

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
Overhead High-Voltage Lines	33
Compressors & Compressed Air	34
Compressed Air Receivers	34
Material Handling	35
Industrial Trucks - Forklifts	35
Environmental Controls	36
Control of Harmful Substances by Ventilation	37
Flammable & Combustible Materials	37
Fire Protection	38
Hazardous Chemical Exposures	39
Hazardous Substances Communication	40
Transporting Employees & Materials	41
Emergency Action Plan	41
Infection Control	41
Ergonomics	42
Back & Lifting Safety	42
Housekeeping	43
Material Storage	45
Company Vehicles	46
Tire Inflation	46
Fueling	46
Working in the Cold	47
Working in the Heat	47
Sun Exposure	48
Wet Weather	48
GENERAL SAFETY POLICIES & PROGRAMS	49
Hazard Identification & Risk Assessment	49
Inspections	55
Hazard Reporting	58
Risk Control	59

Standard Work Procedures	60
Safety Training	64
Incident & Accident Reporting	67
Incident & Accident Investigation/Follow-Up	69
Accident Statistics	71
Access to Employee Exposure & Medical Records	72
Modified Work Program	82
Engineering Controls	86
Equipment Preventive Maintenance	87
Purchasing Controls	88
Safety Rewards	89
Safety Performance Assessment	91
Training Courses	94
Drug & Alcohol Free Workplace	95
Workplace Violence Prevention	99
Disciplinary Program	106
Employee Evaluation Program	110
Short Service Employee (SSE)	114
CONTRACTOR SAFETY MANAGEMENT	116
FIRST AID	123
BLOODBORNE PATHOGENS	127
PERSONAL PROTECTIVE EQUIPMENT	146
FALL PROTECTION - CONSTRUCTION	159
HAZARD COMMUNICATION	169
HEAT STRESS	179
COLD STRESS	183
POISONOUS SNAKES, INSECTS & PLANTS	187
ASSURED GROUNDING CONDUCTOR	189
LOCKOUT TAGOUT: CONTROL OF HAZARDOUS ENERGY	193
FIRE PREVENTION & SAFETY	202
EMERGENCY ACTION	208
HAND & POWER TOOLS	217
LADDERS	224
SCAFFOLDS	227
AERIAL LIFTS	244
FORKLIFTS: INSPECTION & SAFE OPERATION	250
DRIVING SAFETY	268
DEFENSIVE DRIVING MANAGEMENT	275
JOB SITE VEHICLES, TRAFFIC CONTROL, BARRICADES, & WARNING SIGNS SAFETY	278
ENVIRONMENTAL MANAGEMENT PLAN	281
FORMS & CHECKLISTS	285
Notice of Access to Employee Exposure & Medical Records	286
Employee Request to Access to Medical Records	287
Safe Work Permit	288
Hazard Assessment Form	289
Worksite Safety Inspection Form	290
Worksite Safety Inspection Form	291
Equipment/Vehicle Inspection Checklist	292
Hazard Report Form	294

Worksheet for Identifying Regulatory Requirements	295
Job Procedure Worksheet.....	296
Sample Standard Work Procedure.....	297
Discipline Policy	298
Disciplinary Action - Notice of Safety Infraction.....	299
Policy / Regulation Violation.....	300
Emergency Contacts.....	301
Basic Emergency & Post-Emergency Procedures	302
New Employee Safety Orientation Checklist.....	303
New Employee Orientation Acknowledgement Form.....	304
Checklist for Developing an On-the-Job Training Program	305
On-the-Job Training Record Form	306
General Safety Meeting Agenda	307
Pre-Job Safety Meeting Agenda	308
Initial Pre-Job Safety Meeting Checklist & Record Form.....	309
Safety Meeting Form.....	311
Supervisor's Report of Injury or Illness.....	312
Supervisor's Report of Injury/Exposure	313
Employee's Report of Injury/Exposure	314
Safety Committee Accident Investigation Report.....	315
Modified Work Policy Statement	316
Doctor Notification Letter – Modified Work.....	317
Physical Capabilities Worksheet – Modified Duty	318
Job Demands Analysis – Modified Duty.....	320
Modified Work Availability Notification.....	321
Safety Recognition Nomination Form.....	322
Engineering Safety Checklist	323
Company Passenger Vehicle Preventive Maintenance Schedule.....	324
Maintenance Record Form.....	325
Joint Worksite Health & Safety Committee Meeting Report Form.....	326
Purchasing Standards Table	327
Safety Awards.....	328
Safety Performance Assessment Form.....	329
Supervisor Skills Checklist	331
Training Record Form	332
Harassment Policy Statement.....	333
Employee Evaluation Form	334
Contractor Short-Service Employee Form	335
Contractor SSE Variance Form.....	336
Task Risk Analysis Checklist	337
Office Hazard Checklist.....	339
Personal Protective Equipment - Certification of Hazard Assessment.....	341
Hepatitis B - Vaccination Declination Form	342
Employee Consent to Hepatitis B Vaccine.....	343
Bloodborne Pathogens - Exposure Incident Investigation.....	344
Bloodborne Pathogens - Post-Exposure Evaluation and Follow-up Checklist	345
Hazard Communication - List of Hazardous Substances	346
Request for Material Safety Data Sheet (MSDS)	347
Lockout Tagout Schedule	348

Procedure for Lockout Tagout Removal.....	349
Periodic – Annual Observation of Lockout Tagout Program	350
Annual Lockout Tagout Administrative Review	352
Scaffolding Inspection Checklist.....	353
Forklift Operator’s Daily Forklift Inspection Report.....	354
Maintenance Department Monthly Forklift Inspection Record	355
Initial Forklift License Certification	356
Re-Evaluation Forklift License Certification.....	357
Aerial Lift - Scissor Lift Inspection Form.....	358