

TABLE OF CONTENTS

SAFETY POLICY STATEMENT	6
INJURY & ILLNESS PREVENTION PROGRAM	7
CODE OF SAFE PRACTICES	26
General Safe Practices	26
HAZARD SPECIFIC CODE OF SAFE PRACTICES	28
General Work Environment	28
Personal Protective Equipment & Clothing	28
Walkways	29
Floor & Wall Openings	29
Stairs & Stairways	29
Elevated Surfaces	30
Exiting or Egress	30
Exit Doors	31
Portable Ladders	31
Hand Tools & Equipment	32
Portable (Power Operated) Tools & Equipment	32
Compressors & Compressed Air	33
Compressed Air Receivers	33
Material Handling	34
Environmental Controls	34
Control of Harmful Substances by Ventilation	35
Flammable & Combustible Materials	36
Fire Protection	37
Hazardous Chemical Exposures	38
Hazardous Substances Communication	39
Transporting Employees & Materials	39
Emergency Action Plan	40
Infection Control	40
Ergonomics	41
Back & Lifting Safety	41
Housekeeping	41
Material Storage	43
Company Vehicles	44
Tire Inflation	45
Fueling	45
Sun Exposure	45
Wet Weather	46
Working in the Cold	46
Working in the Heat	47
GENERAL SAFETY POLICIES & PROGRAMS	48
Hazard Identification & Risk Assessment	48
Inspections	54
Hazard Reporting	57
Risk Control	58
Standard Work Procedures	59
Safety Training	63

Incident & Accident Reporting	66
Incident & Accident Investigation/Follow-Up	68
Accident Statistics	70
Access to Employee Exposure & Medical Records	71
Modified Work Program	81
Engineering Controls	85
Equipment Preventive Maintenance	86
Purchasing Controls	87
Safety Rewards	88
Safety Performance Assessment	90
Training Courses	93
Drug & Alcohol Free Workplace	94
Workplace Violence Prevention	98
Disciplinary Program	105
Employee Evaluation Program	109
Short Service Employee (SSE)	113
CONTRACTOR SAFETY MANAGEMENT	115
FIRST AID	122
BLOODBORNE PATHOGENS	126
PERSONAL PROTECTIVE EQUIPMENT	145
FALL PROTECTION - CONSTRUCTION	158
HAZARD COMMUNICATION	168
HEAT STRESS	178
COLD STRESS	182
ELECTRICAL SAFETY	186
ASSURED GROUNDING CONDUCTOR	215
LOCKOUT TAGOUT: CONTROL OF HAZARDOUS ENERGY	219
FIRE PREVENTION & SAFETY	228
EMERGENCY ACTION	234
HAND & POWER TOOLS	243
LADDERS	250
SCAFFOLDS	253
AERIAL LIFTS	270
BUCKET TRUCK SAFETY	276
RIGGING EQUIPMENT	297
DRIVING SAFETY	304
DEFENSIVE DRIVING MANAGEMENT	311
ENVIRONMENTAL MANAGEMENT PLAN	314
FORMS & CHECKLISTS	318
Notice of Access to Employee Exposure & Medical Records	319
Employee Request to Access to Medical Records	320
Safe Work Permit	321
Hazard Assessment Form	322
Worksite Safety Inspection Form	323
Worksite Safety Inspection Form	324
Equipment/Vehicle Inspection Checklist	325
Hazard Report Form	327
Worksheet for Identifying Regulatory Requirements	328
Job Procedure Worksheet	329

Sample Standard Work Procedure.....	330
Discipline Policy	331
Disciplinary Action - Notice of Safety Infraction.....	332
Policy / Regulation Violation.....	333
Emergency Contacts.....	334
Basic Emergency & Post-Emergency Procedures	335
New Employee Safety Orientation Checklist.....	336
New Employee Orientation Acknowledgement Form.....	337
Checklist for Developing an On-the-Job Training Program.....	338
On-the-Job Training Record Form	339
General Safety Meeting Agenda	340
Pre-Job Safety Meeting Agenda	341
Initial Pre-Job Safety Meeting Checklist & Record Form.....	342
Safety Meeting Form.....	344
Supervisor's Report of Injury or Illness.....	345
Supervisor's Report of Injury/Exposure	346
Employee's Report of Injury/Exposure	347
Safety Committee Accident Investigation Report	348
Modified Work Policy Statement	349
Doctor Notification Letter – Modified Work.....	350
Physical Capabilities Worksheet – Modified Duty	351
Job Demands Analysis – Modified Duty.....	353
Modified Work Availability Notification.....	354
Safety Recognition Nomination Form.....	355
Engineering Safety Checklist	356
Company Passenger Vehicle Preventive Maintenance Schedule.....	357
Maintenance Record Form.....	358
Joint Worksite Health & Safety Committee Meeting Report Form.....	359
Purchasing Standards Table.....	360
Safety Awards.....	361
Safety Performance Assessment Form.....	362
Supervisor Skills Checklist.....	364
Training Record Form	365
Harassment Policy Statement.....	366
Employee Evaluation Form	367
Contractor Short-Service Employee Form	368
Contractor SSE Variance Form.....	369
Task Risk Analysis Checklist	370
Office Hazard Checklist.....	372
Personal Protective Equipment - Certification of Hazard Assessment.....	374
Hepatitis B - Vaccination Declination Form	375
Employee Consent to Hepatitis B Vaccine.....	376
Bloodborne Pathogens - Exposure Incident Investigation.....	377
Bloodborne Pathogens - Post-Exposure Evaluation and Follow-up Checklist	378
Hazard Communication - List of Hazardous Substances	379
Request for Material Safety Data Sheet (MSDS)	380
Lockout Tagout Schedule	381
Procedure for Lockout Tagout Removal.....	382
Periodic – Annual Observation of Lockout Tagout Program	383

Annual Lockout Tagout Administrative Review	385
Scaffolding Inspection Checklist.....	386
Aerial Lift - Scissor Lift Inspection Form.....	387
Bucket Truck Operator Pre-Operation Inspection Record.....	388
Bucket Truck Operator Pre-Operation Inspection Record – Signature Log.....	389