be constructed of fiberglass
- Portable ladders shall have non-conductive side rails.
- Wood ladders should not be painted, which can hide defects, except with clear lacquer.
- When using ladders, they shall be free from any moisture, oils, and greases.

Energized and Overhead High Voltage Power Lines & Equipment

- When working under overhead lines clearance distance must be provided or lines shall be deenergized and grounded. The lines shall be deenergized and grounded or other protective measures shall be provided before work is started.

- A minimum clearance of 10 feet from high voltage lines must be maintained when operating vehicular and mechanical equipment such as forklifts, cranes, winch trucks, and other similar equipment.
- When possible, power lines shall be de-energized and grounded or other protective measures shall be provided before work is started.
- Minimum approach distance to energized high power voltages lines for unqualified employees is 10 feet.
- Minimum approach distance for qualified employees shall be followed per 29 CFR 1910.333(c)(3)(i) Qualified – Table S5 Selection and Use of Work Practices - Approach Distances for Qualified Employees – Alternating Current). Approach distances are 10' for 50kV plus 4" for every additional 10kV.

Confined or Enclosed Work Spaces

- When an employee works in a confined or enclosed space that contains exposed energized parts, a qualified electrician shall isolate the energy source, turn off the source, bring it to a zero energy state, and lock and tag out the energy source. The qualified electrician will demonstrate to the Dyer employee that the source is effectively locked out, then allow the Dyer employee to place his/her lock on top of the qualified electrican's.
- Protective shields, protective barriers or insulating materials as necessary shall be provided.

Breaker Panels

- A clear working space must be maintained in the front, back and on each side of all electrical enclosures and around electrical equipment for a safe operation and to permit access for maintenance and alteration.
- A minimum two-foot working floor space in front of panels must be kept clear.

Lock Out/Tag Out

- No work shall be performed on (or near enough to them for employees to be exposed due to the dangers of tools or other equipment coming into contact with the live parts) live parts and the hazards they present.
- If any employee is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out or tagged or both.
- Conductors and parts of electrical equipment that have been de-energized but not been locked or tagged out shall be treated as live parts.
- Per DYER INSULATIONS, INC policy all electrical will be outsourced and performed only by qualified and licensed electrical contractors who are familiar with the use of special precautionary techniques, PPE, insulating and shielding materials and insulated tools. Any equipment being made ready for maintenance will be locked out using DYER INSULATIONS, INC's Control of Hazardous Energy – Lock Out/Tag Out Program. Lockouts is performed by a qualified employee or contractor and each employee working on the system, circuit, or piece of equipment must place their lock per the group lockout procedure found in DYER INSULATIONS, INC's Control of Hazardous Energy – Lock Out/Tag Out Program.

- Only authorized personnel may perform lock out/tag out work on electrical equipment and will follow DYER INSULATIONS, INC's Control of Hazardous Energy – Lock out/Tag Out Program.
- Authorized personnel will be trained in lock out/tag out procedures.
- Affected personnel will be notified when lock out/tag out activities are being performed in their work area.

Contractors

- Only approved, certified, electrical contractors may perform construction and service work on DYER INSULATIONS, INC or client property.
- It is the Manager/Supervisors responsibility to verify the contractor's certification.

Fire Extinguishers

- Approved fire extinguishers must be provided near electrical breaker panels and distribution centers.
- Water type extinguishers shall not be located closer than 50 feet from electrical equipment.

Electric Shock-CPR

- If someone is discovered that has received an electric shock and is unconscious, first check to see if their body is in contact with an electrical circuit. Do not touch a person until you are sure there is no contact with an electrical circuit.
- When it is safe to make contact with the victim, begin CPR if the person's heart has stopped or they are not breathing.
- Call for help immediately.

Electric Welders

- A disconnecting means shall be provided in the supply circuit for each motor-generator arc welder, and for each AC transformer and DC rectifier arc welder which is not equipped with a disconnect mounted as an integral part of the welder.
- A switch or circuit breaker shall be provided by which each resistance welder and its control equipment can be isolated from the supply circuit. The ampere rating of this disconnecting means may not be less than the supply conductor ampacity.

Assured Grounding

OSHA requires that employers shall use either ground fault circuit interrupters (GFCI) or an assured equipment grounding conductor program to protect personnel from electrical shock while working.

- DYER INSULATIONS, INC shall use GFCI's in lieu of an assured grounding program. GFCI or a portable GFCI adapter shall be used with all portable hand tools, electric extension cords, drop lights and all 110-volt equipment.

Ground Fault Circuit Interrupters

All 120-volt, single-phase 15 and 20 ampere receptacle outlets on construction or maintenance sites, which are not part of the permanent wiring of the building or structure and which are in use by employees, shall have approved ground fault circuit interrupters for personnel protection.

- All hand portable electric tools and extension cords shall use a GFCI.
- Additionally, approved GFCI's shall be used for 240-Volt circuits in the same service as described above.
- GFCI's must be used on all 120 volts, single-phase 15 amps and 20 amp receptacles within 6 feet of a sink, damp areas or on installed outdoor equipment.
- The GFCI must be the first device plugged into a permanent receptacle.
- The GFCI must be tested before each use.

Training

All regular full time and temporary employees will be trained in electrical safety utilizing the DYER INSULATIONS, INC Electrical Safety Training course or an approved equivalent.

Employees who face a risk of electric shock, but who are not qualified persons, shall be trained and familiar with electrically related safety practices.

Employee shall be trained in safety related work practices that pertain to their respective job assignments.

Employees shall be trained on clearance distances.

Safe work practices shall be employed to prevent electric shock or other injuries resulting for either direct or indirect electrical contacts when work is performed near or on equipment or circuits which are or may be energized.

Qualified employees must adhere to the approach distances in Table S5 of CFR 1910.333 (below). DYER INSULATIONS, INC only has unqualified employees.

Personal Protective Equipment & Safeguards for Personnel Protection

- Employees working in areas where there are potential electrical hazards shall be provided with, and shall use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.
- Equipment shall be maintained in a safe, reliable condition. Such protective equipment shall be periodically inspected and/or tested.
- If the insulating capability of protective equipment may be subject to damage during use, the insulating material shall be protected. (An example might be an outer covering of leather used for the protection of rubber insulating material.)

- Employees shall wear nonconductive head protection wherever there is a danger of head injury from electric shock or burns due to contact with exposed energized parts.
- Employees shall wear protective equipment for the eyes or face wherever there is danger of injury to the eyes or face from electric arcs or flashes or from flying objects resulting from electrical explosion.
- Each employee shall use insulated tools or handling equipment if they might make contact with conductors or parts. Program shall state that if the insulating capability of insulated tools or handling equipment is subject to damage, the insulating material shall be protected.
- Ropes and handlines used near exposed energized parts shall be nonconductive.
- Protective shields, protective barriers, or insulating materials shall be used to protect each employee from shock, burns, or other electrically related injuries while that employee is working near exposed energized parts. When normally enclosed live parts are exposed for maintenance or repair, they shall be guarded to protect unqualified persons from contact with the live parts.
- Alerting techniques used to warn and protect employees from hazards which could cause injury due to electric shock, burns or failure of electric equipment parts can take the form of safety signs and tags, barricades & attendants).

Purpose

Each DYER INSULATIONS, INC location shall have a written Emergency Action Plan, appropriate to the hazards of the workplace, in order to respond to an emergency that may require rescue or evacuation.

Each Emergency Action Plan shall be prepared to reflect all known probable emergency conditions which may arise from within the workplace and from adjacent workplaces, the minimum of which will include an emergency evacuation plan.

The emergency action plan must be available to all employees to review. An emergency action plan must be in writing, kept in the workplace and available to employees for review.

Emergency Response Planning, Issuing and Annual Review Guidelines

Emergency Procedures shall be issued and discussed with all new/transferred personnel upon arrival for assignment.

Emergency Action Plans shall be established, implemented, reviewed, maintained and updated annually in conjunction with:

- Client emergency services department requirements.
- DYER INSULATIONS, INC safety staff and management.
- The requirement to ensure the plan is up to date to reflect current circumstances at the workplace.

The plan is to be reviewed before each job, when conditions change that warrant a review, or when new potential emergencies are determined.

Reviewing the Emergency Action Plan with Employees
A review of the emergency action plan should occur with employees:

- When the plan is developed or the employee is assigned initially to a job.
- When the employee's responsibilities under the plan change.
- When the plan is changed.

Procedures for Emergency Evacuation Planning

The emergency action plan must include procedures for emergency evacuation, including routes of evacuation and emergency personnel assignments.

The individual site evacuation procedure shall be appropriate to the risk must be developed and implemented to:

- Notify staff, including the first aid attendant, of the nature and location of the emergency
- Evacuate employees safely and procedures to account for all employees after evacuation

- Notify the fire department or other emergency responders, and
- Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

List of Potential Emergencies

Each location shall conduct a risk assessment for hazards posed by potential hazardous substances from accidental release, fire or other such emergencies that could cause an evacuation or the need for rescue and list the potential emergencies for DYER INSULATIONS, INC operations. Procedures for each of these potential emergencies shall be contained within the Emergency Action Plan. Examples include:

- Fire
- Gas Leaks/Chemical Spills
- Bomb Threats
- Medical Emergencies
- Explosion
- Workplace Violence

Guidance Procedures for Potential Emergencies

Fire

- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Gas Leaks/Chemical Spills - Upon smelling or noticing a gas leak or unusual vapors, or a chemical spill:

- DO NOT pull fire alarm if a gas leak is suspected. A spark caused by the alarm could ignite the gas.
- Notify personnel quickly via other means (outdoor air horn, voice communication, etc.) to evacuate immediately
- Proceed to the Emergency Assembly Area
- Contact local emergency response personnel by phone or radio
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

If employees are required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, DYER INSULATIONS, INC shall provide:

- Adequate written safe work procedures and documented training.
- Appropriate personal protective equipment which is readily available to employees and is adequately maintained, and
- Material or equipment necessary for the control and disposal of the hazardous substance.

Bomb Threats

- If a threat is received by phone, mail or other means, get as much information as possible.
- If the threat is received by phone, try to keep the person on the line for as long as possible. Do not hang up the phone, even after the call has been terminated.
- Contact local emergency response personnel by phone or radio.
- If a suspicious device is identified, evacuate the immediate area and notify local emergency response personnel.

Medical Emergencies

- Call for assistance by phone or radio. Give the exact location and details of the medical emergency.
- Assign somebody to meet Emergency Services and guide them to the victim.
- If qualified, provide basic first aid, and keep the person comfortable. Do not move the person. Do not leave him/her unattended.
- Arrange for emergency medical transportation based on the medical planning portion of the site's Emergency Action Plan.

Explosions

- Get down on the floor, take shelter under tables or desks, and protect your face and head against flying glass and debris.
- Once it is safe to do so, evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Workplace Violence

- Notify security immediately by phone or radio and report the occurrence.
- Do NOT attempt to physically intervene. Protect yourself first at all costs.
- In the event of an active shooter situation, RUN, HIDE, FIGHT in that order! Run unless you can't. If you can't, then hide and silence your phone. If you can't hide, then fight using any and all means necessary. Throwing objects at the shooter may seem silly or ineffective, but could be enough distraction to allow you to escape or fight. Fire extinguishers could disorient the shooter enough if you are in a dire situation. If at all possible, do not engage the shooter.

Emergency Response Equipment

Listing of Types of Emergency Equipment

Each site Emergency Action Plan shall identify, list the locations of and provide operational procedures for types of emergency equipment. For off-site locations, available emergency equipment should be identified and reviewed with workers prior to commencing work activities. Examples include:

- Emergency lighting, exit doors, dampers and fire stop flaps.
- First aid kits located throughout the facility and in vehicles.
- Portable fire extinguishers being located throughout the facility and clearly marked.
- Only authorized and trained personnel will operate emergency equipment.

The DYER INSULATIONS, INC designated representative will perform visual inspections on all fire extinguishers on a monthly basis. They will be checked for pin, seal, and charge, and the attached tag will be dated and initialed. Records of these monthly inspections will be kept for 12 months.

Media Response Plan

DYER INSULATIONS, INC employees must not be interviewed by anyone unless the Legal Department has given prior approval. In most cases the Legal Department will have an attorney present for such interviews.

Note: If after DYER INSULATIONS, INC personnel have received approval for an interview from the Legal Department and another party's attorney appears unannounced, you should politely adjourn the interview until the DYER INSULATIONS, INC Legal Department can be contacted. Personnel must not give any work-related interviews, affidavits, written or recorded statements, or depositions without the express approval from the DYER INSULATIONS, INC Legal Department.

In the case of interviews of DYER INSULATIONS, INC employees by non-attorneys, (law enforcement, government officials, media, etc.) you must inform the Legal Department before the interview. If the interview is taped or videotaped, you must request a copy of the tape. If the interview is reduced to writing, you must ask for a copy of any notes or statements taken. This procedure is to avoid information being misrepresented. EXCEPTION: OSHA has the right to interview company employees. DYER INSULATIONS, INC may not be present during these interviews and may not ask either OSHA or the employee for the content of the interview. An employee may request a labor representative or a translator be present.

All media requests should be referred to the DYER INSULATIONS, INC Chief Operating Officer. Unless requested to do so by the Legal Department, other Dyer Insulations, Inc. personnel are not to give interviews or make statements to the media. Management prefers that families of personnel involved in an incident receive initial notification from a DYER INSULATIONS, INC representative and not the media.

Training

DYER INSULATIONS, INC shall ensure training for Emergency Action Plan is delivered, documented and prepares the staff and facility for emergency conditions. DYER INSULATIONS, INC will designate and train employees to assist in a safe and orderly evacuation of other employees. Requirements include:

- All employees must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.
- The designated site representative shall provide the Emergency Action Plan orientation to all new/transferred personnel before they begin work.
- All personnel shall receive a review/update orientation at least annually, or whenever any new/revised information is to be provided.
- The Emergency Action Plan Orientation Check List shall be completed after orientation and the record maintained in the individual's training records.
- DYER INSULATIONS, INC management shall ensure that contractors/consultants working in areas under the supervision of DYER INSULATIONS, INC also receive the Emergency Action Plan orientation upon arrival to the area.

- Employees expected to perform duties under the Emergency Action Plan will be trained prior to assuming their roles. This will include simulated rescue or evacuation exercises and regular retraining, appropriate to the type of rescue or evacuation being provided, and training records must be kept.
- A list of trained staff responders shall be posted and maintained indicating their name, response function, their work location and what type of equipment they have been trained for.

Location and Use of Emergency Facilities

DYER INSULATIONS, INC shall ensure each Emergency Action Plan lists the location and how to use emergency facilities for each work site. For off-site locations, outside services that can provide assistance in the event of an emergency should be identified and reviewed with workers prior to commencing work activities. A list shall be posted in a conspicuous area showing local emergency facilities and how to contact. Examples include:

- Client Emergency Response Department (Initial Responder for All Emergencies If Applicable)
- Local Police, Local Hospital, Poison Center (Poison Response) 1-800-332-1414, etc.

Fire Protection & Response

DYER INSULATIONS, INC shall ensure each Emergency Action Plan provides fire protection and response planning within each site Emergency Action Plan and is utilized during all phases of work. As a minimum, all shall include the following:

Protection

- Smoking is not permitted except in designated ‘SMOKING” areas.
- Facilities shall be designed and maintained in accordance with local fire code and regulations.
- Portable fire extinguishers shall be stationed, inspected and maintained in accordance with local fire code and regulations. DYER INSULATIONS, INC personnel shall be trained in their use.
- Flammable and combustible liquids shall be properly stored.
- Employees shall report all fire safety issues to their immediate supervisor.
- Facilities shall be inspected by use of the DYER INSULATIONS, INC Emergency Inspection Checklist

Response

In the event of a fire**,** personnel working in facility will adhere to the following procedure for their work area:

- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Roads are designated as fire lanes. Vehicles can stop there for unloading, but no parking will be allowed.

Alarm & Emergency Communication

Each Emergency Action Plan for DYER INSULATIONS, INC shall contain methods to address alarms and communications in case of an emergency. For off-site locations, the method of emergency notification should be identified and reviewed with workers prior to commencing work activities.

Alarm System
A system must be in place to alert employees. The alarm system shall be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. For sites with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Each Emergency Response plan will describe how to activate an alarm and what to do after either activating or hearing an alarm.

Personnel responding to any alarm shall avoid complacency. Every alarm should be treated as an actual incident until proven otherwise. Treating and responding to alarms as a routine happening can result in injuries, fatalities and destruction of property.

Communications
DYER INSULATIONS, INC responders and security use telephones, cell phones and radios in conjunction with emergency response.

Rescue and Evacuation Procedures

Procedures for Rescue and Medical Services
Each site Emergency Action Plan shall address who performs recue services when required. It is the position of DYER INSULATIONS, INC that all rescue and medical duties are performed by client emergency responders or local governmental responders when on their location. For off-site locations, evacuation procedures and methods of rescue shall be identified and reviewed with workers prior to commencing work activities.

Effective communications must be maintained between the employees engaged in rescue or evacuation and support persons.

Procedure for Evacuation

Prep for Evacuation
Each site Emergency Action Plan shall contain a procedure for evacuation if required.

The DYER INSULATIONS, INC designated Emergency Coordinator will maintain an active list of all DYER INSULATIONS, INC and contract emergency responders.

Evacuation Drills

Evacuation drills shall be conducted at least annually. Before conducting an evacuation drill a pre-drill assessment of the evacuation routes and assembly points shall be conducted. The pre-drill assessment is intended to verify that all egress components (stairs, doors, etc.) are in proper order and that occupants can use them safely.

Coordination Within a Facility

Emergency training and drills should also be coordinated within a DYER INSULATIONS, INC facility so that key staff are involved in the planning process and are aware of their responsibilities in an emergency as well as during the drill.

Facility management also needs to be informed of the potential for the interruption in productivity and business operations. Alternatives for the continuity of critical operations need to be considered.

Procedures to Account for All Employees After Evacuation

The emergency action plan must include procedures to account for all employees after the evacuation. Each muster or assembly point will have a blank roster for evacuees to enter their name. All completed rosters will be gathered and checked against a master list of employees assigned or checked in at the facility to verify all employees are accounted for.

Emergency Evacuation Notification and Routes

In the event of an emergency occurring within or affecting the work site, the Emergency Coordinator makes the following decisions and ensures the appropriate key steps are taken:

- Advise all personnel of the emergency.
- Activate the emergency notification sequence to alert the appropriate responders and initiate emergency notification within the building.
- Evacuate all persons to the identified assembly area and account for everyone including visitors and clients.

All personnel will proceed to the primary safe area immediately located at the identified emergency assembly area for their location.

A copy of escape routes shall be posted in all offices, at all alarm stations and at all exits.

Sweep Check by DYER INSULATIONS, INC Designated Responders

- DYER INSULATIONS, INC trained responders will establish a pattern that will permit covering the area in the shortest time, with a minimum of backtracking.
- When the evacuation alarm rings, stop work immediately, and conduct a sweep of the area. Ask everyone to leave the premises immediately and proceed to the identified emergency assembly area for their location.

- If you encounter smoke or flame, leave that section immediately, finish your sweep and evacuate the building by activating fire alarm pull stations. Remember, if in doubt get out.
- If anyone refuses to leave, note their name and location, and advise the client emergency services personnel.
- Meet the client emergency services personnel and advise them of your sweep or an area of smoke or flame that you were unable to check. Assist with head count and evacuation if required.
- Ensure that everyone stays at the emergency assembly area until the Emergency Coordinator has given an all clear to re-enter the building.

Evacuation or Drill Evaluation

Following an evacuation or drill a response review shall be conducted and documented by the DYER INSULATIONS, INC Emergency Coordinator and lessons learned share with the appropriate responders and staff using the DYER INSULATIONS, INC Evacuation Report.

Emergency Response Program Management

Contact information will be provided to employees who need additional information pertaining to the plan or to their respective duties. The DYER INSULATIONS, INC site manager may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

For the purpose of this Emergency Action Plan guidance the Emergency Coordinator will be designated by the DYER INSULATIONS, INC site manager. His/her alternate will be the DYER INSULATIONS, INC Site Safety Supervisor or otherwise designated by the site manager.

Duties

DYER INSULATIONS, INC Emergency Coordinator

The DYER INSULATIONS, INC Emergency Coordinator ensures that:

- Evacuation drills are conducted on an annual basis.
- Inspections of facilities are performed monthly.
- All necessary repairs of components for evacuation paths are completed.
- Plans for the modification of any part of an evacuation path are reviewed.
- An up to date list of Fire Wardens is maintained.
- Radios and reflective vests and other response equipment are available.

During an evacuation or evacuation exercise, the DYER INSULATIONS, INC Emergency Coordinator:

- Coordinates activities in accordance with either local authorities or the client Security and ERT as required.
- Coordinates Fire Wardens and informs them the nature of the emergency via handheld radios.

Following an evacuation or evacuation exercise, the DYER INSULATIONS, INC Emergency Coordinator:

- Notifies Fire Wardens that it is safe to re-enter the building.
- Prepares a report following an evacuation (actual or drill).
- Reports to management for follow up or corrective actions.

DYER INSULATIONS, INC Site Safety Supervisor

- Assist the DYER INSULATIONS, INC Emergency Coordinator when requested.

Fire Wardens

- Be equipped with radios and reflective vests. The equipment is to be handed into the DYER INSULATIONS, INC Emergency Coordinator and reissued to the next oncoming Fire Warden for the designated area.
- Be familiar with exits and muster stations for their responsible area.
- Direct residents safely out of the building to the designated muster station or to an alternate location.
- Sweep their effected area, ensuring that the alarms are properly functioning and that residents evacuate safely.
- In order to account for all employees after evacuation the fire wardens or designated personnel shall complete a head count and reconcile the evacuees with the attendance or daily housing report at the assigned muster station or alternate location.
- Radio unaccounted for personnel to Security.
- Notify personnel that they may re-enter the building when permission has been given by the appropriate authorities.

Residents, Contractors & Visitors

- All employees, users, contractors and visitors will follow the instructions of the Fire Wardens, Security, ERT, Safety Personnel, managers and supervisors when asked to evacuate the building.
- Know the two safest and most direct evacuation routes from their work area(s).
- Know the designated evacuation assembly point for the building.

DYER INSULATIONS, INC Emergency Inspection Checklist

Department:	Location:	Date of Inspection:
Inspected by:	Title:	Ext:

This form is to be used monthly.

	N/A	Yes	No
EGRESS			
Is every means of egress arranged and clearly marked, so that the way to safety is unmistakable at all times?			
Are exits signs lit?			
Are there sufficient exits for the prompt escape of all employees in case of fire or other emergencies?			
Are doors that aren't exits that could be mistaken as one, clearly marked "Not an Exit"?			
Do exit doors swing out?			
Are means of egress at least 28 inches at any point and adequate width for the number of people?			
Are egresses kept clear of obstructions and materials at all times?			
Is there proper lighting for emergency exiting? (i.e. during a power failure)			
Are at least two exits by separate ways of travel available for each occupant?			
Is the minimum width of any exit way no less than 28 inches?			
Are furnishings and decorations so placed that they will not obstruct the exits, the access thereto, or the egress there from, or the visibility thereof?			
Are explosive and highly flammable furnishings or decorations prohibited?			
EMERGENCIES/EVACUATION			
Are evacuation maps posted in readily accessible places?			
Do employees know where their muster point is located?			
Do employees know area hazards, the nearest exit and alternate routes of escape?			
Do employees know the preferred means of reporting emergencies?			
Do employees know the site emergency number(s)?			
Is the site emergency number posted on or by the phone?			
Do employees know what signal indicates evacuation?			
Can all personnel perceive the employee alarm?			

This form is to be used monthly.	**N/A**	**Yes**	**No**
Do employees with special assistance needs been addressed?			
Employees questioned know where the emergency shut off is for the natural gas			
FIRE PROTECTION			
Are fire hydrants accessible?			
Are fire hydrants inspected yearly and records maintained to show the date?			
Are control and operating valves locked open or electronically supervised?			
Are fire hoses maintained and periodically tested?			
Are combustible materials kept away from ignition sources?			
Are standpipe and hose system components visually inspected quarterly?			
Is the accumulation of flammable and combustible materials controlled so they do not contribute to fire emergency?			
All product, supplies, merchandise etc. not piled within 18" of Sprinkler heads			
No Combustibles within three feet of Hot Water Tank, Space Heaters and/or Electrical panels			
All Compressed Gas Cylinders tied or chained to eliminate tipping			
DETECTION AND ALARM SYSTEMS			
Are detection systems installed and maintained?			
Are all trouble alarms and fire signals investigated?			
Do detection/alarm systems shut down or reverse HVAC systems for smoke control?			
Do detection/alarm systems close smoke or fire doors?			
Do detection/alarm systems activate local alarms?			
Are alarm and PA systems periodically tested?			
PORTABLE FIRE EXTINGUISHERS			
Does everyone know where the nearest fire extinguisher is stored?			
Has the area fire extinguisher been maintenance tested within the last year and tagged to show the date?			
Are fire extinguishers accessible and the proper type for the fire hazard?			
Are employees trained in how to use fire extinguishers?			
Is there a fire extinguisher mounted within 75 ft. of any point in an area?			
Are the extinguishers clean and well cared for?			

This form is to be used monthly.

	N/A	Yes	No
Is the seal and lock pin in place?			
Clear access to extinguishers? Not blocked			
Is the extinguisher location plainly marked, so as to be visible at a distance?			
Is the extinguisher class marked on the extinguisher?			
FIRST AID / MEDICAL SUPPLIES			
Are first aid supplies stocked, clean, accessible and sanitary?			
Are there eye/body wash facilities near injurious corrosive materials?			
Is a person or persons adequately trained to render first aid available in the near proximity to the workplace?			
Are AEDs present and operators trained?			
Condition of First Aid Kits Acceptable			
Are employees/subcontractors familiar with the incident/accident reporting process?			
Do employees/subcontractors know where accident/incident forms are located?			

Date of last inspection of sprinkler system(required yearly) _____

Comment/Actions:

DYER INSULATIONS, INC Evacuation Report

This form is to be used to record all emergency evacuations (including drills).

Building Details

Building Name _____ Number of Floors (including ground) _____

Designated Muster Station _____ Person Completing Form _____

Evacuation Details

Evacuation Date/Time:_____/_____ Evacuation Drill Yes ☐ No ☐

Trigger for Evacuation: Fire Alarm Activated ____ Drill ____ ERT ____ Security ____

Emergency Situation: _____

_____

Condition: Staff Only _____ All Occupants _____ After Hours _____ Unoccupied____Weather _____

Number of Evacuees_____Elapsed Time to Evacuate_____minutes

Evacuation was orderly with no panic		Yes ☐	No ☐
Mobility-impaired persons present (sight, hearing, physical, etc.)?		Yes ☐	No ☐
The majority of evacuees went to the mustering points?		Yes ☐	No ☐
Were the building occupants notified of this drill?	Not a drill ☐	Yes ☐	No ☐

Emergency Control Organization

Emergency Coordinator_____Deputy Emergency Coordinator _____

Emergency Coordinators were stationed at the proper emergency control point?	Yes ☐	No ☐
All Fire Wardens reported to the Emergency Coordinator?	Yes ☐	No ☐
If not, who did not report in? _____		
All Fire Wardens were identifiable (vests, hard hats, flash lights)?	Yes ☐	No ☐
Control of external building exits achieved?	Yes ☐	No ☐
Did the Fire Wardens perform their duties correctly?	Yes ☐	No ☐
Evacuation maps and emergency procedures posters are up-to-date?	Yes ☐	No ☐

Building Fire & Emergency Equipment

Was the evacuation signal audible throughout the building?	Yes ☐	No ☐
Automatic closing fire doors closed when the fire alarm activated?	Yes ☐	No ☐
Card access doors automatically released when the fire alarm activated?	Yes ☐	No ☐
Fire doors and emergency exits unobstructed?	Yes ☐	No ☐

Emergency Response Members

Client: Maintenance ☐ Security ☐ DYER INSULATIONS, INC Emergency Coordinator ☐ HSE ☐

Emergency Response Team Fire Brigade ☐ Ambulance ☐ Police ☐ Other:_____

DYER INSULATIONS, INC Action Sheet

Issue(s)	Action(s) Required	By Who	By When	Sign Off/Date

Records

- Keep the original in your Emergency Response folder and monitor to ensure all action items completed as soon as possible. Report delays to senior management.
- Copies shall be distributed in accordance with the DYER INSULATIONS, INC Site Emergency Action Plan.

Emergency Action Plan Orientation Check List

Employee Name_____ Department _____

Hire/Transfer Date_____ Orientation Date _____

[ ] Emergency Procedures

[ ] Evacuation route(s) from assigned work area

[ ] Evacuation from an unfamiliar area

[ ] Location of Emergency Assembly Areas

[ ] Receiving and following instructions during an emergency

[ ] ALL CLEAR and re-entry procedure

[ ] Reporting hazards and/or substandard conditions

[ ] Advising anyone who may require assistance during an emergency evacuation

[ ] Location of Emergency Equipment (i.e. Fire Extinguishers, etc.)

Employee Signature: _____

Orientation Conducted by: _____

Job Position/Title: _____

Sample Emergency Action Plan Core Requirements

POTENTIAL EMERGENCIES **(BASED ON HAZARD ASSESSMENT)**	The following are identified potential emergencies: • Fire • List others	
EMERGENCY PROCEDURES	In the event of a fire occurring within or affecting the work site, the Emergency Coordinator (or deputy) makes the following decisions and ensures the appropriate key steps are taken: • advise all personnel • pull the fire alarm to alert the nearest fire station and initiate all fire alarms within the building • evacuate all persons to a safe point in the assembly area and account for everyone including visitors and clients	
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: • Fire Alarm – List • Fire Extinguisher – List • Fire Hose - List	
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	(1) _____ (2) _____ (3) _____ (4) _____	
EMERGENCY RESPONSE TRAINING REQUIREMENTS	Type of Training • Use of fire extinguishers • Practice fire drills	Frequency • Orientation and annually • At the call of site management
LOCATION AND USE OF EMERGENCY FACILITIES	The nearest emergency services are located at: • List facilities	

FIRE PROTECTION REQUIREMENTS	• List all site fire protection requirements.
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	• Pulling the fire alarm automatically alerts the fire department and initiates an alarm within the building • The fire alarm signal is (describe sound and pattern)
FIRST AID	First aid supplies are located at: • List First Aiders are: • List all names Transportation for ill or injured workers is by (describe). The contact number or radio channel is (describe).
PROCEDURES FOR RESCUE AND EVACUATION	In case of fire: • Advise all personnel • Pull the fire alarm • Evacuate all persons to a safe point in the staff parking lot and account for everyone including visitors and clients • Assist ill or injured workers to evacuate the building • Provide first aid to injured workers if required • Call emergency response personnel to arrange for transportation of ill or injured workers to the nearest health care facility if required.
DESIGNATED RESCUE AND EVACUATION WORKERS	The following workers are trained in rescue and evacuation (or describe client rescue organization): (1)_____ (2)_____ (3)_____ (4) _____
Completed on: _____ Signed: _____	

Purpose

It is the intention of DYER INSULATIONS, INC to protect its employees who are exposed to a hazard requiring industrial hygiene (IH) controls and measurements.

IH (industrial health) monitoring must be used to ensure that no employee is exposed to a concentration in excess of the Permissible Exposure Limits (PELs) determined by OSHA regulations.

Initial industrial hygiene monitoring and a complete exposure assessment should be outlined for compliance with OSHA standards or to determine the appropriate level of PPE required for the protection of employees. Eight-hour time weighted average (TWA) exposures shall be determined for each employee on the basis of one or more personal breathing zone air samples reflecting full shift exposure on each shift, for each job classification, in each work area. Where several employees perform the same job tasks, in the same job classification, on the same shift, in the same work area, and the length, duration, and level of exposures are similar, DYER INSULATIONS, INC may sample a representative fraction of the employees instead of all employees in order to meet this requirement. In representative sampling, DYER INSULATIONS, INC shall sample the employee(s) expected to have the highest exposures.

Scope

This program applies to all DYER INSULATIONS, INC projects and operations.

Administrator and Trained Industrial Hygiene Staff

Overall responsibility for the industrial hygiene program is assigned to the DYER INSULATIONS, INC Safety Manager.

DYER INSULATIONS, INC shall ensure the use of trained individuals (such as IH technicians or industrial hygienists) to collect IH samples and interpret results of monitoring. Trained individuals such as industrial hygiene technicians or industrial hygienists should be used to collect industrial hygiene air samples and interpret results of monitoring. Certification of technicians and industrial hygienists by the American Board of Industrial Hygiene (ABIH) is desirable.

Methods Used for Industrial Hygiene Sample Analysis

Only NIOSH, OSHA, ASTM or EPA analytical methods are used for IH sample analysis. Only methods approved by the National Institute for Occupational Safety and Health (NIOSH), the Occupational Safety and Health Administration (OSHA), American Society for Testing Materials (ASTM) or the Environmental Protection Agency (EPA) shall be used for analysis of industrial hygiene samples.

DYER INSULATIONS, INC shall use an AIHA (American Industrial Hygiene Association) accredited laboratory for sample analysis. A laboratory accredited by the American Industrial Hygiene Association (AIHA) shall be used for industrial hygiene sample analysis.

Identification of Industrial Hygiene (IH) Hazards

Any industrial hygiene, ingestion, and skin absorption hazards at DYER INSULATIONS, INC and clients' facilities should be identified. Work tasks should be evaluated for their exposure potential to employees. For example, the evaluation should include what tasks may actually expose employees to chemical hazards and the potential routes of exposure.

Prioritization of IH Monitoring Based Upon Risk of Exposure

Exposure potential should be prioritized based upon the risk of exposure. For example, those tasks that are perceived as the most hazardous or have the highest potential exposures should have industrial hygiene monitoring completed before less hazardous tasks.

Description of the Work Task and Workplace Conditions

DYER INSULATIONS, INC shall ensure documenting a description of the work task and the workplace conditions present during the exposure assessment. The task description and workplace conditions present when the exposure assessment was completed should be documented. For example, the program must include a written description of the observations of work procedures and the environmental conditions (temperature, humidity, air movement) present while the industrial hygiene sampling is accomplished.

IH Sampling Results Communications

DYER INSULATIONS, INC will ensure written communication of IH sampling results to employees and client/host facility. Industrial hygiene sampling results will be communicated to employees and client/host facility in a timely manner.

Periodic Reassessment of Employee Exposures

Employee exposure should be periodically reassessed. Reassessments must be accomplished within the time frames discussed in relevant OSHA standards. Reassessment may be required for exposures above the action level and/or above the permissible exposure limit. For example, reassess exposures every six months for exposures above the action level. If the chemical or physical hazard is not specifically regulated by OSHA, the Dyer Insulations, Inc program should have established appropriate time frames for reassessments such as when process or workplace conditions change or every three years.

IH Monitoring Document Retention

DYER INSULATIONS, INC will ensure retention of IH monitoring records in accordance with OSHA regulations. Industrial hygiene monitoring records record shall be preserved and maintained in accordance with OSHA regulations. For example, the date, duration, and results of analysis in addition to the name, job classification and description of the task should be maintained for 30 years.

Purpose

The purpose of this program is to provide fall protection procedures to prevent injury to employees while performing work assignments at elevated levels.

Qualifications of the Person or Position That Prepares Plans

Any changes to this Fall Protection Program must be approved by the Safety Manager, who is designated the Qualified Person to prepare plans for specified work sites. This is based on training received in fall protection planning and that he/she has demonstrated skills and knowledge in the Prep of fall programs, plans and the hazards involved.

Scope

Applies to all DYER INSULATIONS, INC employees who have work assignments at work levels that exceed 6 feet in height (or other height allowable by OSHA regulations, i.e. – 10' on scaffolding) where guardrails or nets are not utilized. This includes work near and around excavations. Guardrails, safety nets, or personal fall arrest systems shall be used where feasible. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

"Anchorage" means a secure point of attachment for lifelines, lanyards or deceleration devices.

"Body harness" means straps which may be secured about the employee in a manner that will 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.

"Buckle" means any device for holding the body belt or body harness closed around the employee's body.
"Carabineer" – A type of snaphook, typically not manufactured as part of a lanyard, but rather inserted into a personal fall arrest system in order to connect to systems such as horizontal lifelines.

"Connector" means 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 body belt or body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard).

"Deceleration device" means 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" means the additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body belt or 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" means 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" means load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

"Free fall" means the act of falling before a personal fall arrest system begins to apply force to arrest the fall.

"Free fall distance" means the vertical displacement of the fall arrest attachment point on the employee's body belt or 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 or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

"Guardrail system" means a barrier erected to prevent employees from falling to lower levels.

"Infeasible" means that it is impossible to perform the inspection work using a conventional fall protection system (i.e., guardrail system, safety net system, or personal fall arrest system) or that it is technologically impossible to use any one of these systems to provide fall protection.

"Lanyard" means a flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

"Leading edge" means the edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.

"Lifeline" means 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 a personal fall arrest system to the anchorage.

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

"Personal fall arrest system" means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

"Positioning device system" means 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.

"Rope grab" means 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 Nets...Safety nets shall be provided when workplaces are higher than 25 feet above ground or water surfaces or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines or safety belts are impractical.

> Nets shall extend 8 feet beyond the edge of the work surface where employees are exposed and shall be installed as close under the work surface as practical but in no case more than 25 feet below the work surface. Nets shall be positioned in a manner to prevent the user from coming into contact with below surfaces or structures. Proper clearance positioning of nets shall be determined by impact load testing. Work procedures shall not begin until nets are in place and have been properly tested.
>
> New nets shall meet accepted performance standards of 17,500 foot pounds' minimum impact resistance as determined and certified by the manufacturers and shall bear a label of proof test. Edge ropes shall provide a minimum breaking strength of 5000 pounds.

"Self-retracting lifeline/lanyard" means 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" means a connector comprised of a hook-shaped member with a normally closed keeper, or 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: (1) 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 (2) The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of a non-locking snaphook as part of personal fall arrest systems and positioning device systems is prohibited.

"Unprotected sides and edges" means 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 (1.0 m) high.

"Walking/working surface" means any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.

"Work area" means that portion of a walking/working surface where job duties are being performed.

Drawing of Components

Figure A

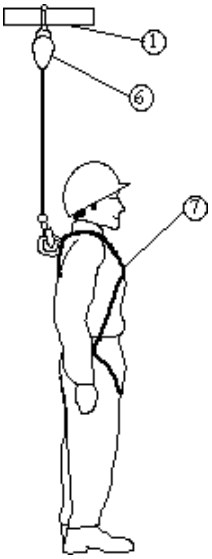


Figure B

1. Tie-off Point
2. Lifeline
3. Rope Grab
4. Shock Absorbing Lanyard
5. Cross-Arm Strap
6. Retractable Lifeline
7. Full-Body Harness
8. Restraining Belt
9. Restraining Lanyard
10. Carabineer

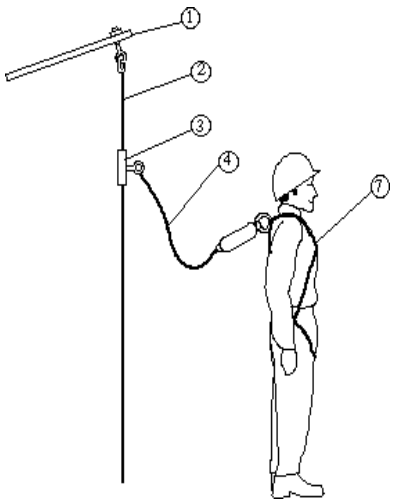


Figure C

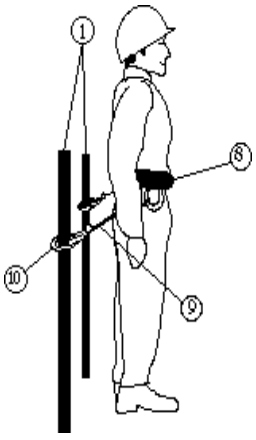


Figure D

Responsibilities

Operations Manager

It is the responsibility of the local operations manager (designated competent person) to implement this Fall Protection Program. Continual observational safety checks of work operations and the enforcement of the safety policy and procedures shall be regularly enforced. All jobs shall be pre-planned prior to the start of work.

Supervisor

The Supervisor shall ensure that all persons assigned to work at elevated levels, exceeding 6 feet in height or more above lower level and where guardrails or nets are not utilized, be protected by personal fall protection equipment.

- Supervisors shall make exposure determinations and shall discuss with their employees the extent to which scaffolds, ladders or vehicle mounted work platforms can be used.
- Ensure that fall protection equipment is available and in safe working condition.
- Provide for emergency rescue in the event of a fall. Pre-plan the job to ensure that employees have been properly trained in the use, limitations, inspections and rescue procedures and that training records are on file.

Employees

Employees shall ensure they have and use the fall protection equipment as required by this program and:

- Understand the potential hazards of working at elevated levels as well as gaining access to and from the work location.
- Understand the use and limitations of such equipment.
- Pre-plan the job with his/her supervisor to agree that the job can be done safely.
- Inspect such equipment before each use and to report defective equipment immediately to their supervisor.

Procedure

Fall protection is required whenever employees are potentially exposed to falls from heights of six feet or greater to lower levels. This includes work near and around excavations. Methods of compliance include, but are not limited to, guard rails, safety net, or personal fall arrest systems. If a greater hazard would be created due to the use of fall protection, allowances may be made by OSHA, but the burden of proof is on DYER INSULATIONS, INC.

Fall protection equipment will meet the requirements of applicable ANSI, ASTM or OSHA requirements. When purchasing equipment and raw materials for use in fall protection systems all applicable ANSI and ASTM requirements should be met.

Minimum Standards

Fall protection must be provided to employees working at heights that exceed applicable regulatory thresholds.

Fall protection is required whenever employees are potentially exposed to falls from heights that exceed applicable regulatory thresholds. Guard rails, safety nets or personal or fall arrest systems should be used. Some applicable regulatory thresholds may include:

- Construction Industry 1926.501(b)(1) - Unprotected sides and edges. Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet (1.8 m) 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.
    - Exception: Minimum height for fall protection on scaffolding: 10'
    - Exception: Minimum height for fall protection when working over impalement hazards or dangerous machinery: 0'
    - Exception: Minimum height for fall protection in boom lifts: 0'

The following are minimum standards for DYER INSULATIONS, INC employee personal fall protection systems:

- All D-rings must be a minimum of 2¼ inches (inside diameter).
- All snap hooks shall not allow pressure to be applied to the gate in the opening direction.
- No pelican hooks on lanyards should be used as a primary connection.
- Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.
- Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.
- D-rings and snap hooks shall have a minimum tensile strength of 5,000 pounds.
- D-rings and snap hooks shall be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or taking permanent deformation.
- Snap hooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap hook. Only a locking type snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member shall be used.
- Horizontal lifelines shall be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds. Where vertical lifelines are used, each employee shall be attached to a separate lifeline.
- Lifelines shall be protected against being cut or abraded.
- Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet or less, rip stitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.

- Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or shall be designed, installed, and used as part of a complete personal fall arrest system which maintains a safety factor of at least two and under the supervision of a qualified person.
- Systems used by an employee having a combined person and tool weight in excess of 310 pounds shall be modified to provide proper protection for such heavier loads.
- The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head, except when climbing.
- Body harnesses and components shall be used only for employee protection and not to hoist materials.
- Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again.
- Personal fall arrest systems shall not be attached to guardrail systems, nor shall they be attached to hoists unless prior approval is obtained from a competent person.
- If and when a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

Stopping a Fall

The arresting force on an employee stopped by a fall shall be limited to a maximum arresting force of 1,800 pounds when wearing a body harness.

The fall arrest system shall be rigged such that an employee can neither free fall more than 6 feet, nor contact any lower level.

The fall arrest system shall bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet.

The fall arrest system shall have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet, or the free fall distance permitted by the system, whichever is less.

Protection from Falling Objects

When employees are required to work in the near vicinity of others working with materials, tools, or equipment at elevated levels, Barricades around the immediate area of the overhead work shall be erected to prohibit employees from entering the barricaded area.

Employees performing work at elevated levels shall keep tools, materials, and equipment away from the edge to keep potential objects from falling over the side. Where practical, tools, etc. shall be secured with rope, wire, etc. to keep them from falling.

Storage

A dedicated storage area shall be provided for the storage of fall protection equipment and all components. The storage area shall keep the equipment clean, dry, and free from oils, chemicals, paints, and excessive heat.

Inspections

Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service. Competent Person inspections should be made periodically, based on the frequency of use and severity of conditions under which they are used.

Elevated Personnel Platforms

Work performed, regardless of the nature of the work, from personnel platforms raised by forklifts, cranes, etc., shall require the use of a full body harness and which will be connected via a lanyard to the engineered anchor point. Scissor lifts do not require fall arrest systems as long as all gates are closed, chains are hooked, and the user remains with both feet on the platform at all times.

Prompt Rescue of an Employee in the Event of a Fall

DYER INSULATIONS, INC. will provide for prompt rescue of employees in the event of a fall or assure that employees are able to rescue themselves. If local emergency services will be utilized for fall rescue, the emergency service must be contacted prior to the start of elevated work to ensure that they are trained for rescue, can respond promptly, and have the necessary equipment.

Incident Investigations

DYER INSULATIONS, INC shall conduct incident investigations in the event of a fall, near miss or other serious incident.

Incident investigations shall be conducted to evaluate the fall protection plan for potential updates to practices, procedures or training in order to prevent reoccurrence.

Changes to the fall protection program shall be implemented if deemed appropriate from incident corrective actions.

Training

Employees receive training pertaining to the recognition and elimination of fall hazards. A training program shall be provided for each employee who might be exposed to fall hazards. Training shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to follow to minimize these hazards.

The employee will be trained in the use and operation of fall arrest systems, inspections and maintenance procedures.

Retraining – Retraining shall be provided when the following are noted:

- Deficiencies in training,
- Workplace changes
- Fall protection systems or equipment changes that render previous training obsolete.

All training is documented. Written certification records must be maintained showing the following:

- Who was trained
- When and dates of training
- Signature of person providing training
- Date DYER INSULATIONS, INC determined training was deemed adequate.

Training records shall be retained in the corporate office.

FALL PROTECTION SYSTEM INSPECTION FORM

INSPECTED BY (Designated Competent Person)	**DATE**
AREA	**CRAFT**

BODY HARNESS

All parts of body harness and attachments are to be checked for excessive wear and damage. **Y symbol is for YES or OK.** **N symbol is for NO or REPLACE. Any N means immediate destruction of harness or lanyard.** **Body harness to be inspected monthly and report is to be turned in to Safety Department. User to visually inspect prior to each use.**		**Harness Webbing**	**All Stitching**	**Rivets and Eyelets**	**D-rings & Buckle**	**Body Pad (if applicable)**	**Lanyard**	**Carabineer**	**Fall Warning Tag Intact**	**No Cuts, Corrosion, Burning**	**Overall Condition**
EMPLOYEE NAME	**HARNESS SERIAL #**										

FALL PROTECTION SYSTEMS

SYSTEM	**LOCATION**	**Yes**	***No or Repair* (Take Out of Service)**	**Comments**
Vertical Lifeline				
Horizontal Lifeline				
Warning Lines				
Guard Rails				
Retractable Lanyards				
Hole Covers				
Positioning Devices				

Purpose

To ensure our employees recognize the effect of fatigue as related to safely being able to perform work and to establish guidelines for work hours and equipment to reduce fatigue in our business and at our client locations.

Scope

This program applies to all DYER INSULATIONS, INC projects and operations.

Policy

The guiding principles of fatigue management shall be incorporated into the normal management functions of the business and include the following:

- Employees must be in a fit state to undertake work
- Employees must be fit to complete work
- Employees must take minimum periods of rest to safely perform their work

These principles will be managed through:

- The appropriate planning of work tasks, including driving, vehicle and equipment maintenance, loading and unloading and other job related duties and processes
- Providing appropriate equipment to help reduce stress and fatigue
- Regular medical checkups and monitoring of health issues as required by legislation
- The provision of appropriate sleeping accommodations where required
- Ongoing training and awareness of employee health and fatigue issues

Roles and Responsibilities

The following addresses the roles and responsibilities of workers to report tiredness/fatigue to supervision and that supervision take appropriate action to assist the worker.

DYER INSULATIONS, INC Management

- Management accepts responsibility for the implementation of this fatigue management policy.

Site Manager

- Responsible for the implementation and maintenance of this program for their site and ensuring all assets are made available for compliance with the program.

Roles and Responsibilities Employees in Safety Critical Positions

- Employees must present in a fit state free from alcohol and drugs;
- Employees must not chronically use over-the-counter, prescription drugs and any other product which may affect an employee's ability to perform their work safely, including fatigue that sets in after the effects of the drug wear off.

- Employees shall report tiredness/fatigue and lack of mental acuity to supervision and supervisory personnel shall make safety critical decisions and take appropriate actions to prevent loss including replacement of tired employees, changing schedules or forcing work stoppages.
- Employees need to be rested prior to starting work.
- Employees need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.

Work Hour Limitations and Rest Breaks to Control Fatigue and Increase Mental Fitness

DYER INSULATIONS, INC has set the following procedures limiting work hours and controlling job rotation schedules, also known as staff/work balance, to help control worker fatigue. DYER INSULATIONS, INC will set work hour limitations and will control job rotation schedules to control fatigue, allow for sufficient sleep and increase mental fitness in an effort to control employee turnover and absenteeism.

1. Every Employee shall have necessary work breaks in order to avoid fatigue. These scheduled breaks will apply to both driving and on-site hours. The following shall be a minimum:
   - 15 Minutes each 2.5 hours
   - 30 Minutes after 5 Hours
   - 30 Minutes after 10 Hours

2. No Workers shall work more than:
   - 12 hours per day
   - 24 Days Continuous

Analysis of Work Tasks to Control Fatigue

Work tasks to control fatigue must be analyzed and evaluated periodically. DYER INSULATIONS, INC will make any necessary changes to equipment, training or procedures based on the evaluation.

Incident Analysis

If there is an incident there shall be an initial identification/assessment of evidence. Initial identification of evidence immediately following the incident might include a listing of people, equipment, materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc. and physical factors such as fatigue, age and medical condition.

Initial and Annual Training for Workers on Fatigue and Controlling Fatigue

DYER INSULATIONS, INC is committed to ensuring that all employees are competent to perform their tasks including:

- Fatigue management and health issues.
- DYER INSULATIONS, INC will provide periodic toolbox talks on how to recognize fatigue, how to control fatigue through appropriate work and personal habits and reporting of fatigue to supervision.

Purpose

The purpose of this program is to provide fire extinguisher procedures to ensure equipment is operable and employees have the knowledge to safely operate in case of a fire incident.

Scope

Applies to all DYER INSULATIONS, INC employees and all DYER INSULATIONS, INC locations.

Responsibilities

The Safety Manager is responsible for developing procedures for the use and care of fire extinguishers and for developing a training program for the proper use of these devices. The Manager is responsible for implementing fire extinguisher training at his location. The field foremen are responsible for enforcing the provisions of this section of the safety manual. All employees are responsible for following these provisions.

Procedure

Selection and Distribution

Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of the hazard which would affect their use. Fire extinguishers used by this Dyer Insulations, Inc are for four classes of fires:

- Class A Fire Extinguishers. Use on ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber and some plastics. Travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.

- Class B Fire Extinguishers. Use on flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane. Travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.

- Class C Fire Extinguishers. Use on energized electrical equipment, such as appliances, switches, panel boxes and power tools. Travel distance from the Class C hazard area to any extinguishing agent is 50 feet (15.2 m) or less.

- Class D Fire Extinguishers. Use on combustible metals, such as magnesium, titanium, potassium and sodium. Travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less.

- Extinguishers may also be a combination of these Classes (such as an ABC).

Labeling of Fire Extinguishers

Fire extinguishers in DYER INSULATIONS, INC. owned or leased facilities are to be mounted in easily accessible locations that are indicated by a sign that reads "Fire Extinguisher". Fire extinguishers are to be located so that no employee will ever be more than 75 feet from an extinguisher. No equipment, boxes or product may be placed (even temporarily) in the way of a fire extinguisher. Each fire extinguisher will be assigned a unique number.

Maintenance

All fire extinguishers shall be mounted no higher and no lower than four (4) feet from the floor. All fire extinguishers shall be maintained as follows:

- Numbered to identify their proper location
- Fully charged and in operable condition
- Clean and free of defects
- Readily accessible at all times

Inspection, Maintenance and Testing

All fire extinguishers are to be visually inspected by DYER INSULATIONS, INC employees monthly. All fire extinguishers are to receive an annual maintenance check by certified personnel from a fire extinguisher dealer. Fire extinguishers are to be inspected and re-charged by certified personnel after any use.

Any fire extinguisher that shows a loss of pressure during the monthly inspection will be inspected and re-charged by certified personnel. Records of visual inspections may be kept on the fire extinguisher inspection tag, but you must be able to show inspections for the previous 12 months at all times. When the outside vendor performs annual inspections, the old tags should be maintained in order to show the 12 month history. If this does not occur, an electronic log of the inspections must be kept.

Use

In the event of a fire, one trained employee, if they believe they can fight the fire, will get the nearest fire extinguisher and use it to attempt to put the fire out. All other employees in the immediate area will prepare to evacuate if needed. All other employees in the building need to be advised that a fire is in progress.

The employee attempting to extinguish the fire will break the safety seal on the handle and pull the pin. He will then aim his extinguisher at the base of the fire (from approximately 6’ away) and discharge it with a sweeping motion from side to side; continuing until the fire is out or the extinguisher is emptied. (Remember PASS: Pull, Aim, Squeeze, Sweep). Fires should ALWAYS be fought with the employee’s back to the exit so that the fire never gets between them and their means of egress.

Remember that a standard fire extinguisher will be emptied in about 10 to 15 seconds. If the fire is not out when the extinguisher has been completely discharged, the employees must evacuate the area.

Training and Education

The purpose of this section is to establish training procedures which are necessary for the proper use and understanding of a fire extinguisher and incipient stage firefighting. Training will occur prior to initial assignment and at least annually thereafter.

Initial Training Outline

- General principles of a fire
- Hazards employed with an incipient stage fire(s)
- When to "back off' (evacuate) of an incipient stage fire(s)
- General fire principles of a fire extinguisher
- Hazards employed with the use a fire extinguisher
- Use of a fire extinguisher

Retraining

Retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary. Retraining shall be provided for all authorized and affected employees whenever there is:

- An annual basis or
- A change in job assignment or
- DYER INSULATIONS, INC has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of fire extinguishers or fire prevention procedures.

Training Documentation

- All training will be documented and each employee's understanding will be subject to a "hands-on" test.
- Documentation will consist of; as a minimum, the employee's name, the trainer's name, the date of the training, and an outline of training provided.

Purpose

The purpose of this program is to establish the minimum first aid supplies, equipment and actions to properly respond to injuries.

Scope

This program is applicable to all DYER INSULATIONS, INC employees while engaged in work at DYER INSULATIONS, INC facilities and/or facilities operated by others.

Responsibilities

- It is the responsibility of the site manager to ensure that first aid kits are provided and maintained.
- All employees are responsible for using first aid materials in a safe and responsible manner.
- The HSE Manager is responsible for corresponding with the Red Cross or an equivalent to keep employee training levels current.

Requirements

Planning

The site manager will:

- Ensure that provisions shall have been made prior to commencement of a project for prompt medical attention, including transportation, in case of serious injury.
- Ensure adequate first aid supplies and equipment are easily accessible when required.
- Ensure that in areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances to be used shall be conspicuously posted.

Medical Response

All minor first aid is to be self-rendered. Because of the risks presented by certain bloodborne pathogens, no one is allowed to tend the minor injuries of another.

In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first-aid shall be available at the worksite to render first aid. A valid certificate in first-aid training must be obtained from the U.S. Bureau of Mines, the American Red Cross or equivalent training that can be verified by documentary evidence.

Employees authorized to render first aid will always observe universal precautions. (Universal Precautions means that the aid giver treats all bodily fluids as if they were contaminated).

If 911 is not available refer to the list of posted phone numbers for prearranged medical response providers. All DYER INSULATIONS, INC authorized first responders shall have a cell phone as a means of communications; otherwise hand held radios or telephones shall be used as a means of communication.

Supplies and Equipment
First aid supplies shall be easily accessible when required. Always follow the manufacturer's instructions when using the materials in the first aid kit.

All DYER INSULATIONS, INC first aid kits contain appropriate items determined to be adequate for the environment in which they are used and if on a construction site are stored in a weather proof container with individual contents sealed from the manufacturer for each type of item.

DYER INSULATIONS, INC is responsible to ensure the availability of adequate first aid supplies and to periodically reassess the availability for supplies and to adjust its inventories. First Aid kits are to be inspected:

- On the first working day of each week to verify that they are fully stocked and that no expiration dates have been exceeded, and
- Before being sent out to each job, and
- Replace any items that have exceeded their expiration dates or that have been depleted.

Where the eyes or body of any person may be exposed to injurious corrosive materials, a safety shower and/or eye wash (suitable facilities) or other suitable facilities shall be provided within the work area. Ensure expiration dates are checked and water used in storage devices is sanitized.

An assessment of the material or materials used shall be performed to determine the type flushing/drenching equipment required. At client job sites, portable or temporary stations must be established prior to the use of corrosive materials.

Transportation
Based on the first responder's assessment of the injuries involved, decide whether the injured requires to be taken directly to a hospital's emergency room, occupational medicine provider or administer first aid on location.

Examples of serious injuries that result in the injured being transported to a medical provider are those resulting in severe blood loss, possible permanent disfigurement, head trauma, spinal injuries, internal injuries and loss of consciousness. Keep in mind that the needs and wellbeing of the injured are the first priority.

Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary ambulance service shall be provided.

Choices to consider include: private automobile, Dyer Insulations, Inc. vehicle, helicopter, crew boat, EMS vehicles including medi-vac helicopters, or any other transportation that can provide safe transportation to the hospital or doctor's office in order to provide medical attention to the injured in the quickest manner without any additional complications or injuries to the injured employee.

Transportation needs must be preplanned and coordinated with the transportation provider prior to an incident requiring such service.

Training
Volunteers or selected employees are trained by the American Red Cross or equivalent in CPR and first aid. Each of these trained and certified employees are equipped with protective gloves and other required paraphernalia.

Purpose

DYER INSULATIONS, INC full and part-time staff are expected to report for work fit for duty, which means able to perform their job duties in a safe, appropriate and an effective manner free from the adverse effects of physical, mental, emotional and personal problems.

Scope

This program applies to all DYER INSULATIONS, INC projects and operations.

Fitness for Duty Process

It is the goal of DYER INSULATIONS, INC to provide a safe workplace for all employees. To accomplish this goal, we have adopted the following fitness for duty policy requirements. Supervisors will work with the human resources department when they have a concern about an employee's fitness for duty.

All requirements will be verified through documentation.

Training and Safe Work Requirements (Skills and Knowledge)
Employees must have the required skills to perform their assigned tasks. This is evaluated and documented by any or all of the following for evaluation of the employee's required skills:

- Prior employment reference checks
- Certifications, licenses or other documentation verification
- Task testing
- On the job monitoring
- Performance evaluations
- Training and training retention

Employees are properly trained for their assigned tasks. Employees must receive training specific to their assigned task. Examples might be welding, instrumentation, scaffold building, equipment operator qualifications, respirator fit test, etc. based on a training matrix that reflects the job description and/or tasks being performed. All training is to be documented.

Safe work practices and procedures must be followed. Safe work procedures must be in place prior to work beginning. Employees shall follow our and our client's safety requirements. Examples may include, hot work permitting, confined space, lockout tagout, process safety management, electrical safety, operator safety and other standard work practices, safety rules or procedures.

Personal Medical Reporting Requirements
Employees must report all medications to their supervisor they are taking that could impair their ability to work safely. Over-the-counter medications such as allergy or cold and flu medications could also impair one's ability to perform safely and must also be reported to their supervisor. The reporting must occur before the employee arrives for work or arranges for transportation to a remote site.

Client Drug and Alcohol Testing Requirements
Drug and alcohol testing for pre-employment, post-accident or random as prescribed by the host facility shall be implemented. DOT?

Employee Activity and Behavior
DYER INSULATIONS, INC. supervisors, trained in substance abuse awareness, will monitor employee activities and behaviors to determine if employees should be removed from the work site based on our drug and alcohol program requirements. Employee's activities and behaviors will be monitored to determine if employee should be removed from the work site if their ability to perform their duties safely is questioned.

Fit for Duty Examination

Confidentiality
Medical Records and other related records are protected by state and federal confidentiality laws and DYER INSULATIONS, INC policy. The medical record of fitness for duty examination will be maintained in the Human Resources office. Employee medical records will not be released to unauthorized personnel without the employee's written consent or subpoena in accordance with state and federal laws.

Self-Referrals
Employees are responsible for notifying their supervisor if they are fatigued to the point of not being able to perform their duties safely. Employees must be responsible for ensuring they are physically and mentally fit to perform their job functions safely. Employees must take responsibility for their own safety as well as not reporting to work in a condition as to endanger the safety of their fellow workers.

Disciplinary action may occur for an employee reporting to work in a condition which could endanger their safety or the safety of any other person(s). See below for Management Referral in case there is a question of the employee's ability to work safely.

Management Referral
Management Personnel Responsibility
Management personnel are responsible for monitoring the attendance, performance and behavior of their employees. When an employee's performance and/or behavior (including the odor of alcohol or possible use of any illegal substance) appears to be unsafe, ineffective and/or inappropriate, it is every manager's responsibility to challenge the employee's behavior and the ability to function, remove the employee from the job, refer the employee for a Fitness for Duty exam immediately and conduct appropriate follow up.

Due to the safety issues involved, supervisors have a special responsibility to implement this policy in a consistent and fair manner.

Procedure

- When any manager or their designee observes an employee who is not performing his/her job safely, appropriately, and effectively, or an odor of alcohol is present, or whose behavior is inappropriate, that manager is to remove the employee from her/his duty immediately and call Human Resources to continue the Fitness for Duty procedure. The employee will be referred to a medical provider for a fitness for duty exam.
- The Fitness for duty evaluation may include testing for chemical (e.g. alcohol and drug) levels, referral for psychiatric evaluation or any other evaluation or follow-up deemed necessary.
- The manager or designee must document the reasons for the fitness for duty request by recording the employee's behavior and noting the names of any witnesses who observed that behavior. Documentation must be submitted to Human Resources by the next business day.
- The employee is required to cooperate fully with the manager and medical personnel. The employee must sign consent forms for both the fitness examination and communication of its results in confidence to Human Resources. Refusal to cooperate will be considered insubordination and will be grounds for disciplinary action. The employee should be suspended pending investigation, which could result in termination.
- Medical personnel will advise Human Resources if the employee is fit or not fit for duty. The medical results of the fitness for duty exam will be communicated to Human Resources.
- If medical personnel determine that the employee is FIT FOR DUTY, the employee must contact Human Resources on the next general business day and the manager in consultation with Human Resources will determine discipline in situations where misconduct may have occurred.
- If medical personnel determine that the employee is NOT FIT FOR DUTY:
    - The manager makes every effort to arrange for safe transportation home for the employee.
    - The employee must contact Human Resources, on the next general business day.
    - The manager, in consultation with Human Resources, will determine discipline in situations where misconduct has occurred.

Subsequent Fitness for Duty Exams

After violation of the drug and alcohol portion of this policy, DYER INSULATIONS, INC. may allow an employee to complete a substance abuse program, at their own expense, in order to be considered for a return to work. if DYER INSULATIONS, INC. so chooses to return the employee to work, that employee could be tested for drugs and alcohol at random intervals for up to one year. Dependent upon the reason for the fitness exam, employees who violate this policy a second time may be subject to progressive discipline, up to and including termination of employment.

Purpose

The purpose of this program is to establish requirements for the safe operation and use of Powered Industrial Trucks.

Scope

This program applies to all DYER INSULATIONS, INC employees who operate a Powered Industrial Truck in the scope of their job duties and assignments. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent. *NOTE*: All employees are required to be trained and certified prior to operating each specific type of forklift equipment. DYER INSULATIONS, INC shall certify all authorized employees regarding competency on all types of equipment.

Definitions

Authorized Employee – A person, at least 18 years of age and who has completed the Dyer Insulations, Inc.'s required safety training for the safe operations of forklifts.

Forklift (Powered Industrial Truck) – Any mechanical device used for the movement of supplies, material or finished a product that is powered by an electric motor or an internal combustion engine.

Key Responsibilities

Manager/Supervisor

- Shall ensure that each powered forklift operator is competent to operate a forklift safely, as demonstrated by the successful completion of the training and evaluation program.
- Shall ensure that all forklifts are inspected before each shift and all repairs are made before the forklift is operated.

Employees

- Shall be current on applicable training.
- Operate forklift in accordance to the forklift standards and manufacture requirements.
- Inspect forklift at the start of shift, and remove from service if defects are found until they are corrected.
- Operate forklift in a safe manner.

Procedure

General

All approved forklifts shall have a manufactures identification plate attached showing all specifications of the forklift and that the forklift is accepted by a nationally recognized testing laboratory.

Modifications and additions, that affect capacity and safe operation, shall not be performed without manufacturer's prior written approval. Capacity, operation, and maintenance instruction plates, tags, or decals shall be changed reflect the modification or addition.

If the forklift is equipped with front-end attachments other than factory installed attachments, the supervisor shall ensure that the forklift is marked to identify the attachments and show the approximate weight of the forklift and attachment combination at maximum elevation with load laterally centered.

The operator shall see that all nameplates and markings are in place and are maintained in a legible condition.

All forklifts shall be equipped with safety seat belts. All forklifts shall be equipped with a horn, fire extinguisher, backup alarm, beacon light, headlights and taillight.

Safety Guards
Forklifts shall be fitted with an overhead rollover cage, as per manufactures specifications.

If the type of load presents a hazard to the operator, the forklift shall be equipped with a vertical load backrest extension, as per manufactures specifications.

Training
Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, and written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) and evaluation of the operator's performance in the workplace.

All operator training and evaluation shall be conducted by authorized persons who have the knowledge, documented training, and experience to train powered industrial truck operators and evaluate their competence.

Each operator is required to be re-evaluated every three years.

Training shall include the following topics, except in topics for locations where they are not applicable to safe operation of the truck due to type of equipment or facility conditions.

1. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate,
2. Differences between the truck and the automobile,
3. Truck controls and instrumentation: where they are located, what they do, and how they work,
4. Engine or motor operation,
5. Steering and maneuvering,
6. Visibility (including restrictions due to loading),
7. Fork and attachment adaptation, operation, and use limitations,
8. Vehicle capacity,
9. Vehicle stability,
10. Any vehicle inspection and maintenance that the operator will be required to perform,
11. Refueling and/or charging and recharging of batteries,
12. Operating limitations,

13. Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate,
14. Surface conditions where the vehicle will be operated,
15. Composition of loads to be carried and load stability,
16. Load manipulation, stacking, and unstacking,
17. Pedestrian traffic in areas where the vehicle will be operated,
18. Narrow aisles and other restricted places where the vehicle will be operated,
19. Hazardous (classified) locations where the vehicle will be operated,
20. Ramps and other sloped surfaces that could affect the vehicle's stability,
21. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust,
22. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation, and
23. The requirements of CFR 1910.178 (Powered Industrial Trucks).

Mandatory refresher training shall be provided when unsafe operations are observed, after an incident, if operating a different vehicle type, changes in conditions or any time DYER INSULATIONS, INC feels an operator requires refresher training.

Certification

Only trained and certified operators, including supervisors, are allowed to operate the device (this includes refresher training requirements).

The trainer shall certify in writing that each operator has been trained and evaluated as required.

The certification shall include the name of the operator, the date of the training, the date of the evaluation and the identity of the person(s) performing the training and/or evaluation.

Operations

General

- All operators shall wear a safety seat belt when operating a forklift.
- Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object.
- No person shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
- Unauthorized personnel shall not be permitted to operate forklifts.
- No riders or passengers are permitted.
- It is prohibited for arms or legs to be placed between the uprights of the mast or outside the running lines of the forklift.
- When a forklift is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set.
- Wheels shall be blocked if the forklift is parked on an incline.
- A forklift is unattended when the operator is 25 ft. or more away from the vehicle, which remains in view, or whenever the operator leaves the forklift and it is not in view.

- When the operator of a forklift is dismounted and within 25 ft. of the forklift still in view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car.
- Forklifts shall not be used for opening or closing freight doors.
- Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading.
- Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor.
- The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.
- There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- An overhead guard (cages) shall be used as protection against falling objects.
- An overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
- Fire aisles, access to stairways, and fire equipment shall be kept clear.

Traveling

- The operator shall slow down and sound the horn at cross aisles and other locations where vision is obstructed.
- If the load being carried obstructs forward view, the operator shall be required to travel with the load trailing.
- The operator shall be required to look in the direction of, and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly.
- When ascending or descending grades in excess of 10 percent, loaded forklifts shall be driven with the load upgrade.
- On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- Under all travel conditions the forklift shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay are prohibited.
- The operator shall slow down for wet and slippery floors.
- Dock board or bridge plates shall be properly secured before they are driven over.
- Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.
- While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion.

- Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

Loading

- Only stable or safely arranged loads shall be handled.
- Caution shall be exercised when handling off-center loads, which cannot be centered.
- Only loads within the rated capacity of the forklift shall be handled.
- Forklifts equipped with attachments shall be operated as partially loaded forklifts when not handling a load.
- The load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
- Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.
- Tilting forward with load engaging means elevated shall be prohibited except to pick up a load.
- An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack.
- When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

Operation of the Truck

- If at any time a forklift is found to be in need of repair, defective, or in any way unsafe, the forklift shall be taken out of service until it has been restored to safe operating condition.
- Fuel tanks shall not be filled while the engine is running.
- Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- When fueling with Liquefied Petroleum Gas (LPG), precautions and handling requirements set forth in the “Safe Handling of LPG” program shall be followed.
- No forklift shall be operated with a leak in the fuel system.
- Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.
- Operator must verify trailer chocks, supports, and dock plates are secured prior to loading/unloading.

Maintenance and Inspection of Forklifts

- Only authorized personnel shall perform maintenance, and make repairs.
- Those repairs to the fuel and ignition systems of forklifts, which involve fire hazards, shall be conducted only in locations designated for such repairs.
- Forklifts in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
- Only parts equivalent with those used in the original design shall replace all parts of any forklift requiring replacement parts.

- Forklifts shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts.
- Additional counter weighting of fork trucks shall not be done unless approved by the truck manufacturer.
- Forklifts shall be inspected daily by the operator before being placed in service, and shall not be placed in service if the inspection shows any condition adversely affecting the safety of the forklift.
- Inspection shall be made at least daily – prior to each shift. All inspections are to be documented. Inspection items shall be posted on each forklift. Operators must insure the vehicle is safe prior to operating.
- Where forklifts are used on a round-the-clock basis, they shall be inspected before each shift.
- Defects when found shall be immediately reported to the supervisor, and corrected before operating the forklift.
- When the temperature of any part of any forklift is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the forklift shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
- Forklifts shall be kept in a clean condition, free of lint, excess oil, and grease.
- Noncombustible agents, where at all possible, shall be used for cleaning trucks.
- Low flash point (below 100 degrees F.) solvents shall not be used.
- High flash point (at or above 100 degrees F.) solvents may be used if precautions regarding toxicity, ventilation, and fire hazard are mitigated with the agent or solvent used.

Purpose

This program is written to be in compliance with local regulatory requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of DYER INSULATIONS, INC facilities as related to the indicated general safety requirements that apply.

This program applies to all employees of DYER INSULATIONS, INC, temporary employees and any contractors working for DYER INSULATIONS, INC. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

DYER INSULATIONS, INC Safety Manager

- The designated Safety Manager is responsible for developing and maintaining the General Safety Requirements program. These procedures are kept in the designated safety manager's office.

Site Manager

- Responsible for the implementation and maintenance of the plan for their site and ensuring all assets are made available for compliance with the plan.

Employees

- All shall be familiar with this procedure and the local workplace General Safety Requirements program.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.
- Shall use the safeguards, safety appliances and personal protective equipment while following all safe work practices and procedures for the workplace.

Competency and Training

Workers shall be competent to operate equipment and perform job tasks. A competent worker means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are competent. DYER INSULATIONS, INC shall only permit workers qualified by training or experience to operate equipment or machinery.

Training must include: procedures to be taken in the event of a fire or other emergency, the location of first aid facilities, identification of prohibited or restricted areas, precautions to be taken for the protection of the worker from physical, chemical or biological hazards, any procedures, plans, policies and programs that DYER INSULATIONS, INC is required to develop and any other matters that are necessary to ensure the health and safety of the worker while the worker is at work.

DYER INSULATIONS, INC shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

Inspections

DYER INSULATIONS, INC shall ensure that frequent and regular inspections of the workplace, jobsites, materials, equipment and of work processes and procedures by a competent person to identify any risk to the safety or health of any person at the workplace.

DYER INSULATIONS, INC shall ensure that every dangerous occurrence is investigated as soon as is reasonably possible.

DYER INSULATIONS, INC must ensure that if a risk is identified we will correct any unsafe condition as soon as is reasonably practicable and, in the interim, take immediate steps to protect the safety and health of any person who may be at risk.

General Facility Requirements

Housekeeping

Each work site shall be kept clean and free from materials or equipment that could cause workers to slip or trip. A floor or other surface used by any worker shall be kept free of obstructions, hazards and accumulations of refuse, snow or ice.

DYER INSULATIONS, INC requires that a worksite is sanitary and kept as clean as is reasonably practicable.

A reasonable supply of potable drinking water shall be kept readily accessible at a project for the use of workers.

Safe Equipment Maintenance

DYER INSULATIONS, INC has a duty to ensure our work site maintenance, systems of work and working environments ensure, as far as is reasonably practicable, the health, safety and welfare at work of our workers.

We must and shall ensure that all equipment is maintained at intervals that are sufficient to ensure the safe functioning of the equipment. All equipment is to be properly maintained according to manufacturer's instructions, must be in a condition where it can safely perform its task, must be adequately strong for its intended purpose and must be free from obvious defects. Damaged and faulty equipment reporting procedures must be in place.

Where a defect is found in equipment DYER INSULATIONS, INC will ensure that steps are taken immediately to protect the health and safety of any worker who may be at risk until the defect is corrected and the defect is corrected by a competent person as soon as is reasonably practicable.

Any machinery, tool, material, or equipment which is not in compliance with any applicable OSHA requirement is prohibited. The machine, tool, material or equipment shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation.

Any worker who knows or has reason to believe that equipment under the workers control is not in a safe condition shall immediately report the condition of the equipment to DYER INSULATIONS, INC and repair the equipment if the worker is authorized and competent to do so.

Whenever workers are present at a worksite DYER INSULATIONS, INC will provide lighting that is sufficient to protect the health and safety of workers and suitable for the work to be done at the worksite.

No worker is allowed to smoke in an enclosed place of employment, worksite or work-related area except in an area designated for smoking.

Improper Conduct

All workers shall engage in proper activity or behavior. Improper behavior that might create or constitute a hazard to any person is not acceptable. Improper activity or behavior includes horseplay, scuffling, fighting, practical jokes, unnecessary running or jumping, acts of discrimination, sexually suggestive or explicit behavior, or in any way creating a hostile work environment.

Industrial Hygiene

Where a worker is exposed to a potential hazard of injury to the eye due to contact with a biological or chemical substance, an eyewash fountain shall be provided.

A worker who may be exposed to a biological, chemical or physical agent that may endanger the worker's safety or health shall be trained to use the precautions and procedures to be followed in the handling, use and storage of the agent, in the proper use and care of required personal protective equipment, and in the proper use of emergency measures and procedures.

No food, drink or tobacco shall be taken into, left or consumed in any room, area or place where any substance that is poisonous by ingestion is exposed.

Protective clothing or other safety device that has been worn next to the skin shall be cleaned and disinfected prior to being worn by another worker.

Workers who handle or use corrosive, poisonous or other substances likely to endanger their health shall be provided with washing facilities with clean water, soap and individual towels.

Thermal Stress

See the Heat Stress and Cold Stress sections of this document.

Working Alone

No DYER INSULATIONS, INC. employee is to work alone at any time. Other people working near DYER INSULATIONS, INC. personnel DO NOT also need to be DYER INSULATIONS, INC. personnel to satisfy this requirement.

Purpose

The purpose of this program is to provide establish requirements for the safe operation of hand and power tools and other portable tools, including proper guarding. All hand and power tools shall be maintained in a safe condition.

This program applies to all DYER INSULATIONS, INC employees who use hand and power tools.

Scope

This program is applicable to all DYER INSULATIONS, INC employees while engaged in work at DYER INSULATIONS, INC facilities and/or facilities operated by others.

Responsibilities

Any tool which is not in compliance with any applicable requirement of this plan is prohibited and shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation.

Managers/Supervisors

- Ensure that all employees using portable tools have been trained and fully understand the operations and maintenance procedures of such tools, including their proper use.
- Provide and train employees with all additional PPE that may be needed for the safe operation of portable tools.

Employees

- Shall ensure they have and properly use the correct tool for each task.
- Shall follow manufactures safety and operating instructions before using

Requirements

General

All tools, regardless of ownership, shall be of an approved type and maintained in good condition.

- Tools are subject to inspection at any time.
- Only DYER INSULATIONS, INC. owned tools may be used by the company's employees.
- All employees have the authority and responsibility to condemn unsafe tools.

Unsafe tools shall be tagged with a "DO NOT USE OR OPERATE" tag to prevent their use.

Employees shall always use the proper tool for the job to be performed. Makeshift and substitute tools shall not be used.

Hammers with metal handles, screwdrivers with metal continuing through the handle, and metallic measuring tapes shall not be used on or near energized electrical circuit or equipment.

Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool bags/buckets firmly attached to hand lines.

Tools shall never be placed unsecured on elevated places.

Impact tools such as chisels, punches, and drift pins that become mushroomed or cracked shall be dressed, repaired, or replaced before further use.

Chisels, drills, punches, ground rods, and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.

Shims shall not be used to make a wrench fit.

Wrenches with sprung or damaged jaws shall not be used.

Tools shall be used only for the purposes for which they have been approved.

Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets unless suitable protectors are in use to protect the edge. They shall not be carried in pockets unless suitable protectors are in use to protect the edge.

Wooden handles that are loose, cracked, or splintered shall be replaced. The handle shall not be taped or lashed with wire. The handle shall not be taped or lashed with wire.

Tools shall not be left lying around where they may cause a person to trip or stumble.

When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present or the danger area shall be barricaded or guarded.

The insulation on hand tools shall not be depended upon to protect users from high voltage shock (except approved live line tools).

Portable Electric Tools

The non-current carrying metal parts of portable electric tools such as drills, saws, and grinders shall be effectively grounded when connected to a power source unless:

- The tool is an approved double-insulated type, or
- The tool is connected to the power supply by means of an isolating transformer or other isolated power supply.

All powered tools shall be examined prior to use to ensure general serviceability and the presence of all applicable safety devices.

Powered tools shall be used only within their design and shall be operated in accordance with manufacturer's instructions. The use of electric cords for hoisting or lowering tools shall not be permitted.

All tools shall be kept in good repair and shall be disconnected from the power source while repairs or adjustments are being made.

Electrical tools shall not be used where there is hazard of flammable vapors, gases, or dusts without a valid Hotwork Permit.

Ground fault circuit interrupters (GFCI) shall be used with all portable electric tools (unless those tools are Double Insulated).

Pneumatic Tools
Pneumatic tools shall never be pointed at another person.

Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.

Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

Compressed air shall not be used for cleaning purposes, except where reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment.

Compressed air shall not be used to blow dust or dirt from clothing.

The manufacturers stated safe operating pressure for hoses, pipes, valves, filters, and other fitting shall not be exceeded.

The use of hoses for hoisting or lowering tools shall not be permitted.

Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

Compressed air tools, while under pressure, must not be left unattended.

All connections to air tools shall be made secure before turning on air pressure.

Air at the tool shall not be turned on until the tool is properly controlled.

All couplings and clamps on pressurized air hose shall be bridged (pinned) with suitable fasteners.

Hose and hose connections used for conducting compressed air to utilization equipment shall be designed for the pressure and service to which they are subjected.

Use only approved end-fitting clamps (screw type heater hose clamps are not acceptable).

While blowing down hose, do not point it toward people.

Power tools are to be operated only by competent persons who have been trained in their proper use.

Conductive hose should not be used near energized equipment.

Foot protection shall be worn while operating paving breakers, tampers, rotary drills, clay spades, and similar impactor-type tools or at other times when instructed by supervision.

All pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 psi. pressure at the tool shall have a safety device on the muzzle to prevent the tool from ejecting fasteners, unless the muzzle is in contact with the work surface.

Airless spray guns of the type which atomize paints and fluids at high pressures (1,000 pounds or more per square inch) shall be equipped with automatic or visible manual safety devices which will prevent pulling of the trigger to prevent release of the paint or fluid until the safety device is manually released.

In lieu of the above, a diffuser nut (which will prevent high pressure), high velocity release (while the nozzle tip is removed), plus a nozzle tip guard (which will prevent the tip from coming into contact with the operator), or other equivalent protection, shall be provided.

Powder Actuated Tools (Tools actuated by an explosive charge)
Only those employees who have been certified in their use shall operate these tools.

Explosive charges shall be carried and transported in approved containers.

Operators and assistants using these tools shall be protected by means of eye, face, and hearing protection.

Tools shall be maintained in good condition and serviced regularly by qualified persons. The material upon which these tools are to be used shall be examined before work is started to determine its suitability and to eliminate the possibility of hazards to the operator and others.

Prior to use, the operator shall ensure that the protective shield is properly attached to the tool.

Before using a tool, the operator shall inspect it to determine to his satisfaction that it is clean, that all moving parts operate freely, all guards and safety devices are in place, and that the barrel is free from obstructions.

Before using tools, the operator shall read and become familiar with the manufacturers operating guidelines and procedures.

When a tool develops a defect during use, the operator shall immediately cease to use it, until it is properly repaired in accordance with the manufactures specifications.

Tools shall not be loaded until just prior to the intended firing time, nor shall an unattended tool be left loaded. Empty tools are to be pointed at any workmen.

In case of a misfire, the operator shall hold the tool in the operating position for at least 30 seconds. He shall then try to operate the tool a second time. He shall wait another 30 seconds, holding the tool in the operating position; then he shall proceed to remove the explosive load in strict accordance with the manufacturer's instructions.

A tool shall never be left unattended in a place where it would be available to unauthorized persons.

Fasteners shall not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface hardened steel, glass block, live rock, face brick, or hollow tile.

Driving into materials easily penetrated shall be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.

Tools shall not be used in an explosive or flammable atmosphere.

Hydraulic Power Tools

The fluid used in hydraulic powered tools shall be fire-resistant fluids approved under Schedule 30 of the U.S. Bureau of Mines, Department of the Interior, and shall retain its operating characteristics at the most extreme temperatures to which it will be exposed.

The manufacturer's safe operating pressures for hoses, valves, pipes, filters, and other fittings shall not be exceeded.

All hydraulic tools, which are used on or around energized lines or equipment, shall use non-conducting hoses having adequate strength for the normal operating pressures.

Abrasive Blast Cleaning Nozzles

The blast cleaning nozzles shall be equipped with an operating valve, which must be held open manually. A support shall be provided on which the nozzle may be mounted when it is not in use.

Fuel Powered Tools

All fuel-powered tools shall be stopped while being refueled, serviced, or maintained, and fuel shall be transported, handled, and stored in accordance with the Flammable and Combustible Liquids Program.

When fuel powered tools are used in enclosed spaces, the applicable requirements for concentrations of toxic gases and use of personal protective equipment, shall be adhered too.

Guarding Portable Tools

Guards shall be in place and operable at all times while the tool is in use. The guard may not be manipulated in such a way that will compromise its integrity or compromise the protection in which intended. Guarding shall meet the requirements set forth in ANSI B15.1.

Portable Circular Saws

- All portable, power-driven circular saws having a blade diameter greater than 2 in. shall be equipped with guards above and below the base plate or shoe.
- The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts.
- The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work.
- When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to covering position.
- All cracked saw blades shall be removed from service.

Switches and Controls

- All hand held powered tools, circular saws, drills, tappers, fastener drivers, horizontal or vertical angle grinders, etc., shall be with a constant pressure switch or control, and may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.
- All hand-held powered circular saws having a blade diameter greater than 2 inches, electric, hydraulic or pneumatic chain saws, and percussion tools without positive accessory holding means shall be equipped with a constant pressure switch or control that will shut off the power when the pressure is released. All hand-held gasoline powered chain saws shall be equipped with a constant pressure throttle control that will shut off the power to the saw chain when the pressure is released.
- The operating control on hand-held power tools shall be so located as to minimize the possibility of its accidental operation, if such accidental operation would constitute a hazard to employees.
- Grounding of portable electric powered tools shall meet the electrical requirements that can be found in the Electrical Safety Program. All electric power tools shall be equipped with a three-prong plug.

Portable Abrasive Wheels

Safety Guards Exceptions

- Wheels used for internal work while within the work being ground.
- Mounted wheels used in portable operations 2 inches and smaller in diameter.
- Types 16, 17, 18, 18R, and 19 cones, plugs, and threaded hole pot balls where the work offers protection.
- Guards shall be made of steel or other material with adequate strength.
- A safety guard shall cover the spindle end, nut and flange projections. The safety guard shall be mounted so as to maintain proper alignment with the wheel, and the strength of the fastenings shall exceed the strength of the guard.

- Exception: safety guards on all operations where the work provides a suitable measure of protection to the operator may be so constructed that the spindle end, nut and outer flange are exposed. Where the nature of the work is such as to entirely cover the side of the wheel, the side covers of the guard may be omitted.
- Exception: the spindle end, nut, and outer flange may be exposed on portable machines designed for, and used with, type 6, 11, 27, and 28 abrasive wheels, cutting off wheels, and tuck pointing wheels.

Mounting and Inspection of Abrasive Wheels

- Immediately before mounting, all wheels shall be closely inspected and a ring test performed, to make sure they have not been damaged in transit, storage, or otherwise.
- Ring test – “tap" wheels about 45 degrees each side of the vertical centerline and about 1 or 2 inches from the periphery; then rotate the wheel 45 degrees and repeat the test; a sound and undamaged wheel will give a clear metallic tone - If cracked, there will be a dead sound and not a clear "ring.”
- The spindle speed of the machine shall be checked before mounting of the wheel to be certain that it does not exceed the maximum operating speed marked on the wheel.
- Grinding wheels shall fit freely on the spindle and remain free under all grinding conditions.
- A controlled clearance between the wheel hole and the machine spindle (or wheel sleeves or adaptors) is essential to avoid excessive pressure from mounting and spindle expansion.
- The machine spindle shall be made to nominal (standard) size plus zero minus .002 inch, and the wheel hole shall be made suitably oversize to assure safety clearance under the conditions of operating heat and pressure.
- All contact surfaces of wheels, blotters, and flanges shall be flat and free of foreign matter.
- When a bushing is used in the wheel hole it shall not exceed the width of the wheel and shall not contact the flanges.

Portable Grinders

Special "revolving cup guards" which mount behind the wheel and turn with it shall be used. They shall be made of steel or other material with adequate strength and shall enclose the wheel sides upward from the back for one-third of the wheel thickness. It is necessary to maintain clearance between the wheel side and the guard. The clearance shall not exceed one-sixteenth inch.

Vertical portable grinders, also known as right angle grinders, shall have a maximum exposure angle of 180 degrees and the guard shall be located between the operator and the wheel during use. Adjustment of the guard shall ensure that pieces of an accidentally broken wheel will be deflected away from the operator.

Other Portable Grinders

The maximum angular exposure of the grinding wheel periphery and sides for safety guards used on other portable grinding machines shall not exceed 180 degrees and the top half of the wheel shall be enclosed at all times.

Personal Protective Equipment

Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists, vapors or gases shall be provided with the particular PPE necessary to protect them from the hazard.

Purpose

The purpose of this program is to ensure the safe use of hazardous chemical substances and to comply with the requirements of OSHA HCS 2012.

Introduction

In 2012, OSHA revised the Hazard Communication Standard (HCS) to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). As a result, this Hazard Communication Program (HCP) has been revised to comply with the requirements of the OSHA HCS 2012.

This plan spells out how DYER INSULATIONS, INC will inventory chemicals stored and used, obtain and use Safety Data Sheets, maintain labels on chemical substances and train employees about the hazards of chemicals they are likely to encounter on the job.

Prep of this program indicates our continuing commitment to safety among our employees in all of our locations.

- Each facility is expected to follow this program and maintain its work areas in accordance with these requirements.
- Employees, their designated representatives, and government officials must be provided copies of this program upon request.
- In addition to the program, other information required as part of our hazard communication effort is available to workers upon request.
- Asking to see this information is an employee's right.
- Using this information is part of our shared commitment to a safe, healthy workplace.

Scope

This program is applicable to all DYER INSULATIONS, INC employees who may be exposed to hazardous chemical substances. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Responsibilities

A written hazard communication program be developed, implemented and maintained at each workplace. A written hazard communication program shall be developed, implemented and maintained at each workplace that describes how labels and other forms of warning, Safety Data Sheets and employee information will be met.

Safety Manager or Designee

The Safety Manager, or designee, is responsible for administering the hazard communication program. This person is also responsible for:

- Reviewing the potential hazards and safe use of chemicals.
- Maintaining a list of all hazardous chemicals and a master file of SDSs.
- Ensuring that all containers are labeled, tagged or marked properly.

- Providing new-hire and annual training for employees.
- Maintaining training records.
- Identifying hazardous chemicals used in nonroutine tasks and assessing their risks.
- Informing outside contractors who are performing work on DYER INSULATIONS, INC property about potential hazards.
- Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state or local hazard communication requirements.

Employees

- Employees are responsible for following the requirements in the Hazard Communication Program.
- Any employee who transfers any material from one container to another is responsible for labeling the new container with all required information.
- All employees are responsible for learning the requirements of this section and for applying them to their daily work routine.
- Identifying hazards before starting a job.
- Reading container labels and SDSs.
- Notifying the supervisor of torn, damaged or illegible labels or of unlabeled containers.
- Using controls and/or personal protective equipment provided by the Dyer Insulations, Inc to minimize exposure.
- Following Dyer Insulations, Inc instructions and warnings pertaining to chemical handling and usage
- Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage and replacement.
- Knowing and understanding the consequences associated with not following DYER INSULATIONS, INC policy concerning the safe handling and use of chemicals.
- Participating in DYER INSULATIONS, INC training.

Procedure

List of Hazardous Chemicals

DYER INSULATIONS, INC shall maintain a list of hazardous chemicals on the job site. A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate Safety Data Sheet shall be maintained.

The Hazardous Chemical List is updated as necessary and at least annually by the Safety Manager or their designee. The Hazardous Chemical List must be available for review upon request.

Safety Data Sheets (SDS)

SDSs must be obtained for each required chemical. Chemical manufacturers are responsible for developing SDSs. DYER INSULATIONS, INC shall have a SDS for each chemical used.

The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Safety Data Sheet in a timely fashion is prohibited.

SDSs are to be maintained in a readily accessible location to employees. SDSs shall be maintained and readily accessible in each work area. SDSs can be maintained at the primary work site. However, they should be available in case of an emergency. SDS must be made available, upon request, to employees, their designated representatives, the Assistant Secretary & the Director.

The Safety Data Sheet must be kept in the SDS library for as long as the chemical is used by the facility.

Electronic access (telephone, fax, internet, etc.) may be used to acquire and maintain SDS libraries and archives.

The Manager is responsible for seeing that the Chemical Inventory List inventory is maintained, is current and is complete. He/she will review Chemical Inventory List at least annually. When a hazardous material has been permanently removed from the work place, its SDS is to be removed from the Chemical Inventory List.

SDS' for hazardous materials to which DYER INSULATIONS, INC employees have been exposed must be maintained after the employee leaves the employment of DYER INSULATIONS, INC.

Methods to be Used to Inform Employees of the Hazards of Non-Routine Tasks
The methods that DYER INSULATIONS, INC will use to inform employees of the hazards of non-routine tasks (i.e., the cleaning of reactor vessels, etc.) and the hazards associated with chemicals contained in unlabeled pipes in their work areas include:

- Conducting a Job Hazard Assessment (JHA).
- Employees will be advised of methods and special precautions, PPE and the hazards associated with chemicals and the hazards associated with chemicals contained in unlabeled pipes in their work areas.
- In the unlikely event that such tasks are required, the supervisor, or designee, will provide a SDS for the involved chemical.

The Use and Care of Labels and Other Forms of Warning
Container labels should contain the following information:

- Product identifier
- Signal word
- Hazard statement
- Pictogram(s)
- Precautionary statement(s), and
- Name, address and telephone number of the chemical manufacturer, importer or other responsible party.

The Manager will ensure that all hazardous chemicals used or stored in the facility are properly labeled.

Damaged labels or labels with incomplete information shall be reported immediately.

Workplace labels or other forms of warning will be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift.

If employees speak languages other than English, the information in the other language(s) may be added to the material presented as long as the information is presented in English as well.

DYER INSULATIONS, INC will use the GHS labeling system for secondary containers.

Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label.

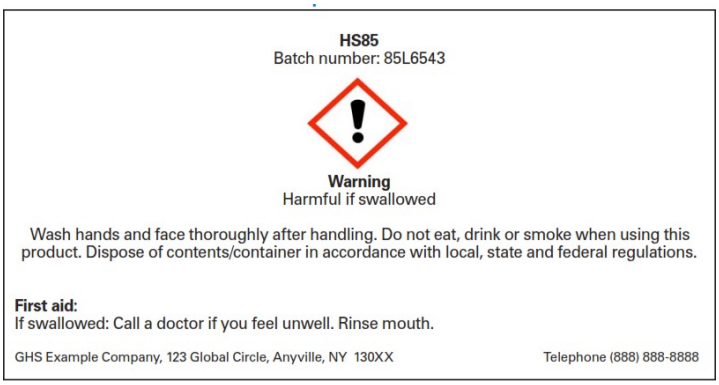
If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled.

Containers received from vendors that are not properly labeled must be rejected.

Pictograms and Hazards

Health Hazard • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame** • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark** • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder • Gases Under Pressure	**Corrosion** • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb** • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle • Oxidizers	**Environment** (Non-Mandatory) • Aquatic Toxicity	**Skull and Crossbones** • Acute Toxicity (fatal or toxic)

Example Label



Multi-Employer Job Sites and/or Multi Work Site

The following specific methods for providing other employer information concerning hazardous chemicals at job sites, methods of providing SDS sheets, methods of precautionary measures to be taken and methods of providing information on labeling systems:

Multi-Work Sites

Where employees must travel between work places during a work shift (multi job sites), the written program may be kept at a primary job site. If there is no primary, then the program should be sent with employees.

Multi-Employer Job Sites

A pre-job briefing shall be conducted with the contractor prior to the initiation of work on the site.

- ☐ During this pre-job briefing, contractors shall notify DYER INSULATIONS, INC and present current copies of Safety Data Sheets and label information for every hazardous chemical brought on-site.
- ☐ DYER INSULATIONS, INC shall notify and provide required SDS and label information for all hazardous chemicals the contractor may encounter on the job.
- ☐ The facilities labeling system and any precautionary measures to be taken by contractor during normal conditions and emergencies shall be addressed.
- ☐ By providing such information to other employers, DYER INSULATIONS, INC does not assume any obligations that other employers have for the safety of their employees.

Training

Employees shall be provided with information and training. Employees shall be provided with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

Additional training will be provided whenever a new chemical hazard is introduced into the work area. To reinforce the importance of handling chemicals properly when performing new or non-routine tasks supervisors will conduct supplementary training as needed.

Formal training will be conducted by facility employees or individuals who are knowledgeable in the Hazard Communication program.

The Hazard Communication Program documented training shall, as a minimum, include:

- ☐ Requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200 (General Industry) or 29 CFR 1926.59 (Construction Industry).
- ☐ Operations in the work area where hazardous chemicals are present.
- ☐ Location and availability of the hazard communication program, chemical inventory list and SDSs.
- ☐ Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released.
- ☐ Explanation of the labels received on shipped containers.
- ☐ Explanation of the workplace labeling system.
- ☐ Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information.

The Manager shall ensure records of employee training are maintained.

Purpose

- To provide guidelines for identifying, assessing and controlling workplace hazards;
- To ensure the potential hazards of new processes and materials are identified before they are introduced into the workplace;
- To identify the jobs/tasks which require risk assessment.

Key Responsibilities

As specified within this program.

DYER INSULATIONS, INC must assess a work site and identify existing or potential hazards before work begins at the work site or prior to the construction of a new work site

Hazard and Risk Identification

The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.

The Safety Manager shall conduct a baseline worksite hazard assessment which is a formal process in place to identify the various tasks that are to be performed and the associated identified potential hazards. The results are included in a report and the methods used to control or eliminate the hazards identified. The hazard assessment report must be signed and have the date on it.

Inputs into the baseline hazard identification include, but are not limited to:

- Scope of work;
- Legal and other requirements;
- Previous incidents and non-conformances;
- Sources of energy, contaminants and other environmental conditions that can cause injury;
- Walk through of work environment;

Hazards identifications (as examples) are to include:

- Working Alone
- Thermal Exposure
- Isolation of Energy
- Hearing Protection
- Musculoskeletal Disorders
- Bloodborne Pathogens
- Confined Spaces
- Driving
- General Safety Precautions
- And any other established policy or procedure by DYER INSULATIONS, INC
- Any other site specific work scope

DYER INSULATIONS, INC has a formal process for identifying potential hazards. Processes are in place to identify potential hazards by the use of JSA's, JHA's, facility wide or area specific analysis/inspections.

All identified hazards are assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

Employees and/or sub-contractors are actively involved in the hazard identification process. The DYER INSULATIONS, INC program provides processes to ensure employees and/or sub-contractors are actively involved in the hazard identification process and hazards are reviewed with all employees concerned.

Employees are trained in the hazard identification process. Employees will be trained in the hazard identification process including the use and care of proper PPE.

Unsafe hazards must be reported immediately and addressed by the supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.

Review of Hazard Assessment

Existing worksite hazard identifications are formally reviewed annually or repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions and specifically updated when new tasks are to be performed that have not been risk assessed, when a work process or operation changes, before the construction of a new site or when significant additions or alterations to a job site are made.

The respective supervisor or project manager advises the Safety Manager when additional hazards are introduced into the work place in order to revise planning and assessment needs.

Risk Assessment

Hazards are classified and ranked based on severity. The program identifies hazards are classified/prioritized and addressed based on the risk associated with the task. (See the risk analysis matrix outlining severity and probability).

DYER INSULATIONS, INC RISK ASSESSMENT MATRIX

CONSEQUENCE					PROBABILITY				
					A	B	C	D	E
Severity	People	Assets	Environment	Reputation	Not Done	Rarely	Once a week	Several Times in a Week	Multiple Times in a Day
0	No health effect	No damage	No effect	No impact					
1	Slight health effect	Slight damage	Slight effect	Slight impact					
2	Minor health effect	Minor damage	Minor effect	Limited impact					
3	Major health effect	Localized damage	Localized effect	Considerable impact					
4	Single fatality	Major damage	Major effect	National impact					
5	Multiple fatalities	Extensive damage	Massive effect	Global impact					

Key	Manage for continuous improvement (Low)	Incorporate risk reduction measures (Medium)	Intolerable (High)

Risk Controls/Methods to Ensure Identified Hazards Are Addressed and Mitigated

The following describes how identified hazards are addressed and mitigated:

- Assessed hazards are compiled, mitigated through dedicated assignment, appropriate documentation of completion, and implemented controls methods (following the hierarchy of controls: elimination, engineering, controls, administrative controls, and, ultimately, PPE). No work will begin before the worksite assessment is completed. Additionally, no risk assessed as High (Intolerable) shall be performed.

- If an existing or potential hazard to workers is identified during a hazard assessment DYER INSULATIONS, INC must take measures to eliminate the hazard, or if elimination is not reasonably practicable, control the hazard. If reasonably practicable, DYER INSULATIONS, INC must eliminate or control a hazard through the use of engineering controls. If a hazard cannot be adequately controlled using engineering controls, DYER INSULATIONS, INC must use administrative controls that control the hazard to a level as low as reasonably achievable. If the hazard cannot be adequately controlled using engineering and/or administrative controls, DYER INSULATIONS, INC must ensure that the appropriate personal protective equipment (PPE) is used by workers affected by the hazard. DYER INSULATIONS, INC may use a combination of engineering controls, administrative controls, and personal protective equipment if there is a greater level of worker safety because a combination is used.

Emergency Control of Hazards

Only those employees competent in correcting emergency controls of hazards may be exposed to the hazard and only the minimum number of competent employees may be exposed during hazard emergency control. An example is a gas leak in a building. Only those personnel with training on fire safety, gas supply shut off and other

related controls will attempt to resolve the emergency control of a hazard. DYER INSULATIONS, INC will make every possible effort to control the hazard while the condition is being corrected or under the supervision of client emergency response personnel in every emergency.

Certification of Hazard Assessment
The Safety Manager completes and signs the certification of hazard assessment for the worksite hazard assessment (also see PPE Program) and includes it within the site specific HSE plan. Hazard assessments are reviewed annually and updated when new tasks are to be performed that have not been risk assessed.

Job Safety Analysis (JSA)
For those jobs with the highest injury or illness rates, jobs that are new to our operation, jobs that have undergone major changes in processes and procedures or jobs complex enough to require written instructions will have a Job Safety Analysis performed. Completed JSAs are available from the Safety Manager.

Site Specific HSE Plan (SSSP)
Each work location has a site specific HSE plan. Each employee reporting to a location shall receive a documented orientation from a DYER INSULATIONS, INC supervisor that includes the SSSP for that site. The SSSP contains the DYER INSULATIONS, INC Health and Safety Policy, site specific safety requirements as well as a PPE matrix and a signed site specific worksite hazard assessment for that location, which the DYER INSULATIONS, INC has a responsibility to provide.

Review Process

The hazard assessment program will be reviewed to ensure no new hazards derived from the corrective measures. The review shall include a management of change consideration as well.

The safety committee shall be involved in the review process as well.

WORKSITE HAZARD ASSESSMENT FORM

CERTIFICATE OF HAZARD ASSESSMENT STATEMENT FOR _____ SITE

I certify a worksite hazard assessment was performed for this facility on *date* by the DYER INSULATIONS, INC Safety Manager. *(Signature on File)*

Task: Indicate Task Group *(Additional Tasks shall be listed in each site specific HSE plan)*

TASKS	RISK LEVEL	HAZARDS	ENGINEERING OR ADMINISTRATIVE CONTROLS	PPE (Refer to PPE Matrix)
List individual task	***Use Risk Matrix***	***Identify hazards associated with task***	• ***List procedures that apply*** • ***List appropriate engineering controls*** • ***List procedures or other administrative controls***	***List appropriate PPE***
Example: Washing Parts	MED	Chemical Exposure (Skin, Eyes, Body)	• DYER INSULATIONS, INC PPE Procedure • No smoking;	Chemical gloves, splash proof goggles chemical apron
			•	
			•	
			•	
			•	
			•	
			•	

JOB SAFETY ANALYSIS FORM

Location / Dept:		**Date:**	**New?** ☐	**Revision** ☐	**JSA NO:**
Task			**Supervisor:**		
			Analysis By:		
Team Members			**Reviewed By:**		
			Approved By:		

Specific rules and procedures to be followed (Safe Work Practice Number_____):

Sequence of Basic Job Steps	Potential Injury or Hazards	Recommendations to Eliminate or Reduce Potential Hazards.

CHECK ITEMS REQUIRED TO DO THIS JOB:

Safety Glasses	☐	Leather Gloves	☐	Face Shield	☐	Fire Extinguisher	☐	Atmospheric Testing	☐
Hard Hats	☐	Work Vest	☐	Goggles (type?)	☐	Lockout/Tagout	☐	Traffic Control	☐
Safety Shoes	☐	Fall Harness	☐	Flame Resistant Clothing	☐	Warning signs	☐	Other	☐

INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Select an employee to help you with the JSA: someone who is experienced in the job, willing to help and a good communicator. The employees play an important role in helping you identify job steps and hazards. In summary, to complete this form you should consider the purpose of the job, the activities it involves, and the hazards it presents. In addition, observing an employee performing the job, or "walking through" the operation step by step may give additional insight into potential hazards. Here's how to do each of the three parts of a Job Safety Analysis:

SEQUENCE OF BASIC JOB STEPS

Examining a specific job by breaking it down into a series of steps or tasks, will enable you to discover potential hazards employees may encounter.

Each job or operation will consist of a set of steps or tasks. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.

Picking up the box from the conveyor and placing it on a hand truck is one step. The next step might be to push the loaded hand truck to the storage area (a change in activity). Moving the boxes from the truck and placing them on the shelf is another step. The final step might be returning the hand truck to the receiving area.

Be sure to list all the steps needed to perform the job. Some steps may not be performed each time; an example could be checking the casters on the hand truck. However, if that step is generally part of the job it should be listed.

POTENTIAL HAZARDS

A hazard is a potential danger. The purpose of the Job Safety Analysis is to identify ALL hazards – both those produced by the environment or conditions and those connected with the job procedure. To identify hazards, ask yourself these questions about each step:

Is there a danger of the employee striking against, being struck by, or otherwise making injurious contact with an object?

Can the employee be caught in, by or between objects? Is there a potential for slipping, tripping, or falling?

Could the employee suffer strains from pushing, pulling, lifting, bending, or twisting?

Is the environment hazardous to safety and/or health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?

Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards – the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.

RECOMMENDED ACTION OR PROCEDURE

Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury or occupational illness.

Begin by trying to: (1) engineer the hazard out; (2) provide guards, safety devices, etc.; (3) provide personal protective equipment; (4) provide job instruction training; (5) maintain good housekeeping; (6) ensure good ergonomics (positioning the person in relation to the machine or other elements).

List the required or recommended personal protective equipment necessary to perform each step of the job.

Give a recommended action or procedure for each hazard.

Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.

Finally, review your input on all three columns for accuracy and completeness with affected employees. Determine if the recommended actions or procedures have been put in place. Re-evaluate the job safety analysis as necessary.

Purpose

This program is designed to reduce the risk of work-related heat illnesses.

Scope

This procedure applies to all work being performed in hot environments.

Definitions

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

"Heat Illness" means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

"Preventative recovery period" means a period of time to recover from the heat in order to prevent heat illness.

"Shade" means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

Requirements

All managers and supervisors are responsible for implementing and maintaining the Heat Illness Program in their work areas.

Provision of Water

Employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift, and replenished as necessary.

Access to Shade

Employees will be provided with access to shade. Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling. Such access to shade shall be permitted at all times. See definition of “Shade”.

Control Measures

Each work location involved in working in hot environments shall implement measures that must be in place to control the effects of environmental factors that can contribute to heat related illnesses. The most common environmental factors are air temperature, humidity, radiant heat sources and air circulation.

Physical factors that can contribute to heat related illness shall be taken into consideration before performing a task. The most common physical factors that can contribute to heat related illness are type of work, level of physical activity and duration, and clothing color, weight and breathability.

Supervisors must ensure personal factors that contribute to heat related illness are taken into consideration before assigning a task where there is the possibility of a heat-related illness occurring. The most common personal factors that can contribute to heat related illness are age, weight/fitness, drug/alcohol use, prior heat- related illness, etc.

Each work site shall develop site specific procedures but shall include the minimum:

- Bring at least 2 quarts per employee at the start of the shift. The supervisors/designated persons will monitor water and replenish as necessary, and employees are encouraged to report to supervisor/designated person low levels or dirty water.
- Supervisors will provide frequent reminders to employees to drink frequently.
- Every morning there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift during hot weather.
- Place water containers as close as possible to the workers.
- When drinking water levels within a container drop below 50%, the water shall be replenished immediately or water levels should not fall below the point that will allow for adequate water during the time necessary to effect replenishment.
- Disposable/single use drinking cups will be provided to employees or provisions will be made to issue employees their own cups each day.
- Supervisors will set-up an adequate number of umbrellas, canopies or other portable devices at the start of the shift and will relocate them to be closer to the crew, as needed.
- Non-agricultural employers can use other cooling measures if they demonstrate that these methods are as effective as shade.
- Working hours will be modified to work during the cooler hours of the day, when possible.
- When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
- Supervisors will continuously check all employees and stay alert to the presence of heat related symptoms.
- Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called and check that these are functional at the worksite prior to each shift.
- Every morning, workers will be reminded about address and directions to the worksite to inform medical responders and emergency procedures.
- All newly hired workers will be assigned a buddy or experienced coworker to ensure that they understood the training and follow the Dyer Insulations, Inc. procedures.

Training

Training in the following topics shall be provided to all supervisory and non-supervisory employees:

- The environmental and personal risk factors for heat illness;

- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
- The importance of acclimatization;
- The different types of heat illness and the common signs and symptoms of heat illness;
- The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
- DYER INSULATIONS, INC procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- DYER INSULATIONS, INC procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- DYER INSULATIONS, INC procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

Supervisors must receive training in the prevention of heat related illnesses prior to supervising employees working in heat. Supervisors will be trained in the DYER INSULATIONS, INC heat illness emergency response procedures to prevent heat illness and procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Communication for employees shall be in a form readily understandable by all affected employees.

DYER INSULATIONS, INC shall ensure all contractors, subcontractors, staffing companies, etc. employees (including temporary) working outdoors have been trained in heat illness prevention.

Purpose

The purpose of this program is to have effective procedures for reporting and evaluating/investigating incidents and non-conformances in order to prevent further occurrences.

Responsibilities

Responsibilities for incident investigation will be assigned prior to occurrence of an incident. Individual responsibilities for reporting and investigation must be pre-determined and assigned prior to incidents.

DYER INSULATIONS, INC Safety Manager

- Ensures investigations are conducted and assists in identifying corrective actions.

Site Manager and Supervisors

- Investigates (or assists in) incident investigations
- Corrects non-conformances
- Accompany injured employees to the medical provider for initial treatment.

Employees

- Immediately report any injury, job related illness, spill or damage to any property to their immediate supervisor. If their immediate supervisor is not available, the employee is then to immediately notify the project manager. Employees who could be first responders will be trained and qualified in first aid techniques to control the degree of loss during the immediate post-incident phase.

Procedure

After immediate rescue or response, actions to prevent further loss will occur if the scene is safe. For example, maintenance personnel should be summoned to assess integrity of buildings and equipment, engineering personnel to evaluate the need for bracing of structures, and special equipment/response requirements such as safe rendering of hazardous materials or explosives employed.

Investigations of Incidents & Non-conformances

Investigation is an important part of an effective safety program in that it determines the root cause and corrective actions necessary to prevent similar incidents or non-conformances.

The following must be reported to the employee's supervisor immediately. If that person is not available then the DYER INSULATIONS, INC Safety Manager shall be immediately notified for:

- Near miss incidents with the potential to harm people, the environment or assets
- Work related injuries or illnesses; Property damage including vehicle incidents
- Hazardous chemical spillage, loss of containment and contamination
- Non-conformance to safety or environmental rules, policies or standards

The supervisor shall make the necessary notifications and begin the incident investigation process.

In the case of a major injury or incident the scene of the event should be closed off and kept "as is" at the time of the incident. This is vital for effective incident investigation.

Incident investigation occurs as soon as possible, while the facts are still fresh within the minds of those involved (i.e. witnesses). Take the opportunity to talk to all of those involved before they become unavailable or memory fades. An incident investigation must be thorough and concerned only with cause and prevention and must be separate from administrative disciplinary action.

Equipment

Proper equipment will be available to assist in conducting an investigation. Equipment may include some or all of the following items; writing equipment such as pens/paper, measurement equipment such as tape measures and rulers, cameras, small tools, audio recorder, PPE, flags, equipment manuals, etc. The Safety Manager shall have an incident investigation kit prepared in advance.

Incident Reporting Matrix

The Incident Reporting Matrix identifies, based on type of incident, who within corporate management shall be verbally notified and when. It also specifies which type of report from the field shall be completed based on the type of incident.

Reporting of the incident must occur in a specified manner based on site specific requirements and the reporting sequence shall be posted.

EXTERNAL INCIDENT NOTIFICATION MATRIX

TYPE OF INCIDENT	WHO TO NOTIFY VERBALLY	WHEN	INCIDENT REPORT FORM
Minor First Aid	Owner Client, if required	24 hrs	Yes
Injury Above Minor First Aid	911 / Site Medical Response / Owner Client	ASAP	Yes
As Required Injury Reporting	OSHA / Owner Client	See Time Elements	Yes
Fire / Explosion	911 / Site Fire Response / Owner Client	ASAP	Yes
Reportable Spill	Site Environmental / Owner Client	Within 24 hrs	Yes
Property/Vehicle Damage	Owner Client	Within 24 hrs	Yes

INTERNAL INCIDENT NOTIFICATION MATRIX

TYPE OF INCIDENT	WHO TO NOTIFY VERBALLY	WHEN	INCIDENT REPORT FORM
Minor First Aid	Safety Manager	ASAP	Yes
Injury Above Minor First Aid	Safety Manager	ASAP	Yes
As Required Injury Reporting	President then Safety Manager	ASAP	Yes
Fire / Explosion	Safety Manager	ASAP	Yes
Reportable Spill	Safety Manager	ASAP	Yes
Property/Vehicle Damage	Safety Manager	ASAP	Yes

Time Elements for OSHA and Client Notification

Required incidents must be verbally reported to OSHA as follows: Fatality – within 8 hrs; Admittance to hospital, amputation, OR eye injury – within 24 hrs. Incidents must also be reported to the owner client as soon as possible or in a timely manner (within 24 hours of incident).

Incident Review Team and Incident Investigation Report

All incidents will be investigated to the appropriate level with regards to incident severity. While all incidents should be investigated, the extent of such investigation shall reflect the seriousness of the incident utilizing a root cause analysis process or other similar method determined by the DYER INSULATIONS, INC Safety Manager. They will form an Incident Review Team that participates in the determination of the final root cause investigative incident report. The team consists of representatives of management or other designees as assigned by the DYER INSULATIONS, INC Safety Manager.

Initial Identification/Assessment of Evidence

Initial identification of evidence immediately following the incident could include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc.

Collection/Preservation and Security of Evidence

Evidence such as people, positions of equipment, parts, and papers must be preserved, secured and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment. All shall be dated.

Witness Interviews and Statements

Witness interviews and statements must be collected. Locating witnesses, ensuring unbiased testimony, obtaining appropriate interview locations, and use of trained interviewers should be detailed. The need for follow-up interviews should also be addressed. All items shall be dated.

The final incident investigation report consists of findings with critical factors, evidence, corrective actions, responsible parties, and timelines for corrective action completion.

Results of incident investigations are communicated to employees via the Incident Notice form.

Prep of the Written Incident Report

Written incident reports will be prepared and include the Field Incident Report Form and a detailed narrative statement concerning the events. The format of the narrative report may include an introduction, methodology, summary of the incident, Incident Review Team member names, narrative of the event, findings and recommendations. Photographs, witness statements, drawings, etc. should be included.

The supervisor completes the DYER INSULATIONS, INC Field Incident Report and takes the below steps when beginning an incident investigation.

- Provide emergency assistance, as needed and qualified for
- Secure the area as quickly as possible to retain area in the same condition at the time of the incident

- Notify management by phone according to the Incident Notification Matrix
- Identify potential witnesses
- Use investigation tools, as needed (camera, drawings, video, etc.)
- Tag out for evidence any equipment that was involved
- Interview witnesses (including the effected employee) and obtain written, signed statements and fax to the DYER INSULATIONS, INC Safety Manager
- Prepare DYER INSULATIONS, INC Field Incident Report, sign the form, fax it to the DYER INSULATIONS, INC Safety Manager
- Implement any immediate corrective actions needed

Incident Notice Form

DYER INSULATIONS, INC shall provide documentation and communication of lessons learned and review of similar operations to prevent reoccurrence. Lessons learned are reviewed and communicated. Changes to processes must be placed into effect to prevent reoccurrence or similar events.

In order to communicate incident information and lessons learned from incidents the DYER INSULATIONS, INC Safety Manager shall send the Incident Notice to all work sites. The form shall be posted on employee bulletin boards and shall be discussed in weekly safety meetings until all employees at the job site have been informed of the incident.

Corrective Actions Resulting from Incident Investigations

Incident investigations should result in corrective actions, individuals should be assigned responsibilities relative to the corrective actions, and these actions should be tracked to closure.

Site Managers are held accountable for closing corrective actions. Corrective actions for safety improvement input are posted at each site and tracked by the DYER INSULATIONS, INC Safety Manager to ensure timely follow up and completion.

Corrective actions are also used as needed for revisions to site specific safety plans and the DYER INSULATIONS, INC Safety and Health Management System.

Injury Classifications

Injuries shall be classified per the following:

First Aid – Dressing on a minor cut, removal of a splinter, typically treatment for household type injuries.

Lost Work Day Case (LWDC) – An injury that results in an employee being unfit to perform any work on any day after the occurrence of an occupational injury.

Number of Lost or Restricted Work Days – The number of days, other than the day of occupational injury and the day of return, missed from scheduled work due to being unfit for work or medically restricted to the point that the essential functions of a position cannot be worked.

Occupational Injury – An injury which results from a work related activity.

Occupational Illness – Any abnormal condition or disorder caused by exposure to environmental factors while performing work that resulted in medical treatment by a physician for a skin disorder, respiratory condition, poisoning, hearing loss or other disease (frostbite, heatstroke, sunstroke, welding flash, diseases caused by parasites, etc.). Do not include minor treatments (first aid) for illnesses.

Recordable Medical Case (RMC) – An occupational injury more severe than first aid that requires advanced treatment (such as fractures, more than one stitch, prescription medication of more than one dose, unconsciousness, removal of foreign body embedded in eye (not flushing), admission to a hospital for more than observation purposes) and yet results in no lost work time beyond the day of injury.

Restricted Work Day Case (RWDC) – An occupational injury which results in a person being unfit for essential functions of the regular job on any day after the injury but where there is no time lost beyond the day of injury. An example would include an injured associate is kept at work but not performing within the essential functions of their regular job.

Work or Work Related Activity – All incidents that occur in work related activities during work hours, field visits, etc. are reportable and are to be included if the occupational injury or illness is more serious than requiring simple first aid. Incidents occurring during off hours and incidents while in transit to or from locations that are not considered an employee's primary work are not reportable.

The following are examples of incidents that will not be considered as recordable:

- The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment, UNLESS the injury or illness was exacerbated by the work being performed.
- The injury or illness results solely from voluntary participation in a wellness program or in flu shot, exercise class, racquetball, or baseball.
- The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
- The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work).

Training

DYER INSULATIONS, INC shall train personnel in their responsibilities and incident investigation techniques. Personnel must be trained in their roles and responsibilities for incident response and incident investigation techniques. Training requirements relative to incident investigation and reporting are described below:

- Training frequency will be based on the specific are of responsibility but shall not exceed once every two years.
- Training requirements relative to incident investigation and reporting shall include:
  - Awareness
  - First Responder Responsibilities
  - The Initial Investigation at the Accident Scene
  - Managing the Accident Investigation

- Collecting Data
- Analyzing Data
- Developing Conclusions and Judgments of Need
- Reporting the Results

Employee Report of Accident, Injury or Illness

Instructions: Please Print. Fill in all blanks. If a blank does not pertain to your accident, injury or illness, write "N/A" in that blank. When completed, return this form to the Foreman.

Name:_____ Date of Birth _____

Social Security Number:_____ Sex_____ Age _____

Address_____ Phone Number _____

Marital Status ☐Single ☐Married ☐Separated ☐Divorced ☐Widowed
#of Dependents_____

In case of injury or illness contact:
Name: _____ Phone Number_____

Employment Start Date	Time in Present Job
Job Title	Foreman's Name
Department	Date & Time of Accident
Location of Accident	Task being Performed
Name of Witness	Name of Witness
Describe how the accident happened.	
What caused the accident?	
What could have prevented this accident?	
Date & Time you first sought medical attention	
Name of Hospital:	**Address & Tele #**

Name of Doctor:	**Address & Tele #**
Were you using required safety equipment?	
Do you have a job at another company?	

Employee Report of Accident, Injury or Illness

The information I have provided either in my own writing or verbally for the purpose of this form is true and correct. I understand that providing false or misleading information or omission of information on this report or any other form relating to this claim of injury/accident may result in termination of my employment.

Signature of Employee:_____ Date: _____

Reader or Interpreter:_____ Date: _____

Signature of Witness:_____ Date: _____

Foreman's Report of Accident

Foreman's Name: _____

Basic Rules for Accident Investigation

- Find the cause to prevent future accidents - Use an unbiased approach during investigation.
- Interview witnesses & injured employees at the scene - conduct a walkthrough of the accident.
- Conduct interviews in private - Interview one witness at a time.
- Get signed statements from all involved.
- Take photos or make a sketch of the accident scene.
- What hazards are present - what unsafe acts contributed to the accident?
- Ensure hazardous conditions are corrected immediately.

Date & Time		Location	
Tasks performed		Witnesses	
Resulted in	___Injury ___Fatality __Property Damage	Property Damage	
Injured		First Aid Provided	If yes, by whom:
Address & Tele# of Injured:			
Name of Ambulance, if any:			

Foreman's Account:
Describe Accident Facts & Events

Foreman's Report of Accident

Foreman's Root Cause Analysis
Check ALL that apply to this accident

Unsafe Acts		Unsafe Conditions	
Improper work technique		Poor Workstation design	
Safety rule violation		Unsafe Operation Method	
Improper PPE or PPE not used		Improper Maintenance	
Operating without authority		Lack of direct supervision	
Failure to warn or secure		Insufficient Training	
Operating at improper speeds		Lack of experience	
By-passing safety devices		Insufficient knowledge of job	
Protective equipment not in use		Slippery conditions	
Improper loading or placement		Excessive noise	
Improper lifting		Inadequate guarding of hazards	
Servicing machinery in motion		Defective tools/equipment	
Horseplay		Poor housekeeping	
Drug or alcohol use		Insufficient lighting	

Unsafe Acts require a written warning and re-training before the Employee resumes work			
Date		Date	
Re-Training Assigned		Unsafe Condition Guarded	
Re-Training Completed		Unsafe Condition Corrected	
Foreman's Signature		**Foreman's Signature**	

Accident Report Review

Management_____ Date _____

Management Comments:

Purpose

The purpose of this program is to define the requirements for recording job related injuries and illnesses for DYER INSULATIONS, INC.

Scope

This policy shall cover all DYER INSULATIONS, INC operations within the United States. Specific guidelines are available at the following website link: http://www.osha.gov/recordkeeping/index.html.

Key Responsibilities

Safety Manager

- Shall ensure all job related injuries and illness are recorded properly in accordance with OSHA requirements.
- Shall ensure all required posting are conducted in accordance with recordkeeping guidelines
- Shall maintain all required records.
- Shall determine the proper classification of job related injuries or illnesses based on OSHA recordkeeping guidelines.

Supervisors

- Shall ensure that all job related injuries and illness are reported promptly to the DYER INSULATIONS, INC Safety Manager.

Employees

- Shall promptly report any actual or suspected job related injury or illness.

Procedure

If DYER INSULATIONS, INC is required to keep records of fatalities, injuries, and illnesses it must record each fatality, injury and illness that:

- work-related; and
- is a new case; and
- meets one or more of the general recording criteria.

DYER INSULATIONS, INC must enter each recordable injury or illness on an OSHA 300 Log and 301 Incident Report, or other equivalent form, within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

A DYER INSULATIONS, INC executive must certify that he or she has examined the OSHA 300 Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

Posting

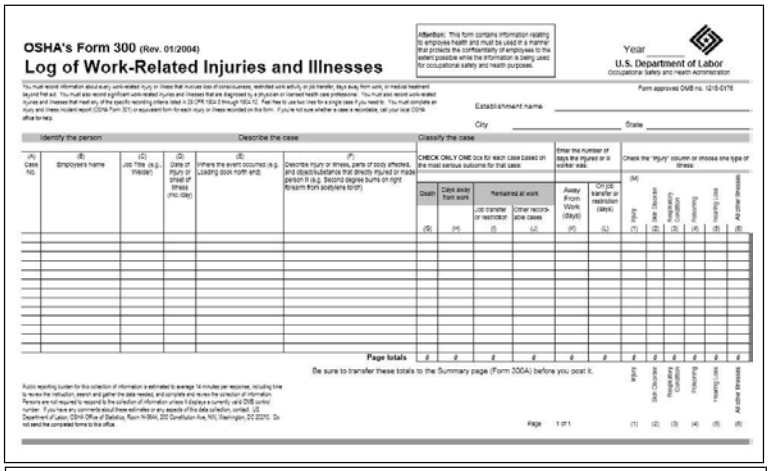
DYER INSULATIONS, INC must post a copy of the annual summary in each establishment in a conspicuous place or places where notices to employees are customarily posted. DYER INSULATIONS, INC must ensure that the posted annual summary is not altered, defaced or covered by other material.

The annual summary must be posted no later than February 1st of the year following the year covered by the records and the posting kept in place until April 30th. In addition, DYER INSULATIONS, INC is required to post their data to OSHA electronically via OSHA's website by July 1, 2018, then by March 2 of each year thereafter.

DYER INSULATIONS, INC must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover.

See next page for current OSHA recordkeeping forms as of this date.

OSHA RECORDKEEPING FORMS



OSHA's Form 300 (Rev. 01/2004)
Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year _____
U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity, or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on the form. If you're not sure whether a case is recordable, call your local OSHA office for help.

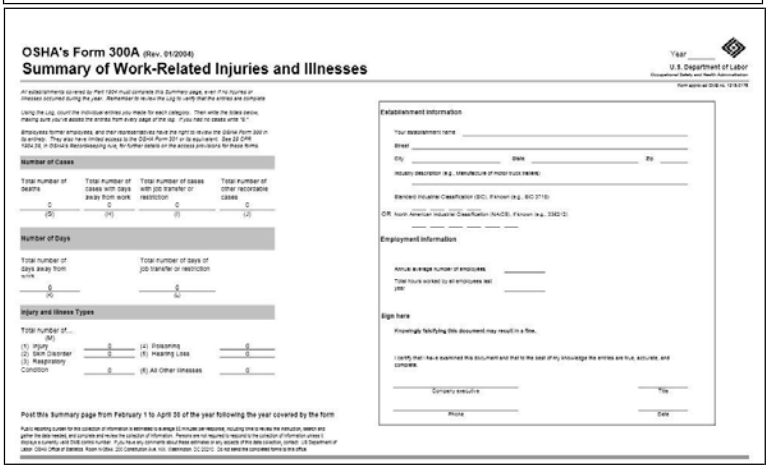
Establishment name _____
City _____ State _____

Identify the person			Describe the case			Classify the case										
(A) Case No.	(B) Employee's name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:				
						Death (G)	Days away from work (H)	Remained at work: Job transfer or restriction (I)	Remained at work: Other recordable cases (J)	Away From Work (days) (K)	On job transfer or restriction (days) (L)	(M) Injury (1)	Skin Disorder (2)	Respiratory Condition (3)	Poisoning (4)	Hearing Loss (5)	All Other Illnesses (6)
					Page totals	0	0	0	0	0	0	0	0	0	0	0	0

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page 1 of 1



OSHA's Form 300A (Rev. 01/2004)
Summary of Work-Related Injuries and Illnesses

Year _____
U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths (G)	Total number of cases with days away from work (H)	Total number of cases with job transfer or restriction (I)	Total number of other recordable cases (J)
0	0	0	0

Number of Days

Total number of days away from work (K)	Total number of days of job transfer or restriction (L)
0	0

Injury and Illness Types

Total number of... (M)

(1) Injury	0	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name _____
Street _____
City _____ State _____ Zip _____
Industry description (e.g., Manufacture of motor truck trailers) _____
Standard Industrial Classification (SIC), if known (e.g., SIC 3715) _____
OR North American Industrial Classification (NAICS), if known (e.g., 336212) _____

Employment information

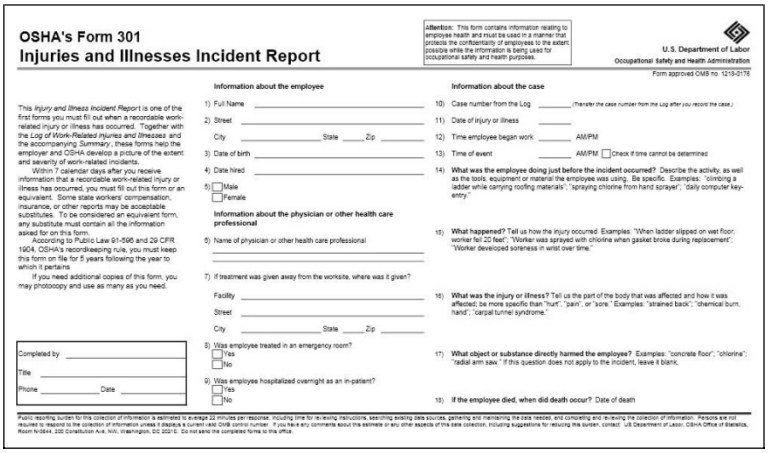
Annual average number of employees _____
Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive _____ Title _____
Phone _____ Date _____



OSHA's Form 301
Injuries and Illnesses Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____
Title _____
Phone _____ Date _____

Information about the employee

1) Full Name _____
2) Street _____
City _____ State _____ Zip _____
3) Date of birth _____
4) Date hired _____
5) ☐ Male ☐ Female

Information about the physician or other health care professional

6) Name of physician or other health care professional _____
7) If treatment was given away from the worksite, where was it given?
Facility _____
Street _____
City _____ State _____ Zip _____
8) Was employee treated in an emergency room? ☐ Yes ☐ No
9) Was employee hospitalized overnight as an in-patient? ☐ Yes ☐ No

Information about the case

10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
11) Date of injury or illness _____
12) Time employee began work _____ AM/PM
13) Time of event _____ AM/PM ☐ Check if time cannot be determined
14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
15) **What happened?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet."; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain", or "sore." Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
18) **If the employee died, when did death occur?** Date of death

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Purpose

The purpose of this program is to ensure all employees are appropriately trained and competent to perform their job.

Scope

This procedure applies to all DYER INSULATIONS, INC operations.

Responsibilities

DYER INSULATIONS, INC Safety Manager or Designee

- Identifies, updates and monitors minimum qualification requirements, job titles and training documentation.
- Supplies training reports to clients and DYER INSULATIONS, INC management as requested.

Site Manager and Supervisors

- Shall ensure all employees assigned to their project meet job competency requirements and complete training identified in the training matrix specific to their location.
- Shall ensure all employees have sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Employees

- Attend and follow requirements of all training provided.

General

At DYER INSULATIONS, INC, our view of competency assurance involves the continuous assessment of training and development needs against a person's responsibilities, abilities and critical activities.

Organizational Chart

An organizational chart or a list of job titles/roles has been established by DYER INSULATIONS, INC. Based on the positions and their exposure to risk, their required training is entered into each worksite's training matrix.

Documentation

Documentation is obtained from employees to demonstrate they meet the qualifications of their job. DYER INSULATIONS, INC has established a procedure to ensure that documentation is acquired from employees as proof that they are qualified to perform their job duties. Based on the job description requirements documentation may include educational, certifications, licenses, prior acceptable training course completion, etc. Documentation is reviewed and confirmed as actual during the employee hiring process.

Training and Competency Needs

Employees (new or transferred) are provided job specific training related to their roles and responsibilities. All employees must be trained on the tasks they perform on a regular basis. Training is identified in our training matrix which specifies safety and health training needs by job title.

All training records are maintained on site either by the DYER INSULATIONS, INC Safety Manager, management or their designee.

All training must be documented with: date; employee name, employee signature; instructor name; instructor signature and title of course.

Verification Before Being Allowed to Work

Competency is verified before employees are permitted to perform tasks independently. A competent person (supervisor, lead hand, instructor, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently. If there is a site Short Service Employee (SSE) program established the new or transferred employee will fall under the SSE requirements as well.

Training requirements are tracked by the DYER INSULATIONS, INC Safety Manager or designee and formal training sessions are conducted either on or off site by the Safety Manager or competent/qualified instructor for the required subject matter.

Purpose

The purpose of the program is to prescribe rules and establish minimum requirements for the construction, care, and use of the common types of ladders.

All ladders that are purchased and placed into service; or, any ladders that are engineered, manufactured and installed on any DYER INSULATIONS, INC equipment shall follow the requirements set forth by this program.

Scope

This program is applicable to all employees who may utilize ladders. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

Ladder - an appliance usually consisting of two side rails joined at regular intervals by cross- pieces called steps, rungs, or cleats, on which a person may step in ascending or descending.

Stepladder - a self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back. Its size is designated by the overall length of the ladder measured along the front edge of the side rails.

Single ladder - a non-self-supporting portable ladder, nonadjustable in length, consisting of but one section. The overall length of the side rail designates its size.

Extension ladder - a non-self-supporting portable ladder adjustable in length. It consists of two or more sections traveling in guides or brackets so arranged as to permit length adjustment. Its size is designated by the sum of the lengths of the sections measured along the side rails.

Fixed ladder - a ladder permanently attached to a structure, building, or equipment.

Individual-rung ladder - a fixed ladder each rung of which is individually attached to a structure, building, or equipment.

Cage - a guard that may be referred to as a cage or basket guard, which is an enclosure that is fastened to the side rails of the fixed ladder or to the structure to encircle the climbing space of the ladder for the safety of the person who must climb the ladder.

Key Responsibilities

Managers and Supervisors

- Managers and supervisors are responsible for ensuring that all employees, and/or contractors have been trained in the use and inspection of ladders in accordance to the manufactures guidelines.

- Managers and supervisors are responsible for ensuring that all employees and contractors are aware that if an inspection discovers a defect, the ladder shall not be used and taken out of service.

Employees

- Employees shall inspect ladders prior, during and at the completion of each use to ensure the condition of the ladder and the safety of its occupants.
- Employees are responsible for following this program and reporting any damage or repairs that may be needed to their supervisor.

Procedure

Inspection, Care and Safe Work Practices of Ladders

Inspection

Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.

- Ladder rungs must be uniformly spaced or meet OSHA/ANSI specifications. Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.
- Portable and fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective, or be tagged with "Do Not Use" or similar language, and shall be withdrawn from service until repaired
- If a ladder is tipped over, it shall be inspected by a competent person for side rail dents or bends, or excessively dented rungs; check all rung to side rail connections; check hardware connections; check rivets for shears.
- Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment shall not be used; improvised repairs shall not be made.
- All wood parts shall be free from sharp edges and splinters; sound and not painted.

Care

- Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play. Manufacturer's labels need to remain legible.
- Metal bearings of locks, wheels, pulleys, etc., shall be frequently lubricated.
- Frayed or badly worn rope shall be replaced. Safety feet and other auxiliary equipment shall be kept in good condition to ensure proper performance.
- Rungs shall be kept free of grease and oil.
- Ladders shall be stored in a well-ventilated area in a manner to prevent sagging and warping.

Ladder Safe Work Practices

- Ladders shall be used only for the intended purpose for which they were designed.
- The ladder shall be secured at the top or held by another person at the base.
- The footing of the ladder shall be placed on a stable and level surface.

- Extension ladders shall be placed at a 4:1 ratio. Ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder (the distance along the ladder between the foot and the top support.
- When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.
- Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.
- Ladders shall not be used by more than one man at a time, unless designed for that purpose.
- Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
- If a ladder is used in a high traffic area, barricades shall be placed to avoid accidental displacement due to collisions.
- Do not stand on the top two rungs or top of step ladders.

On two-section extension ladders the minimum overlap for the two sections in use shall be as follows:

Size of Ladder (feet)	Overlap (feet)
Up to and including 36’	3
Over 36 up to and including 48’	4
Over 48 up to and including 60’	5

- Ladders shall extend a minimum of 3 feet above top of upper landing surface and be secured at the top. If the ladder cannot extend the 3 feet, the ladder still must be secured and a 3 foot handhold must be in place.
- The employee shall maintain a three (3)-point grip on the ladder at all times and carry tools/equipment on a belt or hoist up. Do not carry anything in the hands that could cause injury in case of fall.
- The employee shall face the ladder while ascending or descending.
- The bracing on the back legs of stepladders is designed solely for increasing stability and not forclimbing (unless it is a ladder specifically designed for use on both sides).
- The ladder shall not be moved while occupied.
- While not required, ladder toppers are highly recommended. These attach to the top of the extension ladder, extend the required 3 feet, and allow workers to step through the rails instead of around them.

Portable Ladders

Stepladders shall not be longer than 20 feet. Single ladders shall not be longer than 30 feet.

A two-section extension ladders shall not be longer than 60 feet. All ladders of this type shall consist of two sections, one to fit within the side rails of the other, and arranged in such a manner that the upper section can be raised and lowered.

Keep all ladders at least ten (10) feet away from power lines.

Ladders shall have the correct load capacity for the task and not be loaded beyond the maximum intended load for which they were built nor in excess of the manufacturer’s rated capacity. Weight includes the combined weight of the climber and his tools/equipment.

Purpose

The purpose of this program is to establish procedures for affixing appropriate lockout/tagout equipment to energy isolating devices and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy to prevent injury or incident.

Scope

This program covers the servicing and maintenance of machines and equipment where the energization or startup of the machine or equipment, or the release of stored energy could cause an incident. This program establishes minimum performance requirements for the control of such hazardous energy. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

Affected employee - An employee whose job requires them to operate or use a machine or equipment on which servicing and maintenance is being performed under lockout/tagout, or whose job requires the employee to work in an area in which such servicing or maintenance is being performed.

Authorized employee - A person that performs lockout/tagout procedures on machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes authorized when that employee's duties include performing servicing or maintenance covered under this program.

Capable of being locked out - An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out if lockout can be achieved without the need to dismantle, rebuild or replace the energy isolating device or permanently alter its energy control capability.

Energized - Connected to an energy source or containing residual or stored energy.

Energy isolating device - A mechanical device that physically prevents the transmission or release of energy including, but not limited to, the following:

- A manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors and no pole can be operated independently, a line valve, a block and any similar device used to block or isolate energy.
- Push buttons, selector switches and other control circuit type devices are not isolating devices.

Lockout - The placement of a lockout device on an energy isolating device in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device - A device that utilizes a positive means, such as either a key or combination type lock, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Normal operation - The utilization of a machine or equipment to perform its intended operation.

Potential Energy Sources - Any source of gas, electrical, mechanical, hydraulic, pneumatic, chemical, gravity, steam, thermal, tension or other energy sources.

Servicing and/or maintenance - Workplace activities such as constructing, setting up, adjusting, inspecting, modifying and maintaining and/or servicing machines and equipment, where the employee may be exposed to an unexpected energization or startup of the equipment or release of a hazardous energy source.

Setting up - Any work performed to prepare a machine or equipment for performing its normal operation.

Tagout - The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device - A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until tagout device is removed.

Key Responsibilities

Managers and Supervisors

- Responsible to control and enforce this plan and to see that all their employees and contractors that are affected by lockout/tagout procedures, have the knowledge and understanding required for safe application, usage, and removal of all energy controls and devices.
- Ensure employees are trained and comply with the requirements of this program.

Employees

- Employees who are affected by this program are required to attend training on an annual basis.
- Are required to follow the provisions of this program.

Procedure

General

Only an authorized employee or employees performing the servicing or maintenance shall perform lockout or tagout.

Devices

Lockout Device - If an energy source can be locked out a device that utilizes a lock to hold an energy isolating device in a safe position shall be used. Each site shall have the same type of lock as specified by DYER INSULATIONS, INC.

Tagout Device – If an energy source cannot be locked out with a lockout device then a tagout device shall be used. Tagout devices are a warning only level of protection and shall be weather and chemical resistant, standardized in color with clear written warning of hazardous energy; i.e. Do Not Operate, Do Not Start, Do Not Energize, etc. Each site shall have the same style of tags specified by DYER INSULATIONS, INC. NOTE: It is the policy of DYER INSULATIONS, INC. that its employees will not work on any equipment or system that cannot be locked out. Tags should only be used in conjunction with locks to notify affected personnel of who to contact with questions or concerns.

Specific Energy Control Procedures

Each manager or supervisor is responsible for developing specific step-by-step shutdown and startup procedures for a particular machine or piece of equipment in their respective area.

- A written, step-by-step isolation procedure for shutdown and startup shall be prepared for each type of machine or piece of equipment.
- This procedure shall include:
    - Equipment number if assigned.
    - Equipment location.
    - Energy Source(s) (i.e. electrical, hydraulic, gas pressure, etc.)
    - Location of isolating controls (i.e. breaker switches, valves, etc.)
    - Quantity of isolating controls
    - Quantity of locks required to isolate the equipment
    - Other hardware required to isolate the equipment (i.e. chains, valve covers, blocks, etc.)
    - List any residual energy required to be dissipated before work begins.

Specific Sequence for Application of Energy Control

1. Notification

Authorized employees must notify all other affected employees of the application and removal of lockout/tagout devices. Notification shall be given before the controls are applied and before they are removed from the machine or equipment.

2. Prep for Shutdown

Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled and the methods or means to control the energy.

3. Machine or Equipment Shutdown

The machine or equipment shall be turned off or shutdown using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

4. Machine or Equipment Isolation
All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.

5. Lockout/Tagout Devices and Application

- Each authorized employee shall have the proper number of locks and devices to be able to perform proper lockout/tagout procedures for machines or equipment that they may be working on.
- Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.
- Lockout and tagout devices shall include name of individual placing device. Devices shall indicate the identity of the employee applying the device.
- Lockout devices shall be affixed in a manner to hold the energy isolating devices in a safe or off position.
- Tagout devices shall be affixed in a manner that will clearly indicate that the operation or movement of isolating devices from the safe or off position.
- Tagout devices used with energy isolating devices with the capability of being locked out shall be fastened at the same point at which the lock would have been attached. If a tag cannot be directly attached to the energy isolation device, it shall be located as close as safely as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.
- Each energy source shall be locked out completely isolating the equipment.
- Isolating machines or equipment shall include, but are not limited to:
    - Pumps, compressors, generators, electric distribution, storage tanks, etc.
    - Each type of equipment to be isolated shall have specific procedures for isolation, i.e. for compressors: suction, discharge, power, starting, fuel, dumps shall be closed, locked and tagged out properly. The blow-down valve shall be opened, locked and tagged out properly. (NOTE): If compressor has a side stream hooked up, the side stream shall be closed, locked and tagged out properly.

6. Stored Energy and the Possibility of Reaccumulation
Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained and otherwise rendered safe.

If there is a possibility of re-accumulation of stored energy, verification of isolation shall be continued until the servicing or maintenance operation is completed, or until the possibility of such accumulation no longer exists.

7. Verification of Isolation
Prior to starting work on machines or equipment that have been locked or tagged out; the authorized employee shall verify that isolation and deenergization of the machine or equipment have been accomplished.

Procedures for Handling Multiple Groups of Workers Involved in a Group Lockout
A crew of authorized employees may use a group lockout or tagout device. This will afford the group of employees a level of protection equal to that provided by a personal lockout or tagout device. Procedures include:

- A tailgate meeting shall be conducted to review the lockout procedures and other information as required for safe work to continue – all crafts and effected departments shall be involved.
- An authorized employee will isolate the equipment and ascertain the exposure status of individual group members.

- All workers will then place their individual locks on the device's group lockout or tagout device after they have verified the procedure.
- An authorized employee has primary responsibility for a set number of employees working under the protection of a group lockout or tagout device. The authorized employee should ascertain the exposure status of individual group members. Each DYER INSULATIONS, INC employee or contractor shall attach a personal lockout or tagout device to the group's device while he/she is working and then removes it when finished.
- During shift change or personnel changes, there are specific procedures to ensure the continuity of lockout or tagout procedures. These include:
    - In the event shift or personnel changes occur during maintenance and/or repair activities, the designated DYER INSULATIONS, INC employee in charge shall take the necessary steps to maintain the continuity of the lockout/tagout protection. This includes maintaining that all provisions in this procedure are adhered to and the transfer of lockout/tagout devices between authorized employees is accomplished.
    - No work shall be allowed to proceed following personnel or shift change unless these requirements are met. The job supervisor must observe that all personnel or shift change locks or tags are properly transferred during the process.
    - Before the last outgoing person is allowed to leave they must remove their lock (or warning tag) and the incoming DYER INSULATIONS, INC person shall affix their lock or (warning tag) to prevent the lock out device or tag warning device from ever not being locked or warning if a lock out device is not practicable.
    - This also applies to all group lockout tagout situations.
    - This also applies to all contract personnel working on DYER INSULATIONS, INC or client projects.
    - If any outgoing person leaves the site and their lock/tag is still attached, then follow Removal of Locks guidelines below.

Release from Lockout/Tagout

When servicing or maintenance is completed or when Lockout / Tagout devices must be temporarily removed, the equipment requires testing and the machine or equipment is ready for testing or to return to normal operating conditions, the following steps shall be taken, in this order:

- Check the machine or equipment and the immediate area surrounding the machine or equipment to ensure that all nonessential items such as tools have been removed and that the machine or equipment components are operationally intact.
- Check the work area to ensure that all personnel have been safely positioned or removed from the area.
- Remove the Lockout/Tagout device
- Energize and proceed with testing
- Deenergize and reapply control methods including Lockout / Tagout devices
- Document the procedure by use of the completed isolation log and provide to supervisor for filing.

Removal of Locks

The authorized employee who applied the lock shall be the one to remove their lock. However, after all work has been completed, certain conditions may arise which prohibit this person from being present to remove the lock.

The following procedures shall be followed to allow for the removal of a lock that another person has applied:

- Every effort shall be made to contact the authorized employee who applied the lock to obtain the key(s).
- If the key(s) cannot be made available, the employee who requests removal of the lock shall contact their supervisor.
- The supervisor shall verify that every effort was made to contact the original authorized employee who applied the lock and to obtain the key(s).
- The employee removing the lock shall note on the Service Report that the lock(s) were removed with permission by supervisor.
- All reasonable efforts will be made by supervisor to notify that employee their lock has been removed, ensuring that the authorized employee has this knowledge before they return to work.
- If the equipment is client owned, the supervisor or employee requesting to remove the lock(s) shall contact the client to get the lock removed. Clients must remove their lock(s).
- NOTE: DYER INSULATIONS, INC employees shall not remove any client locks.
- Any time this procedure is utilized, an incident investigation will be done to determine the root cause.

Contractors

Contractors performing lockout procedures on DYER INSULATIONS, INC property shall comply with this procedure. Contractors shall supply their own locks. DYER INSULATIONS, INC shall initially lockout DYER INSULATIONS, INC machines and equipment before the contractor will be allowed to apply their own lock in addition to the DYER INSULATIONS, INC's.

Periodic Inspections of the Energy Control Procedure

Periodic inspections of the energy control procedure are conducted and documented at least annually to ensure procedures and requirements are being followed.

The DYER INSULATIONS, INC Safety Manager or their designee performs the inspection (it must be someone other than those actually using the lockout/tagout in progress). The inspector will produce a certified review of the inspection including date, equipment, employees and the inspection shall be documented. They will verify that:

- Each authorized and/or affected employee has been trained as required.
- Any new equipment added has specific lockout procedures developed and documented.
- Current procedures are adequate for performing complete isolation of equipment and resulting in a zero energy state.
- A copy of the audit maintained on file at the manager's/supervisors office.

EMPLOYEE TRAINING

The training must include recognition of hazardous energy source, type and magnitude of energy available, methods and means necessary for energy isolation and control.

Each authorized employee shall receive adequate training.

All affected employees are instructed in the purpose and use of the energy control procedure.

Any other employees whose work operations are or may be in an area where energy control procedures may be utilized are instructed in the purpose and use of the energy control procedure.

Additional training includes:

- The purpose and use of energy control procedures.
- When tagout systems are used, employees shall also be trained in the following limitations of tags:
    - Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
    - When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated in any way.
    - Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
    - Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
    - Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.
    - Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

Retraining

Retraining shall be conducted whenever a periodic inspection reveals, or whenever DYER INSULATIONS, INC has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

Retraining is required when there is a change in job assignments, in machines, a change in the energy control procedures, or a new hazard is introduced.

The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

Training Documentation

DYER INSULATIONS, INC shall certify that employee training has been accomplished and is being kept up to date. All training and/or retraining must be documented, signed and certified.

SPECIFIC EQUIPMENT LOCKOUT PROCEDURES

Department_____

Equipment No._____

Energy Source_____

Procedure for Shutdown and Isolation:

(List number of steps required to isolate machine or equipment - write N/A on lines not used or add additional steps if necessary)

STEP NO.

1._____
2._____
3._____
4._____
5._____
6._____
7._____
8._____
9._____
10._____

Additional Information:_____
_____
_____
_____

Prepared By:_____Date:_____

(This procedure to be communicated to all authorized and affected employees and kept on file at location of machine or equipment)

SAMPLE TAG

ISOLATION LOG

Date of Isolation:

Description of Work:

List of Equipment out of Service:

Necessary Requirements of Clear Isolation:

Authorized Employee Signature: _____

Person Continuing Work Signature: _____

Locks/Tags for GROUP LOCKOUT or Multiple Locks/Tags

Lock # or Tag	Date Installed	Date Removed	Print Name (for Group Lockout)	Signature

(If additional space is needed, please attach an additional page)

ANNUAL AUDIT OF THE CONTROL OF HAZARDOUS ENERGY PROGRAM

I certify that an audit of the DYER INSULATIONS, INC "Control of Hazardous Energy" Program was conducted and that each employee has been trained in the recognition and procedures to lockout equipment they may be required to work on or may be affected by.

I further acknowledge that the current procedure is adequate to safely lockout equipment in this department for servicing and maintenance.

Department: _____

Manager (or representative): _____

Date: _____

Original to file: _____

Purpose

DYER INSULATIONS, INC is committed to providing a safe and healthy working environment for all employees. Musculoskeletal disorders (MSD) account for a majority of reported injuries and we must minimize the risk and incidence of MSDs. To achieve this goal, DYER INSULATIONS, INC requires each worksite to establish and maintain a MSD, Lifting and Handling Loads Program with the following elements:

- Periodic toolbox talks and re-training on proper lifting techniques
- Proactively integrating ergonomics principles into workplace design and work techniques
- A realization that personal protective equipment may only be used as a substitute for engineering or administrative controls if it is used in circumstances in which those controls are not practicable.

Key Responsibilities

DYER INSULATIONS, INC Safety Manager
Develops local Lifting and Handling Loads Programs for all worksites in accordance with this procedure and ensures all employees are aware of the requirements of the local Lifting and Handling Loads Program.

- Communicate, promote and support the MSD, Lifting and Handling Loads Program.
- Conduct MSD training sessions and/or provide MSD training materials.
- Maintain records of MSD training that they provide in a manner that supports accuracy and ease of access for monitoring purposes.
- Monitor corrective actions taken as identified on incident reports.
- Support supervisors and the worksite JHSC in the Lifting and Handling Loads Program process.
- Assist in the investigation of MSD incidents to address injury hazards.
- Bring to the attention of DYER INSULATIONS, INC management any MSD hazards identified during their investigations, audits or inspections.
- Ensure distribution and awareness of MSD Hazard Identification Forms.
- Provide input into purchasing specifications for new tools, equipment and furniture as needed to reduce MSD hazards.
- Provide input into the development of safe work procedures to reduce MSD hazards.

Worksite Manager
Responsible for the implementation and maintenance of the Lifting and Handling Loads Program for their facility and ensuring all assets are made available for compliance with the procedure. He or she will also:

- Ensure that all worksite departments implement and maintain the provisions of the Lifting and Handling Loads Program.
- Seek regular reports to ensure that their worksite is in compliance with the Lifting and Handling Loads Program.
- Manual lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, carts, hoists must be provided for employees. Other engineering controls such as conveyors, lift tables, and work station design should be considered.
- Use of provided manual lifting equipment by employees must be enforced.

Employees

- Shall attend all MSD related training for the task they are performing.
- Practice MSD prevention strategies as per MSD training.
- Comply with safe work procedures.
- Correctly use the equipment provided by DYER INSULATIONS, INC, according to manufacturers' recommendations.
- Report to the supervisor any unsafe acts, unsafe tasks, unsafe conditions or equipment problems that create MSD hazards.
- Report any MSD incidents to the supervisor and cooperate in the investigation process.

Procedure

Worksite Assessment
Before manual lifting is performed, a hazard assessment must be completed. The assessment must consider size, bulk, and weight of the object(s), if mechanical lifting equipment is required, if two-man lift is required, whether vision is obscured while carrying and the walking surface and path where the object is to be carried. The assessment shall also include:

- Use of the MSD Hazard Identification form contained within this procedure
- Physical Demands
  - Neck Back Shoulder Wrist
  - Hand
  - Knee Ankle/
  - Feet
- Force Required and Working Distance

- Do employees push, pull, lift, lower, or carry objects that are too heavy or require too much force; away from the center of the body or in a jerky or twisting manner?

- Work Postures
  - Is the back curved too much or in a stooped position?
  - Is the back twisted during movements?
  - Is the neck bent or twisted?
  - Are the arms away from the body?
  - Are the wrists flexed, extended or pinched positions?
- Repetitive Use of Similar Muscles
  - Do employees perform movements over and over in the same way
- Static Muscle Use and Duration
  - Do employees hold any of the above work postures for > 20 sec.?
  - Stand for long periods with their knees locked?
  - Stand in one position without moving or stretching?
- Contact Stress
  - Do employees put localized pressure on any part of their body?
- Work Space Layout and Conditions
  - Are there working heights, reaches in workspace, equipment, tool design, storage conditions, etc., that cause or contribute to employees experiencing any of the physical demands risk factors?
  - Also consider seating, floor surfaces, the characteristics of objects handled, including size and shape, load condition and weight distribution, and container as well as tool and equipment handles.
- Organization of Work
  - Are there work processes, monotonous job tasks, work recovery cycles, task variability, work rate, machine paced tasks or peak activity demands that cause or contribute to rushing, frustration, fatigue or other visible signs of stress?
- Environmental Conditions
  - Are employees exposed to poor lighting, vibration, cold or hot air/wind/water?

Work Controls

DYER INSULATIONS, INC must ensure based on the assessment, implement control measures to eliminate, minimize or reduce, so far as is reasonably practicable, the risk of musculoskeletal injury to the worker.

Handling Heavy or Awkward Loads
DYER INSULATIONS, INC will take all practicable means to adapt the heavy or awkward loads to facilitate lifting, holding or transporting by workers or to otherwise minimize the manual handling required. Those include:

- Where use of lifting equipment is impractical or not possible, two-man lifts must be used.
- All loads carried on handcarts shall be secured.
- All awkward type loads shall be secured to prevent tipping.
- Additional methods include:
  - reducing the weight of the load by dividing it into two or more manageable loads
  - increasing the weight of the load so that no worker can handle it and therefore mechanical assistance is required
  - reducing the capacity of the container
  - reducing the distance, the load must be held away from the body by reducing the size of the packaging
  - providing hand holds
  - team lift the object with two or more workers
  - improve the layout of the work process to minimize the need to move materials
  - reorganize the work method(s) to eliminate or reduce repeated handling of the same object
  - rotate workers to jobs with light or no manual handling
  - use mobile storage racks to avoid unnecessary loading and unloading.

Incidents and Injuries
If an employee reports symptoms of a MSI, DYER INSULATIONS, INC will:

- Musculoskeletal injuries caused by improper lifting must be investigated and documented. Incorporation of investigation findings into work procedures must be accomplished to prevent future injuries.
- Injuries must be recorded and reported as required by 29 CFR Part 1904.

Review & Updating Lifting and Handling Loads Program

- Supervision must periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries. New operations should be evaluated to engineer out hazards before work processes are implemented.

Training

DYER INSULATIONS, INC shall ensure that a worker who may be exposed to the possibility of musculoskeletal injury is trained in specific measures to eliminate or reduce that possibility. Our training shall include:

- General principles of ergonomics,
- Recognition of hazards and injuries,
- Procedures for reporting hazardous conditions, and
- Methods and procedures for early reporting of injuries.

Additionally, job specific training will be given on safe lifting and work practices, hazards, and controls.

MSD Hazard Identification Form

Job Title:

Task Assignment:

Job Code (if used):

DYER INSULATIONS, INC Location:

Location of Assessment:

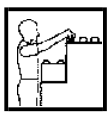
Hazard Identification applies to the following locations:

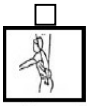
Date:

Completed by (Name/Title):

In Consultation with:

Status: Draft ☐ Final ☐

1. Awkward Postures			**Mark if required**	• **List task(s) requiring this posture** • **What is the possible cause of the posture?**	**List possible control measure(s) and state if control measures have been implemented**	**Hazard Resolved**
Neck	Working with the neck bent forward or to the side more than 30° for more than 2 hours total per day.	 Side ☐  Forward ☐	☐			☐ Date: _____
Neck	Working with the neck rotated more than 45° in either direction for more than 4 hours total per day or working with the neck bent back /up more than 10° for more than 2 hours total per day		☐			☐ Date: _____
Neck	Working with the elbow(s) at or above the shoulder for more than 2 hours total per day		☐			☐ Date: _____

1. Awkward Postures			**Mark if required**	• **List task(s) requiring this posture** • **What is the possible cause of the posture?**	**List possible control measure(s) and state if control measures have been implemented**	**Hazard Resolved**
Shoulder	Working while sitting or standing with the back bent forward, sideways, or twisted more than 30° for more than 2 hours total per day	 Side ☐  Twisted ☐  Forward ☐	☐			☐ Date: _____
Back	Working while sitting or standing with the back bent back more than 10°, and with no support for the back, for more than 2 hours total per day	 Backward	☐			☐ Date: _____
Knees	Employee squats/ kneels for more than 2 hours total per day	 Kneel	☐			☐ Date: _____

2. Static Whole Body Postures		**Mark if required**	• **List task(s) requiring this posture** • **What is the possible cause of the posture?**	**List possible control measure(s) and state if control measures have been implemented**	**Hazard Resolved**
Prolonged Sitting	Employee sits for more than 6 hours total per day	☐			☐ Date: _____
Prolonged Standing	Employee stands on hard surface more than 4 hours total per day (standing in one location without taking > 2 steps in any direction)	☐			☐ Date: _____

3a. Lift/Lower Forces (manual labor)		**Mark if required**	• **List task(s) requiring this posture** • **What is the possible cause of the posture?**	**List possible control measure(s) and state if control measures have been implemented**	**Hazard Resolved**
Back/ Shoulder	Lift/lower objects up to 2 times **an hour** Object close to the body: 35 lb or more Object away from the body: 17 lb or more	☐			☐ Date: _____
	Lift/lower objects 3 to 60 times **an hour** Object close to the body: 30 lb or more Object away from the body: 15 lb or more	☐			☐ Date: _____
	Lift/lower objects 61 to 240 times **an hour** Object close to the body: 25 lb or more Object away from the body: 15 lb or more	☐			☐ Date: _____
	Lift/lower objects >5 lb more than 240 times **an hour** (more than 4 times a minute)	☐			☐ Date: _____

3b. Lift/Lower Forces (office work)		**Mark if required**	• **List task(s) requiring this posture** • **What is the possible cause of the posture?**	**List possible control measure(s) and state if control measures have been implemented**	**Hazard Resolved**
Back/ Shoulder	Lift/lower objects up to 2 times **an hour** - Object close to the body: 30 lb or more - Object away from the body: 15 lb or more	☐			☐ Date: _____
	Lift/lower objects 3 to 60 times **an hour** - Object close to the body: 25 lb or more - Object away from the body: 15 lb or more	☐			☐ Date: _____
	Lift/lower objects 61 to 240 times **an hour** - Object close to the body: 25 lb or more - Object away from the body: 10 lb or more	☐			☐ Date: _____
	Lift/lower objects >5 lb more than 240 times **an hour** (more than 4 times a minute)	☐			☐ Date: _____

4a. Push/Pull Forces (manual labor) **(Carts, trolleys, rolls, cables, etc.)** *NOTE: Push/Pull force is the force required to move the object, not the weight of the object itself.*		**Mark if required**	• **List task(s) requiring this posture** • **What is the possible cause of the posture?**	**List possible control measure(s) and state if control measures have been implemented**	**Hazard Resolved**
Back/ Shoulder	Pushing/pulling up to 2 times an hour with initial push/pull force of more than 50 lb	☐			☐ Date: _____
	Pushing/pulling 3 to 120 times an hour, with initial push/pull force of more than 25 lb	☐			☐ Date: _____
	Pushing/pulling forces >5 lb more than 120 times an hour (more than twice a minute)	☐			☐ Date: _____
4b. Push/Pull Forces (office work) **(Carts, trolleys, rolls, cables, etc.)** *NOTE: Push/Pull force is the force required to move the object, not the weight of the object itself.*		**Mark if required**	• **List task(s) requiring this posture** • **What is the possible cause of the posture?**	**List possible control measure(s) and state if control measures have been implemented**	**Hazard Resolved**
Back/ Shoulder	Pushing/pulling up to 2 times **an hour** with initial push/pull force of more than 50 lb	☐			☐ Date: _____
	Pushing/pulling 3 to 120 times **an hour**, with initial push/pull force of more than 25 lb	☐			☐ Date: _____
	Pushing/pulling forces >5 lb more than 120 times **an hour (**more than twice a minute)	☐			☐ Date: _____

5. Repetition		**Mark if required**	• **List task(s) requiring this posture** • **What is the possible cause of the posture?**	**List possible control measure(s) and state if control measures have been implemented**	**Hazard Resolved**
Neck, shoulders, elbows, wrists or hands	Employee repeats the same motion with the neck, shoulders, elbows, wrists, or hands every few seconds with little or no variation for more than 2 hours total per day excluding computer use. Check body part(s) that apply: ☐ Neck ☐ Shoulder(s) ☐ Elbow(s) ☐ Wrist(s) ☐ Hand(s)	☐			☐ Date: _____
Computer Use	Employee uses computer more than 3 hours total per day	☐			☐ Date: _____

6. Hand/Arm Vibration		**Mark if required**	• **List task(s) requiring this posture** • **What is the possible cause of the posture?**	**List possible control measure(s) and state if control measures have been implemented**	**Hazard Resolved**
Hands Arms	Use high vibration tools (impact wrenches, chain saws, jack hammers, riveting hammers) for more than 30 minutes total per day	☐			☐ Date: _____
	Use moderate vibration hand tools (grinders, sanders, jig saws) that typically have moderate vibration levels more than 2 hours total per day	☐			☐ Date: _____

7. Repeated Impacts		**Mark if required**	• **List task(s) requiring this posture** • **What is the possible cause of the posture?**	**List possible control measure(s) and state if control measures have been implemented**	**Hazard Resolved**
Hands Knees	Employee uses one of the following as a hammer more than 10 times per hour and for more than 2 hours total per day. (Check the body part(s) that apply) ☐Hand (heel/base of palm), or ☐ Knee	☐			☐ Date: _____

Complete this section only if potential hazards have been identified in the "Mark if required" column:

1. How many employees are exposed to the hazards identified above and how often?

	# of employees Exposed	How often? (describe in hours per day or week, as appropriate)
Awkward postures		
Static whole body postures		
Lift/lower forces		
Push/pull forces		
Repetition		
Hand/arm vibration		
Repeated impacts		

2. In the past two years, how many MSD incidents been reported among employees who are exposed to the identified hazards? State the number of incidents and their nature (e.g., Lost Time, Medical Aid, First Aid, Incident only)

Purpose

This program is written to be in compliance with local regulatory requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of DYER INSULATIONS, INC mobile equipment.

Key Responsibilities

DYER INSULATIONS, INC Safety Manager

- The designated Safety Manager is responsible for developing and maintaining the program and related procedures. These procedures are kept in the designated safety manager's office.

Site Manager

- Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan.

Employees

- All shall be familiar with this procedure and the local workplace vehicle safety program.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.

Procedure

The following requirements apply for all DYER INSULATIONS, INC locations:

DYER INSULATIONS, INC must develop and implement safe work procedures for the use of powered mobile equipment in the workplace and must train workers in those safe work procedures.

The equipment operator of mobile equipment shall be directly responsible for the safe operation of that equipment and shall comply with all laws and regulations governing the operation of the equipment.

Maintenance records for any service, repair or modification which affects the safe performance of the equipment must be maintained and be reasonably available to the operator and maintenance personnel during work hours

All mobile equipment shall be maintained in safe operating condition and operation, inspection, repair, maintenance and modification shall be carried out in accordance with manufacturer's instructions or, in the absence of the instructions, in accordance with good engineering practice.

Servicing, maintenance and repair of mobile equipment shall be done when the equipment is not in operation, except that equipment in operation may be serviced if the continued operation is essential to the process and a safe means is provided.

Only authorized employees shall be allowed to operate mobile equipment. Authorization to operate mobile equipment will be issued to employees qualifying under appropriate training and proficiency testing. The person must also have in possession of an applicable operator's license and an airbrake certificate where required and be

familiar with the operating instructions pertaining to the equipment and be authorized to operate the equipment. Authorization will be issued on after these requirements are met.

A supervisor must not knowingly operate or permit a worker to operate mobile equipment which is, or could create, an undue hazard to the health or safety of any person or is in violation of any local or federal regulations.

Mobile equipment in which the operator cannot directly or by mirror or other effective device see immediately behind the machine must have an automatic audible warning device which activates whenever the equipment controls are positioned to move the equipment in reverse, and if practicable, is audible above the ambient noise level.

Unauthorized personnel shall not be permitted to ride on equipment unless it is equipped to accommodate riders safely.

At the beginning of each shift, the operator shall inspect and check the assigned equipment, reporting immediately to his/her supervisor any malfunction of the clutch or of the braking system, steering, lighting, or control system and locking/tagging out the equipment if necessary.

The operator shall immediately report defects and conditions affecting or likely to affect the safe operation of the equipment to his or her immediate supervisor or other authorized person and confirm this by a written report as soon as possible. If an inspection of powered mobile equipment identifies a defect or unsafe condition that is hazardous or may create a risk to the safety or health of a worker DYER INSULATIONS, INC must ensure that the powered mobile equipment is not operated until the defect is adjusted, repaired or the unsafe condition is corrected.

The operator of mobile equipment must not leave the controls unattended unless the equipment has been secured against inadvertent movement such as by setting the parking brake, placing the transmission in the manufacturer's specified park position and by chocking wheels where necessary.

No operator shall leave unattended a suspended load, machine or part or extension of it unless it has been immobilized and secured against inadvertent movement.

Powered equipment shall not be left unattended unless forks, buckets, blades and similar parts are in the lowered position or solidly supported.

Before a worker starts any powered mobile equipment DYER INSULATIONS, INC shall ensure that the worker makes a complete 360-degree visual inspection of the equipment and the surrounding area to ensure that no worker, including the operator, is endangered by the startup of the equipment. No worker shall start any powered mobile equipment until the inspection is completed.

All powered mobile equipment is inspected by a competent person for defects and unsafe conditions as often as is necessary to ensure that it is capable of safe operation. A written record of the inspections, repairs and maintenance carried out on the powered mobile equipment is kept at the workplace and made readily available to the operator of the equipment. As soon as is reasonably practicable the defect must be repaired or the unsafe condition is corrected.

All mobile equipment shall be equipped with a working signal alarm for backing up. The operator shall make sure the warning signal is operating when the equipment is backing up.

The operator shall use access provided to get on or off equipment. Do not jump to the ground.

No operator shall operate mobile equipment without the protection of an enclosed cab or approved eye protection for the type of hazards to the eye.

Where there is a danger to the operator of a unit of powered mobile equipment or any other worker who is required or permitted to be in or on a unit of powered mobile equipment from a falling object or projectile DYER INSULATIONS, INC requires that the powered mobile equipment is equipped with a suitable and adequate cab, screen or guard.

Every forklift will be equipped with a seat belt for the operator if the forklift is equipped with a seat and the operator of a forklift is required to use the seat-belt. Before starting the engine, the driver shall fasten seat belts and adjust them for a proper fit.

Each mobile equipment vehicle used for lifting must be provided with a durable and clearly legible load rating chart that is readily available to the operator. The operator shall not load the vehicle/equipment beyond its established load limit and shall not move loads which because of the length, width, or height that have not been centered and secured for safe transportation.

Mobile equipment used for lifting or hoisting or similar operations shall have a permanently affixed notation stating the safe working load capacity of the equipment and the notation must be kept legible and clearly visible to the operator.

The operator shall not use, or attempt to use any vehicle in any manner or for any purpose other than for which it is designated.

The operator's manual for powered mobile equipment must be readily available to a worker who operates the equipment.

An employer must ensure that a competent person services, inspects, disassembles and reassembles a tire or tire and wheel assembly of powered mobile equipment in accordance with the specifications of both the tire manufacturer and the manufacturer of the powered mobile equipment.

All mobile equipment must be equipped with (a) an audible warning signal; (b) a means of illuminating the path of travel at any time and tail lights, (c) adequate illumination of the cab and instruments; and (d) a mirror providing the operator with an undistorted reflected view to the rear of the mobile equipment.

Adequate and approved fire suppression equipment shall be provided on mobile equipment.

The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall see that the nozzle of the filling hose makes contact with the filling neck of the tank. No one shall be on the vehicle during fuelling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operation.

When a worker is required to work beneath elevated parts of mobile equipment including trucks, the elevated parts shall be securely blocked.

Materials and equipment being transported shall be loaded and secured in a manner to prevent movement which could create a hazard to workers or another person. This includes keeping the cab, floor and deck of mobile equipment free of material, tools or other objects which could create a tripping hazard, interfere with the operation of controls or be a hazard to the operator or other occupants in the event of an accident.

Where the operator of a vehicle, mobile equipment, or similar material handling equipment does not have a full view of the intended path of travel of the vehicle, mobile equipment, or similar material handling equipment or its load, the vehicle, mobile equipment, or similar material handling equipment shall only be operated as directed by a signaler who is a competent person. For a crane, the signalperson must be certified.

The signaler shall be stationed, in full view of the operator and with a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load; and clear of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load.

Where a vehicle or piece of equipment is operated near a live power line carrying electricity at more than 750 volts, every part of the equipment shall be kept at least the minimum of 10’ from a power line up to 50 kV power line. For greater than 50 kV or for cranes, see the applicable section of the OSHA regulations.

Under no circumstance will a worker be directed, required or permitted to work under or remain in the range of a swinging load or part of unit of powered mobile equipment due to the inherent danger.

Purpose

The purpose of this program is to provide a process to minimize employee-hearing loss caused by excessive occupational exposure to noise and to educate employees on an awareness level basis.

Scope

This program is applicable to all employees who may be exposed to noise in excess of 85 decibels (decibels). When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

Decibels – means the sound energy measured by a sound level meter using the "A" scale. The "A" scale is electronically weighted to simulate the response of the human ear to high and low frequency noise.

Slow Response – means the setting on the sound level meter that averages out impulses of brief duration that would cause wide fluctuation in the sound level meter reading.

Key Responsibilities

Managers and Supervisors

- Ensure requirements of this program are established and maintained.
- Ensure employees are trained and comply with the requirements of this program.

Employees

- Wear hearing protection when required, attend the training, and cooperate with testing and sampling.

Procedure

Occupational hearing loss is a cumulative result of repeated or continued absorption of sound energy by the ear; employee protection is based on reduction of the noise level at the ear or limiting the employee's exposure time. DYER INSULATIONS, INC shall offer hearing protection to all employees exposed to potential high noise levels in working areas and to those employees requesting hearing protection.

Signage

Clearly worded signs shall be posted at entrances to, or on the periphery of, areas where employees may be exposed to noise levels in excess of 85 decibels. These signs shall describe the hazards involved and the required protective actions.

Hearing Protection Devices

Earmuffs and earplugs shall be made available to employees in sizes and configurations that will be comfortable to the employee.

Proper hearing protection will be made available to the employee at no cost. Hearing protectors shall be available to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees. Hearing protectors shall be replaced as necessary.

DYER INSULATIONS, INC shall ensure that hearing protectors are worn.

Employees will be given an opportunity to select their hearing protection from DYER INSULATIONS, INC provided selection. Employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided by DYER INSULATIONS, INC.

Training

Noise awareness training for employees shall be provided before initial assignment and on an annual basis. A training program shall be provided for all employees who are exposed to a noise action level or work in high noise areas. The training shall be repeated annually for each employee.

The training shall address the effect of noise on hearing; the purpose of hearing protectors, including the advantages, disadvantages and alternatives of various types, including instructions on selection, fitting, use and care of and the purpose of audiometric testing and an explanation of test procedures.

Training shall be updated to be consistent with changes in the PPE and work processes that include instruction on the proper techniques of use, fit and wearing of hearing protectors.

All staff shall have a copy of this program and it shall be posted at the worksite and a copy made available to all employees, their representatives and regulatory agencies.

The training must be documented.

Purpose

The purpose of the Personal Protective Equipment section is to set forth the procedures for the use, care, and maintenance of personal protective equipment required to be used by employees for the prevention of injuries.

Scope

Applies to all DYER INSULATIONS, INC employees. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Key Responsibilities

HSE Manager

- Assists in the selection of appropriate PPE. If a task exposes an employee to hazards which cannot be eliminated through engineering or administrative controls, the HSE Manager assists the supervisor and project manager to identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure. Employees need to give feedback to the supervisor about the fit, comfort, and suitability of the PPE being selected. Employees are provided reasons for selection of PPE.
- Assists supervisor and site managers in assuring all PPE obtained meets regulatory and this procedure's requirements.
- Performs Worksite Hazard Assessments - The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE. Certifies in writing the tasks evaluated, hazards found and PPE required to protect employees against hazards and ensures exposed employees are made aware of hazards and required PPE before they are assigned to the hazardous task. Certificate shall include certifier's name, signature, dates and identification of assessment documents.

Managers and Supervisors

- Supervisors and managers shall regularly monitor employees for correct use and care of PPE, and obtain follow-up training if required to ensure each employee has adequate skill, knowledge, and ability to use PPE.
- Supervisors and managers shall enforce PPE safety rules following the guidance of the DYER INSULATIONS, INC progressive disciplinary procedures and ensure Required PPE Poster is posted properly.

Employees

- Complying with the correct use and care of PPE.
- Reporting changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.
- Reporting and replacing defective or damaged PPE, which shall not be used.
- Wearing of required PPE is a condition of employment.

Procedure

General

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of physical hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Employee owned equipment is NOT permitted, except for safety toe footwear and prescription safety glasses. DYER INSULATIONS, INC is still responsible for the assurance of its adequacy, maintenance and sanitation of those two items.

All PPE issued shall be at no cost to the employee. All employees will know and follow the procedures outlined in this Program.

Eye Protection

Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids or chemical gases or vapors. Eye and Face PPE must comply with ANSI Standard Z87.1-2003 (Z87+), *Occupational and Educational Personal Eye and Face Protective Devices.*

Safety Glasses

Safety glasses, with side shields, that meet ANSI Z-87.1-2003 standards with "high Impact lenses" are required to be worn by all employees, subcontractors, and visitors while on DYER INSULATIONS, INC property, at all times, as described below:

- At field locations, in shops and warehouses, except in approved, designated, striped safety zones.
- In all yard work zones or by everyone when in the vicinity of loading or unloading equipment, performing mechanic or maintenance work, test stand operations, operating equipment such as forklifts, welding, or any type of work which has the potential to inflict an eye injury.
- In any office, restroom, or any other building while performing any type of work where a potential eye injury may be present.
- Visitors will be provided with visitor glasses. In the absence of approved prescription safety glasses, "Over the glass" type safety glasses or goggles, must be worn over the nonsafety glasses until approved prescription safety glasses are obtained.
- Workers assisting welders must wear absorbent safety glasses that protect the wearer from ultra-violet (UV) and/or infrared rays (IR).
- Dark shaded lens (sunglasses) darker than a # 1 shade is prohibited to be worn indoors unless welding or assisting a welder.
- A doctor must support "exceptions for medical reasons" in writing to exempt safety eyewear requirements.
- Safety glasses are not required:
  - Inside offices.
  - Parking lots when traveling from vehicles to and from office buildings by way of main doors that do not pass through shops.

Goggles

- Chemical splash proof goggles shall be worn when handling or mixing liquid chemicals, solvents, paints, etc., and/or as recommended on the Material Safety Data Sheet of the material being handled.
- Dust proof goggles shall be worn when blowing equipment down with air or while performing other jobs where safety glasses are not adequate to prevent airborne particles from entering the openings around the lenses and side shields.

Face Shields

- Full face shields shall be worn over safety glasses when operating hand held or stationery grinders with abrasive or wire wheels, while chipping paint or concrete or, performing jobs where there is the potential for flying objects striking the face and safety glasses or goggles would not provide adequate protection.

Head Protection

Employees must wear protective helmets when working in areas where there is a potential for injury to the head from employee initiated impact or impact from falling or other moving objects. Helmets must comply with ANSI Standard Z89.1-1997 Class E, *American National Standard for Industrial Head Protection* for Type II head protection or be equally effective.

- Employees must wear protective helmets when working in areas where there is a potential for injury to the head from falling objects.
- Hardhats are to be worn at all field, shop and warehouse locations, or where deemed necessary as per each location's PPE Hazard Assessment.
- Hardhats will not be altered in any way.
- Do not paint or apply unauthorized stickers, name plates, etc.
- Do not drill, cut, bend, or apply heat.
- Do not alter the suspension system.
- Hardhats will be inspected by the employee regularly for cracks, chips, scratches, signs of heat exposure (sun cracks), etc.
- Defective hardhats will be replaced immediately.
- Hardhats shall not be placed in rear windows of vehicles where they will be exposed to the sun or become projectiles during an accident.
- A supply of hardhats must be made available to visitors.
- DYER INSULATIONS, INC shall provide hardhats.
- Employees will be trained in the use, care and maintenance of head protection equipment.
- Hardhat suspensions should be replaced annually and hardhats per manufacturer's requirements.

Hearing Protection

Hearing protection is required to be worn by all employees, subcontractors, and visitors while in posted "High Noise" areas. Refer to the DYER INSULATIONS, INC Hearing Conservation Program for more information.

Warning signs will be posted in areas known or suspected to have noise levels exceeding 85 dBA either constantly or intermittently.

When signs are not posted, employees shall wear hearing protection when noise caused by machinery, tools, etc., necessitates raising your voice to have a normal conversation at 2-3'.

Rule of thumb: If you have to yell to be heard, hearing protection is required

Types

- Molded Inserts (ear plugs)
- Canal Caps (head band type)
- Muff, either headband or hard hat mounted Earmuffs and earplugs shall be provided to the employee in sizes and configurations that will be comfortable to the employee.

Care and Maintenance

- Inspect hearing protection prior to each use.
- Hearing protection must be kept clean to prevent ear infections.
- Most earplugs used today are disposable and must be discarded when they become dirty, greasy, or cracked.
- Earmuffs that have deteriorated foam inserts, cracked seals or are defective must be replaced.

Fit

- Due to individual differences, not everyone can wear the same type of hearing protection. A variety of styles may have to be tried before one is found to be comfortable and provide adequate protection.
- Employees shall be instructed how to obtain the proper fit.

Hand Protection

Gloves

- Gloves are required to be worn when performing work, which may expose the hands to extreme temperatures, cuts and abrasions, or exposure to chemicals.
- Welding: Welding gloves made of leather or other heat resistant materials shall be worn when performing arc welding or oxy/gas cutting.
- Chemical: Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify gloves as personal protection equipment when handling.
- Refer to the specific chemical's Material Safety Data Sheet for the correct glove type.
- Persons assigned to working with chemicals, i.e., solvent vats, shall be issued their own individual gloves for hygiene purposes.
- Leather: Leather gloves should be worn when handling rigging equipment.
- Cut-Resistant: Chemical coated cut-resistant gloves should be worn when utilizing blades or handling sharp material.
- Cloth: Cloth gloves should be worn when handling objects or materials, which could cause blisters, splinters, cuts, etc.
- Heat Resistant: Heat resistant gloves shall be worn when handling hot bearings, races, or other materials or objects that have been heated beyond ambient temperatures.
- Insulated: Insulated gloves shall be worn to prevent frostbite in extreme cold climates.
- Glove Inspections
    - Gloves shall be inspected before each use for holes, tears, and worn areas.
    - Chemical gloves shall be periodically air tested for pinholes by twisting the cuff tightly, apply low air pressure to expand the glove, and then submersing in water to check for bubbles.

- Defective gloves shall be discarded immediately. Exception: machinists are exempted from wearing gloves while working with rotating machinery.

Foot Protection
Safety footwear shall be worn by all employees with regularly assigned duties at field locations, in shops and warehouses.

- Office workers and visitors who enter these areas on an infrequent basis will not be required to wear foot protection provided they stay clear of the work being performed.
- If required to be in the close proximity of the work, the work will be stopped while visiting the area or safety footwear will be worn.
- Shops, Field Locations, Warehouses and Parts Departments: Leather or equivalent boots, either lace up or pull up, shall be worn.
- The boot must provide ankle protection and have soles designed to protect from punctures with defined heels for climbing ladders.
- Metatarsal guards will be worn when duties present a hazard of equipment or material crushing thefoot.
- All safety footwear must meet ANSI Z41-1999 standards.
- Client locations may require safety footwear to be worn by everyone; check with the local supervisor for client requirements before visiting field locations.

Fall Protection
Personal fall protection is required when performing certain elevated jobs in excess of six feet. Consult the DYER INSULATIONS, INC Fall Protection Program.

Electrical Protection
Consult the DYER INSULATIONS, INC Electrical Safety Program.

Worksite Hazard Assessment
A written hazard assessment shall be performed. During the hazard assessment a determination if hazards are present or are likely to be present, this necessitates the use of PPE. The following sample hazard sources will be identified:

- High or low temperatures; Chemical exposures (use MSDS for guidance)
- Flying particles, molten metal or other eye, face, or skin hazards
- Falling objects or potential for dropping objects; employee falling from a height of 6’ or more
- Sharp objects; Rolling or pinching that could crush the hands or feet;
- Electrical hazards

Where these hazards could cause injury to employees, personal protective equipment must be selected to substantially eliminate the injury potential. Employees will be notified for the selection and reason.

The results of this assessment shall be communicated to each affected employee and kept at the local office.

Selected/identified PPE shall be fitted to each affected employee. Fitting, including proper donning, doffing, clean and maintenance of PPE is addressed in the Training section. Exemptions for use of PPE must be supported by the PPE hazard assessment.

Monitoring

Supervisors and site managers monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they advise the HSE Manager who then conducts a hazard assessment for appropriate PPE. The HSE Manager monitors the effectiveness of the PPE Procedure and makes recommendations to management to improve the procedure.

Training

Employees who require or may need to wear PPE shall be properly trained and PPE must be fitted to each affected employee. Training shall include:

- When PPE is necessary.
- What PPE is necessary.
- How to properly don, doff, adjust and wear PPE.
- The limitations of PPE.
- Useful life and disposal of PPE.
- How to clean and maintain PPE in a sanitary and reliable condition.
- Reporting and replacing defective or damaged PPE, which shall NOT be used.

Retraining

Retraining is required when:

- The workplace changes, making the previous training obsolete.
- The type of PPE changes.
- When the employee demonstrates lack of use, improper use, or insufficient skill or understanding in PPE selection, necessity, use and limitations.

Documentation

Training shall be documented and records kept at the local office. The training certification shall include:

- Name of employee(s) trained;
- The dates of training; and
- The certification subject.

PPE Matrix For DYER INSULATIONS, INC **Location:___Insert Location or Work Site___**

D = Depends on situation M = Mandatory ⁻ = Not Mandatory unless hazards become present
SUBJECT TO CHANGE BASED ON INDIVIDUAL WORKSITE HAZARD ASSESSMENT **CHANGE ALL AS NEEDED**

CATEGORY	EQUIPMENT	HAZARD	INSPECTION	MAINTENANCE	Job/Task: Field Tech	Housekeeping	Shop Work	Driving	Office	Winter Conditions
Head Protection:										
	Hard Hat (Class G or E Only)	Striking Head or Falling Objects	Each use	Dispose	-	-	D	-	-	-
Eye and Face Protection:										
	Safety Glasses w/shields	Objects Striking Eyes	Each use	Dispose	D	D	M	*	-	M
	Impact Vented Goggles	Small Particles in Eyes	Each use	Dispose	-	-	D	-	-	D
	Chemical Splash Goggles	Chemicals or Oil in Eyes	Each use	Dispose	D	D	D	-	-	-
Hearing Protection:										
	Disposable Earplugs	Damage to Hearing (85 dB)	Each use	Dispose	D	D	D	-	-	-
	Ear Muffs (w/Disposables)	Damage to Hearing (105 dB)	Each use	Dispose	D	D	D	-	-	-
Personal Protective Clothing:										
	Cold Weather Clothing	Cold Temperature	Each use	Clean & Repair	D	D	D	D	-	D
	Rainwear	Wet body	Each use	Dispose	-	-	D	-	-	-
	Protective Sleeves	Biohazardous materials	Each use	Dispose	-	M	-	-	-	-
	Insert more or delete as needed									
Foot Protection:										
	Slip Resistant Footwear	Injury to Body	Each use	Replace	M	M	M	-	-	-
	Anti-Slip Cleats during Winter	Injury to Body	Each use	Dispose	M	M	M	-	-	M
Hand Protection:										
	Anti-cut Gloves	Cuts	Each use	Dispose	M	D	M	-	-	-
	Vinyl Disposable Gloves	Biohazardous materials	Each use	Dispose	-	M	-	-	-	-
	Heavy Duty Gloves	Injuries to Hands	Each use	Dispose	-	-	M	-	-	-
	Cold weather Gloves	Environmental Exposure	Each use	Dispose	-	-	-	-	-	M
	Rubber Gloves	Hot Water Burns	Each use	Dispose	M	-	-	-	-	-

PPE Hazard Assessment Certification Form

Name of work place: _____

Work place address: _____

Work area(s): _____

Conducted by Name/Signature: _____

Date of assessment: _____

Job/Task(s): _____

(Use a separate sheet for each job/task or work area)

EYES

Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐
☐ abrasive blasting ☐ chopping ☐ cutting ☐ drilling ☐ welding ☐ soldering ☐ torch brazing ☐ working outdoors ☐ computer work ☐ punch press operations ☐ other:	☐ airborne dust ☐ dirt ☐ UV ☐ flying particles/objects ☐ blood splashes ☐ hazardous liquid chemicals mists ☐ chemical splashes ☐ molten metal splashes ☐ glare/high intensity lights ☐ laser operations ☐ intense light ☐ hot sparks ☐ other:	If no, use: — With: ☐ Safety glasses ☐ Safety goggles — ☐ Face shield ☐ Dust-tight goggles ☐ Impact goggles ☐ Welding helmet/shield ☐ Chemical goggles ☐ Chemical splash goggles ☐ Laser goggles ☐ Shading/Filter (#_____) ☐ Welding shield ☐ Other:

FACE

Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐
☐ cleaning ☐ cooking ☐ siphoning ☐ painting ☐ dip tank operations ☐ metal pouring ☐ other:	☐ hazardous liquid chemicals ☐ extreme heat ☐ extreme cold ☐ potential irritants: ☐ other:	If no, use: ☐ Face shield ☐ Shading/Filter (#_____) ☐ Welding shield ☐ Other:

HEAD

Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use:
☐ building maintenance ☐ confined space operations ☐ construction ☐ electrical wiring ☐ walking/working under catwalks ☐ walking/working on catwalks ☐ walking/working under conveyor belts ☐ working with/around conveyor belts ☐ walking/working under crane loads ☐ other:	☐ beams ☐ pipes ☐ exposed electrical wiring or components ☐ falling objects ☐ fixed object ☐ machine parts ☐ other:	☐ Protective Helmet (Hard Hats) ☐ Class G (General) Hard Hat (low voltage) ☐ Class E (Electrical) Hard Hat (high voltage) ☐ Type C (Conductive) Hard Hat (no electrical protection) ☐ Bump cap (not ANSI-approved) ☐ Hair net or soft cap ☐ Other:

HANDS/ARMS

Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use:
☐ baking ☐ cooking ☐ grinding ☐ welding ☐ working with glass ☐ using power tools ☐ using computers ☐ working outdoors ☐ using knives ☐ dental and health care services ☐ garbage disposal ☐ computer work ☐ other:	☐ blood ☐ irritating chemicals ☐ tools or materials that could scrape or cut ☐ extreme heat ☐ extreme cold ☐ animal bites ☐ electric shock ☐ vibration ☐ musculoskeletal disorders ☐ sharps injury ☐ other:	☐ Gloves ☐ Chemical resistance ☐ Liquid/leak resistance ☐ Temperature resistance ☐ Abrasion/cut resistance ☐ Slip resistance ☐ Latex or nitrile ☐ Anti-vibration ☐ Protective sleeves ☐ Ergonomic equipment_____ ☐ Other:

FEET/LEGS

Work activities, such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use:
☐ building maintenance ☐ construction ☐ demolition ☐ food processing ☐ foundry work ☐ working outdoors ☐ logging ☐ plumbing ☐ trenching ☐ use of highly flammable materials ☐ welding ☐ other:	☐ explosive atmospheres ☐ explosives ☐ exposed electrical wiring or components ☐ heavy equipment ☐ slippery surfaces ☐ impact from objects ☐ pinch points ☐ crushing ☐ slippery/wet surface ☐ sharps injury ☐ blood ☐ chemical splash ☐ chemical penetration ☐ extreme heat/cold ☐ fall ☐ other:	☐ Safety shoes or boots ☐ Toe protection ☐ Electrical protection ☐ Heat/cold protection ☐ Puncture resistance ☐ Chemical resistance ☐ Anti-slip soles ☐ Leggings or chaps ☐ Foot-Leg guards ☐ Other:

BODY/SKIN

Work activities such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐
☐ baking or frying ☐ battery charging ☐ dip tank operations ☐ fiberglass installation ☐ sawing ☐ other:	☐ chemical splashes ☐ extreme heat ☐ extreme cold ☐ sharp or rough edges ☐ irritating chemicals ☐ other:	If no, use: ☐ Vest, Jacket ☐ Coveralls, Body suit ☐ Raingear ☐ Apron ☐ Welding leathers ☐ Abrasion/cut resistance ☐ Other: With: ☐ Long sleeves

BODY/WHOLE

Work activities such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐
☐ building maintenance ☐ construction ☐ logging ☐ computer work ☐ working outdoors ☐ utility work ☐ other:	☐ working from heights of 10 feet or more ☐ impact from flying objects ☐ impact from moving vehicles ☐ sharps injury ☐ blood ☐ electrical/static discharge ☐ hot metal ☐ musculoskeletal disorders ☐ sparks ☐ chemicals ☐ extreme heat/cold ☐ elevated walking/working surface ☐ working near water ☐ injury from slip/trip/fall ☐ other:	If no, use: / With: ☐ Fall Arrest/Restraint — ☐ Hood ☐ Traffic vest — ☐ Full sleeves ☐ Static coats/overalls ☐ Flame resistant jacket/pants ☐ Insulated jacket ☐ Cut resistant sleeves/wristlets ☐ Hoists/lifts ☐ ergonomic equipment: _____ ☐ Other:

LUNGS/RESPIRATORY

Work activities such as:	Work-related exposure to:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐
☐ cleaning ☐ mixing ☐ painting ☐ fiberglass installation ☐ compressed air or gas operations ☐ confined space work ☐ floor installation ☐ ceiling repair ☐ working outdoors ☐ other:	☐ dust or particulate ☐ toxic gas/vapor ☐ chemical irritants (acids) ☐ welding fume ☐ asbestos / ☐ pesticides ☐ organic vapors ☐ oxygen deficient environment ☐ paint spray ☐ extreme heat/cold ☐ other:	If no, use: / With/Type: ☐ Dust mask ☐ Disposable particulate respirator ☐ Replaceable filter particulate w/cartridge — _____ ☐ half faced ☐ full face ☐ PAPR (Air recycle) ☐ PPSA (Air supply)

EARS/HEARING		
Work activities such as: ☐ generator ☐ ventilation fans ☐ motors ☐ sanding ☐ sparks ☐ pneumatic equipment ☐ punch or brake presses ☐ use of conveyors ☐ other: ☐ grinding ☐ machining ☐ routers ☐ sawing	Work-related exposure to: ☐ loud noises ☐ loud work environment ☐ noisy machines/tools ☐ punch or brake presses ☐ other:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: ☐ ear muffs ☐ ear plugs ☐ leather welding hood

Purpose

It is the intention of DYER INSULATIONS, INC to provide a respirator protection program that meets or exceeds all federal standards. DYER INSULATIONS, INC will attempt to engineer potential harmful vapors and oxygen deficient atmosphere exposure hazards out of the work environment. If engineering control measures are not feasible or during emergency situations with high exposure, then respirators shall be provided which are applicable and suitable for purpose intended.

Scope

This program applies to all DYER INSULATIONS, INC projects and operations.

Respiratory Program Administrator

Overall responsibility for the respiratory protection program is assigned to the DYER INSULATIONS, INC Safety Manager in order to ensure that specific requirements are followed.

The Administrator must be knowledgeable of the complexity of the program, able to conduct evaluations and have the proper training.

This assignment is made, however, with the understanding that individual supervisors will have to implement and enforce major portions of the program. It is understood that the Program Administrator will report performance problems to the appropriate manager for resolution. The person who will have responsibility for administering all the aspects of this program will be the Project Manager or their designee.

The responsibilities of the Program Administrator will include, but are not limited to:

- An evaluation of the written program should be completed annually.
- Ensuring an adequate supply of respirators, cartridges, and repair/replacement parts. The Program Administrator may delegate this duty but will retain overall responsibility. The person(s) to whom this duty has been delegated is the Project Manager and/or Field Supervisor.
- Identifying hazards and ensuring only NIOSH certified respirators must be selected and provided based on those hazards and factors affecting performance.
- Ensuring that all respirator users have been trained in the use, selection and limitations of the type of respirators they will be using prior to the first time the respirator must be used. While the duty of conducting the training may be delegated, the Program Administrator retains final responsibility for seeing that all employees are appropriately trained.
- Ensuring that all respirator users have been medically evaluated and found fit to use the type of respirators that will be required in their job. The medical evaluation must be completed prior to assigning any employee to a task that requires use of a respirator and re-done if there has been a change in the user's medical condition.
- Ensuring that all respirator users are fit-tested at least annually and more often if other federal requirements apply.

- Ensuring that respirators are individually issued, are cleaned and sanitized on a regular basis, and respirators are stored in a clean and accessible location. This duty may also be delegated but the Program Administrator retains final responsibility for seeing that it is done.
- Ensuring that respirators are selected based on the hazard that will be encountered. This program describes the basic respirators that will be used at this site and the tasks for which they will be required. In special circumstances, the Program Administrator will contact the corporate health and safety staff for guidance in selecting the correct respirator.
- Ensuring that employee exposure is monitored to assure correct respirator type is used. Exposure monitoring may be delegated to others; however, the Program Administrator has final responsibility of monitoring completion and to request assistance when necessary.
- Ensuring surveillance of employees who wear respirators shall leave the area to wash, change cartridges or if they detect break through or resistance.
- Ensuring that the elements of the Respiratory Protection Program for the selection, use, cleaning/maintenance, storage and fit-testing of respirators are followed.
- Ensuring that respirator parts are not exchanged between brands of respirators.
- Ensuring medical evaluations, respirators and required training are provided at no cost to the employee.

Medical Requirements

General

DYER INSULATIONS, INC shall provide a medical evaluation to determine the employee's ability to use a respirator, *before* the employee is fit tested or required to use the respirator in the workplace. DYER INSULATIONS, INC may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.

Medical Evaluation Procedures

DYER INSULATIONS, INC shall identify a physician or other licensed health care professional (PLHCP) to perform medical evaluations using a medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire. The medical evaluation shall obtain the information requested by the Medical Questionnaire in Forms section (or equivalent).

The medical evaluation prior to fit-testing will be confidential, conducted during normal working hours, be at a convenient time and location, be understandable and the employee will be given a chance to discuss the results with the PLHCP.

Supplemental Information for the PLHCP

The following information must be provided to the PLHCP before the PLHCP makes a recommendation concerning an employee's ability to use a respirator:

- The type and weight of the respirator to be used by the employee;
- The duration and frequency of respirator use (including use for rescue and escape);
- The expected physical work effort;
- Additional protective clothing and equipment to be worn; and
- Temperature and humidity extremes that may be encountered.

DYER INSULATIONS, INC shall provide the PLHCP with a copy of the DYER INSULATIONS, INC Respiratory Protection Program.

Note: When DYER INSULATIONS, INC replaces a PLHCP, DYER INSULATIONS, INC must ensure that the new PLHCP obtains this information, either by providing the documents directly to the PLHCP or having the documents transferred from the former PLHCP to the new PLHCP. However, OSHA does not expect employers to have employees medically re-evaluated solely because a new PLHCP has been selected.

Medical Determination

In determining the employee's ability to use a respirator, DYER INSULATIONS, INC shall obtain a written recommendation regarding the employee's ability to use the respirator from the PLHCP. The recommendation shall provide only the following information:

- Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator;
- The need, if any, for follow-up medical evaluations; and
- A statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation.

All recommendations are to be sent to DYER INSULATIONS, INC's Safety Manager.

Additional Medical Evaluations

At a minimum, DYER INSULATIONS, INC shall provide additional medical evaluations that comply with the requirements of this program if:

- An employee reports medical signs or symptoms that are related to ability to use a respirator;
- A PLHCP, supervisor, or the respirator Program Administrator informs DYER INSULATIONS, INC that an employee needs to be re-evaluated;
- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee re-evaluation; or
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

Work Site Procedures

Each work site where respirators are required to protect the health of the worker shall have work site procedures that follow the guidelines of this program. Specific procedures may also be required by our client which will be followed. The following areas shall be included:

- Identification of specific hazard requiring respiratory protection
- The selection of the appropriate respiratory protection equipment based on the specific hazard and concentration levels, characteristics, etc. Specific brand and models of respiratory equipment to be used shall be identified in the procedures.
- Verification that each user of respiratory protection is qualified (medical approval, current fit test, annual training and demonstrates competency.

Respirator Selection Criteria

The selection of the respiratory equipment is based on the hazards the employee is exposed to. DYER INSULATIONS, INC shall:

- Perform hazard identification,
- Select and provide respirators based on those hazards and factors affecting performance,
- Establish brands and models to be used, and
- Estimate exposures and contaminant information.

Hazard Identification

Due to the many varied work locations DYER INSULATIONS, INC's identification of respiratory hazards will be contained in the various work site specific safety plans. However, common respiratory hazards that will be encountered include:

- Dust
- Fumes
- Gases
- Chemical particles
- Oxygen Deficiency

Characteristics of Hazardous Operation or Process

- Hot operations: welding, chemical reactions, soldering, melting, melding and burning
- Liquid operations: painting, degreasing, dipping, spraying, brushing, coating, etching, cleaning, pickling, plating, mixing, galvanizing and chemical reactions
- Solid operations: pouring, mixing, separations, extraction, crushing, conveying, loading, bagging and demolition.
- Pressurized spraying: cleaning parts, applying pesticides, degreasing, sand blasting and painting
- Shaping operations: cutting, grinding, filing, milling, melding, sawing and drilling

Gaseous Contaminants

- Inert gases (helium, argon, etc.), which do not metabolize in the body but displace air to produce an oxygen deficiency.
- Acid gases (SO2, H2S, HCl, etc.) which are acids or produce acids by reaction with water.
- Alkaline gases (NH3, etc.), which are alkalies or produce alkalies by reaction with water.
- Organic gases (butane, acetone, etc.), which exist as true gases or vapors from organic liquids.
- Organometallic gases (tetraethyl lead, organo-phosphates, etc.), which have metals attached to organic groups.

Particulate contaminants

- Dusts are mechanically generated solid particulates (0.5 to 10µm)
- Fumes are solid condensation particles of small diameter (0.1 to 1.0 µm)
- Mists are liquid particulate matter (5 to 100 µm)
- Smoke is chemically generated particulates (solid and liquid) of organic origins (0.01 to 0.3 µm)

Selection of Respirator
The following factors shall be taken into account when selecting the proper respirator:

Concentration and Type of Contaminant
The concentration and type of contaminant will determine the model and type of respirator and cartridges/filters or filters to be used. The concentration is based on a sampling of the atmosphere.

Location of Hazardous Area
Confined Space, nearby contaminants, etc.

Worker Activity
Extreme heat, cold, welding hood requirement, etc.

Types of Respirators

Air-purifying respirators can be either full-face or half masks with mechanical or chemical cartridges to filter dusts, mists, fumes, vapors or gases. N95 Filtering Facepieces are considered RESPIRATORS, not DUST MASKS. Read the information on the packaging to determine what you are purchasing, but any mask with two straps is a respirator and is bound by this program.

Powered air-purifying respirators use a blower to pass the contaminated air through a filter. The purified air is then delivered into a mask or hood. They filter dusts, mists, fumes, vapors and gases, just like ordinary air-purifying respirators.

Air-purifying respirators cannot be used in oxygen-deficient atmospheres, which can result when another gas displaces the oxygen or consumption of oxygen by a chemical reaction occurs. Oxygen levels below 19.5% require either a source of supplied air or supplied-air respirator protection. Levels below 16% are considered to be unsafe and could cause death. To determine the proper cartridge for air-purifying respirators contact the DYER INSULATIONS, INC Safety Manager or a qualified on-site safety representative of the client. You should also consult the Safety Data Sheet of the substance that needs to be filtered.

All cartridges and/or filters shall be changed on the schedule determined for the work being performed, but no less frequently than at the beginning of each shift. If the wearer of the respirator can detect an odor, irritation, or taste of the contaminant before the scheduled changeout time, or if the wearer feels it becoming difficult to draw a breath, the cartridge should be replaced.

Supplied-air respirators provide the highest level of protection against highly toxic and unknown materials. Supplied air refers to self-contained breathing apparatuses (SCBAs) and air-line respirators. SCBAs have a limited air supply that is carried by the user, allowing for good mobility and fewer restrictions than air-line respirators.

Air-line respirators have an air hose that is connected to a fresh air supply from a central source. The source can be from a compressed air cylinder or air compressor that provides at least Grade D breathing air.

Emergency Escape Breathing Apparatuses (EEBAs) provide oxygen for 5, 10 or 15 minutes depending on the unit. These are for emergency situations in which an employee must escape from environments immediately dangerous to life or health (IDLH).

SCBA (Self Contained Breathing Apparatus)
DYER INSULATIONS, INC does NOT allow employees to work in an Immediately Dangerous to Life and Health (IDLH) environment.

In order to maintain the NIOSH/MSHA approval of any respirator, mixing parts from other respirator manufacturers is prohibited. This includes airline hoses, valves, gaskets, cartridges, etc. For example, do not use North cartridges or valve gaskets with an MSA product.

Estimate of Exposures and Contaminant Information

- No employee shall enter an IDLH environment.
- Normal oxygen levels shall be maintained.
- No employee shall be exposed to an atmosphere containing concentrations that would exceed the STEL or PEL for the identified atmospheric hazard.

Respirator Fit Testing

Before an employee may be required to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used. This section specifies the kinds of fit tests allowed, the procedures for conducting them, and how the results of the fit tests must be used.

All respirator users are fit-tested at least annually and more often if other federal requirements apply.

Supplied Air Respirators are required to be fit tested as well.

DYER INSULATIONS, INC shall ensure that employees using a tight-fitting face piece respirator pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT) as stated in this program.

DYER INSULATIONS, INC shall ensure that an employee using a tight-fitting face piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.

DYER INSULATIONS, INC shall conduct an additional fit test whenever the employee reports, or DYER INSULATIONS, INC's PLHCP, supervisor, or Program Administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

If after passing a QLFT or QNFT, the employee subsequently notifies DYER INSULATIONS, INC, Program Administrator, supervisor, or PLHCP that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator face piece and to be retested.

The fit test shall be administered using an OSHA-accepted QLFT or QNFT protocol. The OSHA-accepted QLFT and QNFT protocols and procedures are contained in this section.

QLFT may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less. Half face air filtering respirators may be fit tested with irritant smoke, banana oil, or other approved methods while full face air filtering respirators require Portacount fit testing.

If the fit factor, as determined through an OSHA-accepted QNFT protocol, is equal to or greater than 100 for tight-fitting half face pieces, or equal to or greater than 500 for tight-fitting full-face pieces, the QNFT has been passed with that respirator.

Fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting powered air-purifying respirators shall be accomplished by performing quantitative or qualitative fit testing in the negative pressure mode, regardless of the mode of operation (negative or positive pressure) that is used for respiratory protection.

Qualitative fit testing of these respirators shall be accomplished by temporarily converting the respirator user's actual face piece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator face piece with the same sealing surfaces as a surrogate for the atmosphere-supplying or powered air-purifying respirator face piece.

Quantitative fit testing of these respirators shall be accomplished by modifying the face piece to allow sampling inside the face piece in the breathing zone of the user, midway between the nose and mouth. This requirement shall be accomplished by installing a permanent sampling probe onto a surrogate face piece, or by using a sampling adapter designed to temporarily provide a means of sampling air from inside the face piece.

Any modifications to the respirator face piece for fit testing shall be completely removed, and the face piece restored to NIOSH-approved configuration, before that face piece can be used in the workplace.

Fit Test Procedures

The requirements in this section apply to all OSHA-accepted fit test methods, both QLFT and QNFT.

The test subject shall be allowed to pick the most acceptable respirator from a sufficient number of respirator sizes so that the respirator is acceptable to, and correctly fits, the user.

Prior to the selection process, the test subject shall be shown how to put on a respirator, how it should be positioned on the face, how to set strap tension and how to determine an acceptable fit. A mirror shall be available to assist the subject in evaluating the fit and positioning of the respirator. This instruction may not constitute the subject's formal training on respirator use, because it is only a review.

The test subject shall be informed that he/she is being asked to select the respirator that provides the most acceptable fit. Each respirator represents a different size and shape, and if fitted and used properly, will provide adequate protection.

The test subject shall be instructed to hold each chosen face piece up to the face and eliminate those that obviously do not give an acceptable fit.

The more acceptable face pieces are noted in case the one selected proves unacceptable; the most comfortable mask is donned and worn at least five minutes to assess comfort. Assistance in assessing comfort can be given by discussing the following points:

- If the test subject is not familiar with using a particular respirator, the test subject shall be directed to don the mask several times and to adjust the straps each time to become adept at setting proper tension on the straps.
- Position of the mask on the nose
- Room for eye protection
- Room to talk
- Position of mask on face and cheeks

The following criteria shall be used to help determine the adequacy of the respirator fit:

- Chin properly placed;
- Adequate strap tension, not overly tightened;
- Fit across nose bridge;
- Respirator of proper size to span distance from nose to chin;
- Tendency of respirator to slip;
- Self-observation in mirror to evaluate fit and respirator position.

Use the Fit Test form.

User Seal Check

Before conducting the negative and positive pressure checks, the subject shall be told to seat the mask on the face by moving the head from side-to-side and up and down slowly while taking in a few slow deep breaths. The test subject shall conduct a user seal check, either the negative or positive pressure seal checks described below:

Positive Pressure Check

Close off the exhalation valve and exhale gently into the face piece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the face piece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test. To achieve this with an N95 Filtering Facepiece, cup both hands over the entire mask and perform the above procedure.

Negative Pressure Check

Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the face piece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory. To perform this with an N95 Filtering Facepiece, cover the inlet (if one is present) or cup both hands over the entire mask.

The test shall not be conducted if there is any hair growth between the skin and the face piece sealing surface, such as stubble beard growth, beard, moustache or sideburns which cross the respirator sealing surface. Any type of apparel which interferes with a satisfactory fit shall be altered or removed, including glasses.

If a test subject exhibits difficulty in breathing during the tests, she or he shall be referred to a physician or other licensed health care professional, as appropriate, to determine whether the test subject can wear a respirator while performing her or his duties. If the employee finds the fit of the respirator unacceptable, the test subject shall be given the opportunity to select a different respirator and to be retested.

Prior to the commencement of the fit test, the test subject shall be given a description of the fit test and the test subject's responsibilities during the test procedure. The description of the process shall include a description of the test exercises that the subject will be performing. The respirator to be tested shall be worn for at least 5 minutes before the start of the fit test.

The fit test shall be performed while the test subject is wearing any applicable safety equipment that may be worn during actual respirator use which could interfere with respirator fit.

Test Exercises

Each test exercise shall be performed for one minute except for the grimace exercise which shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. If due to medical or health conditions the employee cannot perform the test exercises the fit test shall not be performed and the employee not allowed to use a respirator until all elements of the fit test can be achieved.

The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated.

The following test exercises are to be performed for all fit testing methods prescribed in this procedure:

- Normal breathing. In a normal standing position, without talking, the subject shall breathe normally.
- Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.

- Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.
- Moving head up and down. Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).
- Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject shall read from the Rainbow Passage

Rainbow Passage

> "When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow." Continue to read for one minute.

- Grimace. The test subject shall grimace by smiling or frowning. (This applies only to QNFT testing; it is not performed for QLFT)
- Jogging in place. The test subject shall jog in place being careful to be aware of their surroundings.
- Normal breathing. Same as exercise (1).

Qualitative Fit Test (QLFT) Protocols

General

DYER INSULATIONS, INC shall ensure that persons administering QLFT are able to prepare test solutions, calibrate equipment and perform tests properly, recognize invalid tests, and ensure that test equipment is in proper working order. DYER INSULATIONS, INC shall ensure that QLFT equipment is kept clean and well maintained so as to operate within the parameters for which it was designed.

Irritant Smoke (Stannic Chloride) Protocol

This qualitative fit test uses a person's response to the irritating chemicals released in the ``smoke'' produced by a stannic chloride ventilation smoke tube to detect leakage into the respirator.

General Requirements and Precautions. The respirator to be tested shall be equipped with high efficiency particulate air (HEPA) or P100 series filter(s).

Only stannic chloride smoke tubes shall be used for this protocol. No form of test enclosure or hood for the test subject shall be used.

The smoke can be irritating to the eyes, lungs, and nasal passages. The test conductor shall take precautions to minimize the test subject's exposure to irritant smoke. Sensitivity varies, and certain individuals may respond to a greater degree to irritant smoke. Care shall be taken when performing the sensitivity screening checks that determine whether the test subject can detect irritant smoke to use only the minimum amount of smoke necessary to elicit a response from the test subject.

The fit test shall be performed in an area with adequate ventilation to prevent exposure of the person conducting the fit test or the build-up of irritant smoke in the general atmosphere.

The person to be tested must demonstrate his or her ability to detect a weak concentration of the irritant smoke.

- The test operator shall break both ends of a ventilation smoke tube containing stannic chloride, and attach one end of the smoke tube to a low flow air pump set to deliver 200 milliliters per minute, or an aspirator squeeze bulb. The test operator shall cover the other end of the smoke tube with a short piece of tubing to prevent potential injury from the jagged end of the smoke tube.
- The test operator shall advise the test subject that the smoke can be irritating to the eyes, lungs, and nasal passages and instruct the subject to keep his/her eyes closed while the test is performed.
- The test subject shall be allowed to smell a weak concentration of the irritant smoke before the respirator is donned to become familiar with its irritating properties and to determine if he/she can detect the irritating properties of the smoke. The test operator shall *carefully direct a small amount* of the irritant smoke in the test subject's direction to determine that he/she can detect it.

Irritant Smoke Fit Test Procedure

- The person being fit tested shall don the respirator without assistance, and perform the required user seal check(s).
- The test subject shall be instructed to keep his/her eyes closed if wearing a half face respirator.
- The test operator shall direct the stream of irritant smoke from the smoke tube toward the face seal area of the test subject, using the low flow pump or the squeeze bulb. The test operator shall begin at least 12 inches from the face piece and move the smoke stream around the whole perimeter of the mask. The operator shall gradually make two more passes around the perimeter of the mask, moving to within six inches of the respirator.
- If the person being tested has not had an involuntary response and/or detected the irritant smoke, proceed with the test exercises.
- The exercises identified in the Test Exercises of this procedure shall be performed by the test subject while the respirator seal is being continually challenged by the smoke, directed around the perimeter of the respirator at a distance of six inches.
- If the person being fit tested reports detecting the irritant smoke at any time, the test is failed. The person being retested must repeat the entire sensitivity check and fit test procedure.
- Each test subject passing the irritant smoke test without evidence of a response (involuntary cough, irritation) shall be given a second sensitivity screening check, with the smoke from the same smoke tube used during the fit test, once the respirator has been removed, to determine whether he/she still reacts to the smoke. Failure to evoke a response shall void the fit test.
- If a response is produced during this second sensitivity check, then the fit test is passed. The glass tube shall be disposed of properly.

Quantitative Fit Test (QNFT) Protocols

Using controlled negative pressure and appropriate instrumentation to measure the volumetric leak rate of a face piece to quantify the respirator have been demonstrated to be acceptable to OSHA.

DYER INSULATIONS, INC shall ensure that persons administering QNFT are able to calibrate equipment and perform tests properly, recognize invalid tests, calculate fit factors properly and ensure that test equipment is in proper working order.

DYER INSULATIONS, INC shall ensure that QNFT equipment is kept clean, and is maintained and calibrated according to the manufacturer's instructions so as to operate at the parameters for which it was designed.

Portacount Fit Test Requirements

- Check the respirator to make sure the respirator is fitted with a high-efficiency filter and that the sampling probe and line are properly attached to the face piece.
- Instruct the person to be tested to don the respirator for five minutes before the fit test starts. This purges the ambient particles trapped inside the respirator and permits the wearer to make certain the respirator is comfortable. This individual shall already have been trained on how to wear the respirator properly.
- Check the following conditions for the adequacy of the respirator fit: Chin properly placed; Adequate strap tension, not overly tightened; Fit across nose bridge; Respirator of proper size to span distance from nose to chin; Tendency of the respirator to slip; Self-observation in a mirror to evaluate fit and respirator position.
- Have the person wearing the respirator do a user seal check. If leakage is detected, determine the cause. If leakage is from a poorly fitting face piece, try another size of the same model respirator, or another model of respirator.
- Follow the manufacturer's instructions for operating the Portacount and proceed with the test.
- The test subject shall be instructed to perform the exercises in Test Exercises section of this procedure.
- After the test exercises, the test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried.

Portacount Test Instrument

The Portacount will automatically stop and calculate the overall fit factor for the entire set of exercises. The overall fit factor is what counts. The Pass or Fail message will indicate whether or not the test was successful. If the test was a Pass, the fit test is over. Since the pass or fail criterion of the Portacount is user programmable, the test operator shall ensure that the pass or fail criterion meet the requirements for minimum respirator performance.

A record of the test needs to be sent to the Safety Manager and kept on file, assuming the fit test was successful. The record must contain the test subject's name; overall fit factor; make, model, style, and size of respirator used; and date tested.

Use, Maintenance and Care of Respirators

This section requires DYER INSULATIONS, INC to provide for the use, cleaning and disinfecting, storage, inspection, and repair of respirators used by employees. Appendix B - Respirator Cleaning Procedures (Mandatory) shall be followed.

Use

- Items that can affect the face to mask seal are prohibited. This includes facial hair, glasses, clothing, etc.
- Each time a respirator is put on a positive and negative pressure check shall be performed.

Cleaning and Disinfecting Requirements

DYER INSULATIONS, INC shall provide each respirator user with a respirator that is clean, sanitary, and in good working order. DYER INSULATIONS, INC shall ensure that respirators are cleaned and disinfected using the procedures in this Respiratory Protection Program, or procedures recommended by the respirator manufacturer, provided that such procedures are of equivalent effectiveness. The respirators shall be cleaned and disinfected at the following intervals:

- Respirators issued for the exclusive use of an employee shall be cleaned and disinfected by the employee as often as necessary to be maintained in a sanitary condition,
- Respirators used in fit testing and training shall be cleaned and disinfected after each use by the Safety Manager or designated person.
- Each individual who is assigned a cartridge respirator is responsible for seeing that the respirator is cleaned, inspected and properly stored.
- N95 Filtering Facepieces can not be cleaned and should be disposed of between uses.

Cleaning Procedures

- Remove filters, cartridges, or canisters. Disassemble face pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
- Wash components in warm water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
- Rinse components thoroughly in clean, warm, preferably running water. Drain.
- When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in commercially available cleansers of equivalent disinfectant quality. Another alternative is to use wipes containing alcohol that are intended for use with respirators.
- Rinse components thoroughly in clean, warm, preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
- Components should be hand-dried with a clean lint-free cloth or air dried. Reassemble face piece, replacing filters, cartridges, and canisters where necessary. Test the respirator to ensure that all components work properly.

Storage and Inspection

- Respiratory equipment shall be stored in a manner to protect it from damage, contamination, temperature extreme, etc. Re-usable respirators come with a zip-locked plastic bag for storage which should always be used.
- Respiratory equipment intended for emergency use shall be stored in an area that is readily accessible and be clearly marked.

DYER INSULATIONS, INC shall ensure that respirators are inspected as follows:

- All respirators used in routine situations shall be inspected by the employee before each use and during cleaning;
- A check by the employee of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face piece, head straps, valves, connecting tube, and cartridges, canisters or filters; and
- A check of elastomeric parts for pliability and signs of deterioration.

- Emergency respiratory equipment will be inspected at least monthly, and before and after each use.
- Escape only respiratory equipment will be inspected before being carried into workplace.

Breathing Air Quality and Use

DYER INSULATIONS, INC shall ensure that compressed air accords with the following specifications:

- Compressed breathing air shall meet at least the requirements for Type 1-Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989, to include:
    - Oxygen content (v/v) of 19.5-23.5%;
    - Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;
    - Carbon monoxide (CO) content of 10 ppm or less;
    - Carbon dioxide content of 1,000 ppm or less; and
    - Lack of noticeable odor.
- DYER INSULATIONS, INC shall ensure that oxygen is not used in compressed air units.
- DYER INSULATIONS, INC shall ensure that oxygen concentrations greater than 23.5% are used only in equipment designed for oxygen service or distribution.
- DYER INSULATIONS, INC shall ensure that cylinders used to supply breathing air to respirators meet DOT requirements and that:
    - Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178);
    - Cylinders of purchased breathing air have a certificate of analysis from the supplier that the breathing air meets the requirements for Type 1--Grade D breathing air; and
    - The moisture content in the cylinder does not exceed a dew point of -50 deg. F (-45.6 deg. C) at 1 atmosphere pressure.
- DYER INSULATIONS, INC shall ensure that compressors used to supply breathing air to respirators are constructed and situated so as to:
    - Prevent entry of contaminated air into the air-supply system;
    - Minimize moisture content so that the dew point at 1 atmosphere pressure is 10 degrees F (5.56 deg. C) below the ambient temperature;
    - Have suitable in-line air-purifying sorbent beds and filters to further ensure breathing air quality. Sorbent beds and filters shall be maintained and replaced or refurbished periodically following the manufacturer's instructions.
- Have a tag containing the most recent change date and the signature of the person authorized by DYER INSULATIONS, INC to perform the change. The tag shall be maintained at the compressor.
- For compressors that are not oil-lubricated, DYER INSULATIONS, INC shall ensure that carbon monoxide levels in the breathing air do not exceed 10 ppm.
- For oil-lubricated compressors, DYER INSULATIONS, INC shall use a high-temperature or carbon monoxide alarm, or both, to monitor carbon monoxide levels. If only high-temperature alarms are used, the air supply shall be monitored at intervals sufficient to prevent carbon monoxide in the breathing air from exceeding 10 ppm.

- DYER INSULATIONS, INC shall ensure that breathing air couplings are incompatible with outlets for nonrespirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines.

Repairs

DYER INSULATIONS, INC shall ensure that respirators that fail an inspection or are otherwise found to be defective are immediately removed from service, and are discarded or repaired or adjusted in accordance with the following procedures:

- Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's NIOSH-approved parts designed for the respirator;
- Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and

Voluntary Use

If an employee chooses to voluntarily wear a respirator when not required by this Program (contaminants do not meet protection standards, odors, etc.) they will be advised of the following in their training:

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 employees.

However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the employee. Sometimes, employees 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, of if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. DYER INSULATIONS, INC must still require a fit-test and medical clearance. For an N95 Filtering Facepiece, the voluntary user could waive the medical clearance, but must sign a waiver to do so. For all voluntary use, DYER INSULATIONS, INC must provide the user with a copy of Appendix D.

You should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
- 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.
- 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.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Workplace Monitoring

A program of monitoring potential employee exposures has been implemented through the corporate health and safety department. Project personnel may also be assigned with the task of conducting air monitoring. Direct-

reading instruments will also be used in the characterization of potential exposures. All the data collected is used to determine the appropriateness of the respiratory equipment.

Recordkeeping

DYER INSULATIONS, INC will establish and retain written information regarding medical evaluations, fit testing and the respirator program. Records of medical evaluations required by this section must be retained and made available in accordance with 29 CFR 1910.1020. DYER INSULATIONS, INC shall provide the employee with an opportunity to discuss the questionnaire and examination results with the PLHCP.

Records will be treated confidentially and maintained on file in the DYER INSULATIONS, INC corporate office by the Safety Manager.

Program Evaluation

DYER INSULATIONS, INC shall conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.

DYER INSULATIONS, INC shall regularly consult employees required to use respirators to assess the employees' views on this program's effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed and verified include, but are not limited to:

- Respirator fit (including the ability to use the respirator without interfering with effective workplace performance); Appropriate respirator selection for the hazards to which the employee is exposed;
- Proper respirator use under the workplace conditions the employee encounters; and
- Proper respirator maintenance.

Training

All employees will receive respirator training during their initial health and safety training class and on at least an annual basis, if required for their job classification. Training shall address employee knowledge of respirators, fit, use, limitations, emergency situations, wearing, fit checks, maintenance & storage, medical signs and symptoms of effective use and general requirements of the OSHA standard. The training must be provided before requiring the employee to use the respirator.

Retraining

Retraining shall be administered annually, and when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete;
- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
- Any other situation arises in which retraining appears necessary to ensure safe respirator use.

DYER INSULATIONS, INC Qualitative Respiratory Fit Test Record Sheet

Note: Employee Must Have Completed Respiratory Protection Training and Passed Airway Exam Prior To Fit Testing

Test Date: _____

Employee Name:_____ **SS#** _____

Test Agent: Irritant Smoke (Stannic Chloride)

Respirator Identification:

Model: North 7700 Series Half Mask Size (circle one): Small Medium Large
Manufacturer: North Safety Products Approval No: 42 CFR 84
Additional Information: Respirator must be equipped with North HEPA filters

Fit Test Protocol (Test Subject Initials indicate steps were performed):

___**TOLD TO KEEP EYES CLOSED DURING SMOKE EXPOSURE**

___Test subject smelled irritant smoke before fit test
___Protocol reviewed before fit test
___Shown how to wear respirator
___Mirror available for use by subject
___Must wear PPE (hard hat, etc.) if needed
___Wore respirator 5 minutes before fit test
___Test subject did not have hair in fitting area
___Performed positive pressure & negative fit check successfully after seating respirator

Fit Test Steps (1 minute each except Grimace = 15 seconds)

____ Breath normally
____ Nod up and down
___ Jog in place
____ Breathe deeply
____ Talking (Read Rainbow Passage)
____ Breath normally
____ Turned head side to side
____ Grimace

"When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond his reach, his friends say he is looking for the pot of gold at the end of the rainbow".

Fit Test Results:_____Pass _Fail Test
Subject Signature:_____Date: _____

Examiner's Name:_____Examiner's Signature:_____Date: _____

Distribution: **Employee Local File - DYER INSULATIONS, INC Safety & Training Dept**

Purpose

It is the goal of DYER INSULATIONS, INC to return employees to meaningful, productive temporary employment following injury or illness until their health care provider releases them to full duty.

The return to work program provides opportunities for any employee who sustains a compensable injury during the course and scope of employment to safely return to work. If the employee is not capable of returning to full duty, the return to work program provides opportunities for the employee to perform a temporary assignment, either modified or alternative duty as defined below.

Scope

This procedure applies to DYER INSULATIONS, INC projects and operations.

Key Responsibilities

Supervisors

- Shall ensure that all injuries are promptly reported and carefully supervise employees who are in a return to work classification.

Employees

- Shall report all injuries immediately.
- Shall follow all aspects of this program.

Procedure

Definitions

- Lost Time - Time spent away from work beyond the day of injury at the direction of the treating health care provider as a result of a compensable injury sustained in the course and scope of employment. The term does not include time worked in a temporary assignment.
- Full Duty - Performance of all duties and tasks of the position for which the employee is employed. Full duty entails performing all essential and non-essential functions of the employee's regular job.
- Temporary Assignment - Performance of a temporary job assignment intended to return an injured employee to work at less than his or her full duties when a serious injury or serious medical condition prevents the employee from working full duty. Temporary assignments are limited to six months at the same pay, beyond six months; the program will be reviewed in assistance of DYER INSULATIONS, INC management to determine the next best course of action. Temporary assignments are modified duty and alternative duty.
- Modified Duty - Modified duty allows the employee to return to employment in his/her regular job and perform all of the essential functions of the position and those nonessential duties and tasks that are within the capabilities of the employee, given the restrictions imposed by the treating health care provider. Modified duty is a temporary arrangement until the injured employee can resume full duty. If

during the course of the modified duty assignment or after six (6) months, whichever is sooner, it is determined that the employee has permanent restrictions, the program will be reviewed in assistance of DYER INSULATIONS, INC management to determine the next best course of action.

- Alternative Duty - Alternative duty allows the employee to temporarily perform the essential functions of a job and other nonessential duties and tasks, within the restrictions prescribed by the treating health care provider, other than the position for which the individual is employed (regular full-time position). Such alternative duty may be physically located in the same employing department or in a hosting department. Alternative duty is a temporary arrangement until the injured employee can resume full activities of his/her regular job or until an alternate duty position is no longer needed.
- Hosting Department – This is the department that has a temporary assignment position available but not necessarily the employee's department.

General Requirements

DYER INSULATIONS, INC provides modified work opportunities to injured employees, whenever practicable. Modified work should be offered, wherever possible, to employees who are unable to return to their regular duties following a workplace injury or illness. The benefits of offering modified duty include, but are not limited to, reduced worker's compensation costs, improved employee retention, enhanced employee morale, reduction in lost time days, and a strengthening of the Dyer Insulations, Inc.'s relationship with its employees. Modified work should be meaningful to the employee and DYER INSULATIONS, INC, and consistent with work restrictions outlined by the treatment provider.

If the health care provider states that the employee cannot perform any temporary assignments/ modified duties, DYER INSULATIONS, INC may challenge the decision depending on the injury and request independent medical information.

Employee Reporting Responsibilities

An employee who is a candidate or participant in a modified or alternative duty temporary job assignment under the Safe Return to Work program is responsible for reporting to the worker's compensation carrier any employment or income earned while performing modified or alternative duty if required by the worker's compensation carrier.

An employee participating in the safe Return to Work program must provide his/her supervisor with medical documentation accounting for all absences due to the injury/illness within one day of any absence from work, or face disciplinary action.

Non-Retaliation

Retaliation against an individual for in good faith filing a request or making a claim under this or related policies, for instituting or causing to be instituted any proceeding under local regulatory guidelines or federal anti-discrimination or anti-retaliation laws, for testifying in an investigation or proceeding, or for otherwise opposing discriminatory or retaliatory actions or practices will not be tolerated. Retaliation by any DYER INSULATIONS, INC employee is a violation of this policy. Nothing in this procedure should be interpreted as not requiring an individual to report suspected acts of discrimination or retaliation to the individual he or she believes is engaging in discriminatory or retaliatory conduct.

Prohibited Actions

This return to work program shall not be applied to any situation or circumstance in a manner that retaliates or discriminates on the basis of race, color, sex, age, national origin, religion, or disability.

Return to Work Coordination

The DYER INSULATIONS, INC Safety Manager or designated person will assist Site Managers/ supervisors with return to work activities/ plans for individuals who have sustained a compensable injury or illness during the course and scope of employment.

Medical Records for Injured Employees Must Be Kept Confidential

Medical records should be kept by the employer strictly on a need-to-know basis. The records should be kept in a locked file.

All Documentation Related to an Incident is Maintained by DYER INSULATIONS, INC

DYER INSULATIONS, INC should maintain written records of incident details. This will help DYER INSULATIONS, INC recall information about the circumstances of the incident at a later time, and will demonstrate due diligence. Incident investigation records should be maintained. Records should be kept of communications with the injured employee regarding modified work. Workers compensation and medical records, where applicable, should also be maintained.

How Local Health Care Providers Are Made Aware That DYER INSULATIONS, INC Provides Modified Work to Employees Who Are Unable to Perform Their Regular Duties

- Local health care providers should be advised that DYER INSULATIONS, INC provides modified work to injured employees, whenever practicable. This may be accomplished proactively making arrangements with clinics that specialize in occupational health, and recommending injured employees seek treatment there. If/when this is not practicable, a standard letter should be drafted that outlines the Dyer Insulations, Inc's modified work opportunities. Injured employees should take this letter with them when they visit their health care provider.
- DYER INSULATIONS, INC will provide a copy of the employee's regular job description to accompany a work status form (see form) to be completed by the health care provider following any initial report of injury. When the medical status form is returned, it will be determined whether the employee can perform the essential functions of his/her job.
- Modified work provided to injured employees must be consistent with restrictions provided by the health care provider. DYER INSULATIONS, INC must ensure that modified work being offered is consistent with the medical restrictions listed by the health care provider. Workers must ensure that changes in the scope of the modified work must adhere to the medical restrictions. Modified work is temporary and should be managed with a goal to return the individual to full time work as soon as deemed medically fit.
- The employee's health care provider must review and certify that the employee can perform the essential functions defined in a modified (temporary assignment) job description. If the health care provider changes the temporary assignment position description, the employing/hosting department must determine if the change is acceptable. The health care provider must approve any changes proposed by the hosting department.

- The physician's restrictions are provided to those required to ensure that the restrictions are followed. Supervisors must be made aware of the restrictions to ensure the modified work meets the physician's orders.
- If the medical provider states the employee can return to work with work restrictions DYER INSULATIONS, INC will notify the employee via a temporary assignment offer of employment (see form). If the employee fails to report to work on the indicted start date the worker's compensation Dyer Insulations, Inc is to be immediately notified and the employee may be subject to discipline for failure to return to work.
- The employee must obtain the appropriate forms from the Safety Manager or Human Resources to be completed by his/her health care provider at each visit or every 30 days, whichever is sooner, for assessment of the employee's ability to perform the functions of the temporary assignment position. The employee is required to submit the work status form (or suitable replacement) to his/her supervisor within one working day following each visit to his/her health care provider.
- If the health care provider states that the employee cannot perform any temporary assignments/ modified duties, DYER INSULATIONS, INC may challenge the decision depending on the injury and request independent medical information.

Temporary Assignment / Modified Work Procedures
Physical demands are assessed for modified duty jobs to ensure they can be performed safely by injured employees.

A list of jobs available to be performed for employees on modified duty should be maintained. All jobs should be assessed to determine which jobs can be performed by persons working under specific restrictions. It is recommended that a Physical Demands Analysis (PDA) be prepared for each of these jobs to ensure workers are placed accordingly.

Training

Employees are informed of the DYER INSULATIONS, INC Safe Return to Work program.

Employees may be informed by communicating the DYER INSULATIONS, INC Safe Return to Work policy via a safety meeting or toolbox talk, reviewing the policy as part of the new employee orientation, and/or posting the policy in a conspicuous location, etc.

WORK STATUS FORM

Employee's Name: _____ Date of Injury _____

Please check all those that apply

___ Return to Work

___ **Return to work with no limitations** as of _____(date).

___ **Return to work with physical limitations** listed below:

Date of next doctor's appointment or return to work evaluation: _____

___ Unable to perform any work at this time

Date of next doctor's appointment: _____

Estimated return to work date: _____

Other comments (include prescribed medications that may affect performance at work)

Physician's Signature_____Date _____

TEMPORARY ASSIGNMENT OFFER OF EMPLOYMENT

CERTIFIED MAIL, RECEIPT REQUIRED

Date:

(Employee name and mailing address)

Dear_____:

We have been informed that Dr._____has released you to return to modified duty with restrictions as outlined in the attached Work Status Form dated_____. We are pleased to offer you the following temporary modified work assignment that we believe is within those restrictions.

To do this assignment, you will be required to (*describe physical and time requirements*):

You will be working at_____and have the following work schedule:_____through _____from_____to_____.

You will be paid $_____per_____. Please be assured that we are sympathetic to your injury, and we will only assign tasks consistent with your physical abilities, knowledge and skills. Your supervisor will work with you to ensure that you receive the proper training necessary to do this work.

The duration of this assignment will be_____weeks. At the end of this period, we will review additional needs to determine if an extension can be made, or if other suitable work is available.

This offer will remain open for five days from your receipt of this letter. If we do not hear from you within five workdays, we will assume you have refused this offer. If your injury is covered by workers' compensation Insurance, refusal of this job offer may impact your Temporary Income Benefit payments.

We are looking forward to your return. If you have any questions regarding this offer, please contact me at _____. In addition, please return this letter with the appropriate area below completed.

Sincerely,
(Signature and Title)

I accept / refuse (circle one) the above offer of employment.

Signed:_____ Date:_____

Purpose

The purpose of this program is to prevent injuries due to falls from elevated work areas and ensure employees and contractors are able to inspect scaffolding materials and erected scaffolds.

Scope

This program is applicable at every work area where scaffolding is erected. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

Bearer - A horizontal member of a scaffold upon which the platform rests and which may be supported by ledgers.

Brace - A tie that holds one scaffold member in a fixed position with respect to another member.

Coupler - A device for locking together the components of a tubular metal scaffold which shall be designed and used to safely support the maximum intended loads.

Double pole or independent pole scaffold - A scaffold supported from the base by a double row of uprights, independent of support from the walls and constructed of uprights, ledgers, horizontal platform bearers, and diagonal bracing.

Guardrail - A rail secured to uprights and erected along the exposed sides and ends of platforms.

Heavy Duty Scaffold - A scaffold designed and constructed to carry a working load not to exceed 75 pounds per square foot.

Ledger (stringer) - A horizontal scaffold member which extends from post to post and which supports the putlogs or bearer forming a tie between the posts.

Light Duty Scaffold - A scaffold designed and constructed to carry a working load not to exceed 25 pounds per square foot.

Manually Propelled Mobile Scaffold - Manually propelled mobile scaffold.

Maximum intended load - The total of all loads including the working load, the weight of the scaffold, and such other loads as may be reasonably anticipated.

Medium duty scaffold - A scaffold designed and constructed to carry a working load not to exceed 50 pounds per square foot.

Mid-Rail - A rail approximately midway between the guardrail and platform, used when required, and secured to the uprights erected along the exposed sides and ends of platforms.

Putlog - A scaffold member upon which the platform rests.

Runner - The lengthwise horizontal bracing or bearing members or both.

Scaffold - Any temporary elevated platform and its supporting structure used for supporting workmen or materials or both.

Toe board - A barrier secured along the sides and ends of a platform, to guard against the falling of material.

Tube and coupler scaffold - An assembly consisting of tubing, which serves as posts, bearers, braces, ties, and runners, a base supporting the posts, and special couplers which serve to connect the uprights and to join the various members.

Tubular welded frame scaffold - A sectional, panel, or frame metal scaffold substantially built up of prefabricated welded sections that consist of posts and horizontal bearer with intermediate members. Panels or frames shall be braced with diagonal or cross braces.

Working Load - Load imposed by men, materials, and equipment.

Key Responsibilities

Managers and Supervisors

- Responsible for ensuring that scaffolds are erected and dismantled by a qualified person under the supervision of a Competent Person, that set up inspections are performed, and all daily inspections are performed before work starts for the day.
- Responsible for ensuring that all employees, and/or contractors have been trained in the use and inspection methods for scaffolds. Only qualified and competent personnel are allowed to use or modify scaffolding systems.
- Responsible for ensuring that all employees and contractors are aware that if an inspection discovers a defect, the scaffold cannot be used until repairs are made.

Employees

- Responsible for following this program by inspecting the scaffolds daily and report any damages or repairs that may be needed to their supervisor.

Procedure

General Requirements

Scaffolds shall be furnished and erected in accordance with applicable standards for persons engaged in work that cannot be done safely from the ground or from solid construction.

The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose boards shall not be used to support scaffolds or planks.

Scaffolds and their components shall be capable of supporting without failure at least four times the maximum intended loads. Scaffold components must meet OSHA requirements 29 CFR 1910.28 and 29 CFR 1926.451.

Wood scaffold planks must be cross-supported every 8 feet. Scaffold deck boards shall be cleated, wired or nailed into place.

All working levels of scaffolds will be floored completely except where internal ladders require space for ladder openings.

Scaffolds and other devices mentioned or described in this program shall be maintained in safe condition. Scaffolds shall not be altered or moved horizontally while they are occupied.

Any scaffold damaged or weakened from any cause shall be immediately repaired and shall not be used until repairs have been completed.

Scaffolds shall not be loaded in excess of the working loads for which they are intended and all loads should be evenly distributed.

Bolts used in the construction of scaffolds shall be of adequate size and in sufficient numbers at each connection to develop the designed strength of the scaffold.

All planks/platforms should extend over uprights a minimum of 6”, unless otherwise secured and no more than 12” for planks less than 10’ in length and 18” for planks 10’ or greater in length. Platforms shall be overlapped (minimum 12 inches) unless nailed or otherwise secured from any movement.

An access ladder or equivalent safe access shall be provided.

The poles, legs, or uprights of scaffolds shall be plumb, and securely and rigidly braced to prevent swaying and displacement. Baseplates are required on all surfaces. Mudsills are required on softer surfaces.

Materials being hoisted onto a scaffold shall have a tag line.

Toe boards and guardrails (or alternate means of fall protection) shall be installed if a scaffold or platform is erected to a height of 10’ feet or more or at less than 10’ if platforms cannot be at least 18” wide. Scaffolds shall be provided with a screen between the toe board and the guardrail, extending along the entire opening, consisting of No. 18 gauge wire one-half inch mesh or the equivalent, where workers are required to work or pass under the scaffolds. Cross bracing can serve as either a top OR a midrail, depending on whether the brace crosses closer to 42” or 21”.

Work shall not be performed on a scaffold during storms or high winds.

Work shall not be performed on scaffolds that are covered with snow or ice, unless all snow and ice has been removed and all planking has been sanded to prevent slipping.

Tools, material, and debris shall not be allowed to accumulate in quantities to cause a hazard.

Inspections
Scaffolding shall be inspected, by a qualified person, in conjunction with the manufactures required recommendations. The competent person must also insure scaffolds are safe prior to and during scaffold use.

- At a minimum, the following shall be inspected by the competent person after erection, before the start of the day or beginning of a shift change to ensure scaffolds are safe prior to and during use:
    - Ground or surface footing shall be inspected to ensure that there is no settling.
    - All main supports and cross braces shall be inspected for any signs of damage, missing pins, bolts and any locks and/or safety keepers.
    - All walking surfaces and/or planks shall be inspected for damage and proper placements and any possible movement.
    - All walkways and planks must be secure to prevent any movement.
- Inspection shall be made to ensure that the scaffold is stable and any movement is prevented.
- If during the inspection, a defect or damage to the scaffold is discovered, the scaffold shall be tagged out by the competent person, complied with and use prohibited until needed repairs are made.

Mandatory Signs and Tags for Defects Found
Signs and tags shall be visible at all times when work is being performed, and shall be removed or covered promptly when the hazards no longer exist. Employees shall be instructed in complying with signs and tags.

Defective or unsafe equipment or conditions shall be tagged out by the competent person using a weather resistant tag secured to the scaffolding structure on all four sides and must be complied with. An example would be improper footing conditions were observed.

Danger signs shall be used only where an immediate hazard exists. Danger signs must be posted around the immediate area of the scaffold, to alert other workers of possible danger from falling objects from the scaffold.

Caution Signs and/or barricade tape shall be used to mark off a larger area around scaffolding warning other workers to use caution.

Modifications
Modification and repairs shall be performed by a qualified person, who is competent to certify the scaffolding safe to use to ensure non-qualified personnel do not create additional hazards.

Employees shall not perform any modifications or repairs, unless they have been trained and certified, and failure to comply may result in disciplinary action and or termination.

Training Requirements

DYER INSULATIONS, INC is required to train all employees that work on scaffolds regarding hazards by "qualified" persons. The supervisor shall have each employee who performs work while on a scaffold trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall occur before use and include the following areas:

- Basic safety information and duties of a competent person assembling/disassembling scaffolding (see below). Basic safety information must be provided prior to use and when conditions change.
- Hazards including fall protection, electrical safety, falling object protection (see below).
- Tags – types and the requirement to comply with.
- The proper use of the scaffold, and the proper handling of materials on the scaffold.
- The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object protection systems being used.
- The maximum intended load capacity of the scaffolds used.

The supervisor shall have each employee who is involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold trained by a competent person to recognize any hazards associated with the work in question.

- The training shall include the following topics, as applicable:
- The nature of scaffold hazards.
- The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in use.
- The design criteria, maximum intended load-carrying capacity and intended use of the scaffold.

When the employer has reason to believe that an employee lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, the employer shall retrain each employee so that the requisite proficiency is regained. Retraining is also required in at least the following situations:

- Where changes in scaffolding at the worksite present a hazard about which an employee has not been previously trained.
- Where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained.
- Where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

Hazards Associated with the Use of Scaffolds

- Nearby electrical lines or source of electrical hazards
- Poor foundation – scaffold shall be erected on a firm and stable base.
- Damaged scaffold components.
- Overload of scaffold components (load capacity).
- Unstable, incomplete or incorrect use of scaffold.
- Base frames not adequately braced, tied or supported.

- Scaffold exceeds height to base dimensions' ratio.
- Inappropriate access or egress points.
- Slips and falls.
- Falling objects.
- Manual handling.
- Movement of plant and machinery – all cranes and mobile machinery shall keep within designated areas and away from scaffolding.

Duties of a Competent Person Assembling/Disassembling Scaffolding

General

- To select and direct employees who erect, dismantle, move, or alter scaffolds.
- To determine if it is safe for employees to work on or from a scaffold during storms or high winds and to ensure that a personal fall arrest system or wind screens protect these employees. (Note: Windscreens should not be used unless the scaffold is secured against the anticipated wind forces imposed.)

For Training

- To train employees involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting scaffolds to recognize associated work hazards.

For Inspections

- To inspect scaffolds and scaffold components for visible defects before each work shift and after any occurrence which could affect the corrective actions.
- To inspect ropes on suspended scaffolds prior to each work shift and after every occurrence which could affect the structural integrity and to authorize prompt corrective actions.
- To inspect manila or plastic (or other synthetic) rope being used for top rails or midrails.

For Erectors and Dismantlers

- To determine the feasibility and safety of providing fall protection and access.
- To train erectors and dismantlers to recognize associated work hazards.

For Scaffold Components

- To determine if a scaffold will be structurally sound when intermixing components from different manufacturers.
- To determine if galvanic action has affected the capacity when using components of dissimilar metals.

Purpose

The purpose of an exposure control plan (ECP) is to set out our approach to protecting workers from harmful exposure to airborne silica dust.

A combination of control measures will be required to achieve this objective. We commit to being diligent in our efforts to select the most effective control technologies available, and to ensure that the best practices, as described in this ECP, are followed at our worksites.

The work procedures we establish will protect not only our workers but all workers on our worksites.

Key Responsibilities

Due to the significant risk posed by respirable silica, it is critical that all personnel involved in operations that could potentially create silica dust take specific action to ensure that, as much as possible, a hazard is not created.

DYER INSULATIONS, INC is responsible for:

- Substitution of less hazardous products for those that contain crystalline silica is required.
- Ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this exposure control plan (ECP) are readily available where and when they are required.
- Providing a job-specific ECP for each project, which outlines in detail the work methods and practices that will be followed on each site. Considerations will include
    - Availability and delivery of all required tools/equipment
    - Scope and nature of respirable silica dust creating work to be conducted
    - Control methods to be used and level of respiratory protection required
    - Coordination plan
    - Conducting a periodic review of the effectiveness of the ECP. This would include a review of the available dust-control technologies to ensure these are selected and used when practical.
    - Initiating sampling of worker exposure to respirable silica dust when Table 1 of the OSHA Silica standard does not apply.
    - Ensuring that all required tools, equipment, and personal protective equipment are readily available and used as required by the ECP.
    - Ensuring supervisors and workers are educated and trained to an acceptable level of competency.
    - Maintaining records of training, fit-test results, crew talks, and inspections (equipment, PPE, work methods/practices).
    - Coordinating the work with the prime contractor and other employers to ensure a safe work environment.

The supervisor (foreman and lead hand) is responsible for:

- Obtaining a copy of the ECP from the employer, and making it available at the worksite

- Selecting, implementing, and documenting the appropriate site-specific control measures
- Providing adequate instruction to workers on the hazards of working with silica-containing materials (e.g., concrete) and on the precautions specified in the job-specific plan covering hazards at the location
- Ensuring that workers are using the proper respirators and have been fit-tested, and that the results are recorded
- Directing the work in a manner that ensures the risk to workers is minimized and adequately controlled
- Communicating with the prime contractor and other sub-contractors to ensure a safe work environment

The worker is responsible for:

- Knowing the hazards of silica dust exposure
- Using the assigned protective equipment in an effective and safe manner
- Setting up the operation in accordance with the site-specific plan
- Following established work procedures as directed by the supervisor
- Reporting any unsafe conditions or acts to the supervisor
- Knowing how and when to report exposure incidents

Silica Properties

Silica is the second most common mineral on earth and makes up nearly all of what we call “sand” and “rock.” Silica exists in many forms—one of these, “crystalline” silica (including quartz), is the most abundant and poses the greatest concern for human health. Some common materials that contain silica include:

- Rock and sand
- Topsoil and fill
- Concrete, cement, and mortar
- Masonry, brick, and tile
- Granite, sandstone, and slate
- Asphalt (containing rock and stone)
- Fibrous-cement board containing silica

Silica is a primary component of many common construction materials, and silica-containing dust can be generated during many construction activities, including:

- Abrasive blasting (e.g., of concrete structures)
- Jackhammering, chipping, or drilling rock or concrete
- Cutting brick or tiles
- Sawing or grinding concrete
- Tuck point grinding
- Road construction
- Loading, hauling, and dumping gravel
- Demolition of structures containing concrete
- Sweeping concrete dust

Unprotected workers performing these activities, or working in the vicinity, can be exposed to harmful levels of airborne silica.

Health Hazards

Exposure to silica has been shown to cause silicosis, lung cancer, pulmonary tuberculosis and other airway diseases. Crystalline silica dust can cause a disabling, sometimes fatal disease called silicosis. The fine particles are deposited in the lungs, causing thickening and scarring of the lung tissue. The scar tissue restricts the lungs' ability to extract oxygen from the air. This damage is permanent, but symptoms of the disease may not appear for many years.

A worker may develop any of three types of silicosis, depending on the concentrations of silica dust and the duration of exposure:

- Chronic silicosis—develops after 10 or more years of exposure to crystalline silica at relatively low concentrations
- Accelerated silicosis—develops 5 to 10 years after initial exposure to crystalline silica at high concentrations
- Acute silicosis—develops within a few weeks, or 4 to 5 years, after exposure to very high concentrations of crystalline silica

Initially, workers with silicosis may have no symptoms; however, as the disease progresses, a worker may experience:

- Shortness of breath
- Severe cough
- Weakness

These symptoms can worsen over time and lead to death. Exposure to silica has also been linked to other diseases, including bronchitis, tuberculosis, and lung cancer.

Code of Practice

DYER INSULATIONS, INC has a code of practice governing the storage, handling, use and disposal of silica if there is potential for exposure. The code of practice includes measures to be used to prevent the uncontrolled release of silica and the procedures to be followed if there is an uncontrolled release. Engineering controls such as ventilation or wet methods, as determined by analysis of air sampling or as dictated by Table 1, must be used to control silica-containing dusts.

Risk Identification, Assessment and Control

The potential for worker exposure to silica should be identified during the hazard assessment. A worker's exposure to silica is kept as low as reasonably achievable. Employees must not be exposed to airborne concentrations of silica in excess of 50 $\mu g/m^3$ over an 8-hour time period. Atmospheric testing results should be assessed before a worker is exposed.

A key step in developing a silica exposure control plan is to identify the work activities that would put workers at risk of exposure.

- Identify work activities that may generate airborne silica dust— the route of exposure is through the inhalation of airborne dust. The employer should have a qualified person review the planned work activities to identify those that may generate airborne silica.
- Identify workers at risk of exposure—For example, workers who finish concrete would be at greater risk of exposure than plumbers or electrical workers.
- Identify the amount of exposure—some work activities generate more dust than others, and the amount of exposure should be estimated. Published resources may be available that provide air sampling data and compare silica dust levels from various construction activities.
- Identify the duration of exposure—Workers who grind concrete for a full shift would be at greater risk than workers jackhammering for an hour.

Control Options

Effective control options must be used to eliminate or reduce the risk to workers from the hazards of silica dust exposure. The first course of action is to determine if any of the identified tasks is listed on OSHA's Table 1. If so, the required dust suppression and respiratory protection must be complied with. If not, air sampling must be performed, and an exposure control plan developed. For exposures determined to be over the action limit (AL) of 25 $\mu g/m^3$ but below the PEL of 50 $\mu g/m^3$, testing must be re-done within 6 months. For the exposure control plan, the following hierarchy of control measures must be followed:

- Elimination/substitution (e.g., using products with less silica or using work methods that would eliminate the need for surface grinding)
- Engineering controls (e.g., water, local exhaust ventilation, enclosure)
- Administrative controls (e.g., coordination of tasks with subcontractors, signage)
- The use of proper PPE such as gloves, coveralls and eye protection when exposed to silica. Personal protective equipment such as gloves, coveralls and eye protection will be used to control silica exposures.

Our firm commits to developing knowledge and expertise about these controls, and to establishing policies/procedures to protect workers from harmful exposure and to minimize reliance on respirators. Effective engineering controls such as HEPA vacuum attachments and wetting methods, which control silica dust at its source, are readily available. These controls have been proven to reduce airborne dust levels significantly when selected and operated in accordance with best practices. We know that engineering controls alone may not reduce airborne silica to safe levels; so, in some cases other control measures, including respiratory protection, will be necessary.

All respirable silica producing tasks will be compared with OSHA's Table 1 of the Silica standard. When Table 1 is found to not apply, air sampling will be performed to determine employee exposure and develop a control plan. If objective data is available from outside sources, it may be used in lieu of testing as long as it is representative of the work being performed.

We will reduce or eliminate worker exposure to silica dust by selecting a combination of the following controls listed in order of preference:

- Elimination and substitution
- Engineering
- Administrative
- Personal protective equipment

Elimination and Substitution

We recognize the importance of planning the work in order to minimize the amount of silica dust generated.

During the project planning phase, we will advocate for the use of methods that reduce the need for cutting,

grinding, or drilling of concrete surfaces (e.g., formwork planning). Whenever possible, we will schedule work when concrete is still wet, because we know that much less dust is released at that time.

Engineering Control of Dust

Selecting an appropriate control measure depends on the specifics of the operation. In some cases, local exhaust ventilation (LEV) is more effective at controlling exposure (e.g., during grinding operations) than wetting methods. In a different application, wetting may be more effective (e.g., during cutting operations) than LEV. However, using LEV may reduce the amount of final cleaning required, as the silica dust is captured.

Our dust control systems may employ three well-established techniques:

- Local exhaust ventilation (LEV)
- Wet dust suppression (WDS)
- Restricting or isolating the work activity with barriers or full enclosures (this may be the only option where LEV or WDS is not practical or effective)

Local Exhaust Ventilation (LEV)

When LEV is used in our work, we will employ the following systems and safe work practices:

- Vacuum attachment systems to capture and control the dust at its source whenever possible.
- Dust control systems (used regularly and well maintained).
- Grinding wheels operated at the manufacturers' recommended rpm (operating in excess of this can generate significantly higher airborne dust levels).
- Retrofit shrouds or exhaust cowlings for corner grinding; use manufacturer-specified rpm speeds and a well-maintained HEPA vacuum.
- Diamond stone grinders, which allow for the use of a more efficient suction casing on the grinder, whenever practicable.
- HEPA or good quality, multi-stage vacuum units approved for use with silica dust. [The vacuum units should be capable of creating a target airflow of at least 70 cfm. This should achieve a face velocity at the shroud of about 1.3 m/s (260 fpm)—the higher the face velocity, the more dust captured at source.
- Work planning, so that concrete grinding can be completed when wet (dust release can be significantly reduced).
- Good housekeeping work practices (for example, use vacuums with high-efficiency particulate air (HEPA) filters, or use wet sweeping).
- Train workers and supervisors on how to properly use and maintain the equipment.

Wet methods for Dust Control

When water spray systems are used in our work, we will follow these safe work practices:

- Pneumatic grinders will be used instead of electric-powered grinders if water is the method of control.
- Pressure and flow rate of water will be controlled in accordance with tool manufacturers' specifications (for cutting saws, a minimum of 0.5 liters of water per minute should be used).
- When sawing concrete or masonry, we will use only saws that provide water to the blade.
- Wet slurry will be cleaned from work surfaces when the work is completed, using a wet vacuum or wet sweeping.

Barriers and Enclosures

When barriers or enclosures are used in our work, we will follow these safe work practices:

- The site foreman will determine the type and design of barrier or enclosure (based on the work activity and the work area) and ensure it is constructed in accordance with the work plan. Barriers may be simple hazard-flagging ribbon or more restrictive hoarding.
- We will use commercially available negative air units when constructing a full enclosure.

Administrative Controls

We will follow these safe work practices:

- Exposure control plans and the site risk assessment/work plan will be submitted to the general contractor prior to the start of work.
- We will establish procedures for housekeeping, restricting work areas, personal hygiene, worker training, and supervision.
- As part of our project planning, we will assess when silica dust may be generated and plan ahead to eliminate or control the dust at the source. We recognize that awareness and planning are key factors in the prevention of silicosis.
- Warning signs will be posted to warn workers about the hazards of silica and to specify any protective equipment required (for example, respirators).
- Work schedules will be posted at the boundaries of work areas contaminated with silica dust.
- Work that generates silica dust will be conducted after hours, when access to other unprotected workers cannot be restricted.
- We will develop a site-specific exposure control plan to cover project-specific issues (e.g., scope of work, project location and site-specific hazards) and to be kept available at the worksite.

Personal Protective Equipment

Respiratory protection

- All workers who wear respirators will do so in adherence with our respirator program.
- Respirators must be selected based upon measured exposure levels and the assigned protection factor of respirators.
- Only approved respirators will be used.
- Workers who wear respirators will be clean-shaven in all areas where the respirator seals with the face. Filtering face piece respirators give little or no protection to workers with beards, and even a minor growth of stubble can severely reduce the effectiveness of respiratory protection.
- All workers who wear respirators will be fit-tested.
- Workers will be properly trained in the use of respirators, and a high standard of supervision, inspection, and maintenance will be followed.

Protective clothing

DYER INSULATIONS, INC will provide workers in a restricted area with protective clothing that protects other clothing worn by the worker from silica contamination, ensure that workers' street clothing is not contaminated by silica, and ensure that a worker does not leave a restricted area until the worker has been decontaminated.

Health monitoring
Exposures to airborne concentrations of Silica must be kept below the permissible exposure limit of 50 $\mu g/m^3$ per OSHA 29 CFR 1926.1153.

Full shift personal samples shall be representative of the employee's regular, daily exposure to silica.

Documentation
Records must be kept of the following:

- All workers who are exposed to respirable silica dust while on the job
- Worker education and training sessions
- Respirator fit-testing
- Equipment maintenance and repair
- Worksite inspections

The exposure control plan must be reviewed at least annually and updated as necessary by the employer, in consultation with the workplace health and safety committee or the worker health and safety representative.

Education and Training

A worker who may be exposed to silica is to be informed of the health hazards associated with exposure to that substance, is informed of measurements made of airborne concentrations of harmful substances at the work site, and is trained in procedures developed by DYER INSULATIONS, INC to minimize the worker's exposure.

Training is required prior to using silica-containing materials or working in an environment known to contain airborne concentrations of Silica. Periodic refresher training is also required. We will train all silica dust in the following:

- Hazards associated with exposure to silica dust
- The risks of exposure to silica
- Signs and symptoms of silica disease
- Safe work procedures to be followed (e.g., setup of enclosures, disposal of silica waste, personal decontamination)
- Use of respirators and other personal protective equipment (e.g., donning and doffing of personal protective equipment, and cleaning and maintenance of respirators)
- Use of control systems (e.g., LEV and wet methods)
- How to seek first aid (for example, the location and use of eyewash stations)
- How to report an exposure to silica dust

CONTROL PLAN

Date control plan completed:		
Prime contractor:	Superintendent:	
Project manager:	CSO/First aid attendant:	
Project:	Address:	
Dyer Insulations, Inc completing work:		
Address:	Contact:	
Contact phone:	Contact fax:	
On-site supervisor(s):		
Worker(s):		
Scope of work to be completed:		
Work start date:	Duration:	☐ Days ☐ Months ☐ Years
Employer responsible for:		
Supervisor responsible for:		
Worker responsible for:		

HAZARDS IDENTIFIED (other than silica	**CONTROL MEASURE(S)**
☐Falls	
☐Slipping	
☐Confined space	
☐Workers above	
☐Workers below	
☐Noise	
☐Electrical	

Overview of work procedure (How are you going to work safely?):

Workers trained in (training records must be available for review):			
Proper use of grinding equipment	Y☐ N☐	Proper use of admin controls	Y☐ N☐
Proper use of engineering controls	Y☐ N☐	Proper use of PPE	Y☐ N☐
Proper disposal methods	Y☐ N☐	Other (fall protection, swing stages, etc.)	Y☐ N☐

Respirators (Refer to ECP for respirator requirements)		
Required: Y☐ N☐	Available: Y☐ N☐	Fit-tested: Y☐ N☐

PPE required for scope of work (other than respirator)

☐Coveralls 🔔 Gloves 🔔 Rubber boots 🔔 Eye protection 🔔 Reflective vest 🔔 Hearing protection

Documents to be attached to control plan (☐if present)

☐Exposure control program 🔔 Respiratory protection program 🔔 Training records 🔔 SWP (tools and equipment)

Project management signature	Position:	Date:
Contractor supervisor signature	Position:	Date:

Task/risk management matrix (relating to silica dust) use table 1 for codes, separate with a comma (,)

#	Date/Duration		Task	Controls		PPE	Supplies/ Equipment
				Engineering	Administrative		

Notes (For task/risk management matrix above. Use # to indicate which task the note relates to.)

SITE INSPECTION CHECKLIST (complete pre-work & periodically during project)

Engineering controls		Problem noted (DETAIL)	Problem corrected (DETAIL)
Available at site	Y☐ N☐		
Operating correctly	Y☐ N☐		
Used appropriately	Y☐ N☐		
Effective in dust control	Y☐ N☐		
Administrative controls			
Available at site	Y☐ N☐		
Used appropriately	Y☐ N☐		
In place before work start	Y☐ N☐		
Effective	Y☐ N☐		
Cleanup			
Vacuum used properly	Y☐ N☐		

Large pieces picked up	Y☐ N☐		
Vacuum capacity maintained	Y☐ N☐		
Pre-filters in place	Y☐ N☐		
Vacuum attachments used	Y☐ N☐		
Collection bags in place	Y☐ N☐		
Waste properly disposed of	Y☐ N☐		

TABLE 1 (Codes for task/risk management matrix)

Engineering controls		Administrative controls		PPE		Supplies/Equipment	
1	Exhaust fan	1	Signage	1	Respirator	1	Hand grinder
2	LEV	2	After hours work	2	Gloves	2	Ceiling grinder
3	Wetting	3	Scheduling	3	Coveralls	3	Floor grinder
4	Partial enclosure			4	Hearing protection	4	Disposal bags
5	Full enclosure			5	Eye protection	5	HEPA filter (vacuum)
6	Shroud			6	Reflective vest	6	HEPA filter (respirator)
7	Barriers			7	Rubber boots (CSA)	7	Shovel
				8	Fall arrest	8	Lifeline

SITE-SPECIFIC SILICA EXPOSURE CONTROL PLAN

Location: _____ **Date:** _____

Work description:

Primary silica control options (check those options used and explain use if needed)

♦ Substitution controls (using procedures or products that do not create silica; must review MSDSs)

Other means of demo: _
Different products: _
Other substitutions: _

♦ Engineering controls (when using ventilation, draw air out and don't expose others to exhaust dusts)

Vacuuming: _____
Wetting: _____
Ventilation: _____
Isolation: _____
Other means: _____

♦ Administration controls (reducing exposure by work schedules, timing, or planning options)

Control points: _____
Work schedule: _____
Other means: _____

Secondary silica control options (check those options used and explain use if needed)

♦ Personal protective equipment

Half-mask respirators: ____ Cartridge type: _____ Fit tests confirmed: _
Full-face respirators: ____ Cartridge type: _____ Fit tests confirmed: _
Supplied air units: ____
Coveralls required: ____

♦ Hygiene and decontamination options (reducing exposures after work has stopped or during breaks)

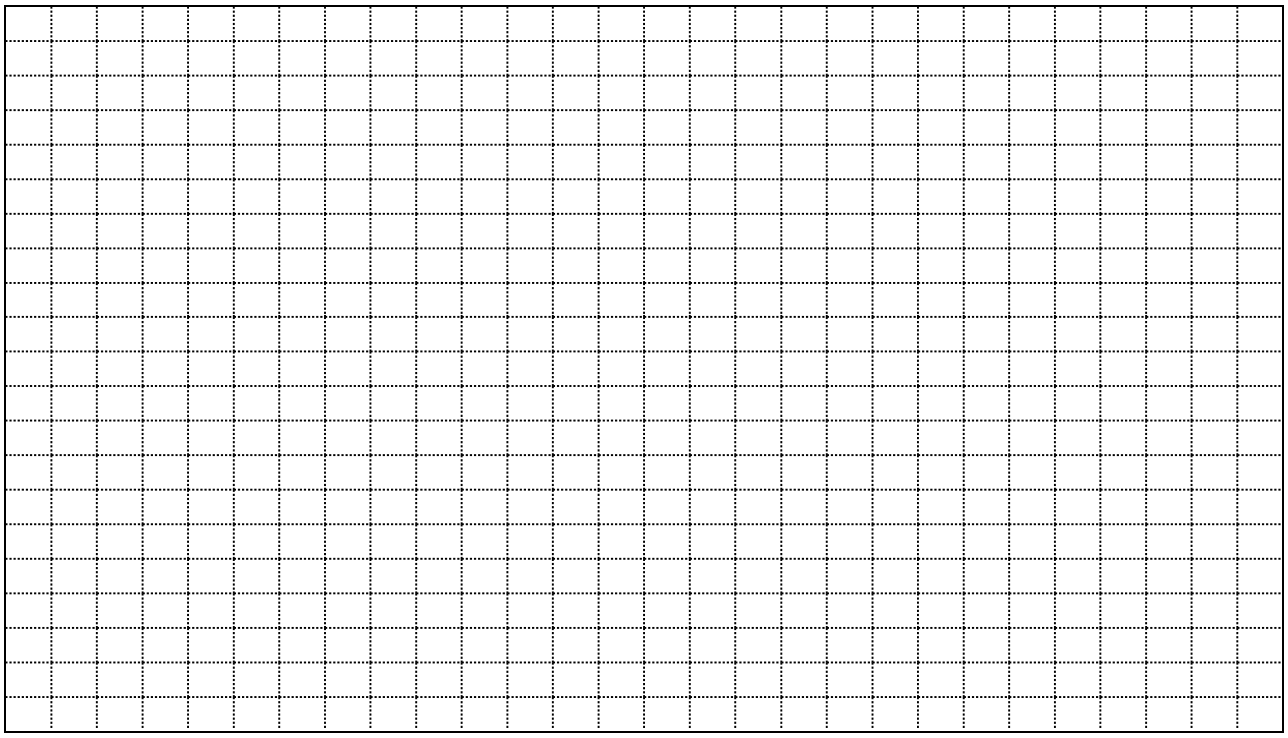
Water or washing facilities on site: _____
Vacuuming clothing/self: _

Safe work procedures and other details: .....

.....

.....

Ventilation plan (sketch)



⇦ Show direction of airflow including makeup air locations and discharge air outlets

Area or location in building of ventilation plan (e.g., floor #, wing)

Date plan was reviewed by workers and posted for workers to see

Types of neg. air fans & no.'s *

* Indicate on plan by number the location of the negative air fans

Ventilation safety checklist

- ☐ Makeup air free of possible contaminants
- ☐ Workers not placed between contaminants created and exhaust inlet ports
- ☐ Exhaust fan operation has failure warning
- ☐ Discharge air not affecting others
- ☐ Dilution fans not stirring up dust
- ☐ All workers equipped with approved respirators
- ☐ Wetting of materials used to keep dust down

Note: Attach additional sheets if needed or other documents if required due to hazards or work conditions.

Print supervisor's name

Supervisor's signature

Purpose

The purpose of this program is to assure a safe work environment during welding, cutting and hot work operations.

Scope

This program is applicable to all employees directly involved or assisting in the welding, cutting and hot work operations. When work is performed on a no owned or operated site, the operator's program shall take precedence, however, this document covers DYER INSULATIONS, INC employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent. Operators of equipment should report any equipment defect or safety hazards and discontinue use of equipment until its safety has been assured. Repairs shall be made only by qualified personnel.

If fire hazards cannot be taken to a safe place or guards cannot be used to confine heat, sparks, slag and protect the immovable fire hazards, the welding and cutting shall not be performed.

Definitions

Welding/Hot Work Procedures - any activity which results in sparks, fire, molten slag, or hot material which has the potential to cause fires or explosions.

Examples of Hot Work - Cutting, Brazing, Soldering, Thawing Pipes, Grinding, using an electric tool in a hazardous area and Welding.

Special Hazard Occupancies - any area containing Flammable Liquids, Dust Accumulation, Gases, Plastics, Rubber and Paper Products.

Hazards - includes, but not limited to the following; fires and explosions, skin burns, welding "blindness", and respiratory hazards from fumes and smoke.

Key Responsibilities

Managers and Supervisors

- Determine if its property is safe for welding and cutting operations.
- Establish safe areas for welding and cutting operations.
- Provide training for all employees whose task includes heat, spark or flame producing operations such as welding, brazing, or grinding.
- Develop and monitor effective hot work procedures.
- Provide safe equipment for hot work.
- Provide proper and effective PPE for all hot work.
- Monitor all hot work operations.
- Ensure all hot work equipment and PPE are in safe working order.

- Allow only trained and authorized employees to conduct hot work and conduct inspections of the hot work area before operations begin.
- Ensure permits are used for all hot work outside authorized areas.

Employees

- Follow all hot work procedures.
- Properly use appropriate hot work PPE.
- Inspect all hot work equipment before use.
- Report any equipment problems or unsafe conditions.

Procedure

General

A hot work permit must be completed before performing hot work. Precautions that are to be taken shall be in the form of a written permit. Before cutting or welding is permitted the area shall be inspected and a written permit shall be used to authorize welding and cutting operations.

Where practicable all combustibles shall be relocated at least 35 feet from the work site. Where relocation is impractical, combustibles shall be protected with flameproof covers, shielded with metal, guards, curtains, or wet down the material to help prevent ignition of material.

Ducts, conveyor systems, and augers that might carry sparks to distant combustibles shall be protected or shut down.

Where cutting or welding is done near walls, partitions, ceilings, or openings in the floor (grating, manholes, etc.), fire-resistant shields or guards shall be provided to prevent ignition.

If welding is to be done on a metal wall, partition, ceiling, or solid decking/flooring, precautions shall be taken to prevent ignition of combustibles on the other side, due to conduction or radiation of heat. Where combustibles cannot be relocated on the opposite side of the work, a fire watch person shall be provided on the opposite side of the work.

Welding shall not be attempted on a metal partition, wall, and ceiling or decking/flooring constructed of combustible sandwich panels.

Cutting or welding on pipes or other metal in contact with combustible walls, partitions, floors, ceilings, or roofs shall not be undertaken if the work is close enough to cause ignition by combustion.

Cutting or welding shall not be permitted in the following situations.

- In areas not authorized by management.
- In sprinkled buildings while such protection is impaired.
- In the presence of potentially explosive atmospheres, e.g. flammables.
- In areas near the storage of large quantities of exposed, readily ignitable materials.

- In areas where there is dust accumulation of greater than 1/16 inch within 35 feet of the area where welding/hot work will be conducted.
- All dust accumulation shall be cleaned up before welding or hot work is permitted.

Whenever welding or cutting is performed in locations where other than a minor fire might develop or any of the conditions mentioned above cannot be met, a fire watch shall be provided.

- The fire watch shall be provided during and for a minimum of 1/2 hour past the completion of the welding project.
- The fire watch shall be trained in the use of fire extinguishers and the facility's alarm system.
- During this time the fire watch will have appropriate fire extinguishers readily available.
- Suitable extinguishers shall be provided and maintained ready for instant use.
- A hot-work permit will be issued on all welding or cutting outside of the designated welding area.

Fire Prevention Measures

A designated welding area shall be established to meet the following requirements:

- Floors swept and cleaned of combustibles within 35 feet of work area.
- Flammable and combustible liquids and material will be kept 35 feet from work area.
- Adequate ventilation providing 20 air changes per hour.
- At least one 10-pound dry chemical fire extinguisher shall be within access of 35 feet of the work area.
- Protective dividers such as welding curtains or noncombustible walls will be provided to contain sparks and slag to the combustible free area.

Requirements for welding conducted outside the designated welding area:

- Portable welding curtains or shields must be used to protect other workers in the welding area.
- A hot-work permit must be completed and complied with prior to initiating welding operations.
- Respiratory protection is mandatory unless an adequate monitored airflow away from the welder and others present can be established and maintained.
- Plastic materials must be covered with welding tarps during welding procedures.
- Fire Watch must be provided for all hot-work operations.

After welding operations are completed, the welder shall mark the hot metal or provide some other means of warning other workers.

Confined Space

- A space that Is large enough and so configured that an employee can bodily enter and perform assigned work;
- Has limited or restricted means for entry or exit (for example, tanks, vessels, coolers, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
- Is not designed for continuous occupancy.

Refer to DYER INSULATIONS, INC's Confined Space Program before commencing any welding, cutting, and/or brazing operations in an area meeting the requirements of a confined space.

Ventilation is a prerequisite to work in confined spaces.

When welding or cutting is being performed in any confined spaces, the gas cylinders and welding machines shall be left on the outside. Before operations are started, heavy portable equipment mounted on wheels shall be securely blocked to prevent accidental movement.

When a welder must enter a confined space through a manhole or other small opening, means shall be provided for quickly removing him in case of an emergency.

- When safety belts and lifelines are used for this purpose, they shall be so attached to the welder's body that it cannot be jammed in a small exit opening.
- An attendant with a preplanned rescue procedure shall be stationed outside to observe the welder at all times and be capable of putting rescue operations into effect.

When arc welding is to be suspended for any substantial period of time, such as during lunch or overnight, all electrodes shall be removed from the holders and the holders carefully located so that accidental contact cannot occur and the machine shall be disconnected from the power source.

In order to eliminate the possibility of gas escaping through leaks of improperly closed valves, when gas welding or cuffing, the torch valves shall be closed and the fuel-gas and oxygen supply to the torch positively shut off at some point outside the confined area whenever the torch is not to be used for a substantial period of time, such as during lunch hour or overnight. If practical, the torch and hose shall also be removed from the confined space.

When welding must be performed in a space entirely screened on all sides, the screens shall be so arranged that no serious restriction of ventilation exists. It is desirable to have the screens so mounted that they are about 2 feet (0.61 m) above the floor unless the work is performed at so low a level that the screen must be extended nearer to the floor to protect nearby workers from the glare of welding.

A fixed enclosure shall have a top and not less than two sides which surround the welding or cutting operations, and a rate of airflow sufficient to maintain a velocity away from the welder of not less than 100 linear feet (30 m) per minute.

All welding and cutting operations carried on in confined spaces shall be adequately ventilated to prevent the accumulation of toxic materials or possible oxygen deficiency. This applies not only to the welder, but also to helpers and other personnel in the immediate vicinity. All air withdrawn will be replaced with air that is clean.

In circumstances for which it is impossible to provide such ventilation, airline respirators or hose masks approved for this purpose by the National Institute for Occupational Safety and Health (NIOSH) will be provided. In areas immediately hazardous to life, a full-face piece, positive pressure, self-contained breathing apparatus or a combination full-face piece, positive pressure supplied-air respirator with an auxiliary, self-contained air supply approved by NIOSH must be used.

Where welding operations are carried on in confined spaces and where welders and helpers are provided with hose masks, hose masks with blowers or self-contained breathing equipment, a worker shall be stationed on the outside of such confined spaces to ensure the safety of those working within.

Fumes, Gases and Dust

Fumes produced by some welding processes can be toxic and may require source extraction. An assessment of the work to be performed must be completed before each job is undertaken. Fumes generally contain particles from the material being welded. Welding fumes can have an acute effect on the respiratory system.

Any welding, cutting or burning of lead base metals, zinc, cadmium, mercury, fluorides, beryllium or exotic metals or paints not listed here that could produce dangerous fumes shall have proper ventilation or respiratory protection. This includes inert-gas metal-arc welding or oxygen cutting of stainless steel.

Welders and helpers will refer to DYER INSULATIONS, INC's Respiratory Protection Program to determine the appropriate respiratory protection to be used during welding operations.

All welding and cutting operations shall be adequately ventilated to prevent the accumulation of toxic materials. This applies not only to the welder, but also to helpers and other personnel in the immediate vicinity.

Personal Protection

Helmets and hand shields shall be made of a material, which is an insulator for heat and electricity. Helmets, shields, and goggles shall not be readily flammable and shall be capable of withstanding sterilization.

Helmets and hand shields shall be arranged to protect the face, neck and ears from direct radiant energy from the arc.

Helmets shall be provided with filter plates and cover plates designed for easy removal.

All parts shall be constructed of a material, which will not readily corrode or discolor the skin.

Goggles shall be ventilated to prevent fogging of the lenses as much as practicable.

All glass for lenses shall be tempered, substantially free from scratches, air bubbles, waves and other flaws. Except when a lens is ground to provide proper optical vision correction, the front and rear surfaces of lenses and windows shall be smooth and parallel.

Lenses shall bear some permanent distinctive marking which may readily identify the source and shade.

The following is a guide for the selection of the proper shade numbers. These recommendations may be varied to suit the individual's needs.

Welding Operation		Shade Number
Shielded metal — arc welding 1/16, 3/32, 1/8-5/32 inch electrodes		10
Gas-shielded arc welding (nonferrous) 1/16, 3/32, 5/32 inch electrodes		11
Gas-shielded arc welding (ferrous) 1/16, 3/32, 1/8, 5/32 electrodes		12
Shielded metal arc welding: 3/16	7/32,1/4 inch electrodes	12
	5/16, 3/8-inch electrodes	14
Atomic hydrogen welding		10 – 14
Carbon arc welding		14
Soldering		2
Torch brazing		3 or 4
Light cutting, hp to 1 inch		3 or 4
Medium cutting, 1 inch to 6 inches		4 or 5
Healy cutting, 6 inches or over		5 or 6
Gas welding (light) up to 1/8 inch		4 or 5
Gas welding (medium) 1/8 - 1/2 inch		5 or 6
Gas welding (heavy) 1/2 inch or over		6 or 8

NOTE:
In gas welding or oxygen cutting where the torch produces a high yellow light, it is desirable to use a filter or lens that absorbs the yellow or sodium line in the visible light of the operation. All filter lenses and plates shall meet the test for transmission of radiant energy prescribed in ANSI Z87.1 — 1968 — American National Standard Practice for Occupational and Educational Eye and face Protection. Where the work permits the welder to be enclosed in an individual booth painted with a finish of low reflectivity such as zinc oxide (an important factor for absorbing ultraviolet radiation) and lamp black, or shall be enclosed with noncombustible screens similarly painted. Booths and screens shall permit circulation of air at floor level. Workers or other persons adjacent to the welding areas shall be protected from the rays by noncombustible or flameproof screens or shields or shall be required to wear appropriate goggles.

Adequate hand protection and clothing must be used to protect the body from welding hazards.

Cleaning Compounds
In the use of cleaning materials, because of their possible toxicity or flammability, appropriate precautions such as manufacturer instructions shall be followed.

- Degreasing and other cleaning operations involving chlorinated hydrocarbons shall be so located that no vapors from these operations will reach or be drawn into the atmosphere surrounding any welding operation.
- In addition, trichloroethylene and perchloroethylene shall be kept out of atmospheres penetrated by the ultraviolet radiation of gas-shielded welding operations.

Oxygen cutting, using a chemical flux, iron powder or gas shielded arc cutting for stainless steel shall be performed using mechanical ventilation adequate to remove the fumes generated.

Cylinders

Compressed gas cylinders shall be DOT-approved and legibly marked near the shoulder of the cylinder for the purpose of identifying the gas content with either the chemical or trade name of the gas.

- All compressed gas cylinder connections must comply with ANSI B57. 1-1965 Standards.
- Compressed gas cylinders shall be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are actually being hoisted or carried.

All cylinders shall be kept away from sources of heat and from radiators and piping systems that may be used for grounding purposes. Cylinders and cylinder valves including couplings and regulators shall be kept free from oily or greasy substances and must not be handled with gloves or rags in the same condition.

Stored oxygen cylinders shall be kept at least 20 feet from the fuel gas cylinders or combustible materials, especially oil or grease, or separated by a non-combustible barrier at least 5 feet high with a fire rating of at least one-half hour. All empty cylinders shall have closed valves. Valve protection caps shall always be in place and hand-tight except when cylinders are in use or connected for use.

Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards.

Fuel gas cylinders stored inside buildings shall be limited to a total capacity of 2000 cubic feet (300 pounds) of liquefied petroleum gas, except for those in actual use or attached ready for use.

All acetylene cylinders shall be stored valve-end up.

Assigned storage spaces shall be located where cylinders cannot be knocked over or damaged by falling objects or subject to tampering by unauthorized persons.

- Back flow protection shall be provided by an approved device that will prevent oxygen from flowing into the fuel-gas system or fuel from flowing into the oxygen system.
- An approved device that will prevent flame from passing into the fuel-gas system shall provide flashback protection.
- An approved pressure-relief device set at the appropriate pressure shall provide backpressure protection. Special care must be taken when transporting gas cylinders:
    - Cylinders must be secured with valve cap installed.
    - Cylinders shall not be lifted by the valve protection caps, the regulators must be removed and cylinders shall not be dropped or permitted to strike each other.
    - Removed regulators must be carried in the cab of the vehicle.
    - Cylinders shall not be tampered with nor should any attempt be made to repair them.
    - They shall be handled carefully - rough handling, knocks, or falls are liable to damage the cylinder, valve or safety device and cause leakage.
    - Safety devices shall not be tampered with.

Arc Welding and Cutting

All personnel operating, installing, and maintaining welding equipment shall be qualified or trained to operate and maintain such equipment.

- All workmen assigned to operate or maintain equipment shall be familiar with and electrical welding equipment shall be chosen for safe operation and comply with applicable Requirements for Electric Arc Welding Standards to include: 29 CFR 1910.254, 29 CFR 1910.252 (a)(b) (c) and if gas shielded arc welding is done the must be familiar with the American Welding Society Standard A6-1-1966.
- Arc welding equipment must be designed to meet conditions such as exposure to corrosive fumes, excessive humidity, excessive oil vapor, flammable gasses, abnormal vibration or shock, excessive dust and seacoast or shipboard conditions.
- It shall be operated at recommended voltage in accordance to the manufacturer recommendations.
- All leads shall be periodically inspected and replaced if insulation is broken or splices are unprotected.
- Leads shall not be repaired with electrical tape.
- All ground connections shall be checked to determine that they are mechanically strong and electrically adequate for the required current.

A disconnecting switch or controller shall be provided at or near each welding machine along with over current protection.

All direct current machines shall be connected with the same polarity and all alternating current machines connected to the same phase of the supply circuit and with the same polarity.

- To prevent electrical contact with personnel, all electrode holders shall be placed where they do not make contact with persons, conducting objects or the fuel of compressed gas tanks.
- All cables with splices within 10 feet of the holder shall not be used.

If the object to be welded or cut cannot readily be moved, all moveable fire hazards should be removed.

If an object to be welded or cut cannot be moved and if all the hire hazards cannot be removed, then guards shall be used to confine the heat sparks and slag and to protect the immovable fire hazards.

Resistance Welding

All personnel operating, installing, and maintaining welding equipment shall be qualified or trained to operate and maintain such equipment.

- Voltage, interlocks, guarding, grounding and shields shall be in accordance with manufacturer recommendations.
- Precautions such as flash guarding, ventilation and shields shall be provided to control flashes, toxic elements and metal fumes.

If the object to be welded or cut cannot readily be moved, all moveable fire hazards should be removed.

Oxygen Fuel Gas Welding and Cutting:
Only approved apparatuses such as torches, regulators or pressure-reducing valves, setting generators and manifolds shall be used:

- Mixtures of fuel gases and air or oxygen may be explosive and must be guarded against.
- All hoses and hose connections shall comply with the Compressed Gas Association and Rubber Manufacturers' Associations' applicable standards.
- Workers in charge of the oxygen or fuel-gas supply equipment, including generators, shall be instructed and judged competent by the DYER INSULATIONS, INC before being left in charge.

If the object to be welded or cut cannot readily be moved, all moveable fire hazards should be removed.

Fire Watch Requirements
A fire watch shall be under these conditions as a minimum and when welding, cutting, brazing and/or soldering is performed near combustible materials and/or locations where fire may develop:

- Locations where other than a minor fire might develop.
- Combustible materials are closer than 35 feet to the point of operation.
- Combustibles that are 35 feet or more away but are easily ignited.
- Wall or floor openings within a 35 feet radius of exposed combustible materials.
- Combustible materials are adjacent to the opposite side of metal partitions, ceilings or roofs.

Fire watch personnel shall be maintained at least a half an hour after welding or cutting operations have been completed and fire watchers shall have fire extinguishers readily available.

First Aid Equipment
First aid equipment shall be available at all times. All injuries shall be reported as soon as possible for medical attention. First aid shall be rendered until medical attention can be provided.

Training

Training shall include:

- Position Responsibilities
- Cutters, welders and their supervisors must be suitably trained in the safe operations of their equipment and the safe use of the process.
- Fire Watch Responsibilities - specifically, the fire watch must know:
    - That their ONLY duty is Fire Watch.
    - When they can terminate the watch.
    - How to use the provided fire extinguisher(s).
    - Be familiar with facilities and how to activate fire alarm, if fire is beyond the incipient stage.
    - Operator Responsibilities
    - Contractor Responsibilities
    - Documentation requirements
    - Respirator Usage requirements
    - Fire Extinguisher training.

JOB SITE SAFETY INSPECTION CHECKLIST

DATE_____ LOCATION:_____
TIME_____ JOB #_____
WEATHER CONDITIONS_____
INSPECTION CONDUCTED BY_____ TITLE_____

"S" Satisfactory Condition, "U" Unsatisfactory Condition; "NA" Not Applicable; Add comments for any condition identified as "U" Unsatisfactory.

S/U/NA GENERAL SAFETY AND HEALTH

_____ Housekeeping
_____ Lighting
_____ Medical and First Aid
_____ Toilet Facilities
_____ Trash Disposal
_____ Drinking Water
_____ Process Safety Training
_____ OSHA Postings
_____ Training Records
_____ MSDS Sheets Available
_____ Others (List)

Comments:___

S/U/NA PERSONAL PROTECT EQUIPMENT

_____ Hard Hats
_____ Ear and Eye Protection
_____ Safety Belts, Harnesses
_____ Safety Nets
_____ Respirators and Gas Masks
_____ Others (List)

Comments:_____

S/U/NA FIRE PROTECTION

_____ Water Supply and Hose
_____ Extinguishers
_____ Flammable Liquids Storage
_____ Proper Temporary Heaters
_____ Containers and Tanks for Flammable Liquids
_____ Fireproof Tarpaulins
_____ Other (List)

Comments:_____

S/U/NA TOOLS

_____ Guards
_____ Grounding and Ground Fault Protection
_____ Safety Devices
_____ Condition
_____ Others (List)

Comments:_____

S/U/NA ELECTRICAL

_____ Condition of Temporary Wiring
_____ Grounding of Tools & Equipment
_____ Proper NEMA Rating in Hazardous Areas
_____ Lamps Properly Guarded
_____ Ground Fault Protection
_____ Illumination
_____ Others (List)

Comments:_____

S/U/NA FALL PROTECTION

_____ Ladders Secured
_____ Handrails and Toeboards
_____ Scaffolds Tied In
_____ Scaffold Bracing
_____ Condition of Swinging Scaffold Ropes
_____ Floor, Wall Openings
_____ Other

Comments:_____

JOB SITE SAFETY INSPECTION CHECKLIST

DATE_____ LOCATION:_____
TIME_____ JOB #_____
WEATHER CONDITIONS_____
INSPECTION CONDUCTED BY_____ TITLE_____

"S" Satisfactory Condition, "U" Unsatisfactory Condition; "NA" Not Applicable; Add comments for any condition identified as "U" Unsatisfactory.

_____
_____
_____

S/U/NA MECHANIZED EQUIPMENT
_____ Load Capacity Posted
_____ Power Line Clearance
_____ Outriggers
_____ Condition of Cables, Slings & Hooks
_____ Roll Over Protection and Seatbelts
_____ Back Up Alarms
_____ Others (List)
Comments:_____
_____
_____
_____
_____
_____

S/U/NA CONCRETE WORK
_____ Rebar Implement Protection
_____ Formwork Supports
_____ Removal of Protection Nails from Forms
_____ Others (List)
Comments:_____
_____

_____
_____
_____

S/U/NA INDUSTRIAL HYGIENE
_____ Envir. Conditions (Noise, Dust, etc.)
_____ Instrumentation
_____ Records
_____ Others (List)
Comments:_____
_____
_____
_____
_____
_____

S/U/NA MATERIALS HANDLING & STORAGE
_____ Materials Properly Stacked
_____ Floor Load Limit Signs
_____ Rigging Equipment
_____ Others (List)
Comments:_____
_____
_____
_____
_____
_____

NEW HIRE CHECKLIST

Employee Name:_____ **Date:** _____

Has the New Hire received training in the following? If so, please attach all relevant documentation.

Emergency Procedures	Yes ☐	No ☐	Attached ☐
Fall Protection	Yes ☐	No ☐	Attached ☐
First Aid/CPR	Yes ☐	No ☐	Attached ☐
Hand & Power Tools	Yes ☐	No ☐	Attached ☐
Hazard Communication	Yes ☐	No ☐	Attached ☐
Personal Protective Equipment	Yes ☐	No ☐	Attached ☐

Has the New Hire received copies of the following?

a.	General Safety Rules	Yes ☐	No ☐
b.	Employee Disciplinary Policy	Yes ☐	No ☐
c.	Management and Employee Responsibilities	Yes ☐	No ☐
d.	Personal Protective Equipment (PPE) Requirement	Yes ☐	No ☐
e.	Emergency Procedures	Yes ☐	No ☐

Check PPE items provided:

Hard Hat	Yes ☐	No ☐
Reflective Vest	Yes ☐	No ☐
Hearing Protection	Yes ☐	No ☐
Safety Glasses/Goggles	Yes ☐	No ☐
Work Gloves	Yes ☐	No ☐

I acknowledge receipt of all the above information. I agree to read it thoroughly. I agree that if there is any policy or provision that I do not understand, I will seek clarification from the Foreman. I have received the required PPE and agree to wear the Hard Hat and Safety Vest as required.

New Employee Signature:_____ **Date:** _____

Foreman Signature:_____ **Date:**_____

TOOL BOX TALK REPORT

Date: _____

Foreman or designee:_____

Subject(s):_____

_____

_____

Attendance (names - please print)	***Signature***
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Comments

The following suggestions, complaints or reports of unsafe conditions were offered by employees for consideration.

Date sent to Main Office _____

Date received in Main Office _____

Received By:_____

TRAINING RECORD

Directions: Under name write the employee's name, under each heading provide the date on which employee received training or n/a.

Employee's Name	Orientation	General Safety Rules ~ Hazards	Aerial Lifts	Electrical Safety	Fall Protection	Fire Extinguisher	HAZCOM	Ladder Safety	Personal Protective Equipment	Scaffolding	Respiratory Protection	Tool Safety	Other