



# **CAL-TEX CONSTRUCTION SERVICES**

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**Residential, Commercial & Industrial**

## **2018 SAFETY PROGRAM**

**A WORKPLACE ACCIDENT AND  
INJURY REDUCTION PROGRAM**



## **2018 Goals and Objectives**

- 1. Annual Safety Meeting (May 2018)**
- 2. Job Site Visit(s) for safety audit**
- 3. Quarterly Safety Committee Meetings**
- 4. Employee OSHA training**
  - a. 10 hour training classes**
  - b. 40 hour training classes**
- 5. Quarterly Employee group training**



**CAL-TEX CONSTRUCTION SERVICES**  
**SUMMARY OF "AWAIR" SAFETY PROGRAM**

Cal-Tex Construction Services has adopted a company wide safety program. The key elements of this program are as follows:

Every employee receives a copy of the company safety program containing:

- Letter to all employees stating Cal-Tex Construction Services has a company wide safety program. The letter also lists the designated "Safety Coordinator", "Safety Clerk" and "Safety Committee" members.
- Duties and responsibilities of the Safety Coordinator, Management and employees, accountability, tool-box meeting requirements, supervisory meeting requirements, job-site inspection requirements, accident investigation requirements, and training requirements.
- Acknowledgement sheet (signature sheet) to be signed by employees stating that they have received a copy the safety program.

The following information will be at the following locations:

- A current up-to-date copy of the company safety manual will always be found at Cal-Tex Construction Services' main place of business. The Safety Coordinator will always have a current copy for their personal use.
- A job-site copy of the company safety manual may also be located in each company truck, and at an individual job-site if it is determined that it would be desirable. Conditions that could make it desirable could be the following:
  - Unusual work conditions or practices demanding additional safety concerns.
  - Owner or Owners Agent requires an on-site copy of the safety program.
  - The project is a long duration job.
  - Several employees will be working on the project.
  - Project has a job-site office.
- All accident investigation reports will be kept at Cal-Tex Construction Services' office.
- Company training records will be kept at Cal-Tex Construction Services' office.
- Records of toolbox talks that are presented on the job-site will be kept on the job-site and also at the office.

If you have any questions, please contact Ronnie Bassett -

By Phone: (952) 447-1125

By Mail: Cal-Tex Construction Services  
17001 Fish Point Road SE  
Suite 104  
Prior Lake, MN 55372



CAL-TEX CONSTRUCTION SERVICES has adopted the following Safety Policy to promote a safe working environment for its employees. Please read this information and remain constantly aware of our safety concerns on our construction project, offices and while driving company vehicles.

The following people serve on our safety committee. It is their responsibility to monitor the activities of our projects and to maintain a safe environment. Please feel free to contact any member of the committee with any safety concerns or suggestions you may have.

Safety Coordinator

Ronnie Bassett

Safety Clerk

Stephanie Boe

Safety Committee

Ronnie Bassett

Michael Toepfer

Ryan Wendorff

Remember; **ALWAYS REPORT EVERY ACCIDENT OR INJURY IMMEDIATELY** to the safety clerk, safety coordinator, or safety committee member.

State Law requires a work related death or work related injury which requires a report to OSHA, that a copy of this report shall be mailed to the Employee's Office within 48 hours after Employer received notice of the occurrence or within 8 hours if three serious/hospitalization injuries or a fatality occurs.

Cal-Tex Construction Services intends to conduct its operations so that injuries to people, damage to property and damage to the environment will be avoided. Every effort will be made to prevent accidents and illnesses by the timely recognition and correction of accident and illness causes. It is our intention to comply with all standards relating to Safety and Health matters that are enforced by Local, State or Federal authorities.

## **RESPONSIBILITIES & DUTIES**

### MANAGEMENT

#### **RESPONSIBILITIES:**

- ◆ Safety begins with management commitment and participation.
- ◆ We will set goals, establish accountability and become involved.
- ◆ A poor safety record is a management problem.
- ◆ Establish, implement and maintain the company safety program.

#### **DUTIES:**

- ◆ Communicate safety commitment and policy.
- ◆ Attend company safety functions.
- ◆ Review accident reports and safety activity.
- ◆ Make needed appropriations.
- ◆ Set a good example.



## SAFETY COORDINATOR

### **RESPONSIBILITIES:**

- ◆ Someone must be responsible for the program.
- ◆ In some cases a safety committee will be used to schedule a block of time to devote to safety activity.

### **DUTIES:**

- ◆ Develop written safety policies and procedures.
- ◆ Coordinate activities with safety committee.
- ◆ Inform management of proposed safety and health recommendations.
- ◆ Compile and distribute safety and health information to employees.
- ◆ Provide safety training for employees, supervisors, and managers.
- ◆ Arrange for training of new employees.
- ◆ Conduct routine workplace safety inspections.
- ◆ Complete and analyze accident investigation reports.
- ◆ Monitor and evaluate the effectiveness of safety and health programs.
- ◆ Assure compliance with government regulations; and prepare progress reports on programs for management and safety committee.

## SUPERVISORS

### **RESPONSIBILITIES:**

- ◆ Supervisors have a direct responsibility for a working group.
- ◆ They will help build safety into the work process and be alert for safety and health problems.

### **DUTIES:**

- ◆ Train new employees.
- ◆ Re-train present employees.
- ◆ Make department inspections.
- ◆ Prepare accident reports.
- ◆ Enforce safety rules.
- ◆ Make daily safety contacts.
- ◆ Correct unsafe acts and conditions.

## EMPLOYEES

### **RESPONSIBILITIES:**

- ◆ Workers must learn the hazards of their jobs and abide by safety rules. The program requires the wholehearted support of those it was designed to protect.

### **DUTIES:**

- ◆ Abide by safety rules. Report hazardous conditions or concerns.
- ◆ Communicate safety to fellow employees.
- ◆ Make suggestions to help improve safety.

## ACCOUNTABILITY

Management shall be held accountable for the accident prevention program by Cal-Tex Construction Services, through the project manager, job superintendents, foremen and



crews. The Safety Coordinator shall assist all levels of management in carrying out their duties.

Employees who violate any safety guidelines may be subject to disciplinary action.

- 1<sup>ST</sup> OFFENSE: VERBAL WARNING**
- 2<sup>ND</sup> OFFENSE: WRITTEN WARNING**
- 3<sup>RD</sup> OFFENSE: DISCIPLINARY ACTION, WHICH COULD INCLUDE DISCHARGE FOR CAUSE AS PROVIDED IN THE CURRENT LABOR AGREEMENT**

### **PRE-START UP**

As soon as a job has been scheduled, key people shall meet to discuss accident prevention. Job site conditions, plans, procurement schedule, safety responsibilities of the general contractor, and operations schedule must be established and reviewed.

### **TOOL BOX MEETINGS**

Toolbox meetings shall be held at weekly intervals. These should be short in duration, preferably about ten minutes, and under the direction of the foreman in charge. Accidents or near accidents should be reviewed and actions to prevent recurrence discussed. Safe ways of performing the work are good topics and all practical ideas developed need to be considered. On a rotating basis, other key people in the firm should attend.

### **SUPERVISORY MEETINGS**

Supervisors should meet often to review accidents, discuss problems and establish needed corrective actions. They should attempt to be predictive rather than reactive; possible hazards and planned control methods should be considered for future work.

### **JOB SITE INSPECTION**

The recognition and correction of accident causes is a continuing duty of the supervisory staff during their normal operating routine. Periodically, depending on conditions of the job, safety inspections shall be made part of the job as part of the safety program activity.

### **TRAINING**

Training is an important management function in order to effectively communicate what, when, where, why and how job functions are to be accomplished. Accident prevention shall be included in each phase of the training cycle so that safe operating procedures are routinely followed.

### **ACCIDENT INVESTIGATION**

In spite of the best intentions, occasional accidents can happen. When an accident happens, the job foreman shall get the facts, determine all the causes, and take suitable corrective action to prevent a recurrence.

After an accident, the first step is to obtain medical attention for the injured or correct the damage to the extent that activity can continue. Then, as soon as possible, the investigation should begin to get the story, find all the causes, and determine corrective action to prevent recurrence.



It should be standard procedure to report all accidents right away. It is important to start the investigation as soon as possible so that details are fresh in the minds of those involved in the accident or those who may have witnessed it.

The person investigating the accident must be thoroughly familiar with operations, materials, equipment and the people involved. The foreman in charge is usually in the best position to do this and may need assistance from the safety coordinator.

The accident investigator will determine the accident sequence (cause, accident, injury). He is of course interested in the type and extent of the injury but that is not his major concern in the investigation. The injury is more a consideration of the doctor. The investigator is primarily interested in the accident cause and corrective action. To get at these he must get the whole story.

The accident description must include the action word or phrase such as struck by or struck against, caught between, falls and others. The accident description need not be wordy, but must include key factors. For example: employee was walking to toolbox, tripped over plank on floor and fell.

The corrective action for unsafe conditions is to fix them. The foreman can fix many of these right away. For example, a wet slippery spot on the floor can be cleaned up, or a plank or other obstruction can be removed so that people do not fall over it. Some conditions may be beyond the authority of the foreman and must be reported to higher management for correction. For example, a defective forklift may have to be replaced or sent out for extensive repair and these arrangements are the responsibility of higher management. On a construction job, the material hoist is usually under the control of the general contractor, and if defective, this must be reported to the general contractor for corrective action. For effective corrective action, the crew foreman should fix the unsafe conditions that he can and report to others those conditions beyond his authority to fix. Written reports to higher management or to the general contractor are usually more effective than verbal reports.

#### **PROCEDURE FOLLOWING AN ACCIDENT:**

- Employee reports accident to foreman/supervisor
- Employee receives medical attention if necessary
- Supervisor/foreman completes accident report (see attached)
- Supervisor/foreman contacts office to report accident
- Office completes First Report of Injury and forwards to Insurance

#### **GENERAL CONSTRUCTION SAFETY PROGRAM**

***Construction, in general, has long been recognized as a hazardous workplace environment. By following the rules outlined in this program, we can help to prevent construction-workplace related injuries.***



## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **EYE AND FACE PROTECTION**

- Safety glasses or face shields are worn anytime work operations can cause foreign objects getting into the eye such as during welding, cutting, grinding, nailing (or when working with concrete and/or harmful chemicals or when exposed to flying particles).
- Eye and face protectors are selected based on anticipated hazards.
- Safety glasses or face shields are worn when exposed to any electrical hazards including work on energized electrical systems.

### **FOOT PROTECTION**

- Construction workers should wear work shoes or boots with slip-resistant and puncture-resistant soles.
- Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects.

### **HAND PROTECTION**

- Gloves should fit snugly.
- Workers wear the right gloves for the job (for example, heavy-duty rubber gloves for concrete work, welding gloves for welding, insulated gloves and sleeves when exposed to electrical hazards).

### **HEAD PROTECTION**

- Workers shall wear hard hats where there is a potential for objects falling from above, bumps to their heads from fixed objects, or of accidental head contact with electrical hazards.
- Hard hats are routinely inspected for dents, cracks or deterioration.
- Hard hats are replaced after a heavy blow or electrical shock.
- Hard hats are maintained in good condition.

### **BODY HARNESS**

Company vehicles are supplied with a body harness.

These are mandatory on any articulating lifts.

These are mandatory on any occasion working over 25ft off the ground.

### **FIRST AID KITS**

Cal-Tex Construction Services provides First Aid Kits on all job sites and in company vehicles. If your First Aid Kit is low on supplies, contact a member of the safety committee for refills.





## **OTHER GENERAL CONSTRUCTION EQUIPMENT**

### **EXTENSION CORDS**

- Visually inspect your cords prior to each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage.
- Do not use worn or frayed electric cords. An example would be where there is damage to the outer casing. Do not use electrical tape to make repairs. If the outer insulation is damaged, replace the cord.
- Extension cords must have strain relief at the cord ends. Ensure the strain relief is in good condition before you use the cord.
- Extension cords must have a grounding conductor and ground pin (3-wire type)
- Protect cords from damage. Avoid sharp corners and projections. Do not use cords where they will be subject to vehicular traffic
- Extension cords may pass through doorways or other pinch points, if protection is provided to avoid damage.
- Do not run extension cords through holes in walls, ceilings or floors.
- Do not conceal extension cords behind building walls, ceilings, or floors.
- Extension cords are for temporary use only. Do not use them as a substitute for the permanent wiring of a structure.
- Extension cord sets used with portable electric tools and appliances must be three-wire type and designed for hard or extra-hard usage.

### **SCAFFOLDING**

- Scaffolds should be set on sound footing.
- Damaged parts that affect the strength of the scaffold are taken out of service.
- Scaffolds are not altered.
- All scaffolds should be fully planked.
- Scaffolds are not moved horizontally while workers are on them unless they are designed to be mobile and workers have been trained in the proper procedures.
- Employees are not permitted to work on scaffolds when covered with snow, ice, or other slippery materials.
- Scaffolds are not erected or moved within 10 feet of power lines.
- Employees are not permitted to work on scaffolds in bad weather or high winds unless a competent person has determined that it is safe to do so.
- Ladders, boxes, barrels, buckets or other makeshift platforms are not used to raise work height.
- Extra material is not allowed to build up on scaffold platforms.
- Scaffolds should not be loaded with more weight than they were designed to support.

### **ELECTRICAL SAFETY**

- Work on new and existing energized (hot) electrical circuits is prohibited until all power is shut off and grounds are attached.



- An effective Lockout/Tagout system is in place.
- Frayed, damaged or worn electrical cords or cables are promptly replaced.
- All extension cords have grounding prongs.
- Protect flexible cords and cables from damage. Sharp corners and projections should be avoided.
- Use extension cord sets used with portable electric tools and appliances that are the three-wire type and designed for hard or extra-hard service. (Look for some of the following letters imprinted on the casing: S, ST, SO, STO.)
- All electrical tools and equipment are maintained in safe condition and checked regularly for defects and taken out of service if a defect is found.
- Do not bypass any protective system or device designed to protect employees from contact with electrical energy.
- Overhead electrical power lines are located and identified.
- Ensure that ladders, scaffolds, equipment or materials never come within 10 feet of electrical power lines.
- All electrical tools must be properly grounded unless they are of the double insulated type.
- Multiple plug adapters are prohibited.

### **FLOOR OPENINGS**

- Floor openings (12 inches or more) are guarded by a secured cover, a guardrail or equivalent on all sides (except at entrances to stairways).
- Toeboards are installed around the edges of permanent floor openings (where persons may pass below the opening).
- Elevated Surfaces
- Signs are posted, when appropriate, showing the elevated surface load capacity.

### **ELEVATED SURFACES**

- Surfaces elevated more than 48 inches above the floor or ground have standard guardrails.
- All elevated surfaces (beneath which people or machinery could be exposed to falling objects) have standard 4-inch toeboards.
- A permanent means of entry and exit with handrails is provided to elevated storage and work surfaces.
- Material is piled, stacked or racked in a way that prevents it from tipping, falling, collapsing, rolling or spreading.

### **HAZARD COMMUNICATION**

- A list of hazardous substances used in the workplace is maintained and readily available at the worksite.
- There is a written hazard communication program addressing Material Safety Data Sheets (MSDS), labeling and employee training.



- Each container of a hazardous substance (vats, bottles, storage tanks) is labeled with product identity and a hazard warning(s) (communicating the specific health hazards and physical hazards).
- Material Safety Data Sheets are readily available at all times for each hazardous substance used.
- There is an effective employee training program for hazardous substances.

## **CRANE SAFETY**

- Cranes and derricks are restricted from operating within 10 feet of any electrical power line.
- The upper rotating structure supporting the boom and materials being handled is provided with an electrical ground while working near energized transmitter towers.
- Rated load capacities, operating speed and instructions are posted and visible to the operator.
- Cranes are equipped with a load chart.
- The operator understands and uses the load chart.
- The operator can determine the angle and length of the crane boom at all times.
- Crane machinery and other rigging equipment is inspected daily prior to use to make sure that it is in good condition.
- Accessible areas within the crane's swing radius are barricaded.
- Tag lines are used to prevent dangerous swing or spin of materials when raised or lowered by a crane or derrick.
- Illustrations of hand signals to crane and derrick operators are posted on the job site.
- The signal person uses correct signals for the crane operator to follow.
- Crane outriggers are extended when required.
- Crane platforms and walkways have antiskid surfaces.
- Broken, worn or damaged wire rope is removed from service.
- Guardrails, hand holds and steps are provided for safe and easy access to and from all areas of the crane.
- Load testing reports/certifications are available.
- Tower crane mast bolts are properly torqued to the manufacturer's specifications.
- Overload limits are tested and correctly set.
- The maximum acceptable load and the last test results are posted on the crane.
- Initial and annual inspections of all hoisting and rigging equipment are performed and reports are maintained.
- Only properly trained and qualified operators are allowed to work with hoisting and rigging equipment.



## **FORKLIFTS**

- Forklift truck operators are competent to operate these vehicles safely as demonstrated by their successful completion of training and evaluation.
- No employee under 18 years old is allowed to operate a forklift.
- Forklifts are inspected daily for proper condition of brakes, horns, steering, forks and tires.
- Powered industrial trucks (forklifts) meet the design and construction requirements established in American National Standards Institute (ANSI) for Powered Industrial Trucks, Part II ANSI B56.1-1969.
- Written approval from the truck manufacturer is obtained for any modification or additions which affect capacity and safe operation of the vehicle.
- Capacity, operation and maintenance instruction plates, tags or decals are changed to indicate any modifications or additions to the vehicle.
- Battery charging is conducted in areas specifically designated for that purpose.
- Material handling equipment is provided for handling batteries, including conveyors, overhead hoists or equivalent devices.
- Reinstalled batteries are properly positioned and secured in the truck.
- Smoking is prohibited in battery charging areas.
- Precautions are taken to prevent open flames, sparks or electric arcs in battery charging areas.
- Refresher training is provided and an evaluation is conducted whenever a forklift operator has been observed operating the vehicle in an unsafe manner and when an operator is assigned to drive a different type of truck.
- Load and forks are fully lowered, controls neutralized, power shut off and brakes set when a powered industrial truck is left unattended.
- There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc.
- Overhead guards are in place to protect the operator against falling objects.
- Trucks are operated at a safe speed.
- All loads are kept stable, safely arranged and fit within the rated capacity of the truck.
- Unsafe and defective trucks are removed from service.

## **GENERAL SAFETY GUIDELINES**

1. Follow the established safe job procedures. You are to perform only those jobs you have been assigned and properly instructed to perform.
2. Wear the company supplied protective eyewear at all times while working.
3. Wear company supplied hard hats when someone is working above or project requires.
4. Report unsafe acts or unsafe conditions to your supervisor without delay.
5. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.



6. Use only the machinery, equipment and tools you are qualified and authorized to use by your supervisor.
7. Practical jokes, scuffling, or throwing articles at each other, etc. will not be tolerated.
8. Machine master switches are to be tagged or locked open when major repair, oiling and greasing or maintenance is being performed.
9. Covers on switch boxes and fuse stations are to be kept in place at all times when energized and unattended.
10. No employee will be permitted to remove any guard installed over the point of operation, power transmission, or moving parts without permission from the supervisor and then only after proper safety procedures have been followed.
11. Fire extinguishers, sprinklers or fire exits are not to be blocked by supplies, stock or parts at any time.
12. No worker will be permitted to use flammable solvents in an open container. Flammables must be stored and handled in approved safety containers.
13. Safety equipment such as safety glasses, shields, electrician's gloves, hard hats, etc. shall be used whenever the operation or job requires them.

### **FLEET SAFETY GUIDELINES**

1. Anyone who operates a licensed vehicle owned or controlled by Cal-Tex Construction Services must maintain a current driver's license as required by Federal and/or State regulations.
2. Transportation of non-employee passengers is prohibited. Use of company vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official of the company.
3. All drivers are required to inspect their vehicle at the beginning of each workday. Vehicles must be kept clean.
4. Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations are to be reported to your supervisor in writing. Repeated violations are cause for disciplinary action, which may include suspension and/or dismissal.
5. Seat belts will be worn by all occupants, at all times.
6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.
7. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.
8. All incidents involving damage to company property, property of others, personal injury of employee or to others must be reported to the safety director or supervisor immediately. Failure to report any accident involving a company vehicle is grounds for termination.
9. No radar equipment will be permitted in any company vehicle.
10. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for your company.
11. All drivers should use good DEFENSIVE DRIVING TECHNIQUES while operating company vehicles.
12. Any employee that is in charge of a truck is also responsible for all tools and equipment assigned to that truck.
13. All vehicles should be equipped with an appropriate fire extinguisher and a first aid kit.



## FIRE PREVENTION AND CONTROL

Effective fire prevention programs are needed by all businesses to protect people and property from the ever-present danger of fire. Plans need to include doing what is necessary to prevent a fire from getting started and also, if a fire gets started, responding quickly to keep it from spreading.

Fuel, oxygen, and heat are the basic ingredients of fire; the objective is to keep these factors from coming together in dangerous amounts. Extinguishment of a fire requires the removal of the fuel, the oxygen, or the heat, or reducing one of these below the level necessary for the fire to continue.

### Elements of Fire Prevention:

- Good housekeeping is essential. All areas should be kept clean and neat. Unnecessary materials that will burn such as cardboard, wood, and paper should be kept to a minimum. Spills of gasoline, oil, paint or flammable solvents should be cleaned up immediately.
- Smoking by personnel should be limited to designated areas. Careless disposal of smoking materials has caused many fires. In areas designated for smoking, suitable ashtrays in sufficient number should be made available. No Smoking signs should be prominently displayed where necessary.
- Control inventory, so that materials that are easy to ignite and burn readily are kept to a minimum. Store materials with regard to their fire hazard characteristics.
- Keep aisles clear and exits marked so that people inside can readily exit the building in an emergency and so that fire department personnel can have ready access to all areas. Do not jeopardize life safety for plant security by locking doors so that people cannot open them from the inside.
- Avoid excessive dust build-up on stock, rafters, or ledges. Clean off dust and regularly lubricate electric motors. Lubricate machinery regularly to avoid friction and overheated bearings.
- Make sure all heat producing equipment such as furnaces and boilers are installed in accordance with local codes and serviced on a regular basis by competent personnel. Keep furnace and boiler areas or rooms clean. Keep combustible materials a safe distance from heat producing equipment.
- Provide adequate receptacles for trash and waste and empty on a regular basis. Keep these free from carelessly disposed of smoking materials.
- Store flammable liquids and gases in strict accordance with local codes. Dispense in approved type safety containers. Limit inventory insofar as possible.
- Make sure all electrical service is installed in accordance with appropriate codes. Update old installations according to good practices.
- Establish safe procedures for and carefully monitor activities such as welding and cutting or other heat producing operations not done on a regular basis. Be sure to check area closely after operation is finished so that no potential fire conditions exist.
- Stock should not be piled to within 18" of sprinkler heads and the area around control valves should be kept clear.
- The activity of outside repair or service contractors or other outside firms doing work in the building should be closely monitored so that their work which may create fire hazards is adequately controlled.
- Fire extinguishers of the proper type should always be readily accessible in the shop or at the jobsite.



## **SAFE PRACTICES WHEN LIFTING**

Strains and sprains, particularly to the back, often result when lifting or moving material and equipment. The following rules will help reduce painful and sometimes disabling injuries:

- Size up the load. If it's too heavy or too awkward, get help.
- Determine exactly where you will put the load before starting rather than determining destination in mid-lift.
- Push or pull the load, rather than lifting whenever possible. It is usually safer and easier.
- Make sure footing is solid and not slippery.
- Provide support for heavy parts or parts of the load that may shift.
- Get close to the load instead of reaching for it.
- Grip load with whole hand rather than with just fingers.
- Stand with feet a comfortable distance apart for good balance. Take as much strain as possible with leg muscles and not with spine. Keep back straight, not necessarily vertical, and bend at knees and hips.
- Avoid false motions, sudden jerks, or pulls.
- Shift feet to turn – never twist body.
- Take a deep breath before lifting (to flex stomach muscles to help support back muscles).
- When lifting with another, establish timing for both can lift smoothly and in unison.

## **SAFE PRACTICES FOR HAND AND POWER TOOLS**

- Use the right tool for the job. Even if it means making an extra trip to the toolbox to get the right one. Do not improvise or make do.
- Keep cutting tools as saws, knives, and chisels sharp.
- Keep tools in good repair. Repair or replace cracked or loose handles, out of alignment jaws, mushroomed heads.
- Do not carry sharp tools in pockets.
- Make sure all hand held electric tools are double insulated, or have frame connected to ground.
- Hand held portable electric saws should have guards above and below base plate.
- Electric chain saws, drills, tappers, fastener drivers, and reciprocating saws should have constant pressure switches.
- Keep guards in place.
- Do not use tools with frayed cords or loose or broken switches.
- Maintain work areas free of clutter.
- Dress properly so that loose clothing does not get caught in moving parts.
- Do not surprise or distract persons using power tools.
- Use safety glasses or dust masks or other protective gear when necessary.

## **SAFE PRACTICES WHEN USING LADDERS**

Improper use and care of ladders may result in accidents and serious injury. Frequent causes of ladder accidents include unsafe climbing and descending; ladder not secured; using a broken ladder; and overreaching from the ladder.



1. When setting up a straight or extension ladder, incorporate the following safety tips as appropriate to avoid injury:
  - To raise the ladder, brace the base of ladder against a stationary object so it cannot slip. Get help if you need to.
  - Grasp the top rung with both hands.
  - Raise top end over your head and walk toward the base of the ladder, moving hands to grasp the rungs in the center to maintain stability.
  - When the ladder is vertical, move it to the desired location and lean it forward against the resting point.
  - Footing should be firm and level. Precautions should be taken to secure ladder if slippery conditions exist.
  - Extension or straight ladders used to reach an elevated platform or roof should extend at least 3 feet above the landing.
  - A straight ladder should be placed so there is one foot out for every four feet of length to the top (4:1 ratio).
  - When adjusting an extension ladder, be sure the locking device is fully secured and hooked over the rungs before using the ladder.
  - Never stand on the top three rungs of a straight ladder.
2. Ladders should be tied, blocked, or otherwise secured to prevent movement (if appropriate for the situation). They should not be located in front of doors unless the door is blocked open, locked, or guarded.
3. Keep rungs and steps of ladders free from grease, oil, paint, snow, ice, mud or other slippery surfaces.
4. For a stepladder, be sure it is fully open and spreaders locked before using. Don't stand on the top plate of a stepladder and OSHA does not allow us to stand on the 1<sup>st</sup> rung down from the top. Never walk a stepladder while standing on it.
5. Three points of contact must be maintained when climbing or descending. Materials should be hoisted to the work level if objects being carried could cause you to lose your balance.
6. Face ladders when going up or down.
7. Do not over-reach when on a straight, extension or stepladder. Move ladder if the work is too far.
8. Two or more persons should not work on a ladder unless the ladder is specifically designed for this use and within its capacity.
9. Ladders should never be used for braces, skids, or gangways.
10. Wood ladders should not be painted except the top step of stepladders may be painted to indicate that it is not to be stepped on.
11. Aluminum or wet wood ladders should not be used near open wiring since they are excellent conductors of electricity.

### **SAFE PRACTICES WHEN WORKING AROUND OVERHEAD LINES**

If work is to be performed on lifts, with cranes or other "high-reach" equipment near overhead power lines, the lines must be de-energized and grounded by the owner or operator of the lines, or other protective measures must be provided before work is started. Protective measures (such as guarding or insulating the lines) must be designed to prevent employees from contacting the lines.





SUPERVISOR'S REPORT OF INJURY OR ILLNESS

Type of injury: \_\_\_\_\_ Disabling \_\_\_\_\_ Medical \_\_\_\_\_ Illness \_\_\_\_\_ Unclassified

Name of Employee \_\_\_\_\_ Department \_\_\_\_\_

Address of Employee \_\_\_\_\_

Occupation \_\_\_\_\_ Years Experience \_\_\_\_\_

Place of Accident \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_ Witnesses \_\_\_\_\_

Sent to Doctor \_\_\_\_\_ Given First Aid \_\_\_\_\_ Refused \_\_\_\_\_

Doctor Name and Address \_\_\_\_\_  
\_\_\_\_\_

Did employee return to work \_\_\_\_\_

1. Place of accident or exposure \_\_\_\_\_

2. What was employee doing when injured? \_\_\_\_\_  
\_\_\_\_\_

3. How did accident occur? (Describe fully) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Part of body affected \_\_\_\_\_

5. Name of object or substance which directly injured employee \_\_\_\_\_  
\_\_\_\_\_

6. What is being done to prevent similar accidents or injuries \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Signature of Supervisor \_\_\_\_\_

**FOLLOW-UP ACTION** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Safety Director/Committee Member \_\_\_\_\_ Date \_\_\_\_\_



## ACKNOWLEDGEMENT OF RECEIPT OF SAFETY PROGRAM

I acknowledge the receipt of a copy of the Cal-Tex Construction Services Safety Program. I understand it is my responsibility to read this and any additional safety rules as provided by the Employer. I will notify the foreman or company safety officer if any safety questions arise.

I also understand that failure to follow safety rules will result in disciplinary action:

I am aware that I must report all work-related injuries, within 24 hours of the injury, to my foreman or safety clerk.

It is the Tradesman's responsibility to constantly evaluate the safety of the working situation. No one should become so complacent about the hazards of the construction site that the risk of injury is accepted casually. Workmen have a right to a safe work place and no one should expect to sacrifice their health to hold onto a job.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_