

NOTE: THIS SAMPLE PROGRAM IS PROVIDED TO ASSIST IN ESTABLISHING A SAFE WORK ENVIRONMENT. IT IS NOT INTENDED TO SUPERSEDE THE REQUIREMENTS DETAILED IN 29CFR 1910. EMPLOYERS SHOULD REVIEW THE STANDARD FOR PARTICULAR REQUIREMENTS WHICH ARE APPLICABLE TO THEIR SPECIFIC SITUATION AND TO MAKE THE NECESSARY CHANGES. EMPLOYERS WILL NEED TO ADD INFORMATION RELEVANT TO THEIR PARTICULAR FACILITY IN ORDER TO DEVELOP AN EFFECTIVE, COMPREHENSIVE PROGRAM.

(Company Name)

SAFETY AND HEALTH PROGRAM

I. **POLICY**

It is the Safety and Health Policy of (Company Name) to comply with the standards of the Occupational Safety and Health Administration (OSHA) and the State of Florida Health and Safety Standards, and to endeavor to have injury free jobs.

Compliance with the following Safety Policy and all items contained therein, is mandatory for all employees of (Company Name). The authorization and responsibility for enforcement has been given primarily to (Responsible person).

It is also the company policy that accident prevention be a prime concern to all of us. It includes, not only prevention of wasteful and inefficient operations, damage to property and equipment, but foremost, the safety and well being of all our employees.

II. **APPLICABILITY**

This policy applies to all employees of (Company Name), regardless of position with the company. The safety rules apply to anyone who is on a (Company Name) site or premises.

III. **IMPLEMENTATION**

The company safety program has been designed for maximum employee involvement in four fundamental ways:

- A. Management's commitment to safety and health.
- B. Quarterly in-depth safety meetings.
- C. Effective job safety training for all categories of employees.
- D. Various incentive awards for exemplary safety performance.

IV. **ADMINISTRATION**

The safety and health program will be carried out according to guidelines established and published in this manual. Specific instructions and assistance will be provided by ___ **(Responsible person)**. Each manager will be responsible for meeting all requirements of the Safety and Health Program and for maintaining an effective accident prevention effort within his/her area of responsibility. It will be the manager's responsibility to see that all accidents are thoroughly investigated and reported to ___ **(Responsible person)** on the same day of the occurrence. ___ **(Responsible person)** will review and update this program annually.

V. **REPORTING OF INJURIES**

- A. All employees will be held accountable for failing to report an on-the-job injury immediately.

Immediately means at or near the time of the injury and on the same day of the injury.

Employees must report the injury, in detail, to their immediate supervisor, i.e. Foreman, Superintendent, or Manager, etc. The employee must let their supervisor know:

1. How they hurt themselves.

2. What they were doing at the time.
 3. Who they were working with at the time.
 4. When and where it happened.
 5. Other pertinent information that will aid in the supervisor's investigation of the accident.
- B. Anyone failing to report an on-the-job injury according to the above instructions is in violation of the _____ ***(Company Name)*** Safety and Health Policy and may be subject to termination. Every employee of _____ ***(Company Name)***, their subcontractors and suppliers are expected to comply with the company policy and to comply with OSHA and Florida State Health and Safety standards.

VI. **NOTIFICATIONS**

A. **IN CASE OF SERIOUS INJURY OR DEATH**

After the injured has been taken to the hospital, notify the manager immediately. Fill out the accident report form and send it to the main office. Get statements from witnesses and make certain statements are signed by witnesses, dated and time noted. Take photographs of the area and anything relevant.

B. **IN CASE OF INSPECTION BY FEDERAL, STATE OR LOCAL INSPECTORS**

Notify the manager that the OSHA, Federal, State or Local inspectors are on the jobsite and be cooperative. The manager should immediately notify the _____ ***(Responsible person)***.

VII. **GENERAL SAFETY RULES**

- A. Compliance with applicable Federal, State, County, City, Client and _____ (Company Name) safety rules and regulations is a condition of employment.
- B. All injuries, regardless of how minor, must be reported to your supervisor and the office immediately. An employee that fails to report an injury immediately will be issued a safety violation notice and may be subject to termination.
- C. Safety glasses, meeting the requirements of ANSI Z87.1, will be worn as the minimum required eye protection. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling of chemicals, acid and caustic materials. Burning goggles for cutting, burning or brazing and welding hoods for welding are required.
- D. Fall protection
 - 1. Safety belts/harnesses and lanyards shall be worn and secured at any time there is a fall hazard of more than six (6) feet.
 - 2. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be minimum of ½ inch diameter wire rope. Vertical lifelines shall be ¾ inch diameter manila rope or equivalent and shall be used in conjunction with an approved type rope grab.
- E. Clothing must provide adequate protection for the body. Shirt tails must be worn inside the trousers. Sturdy work boots with rigid, slip-resistant soles which give adequate protection to the feet and ankles are required. Sneakers, sandals and other light-weight footwear are prohibited.
- F. Cameras, firearms, alcoholic beverages or illegal drugs are not allowed at the office or on

site. Drugs prescribed by a physician must be registered with the supervisor. The use or possession of illegal drugs or alcoholic beverages will result in immediate termination.

- G. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazard free. Clean up is required when you finish a job, at the end of the day or as needed to maintain a safe work place.
- H. Burning and cutting equipment shall be checked daily before being used. All gas shall be shut off and hoses disconnected from bottles or manifolds at the end of each day. Caps shall be replaced on bottles when gauges are removed. All repairs shall be made in the tool room at the shop. Makeshift field repairs will not be allowed. Two sets of flashback arresters shall be installed on oxyacetylene outfits; one set at the regulators and one set at the torch handle.
- I. All tools, whether company owned or personal, must be in good working condition. Defective tools must not be used. Examples are: chisels with mushroomed heads; hammers with loose or split handles; and guards missing on saws or grinders, etc.
- J. All electrical tools shall be checked and color coded by a designated competent person each month. This shall be part of our assured grounding program.
- K. The speed limit is 10 miles per hour (MPH) within the plant area. No one is permitted to ride on a truck while standing up. Sitting on the outside edges is prohibited. You must be down inside the truck. Riding as a passenger on equipment is prohibited unless the equipment has the safe capability of transporting personnel.
- L. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be not further away than 50

- feet from all hot work. Return used extinguishers to the office for recharging immediately.
- M. All scaffolding and work platforms must be in accordance with OSHA specifications. All ladders must be in a safe condition with no broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend three (3) feet above the working surface. Metal ladders around electrical work are prohibited.
 - N. Report all unsafe conditions and near accidents to your supervisor so corrective action can be taken.
 - O. All floor openings or excavations shall be barricaded on all sides to ensure that employees are aware of the hazard. Floor holes shall be covered with a secure cover and clearly marked.
 - P. Warning signs, barricades and tags will be used to the fullest extent and shall be obeyed.
 - Q. Respiratory protection is required for employees exposed to dust hazards or to other air contaminants that may be encountered.

VIII. ENFORCEMENT OF SAFETY POLICY

- A. Safety violation notices shall be issued to any (Company Name) employee, subcontractor or anyone on a (Company Name) site violating the safety rules or regulations.
 1. Any violation of a safety rule can result in suspension or immediate termination.
 2. Any employee receiving three (3) written, general violations within a six (6) month period shall be terminated.

3. Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of injury) will result in immediate termination.
- B. It is understood that (Company Name) is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

IX. **RECORD KEEPING**

- A. OSHA poster "Safety and Health Protection on the Job" will be posted at all job sites.
- B. OSHA "Log of Occupational Injuries and Illnesses" will be maintained and posted during the month of February following the year it is completed for.
- C. Insurance poster, "Notice to Employees" indicating State Worker's Compensation coverage will be posted on all job sites.
- D. Safety Meetings weekly and followed by sign-in log.

X. **HOUSEKEEPING AND SANITATION**

- A. General neatness.
- B. Regular disposal of trash.
- C. Passageways, driveways and walkways clear.
- D. Adequate lighting.
- E. Oil and grease removed.
- F. Waste containers provided and used.
- G. Sanitary facilities adequate and clean.

H. Adequate ventilation.

XI. **PERSONAL PROTECTIVE EQUIPMENT**

A. Hearing Protection.

B. Eye and Face Protection.

a. Goggles where flying particles exist.

b. Face shields for dust.

c. Welding masks for welder and helper.

C. Respirator Protection.

D. Safety belts and lifelines

E. Gloves, where required.

XII. **FIRE PROTECTION**

A. Fire safety orientation to employees.

B. Fire extinguishers - in proper location and charged.

C. No smoking areas posted.

D. Flammable and combustible material storage areas.

E. Safety cans (containers) for gasoline or other flammable liquids.

XIII. **HAND AND POWER TOOLS**

A. Inspect all tools for the proper operating condition.

B. All tools stored properly and neatly.

- C. All power tools properly grounded.
- D. Inspect all tools for proper safety guards.

XIV. **WELDING AND CUTTING**

- A. Gas and oxygen cylinders secured in a vertical position.
- B. Hoses inspected regularly.
- C. Cylinders, caps, valves, couplings, regulators and hoses kept free of oil and grease.
- D. Cylinder caps shall be in place when ever cylinder is not being used.
- E. Maintain gauge pressures - oxygen 30-40 pounds, acetylene 5-10 pounds, when in use, small tip uses less.
- F. Two (2) sets of flash arresters (for oxyacetylene outfits). One (1) set at torch handle and one (1) set at regulators.

XV. **ELECTRICAL**

- A. All portable tools and cords will be properly grounded.
- B. Daily visual inspection of caps, ends and cords for deformed or missing pins, insulation damage and internal damage.
- C. Tests of cords, tools and equipment for continuity and correct attachment of the equipment grounding connector to the proper terminal shall be made every three months and:
 - 1. Prior to first use.
 - 2. Prior to return to service after repairs.
 - 3. Prior to return to service after incident which may have caused damage to cord or equipment.

- D. Cords and equipment which do not meet requirements shall be removed from service until repairs have been made.
- E. Maintain a written log of all test on cords, tool and equipment unless there are G.F.C.I.s installed.

XVI. **LADDERS**

- A. Inspect at regular intervals.
- B. No broken or missing rungs or steps.
- C. No broken or split side rails.
- D. Extend at least 36 inches above landing and secure.
- E. Side rails of 2 X 4 up to 16 feet. Above 16 feet, side rails need to be at least 3 X 6s.
- F. Cleats of 2 X 4 lumber and spaced 12 inches top to top.

XVII. **SCAFFOLDING**

- A. Inspect at regular intervals.
- B. Footings shall be sound and rigid and capable of carrying the maximum intended load.
- C. Tied into buildings vertically and horizontally at 14 foot intervals.
- D. Properly cross braced.
- E. Proper guard rails and toeboards installed.

XVIII. **GUARDRAILS, HANDRAILS AND COVERS**

- A. Guardrails, handrails and covers shall be installed where ever there is danger of

employees or materials falling through floor, roof or wall openings and shall be guarded on all exposed sides.

- B. Posts shall be of at least 2 X 4 stock spaced not more than eight (8) feet apart.
- C. Top rail shall be 42 inches above the floor and of 2 X 4 stock.
- D. The intermediate (mid) rail shall be approximately 21 inches above the floor and of at least 1 X 4 stock.
- E. Guardrail assemblies around floor openings shall be equipped with toe boards. The toe boards shall be a minimum of four (4) inches above the floor and shall not have more than ¼ inch clearance above the floor level, if there are employees below and conditions dictate.
- F. Guardrails must be capable of supporting 200 pounds in any direction.

XIX. **MATERIAL HOISTS**

- A. Inspect at regular intervals.
- B. Operating rules shall be posted at operator's station.
- C. "No Rider" signs posted at all stations.
- D. All entrances shall be properly protected.
- E. All entrance bars and grates shall be painted with diagonal contrasting stripes.
- F. Operator is experienced.
- G. Current crane certification inspection sticker and papers on rig.

XX. **MOTOR VEHICLES**

- A. Inspect all lights, brakes, tires, horn, etc at regular intervals.
- B. Do not overload vehicles.
- C. Trash trucks shall have covers.
- D. No riding on edge of pickup truck bed.
- E. No riding on concrete trucks, loaders, backhoes, etc.
- F. Back-up alarms on loaders, tractors, backhoes, etc.

XXI. **MATERIAL STORAGE AND HANDLING**

- A. Designate material storage area.
- B. Keep material, including spoil, at least two (2) feet from edge of excavation.
- C. Control water.
- D. Inspect frequently.

XXII. **SAFETY MEETING REPORT**

 (Company Name) has a Safety Meeting form. This form shall be filled out for each safety meeting that is held. After filling out the form, you shall return it to the office.

XXIII. **OSHA POSTER**

 (Company Name) has a job safety and health poster from OSHA. This poster must be posted on location in a conspicuous place, preferably on the employee bulletin.

XXIV. **LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES**

 (Company Name) has an OSHA log for injuries and illnesses. This must be posted in

a conspicuous place and kept up to date as all illnesses and injuries occur. Preferably these are to be posted on the bulletin board at the office.

XXV. **EMERGENCY TELEPHONE NUMBERS**

A. (Company Name) has a listing of emergency room and walk-in clinic phone numbers for each location.

B. All employees must be made aware of the locations of the Emergency Rooms and Walk-in Clinics.

XXVI. **SAFETY INSPECTION PROCESS**

Periodic inspections, at least semi-annually, will be made of the area by the responsible supervisor.

XXVII. **JOB HAZARD ANALYSIS**

A. Job hazard analysis will be performed on each job to determine the potential hazards and the type of protective equipment that is available, and what it can do; i.e., splash protection, impact protection, etc.;

1. It is the responsibility of (Responsible person) to assess the workplace hazard situation, by identifying and evaluating equipment and processes.

2. In order to assess the need for PPE, a walk-through survey of the areas in question will be conducted. The purpose of the survey is to

identify sources of hazards to workers and co-workers. Consideration should be given to the basic hazard categories: Impact; Penetration; Compression (roll-over); Chemical; Heat; Harmful dust; Light (optical) radiation.

3. During the walk-through survey the safety officer should observe:

- (a) sources of motion; where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects;
- (b) sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.;
- (c) types of chemical exposures;
- (d) sources of harmful dust;
- (e) sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.;
- (f) sources of falling objects or potential for dropping objects;
- (g) sources of sharp objects which might pierce the feet or cut the hands;
- (h) sources of rolling or pinching objects which could crush the feet;
- (i) layout of workplace and location of co-workers; and
- (j) any electrical hazards. In addition, injury/accident data should be reviewed to help identify problem areas.

C. Following the walk-through survey, it is necessary to organize the data and information for use in the assessment of hazards. The objective is to

prepare for an analysis of the hazards in the environment to enable proper selection of protective equipment.

- D. Having gathered and organized data on a workplace, an estimate of the potential for injuries should be made. Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. The possibility of exposure to several hazards simultaneously should be considered.
- E. After completing the assessment, (Responsible person) selects the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards.
- F. It is the responsibility of (Responsible person) to reassess the workplace hazard situation as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE.

XXVII. **TRAINING**

All employees of the (Company Name) will be trained on the requirements of this program.