

TABLE OF CONTENTS

- SAFETY POLICY STATEMENT6
- INJURY & ILLNESS PREVENTION PROGRAM7
- CODE OF SAFE PRACTICES26
 - General Safe Practices26
- HAZARD SPECIFIC CODE OF SAFE PRACTICES28
 - General Work Environment28
 - Personal Protective Equipment & Clothing28
 - Walkways29
 - Floor & Wall Openings29
 - Stairs & Stairways29
 - Elevated Surfaces30
 - Exiting or Egress30
 - Exit Doors31
 - Portable Ladders31
 - Hand Tools & Equipment32
 - Portable (Power Operated) Tools & Equipment32
 - Abrasive Wheel Equipment Grinders33
 - Machine Guarding33
 - Overhead High-Voltage Lines34
 - Electrical35
 - Lockout Tagout: Control of Hazardous Energy36
 - Welding, Cutting & Brazing37
 - Arc Welders38
 - Compressors & Compressed Air39
 - Compressed Air Receivers40
 - Compressed Gas & Cylinders40
 - Material Handling41
 - Hoist & Auxiliary Equipment41
 - Cranes42
 - Industrial Trucks - Forklifts42
 - Entering Confined Spaces43
 - Environmental Controls44
 - Control of Harmful Substances by Ventilation45
 - Flammable & Combustible Materials45
 - Fire Protection46
 - Hazardous Chemical Exposures47
 - Hazardous Substances Communication48
 - Transporting Employees & Materials48
 - Emergency Action Plan49
 - Infection Control49
 - Ergonomics50
 - Back & Lifting Safety50
 - Housekeeping51
 - Material Storage53
 - Company Vehicles54
 - Tire Inflation54

Fueling	54
Working in the Cold.....	55
Working in the Heat.....	55
Flagging Traffic	56
Sun Exposure.....	56
Wet Weather	57
GENERAL SAFETY POLICIES & PROGRAMS	58
Hazard Identification & Risk Assessment.....	58
Inspections	64
Hazard Reporting	67
Risk Control	68
Standard Work Procedures	69
Safety Training	73
Incident & Accident Reporting	76
Incident & Accident Investigation/Follow-Up	78
Accident Statistics	80
Access to Employee Exposure & Medical Records.....	81
Modified Work Program	91
Engineering Controls.....	95
Equipment Preventive Maintenance.....	96
Purchasing Controls.....	97
Safety Rewards.....	98
Safety Performance Assessment.....	100
Training Courses.....	103
Drug & Alcohol Free Workplace.....	104
Workplace Violence Prevention	108
Disciplinary Program.....	115
Employee Evaluation Program.....	119
Short Service Employee (SSE).....	123
Jobsite Security.....	125
CONTRACTOR SAFETY MANAGEMENT	126
WORKING ALONE	133
FIRST AID	135
BLOODBORNE PATHOGENS	139
PERSONAL PROTECTIVE EQUIPMENT	158
RESPIRATORY PROTECTION.....	171
NOISE EXPOSURE.....	187
FALL PROTECTION - CONSTRUCTION.....	196
HAZARD COMMUNICATION	206
SILICA EXPOSURE	216
BULK FLAMMABLE & COMBUSTIBLE LIQUIDS SAFETY	220
GASES, VAPORS, FUMES, DUSTS, & MISTS SAFETY.....	225
HEAT STRESS.....	229
COLD STRESS	233
ELECTRICAL SAFETY.....	237
ASSURED GROUNDING CONDUCTOR.....	266
LOCKOUT TAGOUT: CONTROL OF HAZARDOUS ENERGY.....	270
FIRE PREVENTION & SAFETY	279
EMERGENCY ACTION	285

HAND & POWER TOOLS	294
LADDERS.....	301
FORKLIFTS: INSPECTION & SAFE OPERATION	304
EXCAVATION, TRENCHING & SHORING	322
CONCRETE & MASONRY CONSTRUCTION	340
CONCRETE PUMP BOOMS.....	348
ASPHALT PAVING SAFETY.....	359
DRIVING SAFETY.....	365
DEFENSIVE DRIVING MANAGEMENT.....	372
JOBSITE VEHICLES, TRAFFIC CONTROL, BARRICADES, & WARNING SIGNS SAFETY.....	375
ENVIRONMENTAL MANAGEMENT PLAN.....	378
EROSION CONTROL PLAN.....	382
FORMS & CHECKLISTS.....	384
Notice of Access to Employee Exposure & Medical Records	385
Employee Request to Access to Medical Records.....	386
Safe Work Permit.....	387
Hazard Assessment Form.....	388
Worksite Safety Inspection Form	389
Worksite Safety Inspection Form	390
Equipment/Vehicle Inspection Checklist	391
Hazard Report Form	393
Worksheet for Identifying Regulatory Requirements.....	394
Job Procedure Worksheet.....	395
Sample Standard Work Procedure.....	396
Discipline Policy.....	397
Disciplinary Action - Notice of Safety Infraction.....	398
Policy / Regulation Violation.....	399
Emergency Contacts.....	400
Basic Emergency & Post-Emergency Procedures	401
New Employee Safety Orientation Checklist.....	402
New Employee Orientation Acknowledgement Form.....	403
Checklist for Developing an On-the-Job Training Program	404
On-the-Job Training Record Form	405
General Safety Meeting Agenda	406
Pre-Job Safety Meeting Agenda	407
Initial Pre-Job Safety Meeting Checklist & Record Form.....	408
Safety Meeting Form.....	410
Supervisor's Report of Injury or Illness.....	411
Supervisor's Report of Injury/Exposure	412
Employee's Report of Injury/Exposure	413
Safety Committee Accident Investigation Report	414
Modified Work Policy Statement	415
Doctor Notification Letter – Modified Work.....	416
Physical Capabilities Worksheet – Modified Duty	417
Job Demands Analysis – Modified Duty.....	419
Modified Work Availability Notification.....	420
Safety Recognition Nomination Form.....	421
Engineering Safety Checklist	422
Company Passenger Vehicle Preventive Maintenance Schedule.....	423

Maintenance Record Form.....	424
Joint Worksite Health & Safety Committee Meeting Report Form.....	425
Purchasing Standards Table.....	426
Safety Awards.....	427
Safety Performance Assessment Form.....	428
Supervisor Skills Checklist.....	430
Training Record Form.....	431
Harassment Policy Statement.....	432
Employee Evaluation Form.....	433
Contractor Short-Service Employee Form.....	434
Contractor SSE Variance Form.....	435
Task Risk Analysis Checklist.....	436
Office Hazard Checklist.....	438
Personal Protective Equipment - Certification of Hazard Assessment.....	440
Air-Purifying Respirator Inspection.....	441
ASR / SCBA Respirator Inspection.....	442
SCBA Spare Bottle Inspection.....	443
Respiratory Fit Testing Certificate.....	444
Respirator Medical Evaluation Questionnaire.....	445
Hepatitis B - Vaccination Declination Form.....	452
Employee Consent to Hepatitis B Vaccine.....	453
Bloodborne Pathogens - Exposure Incident Investigation.....	454
Bloodborne Pathogens - Post-Exposure Evaluation and Follow-up Checklist.....	455
Hazard Communication - List of Hazardous Substances.....	456
Request for Material Safety Data Sheet (MSDS).....	457
Lockout Tagout Schedule.....	458
Procedure for Lockout Tagout Removal.....	459
Periodic – Annual Observation of Lockout Tagout Program.....	460
Annual Lockout Tagout Administrative Review.....	462
Excavation & Trenching Inspection Checklist.....	463
Excavation, Trenching & Shoring - Soil Analysis Inspection Checklist.....	465
Forklift Operator’s Daily Forklift Inspection Report.....	467
Maintenance Department Monthly Forklift Inspection Record.....	468
Initial Forklift License Certification.....	469
Re-Evaluation Forklift License Certification.....	470