Gryphon
Roofing & Remodeling
Service Reigns™

2017 SAFETY PROGRAM

Gryphon Companies, Inc.
DBA Gryphon Roofing & Remodeling

NAICS CODE 238160
SC CODE 1761

PREFACE

How to Use This Manual

To The Employer:

The purpose of this manual is to provide general guidelines for developing your own integrated safety and health management program. It has been written to address the safety needs of your specific industry. The essential elements covered in this manual include: top management's commitment and involvement; the establishment and operations of safety committees; provisions for safety and health training; first aid procedures; accident investigations; record keeping of injuries; and workplace safety rules, policies, and procedures.

If this manual meets the general needs of your establishment, it may be used as a basic template for developing your company's initial safety program. If you have already established a company safety program and are currently maintaining it, you may use this manual to add or modify those areas of your current program that you do not feel are adequate. Either way, this manual should not be considered as the single source for meeting your safety needs. It will have to be modified and continuously improved upon by you to adequately reflect your on-going business environment. For example, if a safety committee meets weekly or quarterly instead of monthly, then Section II of the manual should be amended to accommodate this practice. If there is a safety rule, policy, or procedure appropriate for the work or work environment which has not been included, or if a rule included in Section VII is inappropriately written, then a new safety rule, policy, or procedure should be added to improve the manual. Likewise, if a specific rule in the Safety Rules, Policies, and Procedures section does not apply because the equipment or work operation described is not used, then that specific rule should be crossed out or deleted from the manual. If accidents occur, new safety rules should b developed and incorporated into Section VII of this manual to prevent their recurrence.

Note also that due to the unique nature of each individual business and the differing requirements of various regulatory agencies, the authors of this manual cannot assume any liability for the completeness of its content. Use of all or part of this manual does not relieve you as an employer of your responsibility to comply with applicable local, state, or federal laws.

Finally, the following website www.osha.gov/oshstats/std1.html can be accessed to display a list of the most frequently cited Federal or State OSHA standards for the above listed codes(s). The data shown reflects OSHA citations issued by the Federal or State OSHA during the specified fiscal year. If you are interested in reviewing other SIC codes, an online SIC code manual is also available at this website.

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Section I.

MANAGEMENT COMMITMENT AND INVOLVEMENT POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: Russel Hyman and Safety Team of Supervisors
Title: Safety Program Coordinator Telephone: 480-994-5500

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

_____ _____

Signature of CEO/ President Date

Section II.
SAFETY COMMITTEE

Safety Committee Organization
A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee employer representatives will not exceed the amount of employee representatives.

Responsibilities
The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Management will provide written responses to safety committee written recommendations.

Meetings
Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities. Management will retain the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

SAFETY COMMITTEE MINUTES

Date of Committee Meeting: _____ Time: _____ Minutes
Prepared by: _____ Location: _____

Members in Attendance

Name	Name	Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Action Items: _____
_____

Review of Accidents Since Previous Meeting: _____
_____

Recommendations for Prevention: _____
_____

Recommendations from Anonymous Employees: _____
_____

Suggestions from Employees: _____
_____

Recommended Updates to Safety Program: _____
_____

Recommendations from Accident Investigation Reports: _____
_____

Safety Training Recommendations: _____
_____

Comments: _____
_____
_____

Section III.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Section IV.

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator	602-499-6648	Poison Control	911
First Aid	480-644-7900	Fire Department	911
Medical Clinic	480-644-7900	Police	911
Clinic Address	1710 W. Southern	Ambulance	911

Minor First Aid Treatment
First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment
For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment
If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training
Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water, rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep, and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

Section V

ACCIDENT INVESTIGATION

Accident Investigation Procedures

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.
- Document Close Calls/ Near Misses for Training Purposes.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

ACCIDENT INVESTIGATION REPORT

(Also be sure to fill out Wk Comp Report Form)

REPORT #_____

COMPANY:_____ ADDRESS:_____

1. Name of injured:_____ S.S. #:_____
2. Sex: [ ] M [ ] F Age:__ Date of accident:_____
3. Time of accident:_____ a.m. _____ p.m. Day of accident:_____
4. Employee's job title:_____
5. Length of experience on job:_____(years)_____(months)_____
6. Address of location where the accident occurred:_____
7. Nature of injury, Injury type, and Part of the body affected:_____

   _____
8. Describe the accident and how it occurred:_____

   _____

   _____
9. Cause of the accident:_____

   _____

   _____
10. Was personal protective equipment required? [ ] yes [ ] no
    Was it provided? [ ] yes [ ] no Was it being used? [ ] yes [ ] no If "no", explain._

    _____
    Was it being used as trained by supervisor or designated trainer? [ ] yes [ ] no
    If "no", explain.

    _____

    _____
11. Witness(es):

    _____

    _____

    _____
12. Safety training provided to the injured? [ ] yes [ ] no If "no", explain._____

    _____

    _____
13. Interim corrective actions taken to prevent recurrence:_____

    _____

    _____
14. Permanent corrective action recommended to prevent recurrence:_____

    _____

    _____
15. Date of report _____ 20 _____

    Prepared by:_____

Supervisor (Signature)_____Date:_____

16. Status and follow-up action taken by safety coordinator:

    _____

    _____

Safety Coordinator (Signature)_____Date:_____

INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

(Items 1-6) Identification: This section is self-explanatory.

(Item 7) Nature of Injury: Describe the injury, e.g., strains, sprain, cut, burn, fracture. Injury Type: First aid -injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time -injured missed more than one day of work; No Injury - no injury, near-miss type of incident. Part of the Body: Part of the body directly affected, e.g., foot, arm, hand, head.

(Item 8) Describe the accident: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

(Item 9) Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,

a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.

b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

(Item 10) Personal protective equipment: Self-explanatory

(Item 11) Witness(es): List name(s), address(es), and phone number(s).

(Item 12) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

(Item 13) Interim corrective action: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

(Item 14): Self-explanatory

(Item 15): Self-explanatory

(Item 16) Follow-up: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

Section VI.

RECORDKEEPING PROCEDURES

Recordkeeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years and include:

Accident Investigation Reports (see Section V for sample form).

Workers' Compensation Notice of Injury Reports (ACORD form or state equivalent form).

Log & Summary of Occupational Injuries and Illnesses (current OSHA or State equivalent form). The current OSHA recordkeeping information and forms can be found on their Web site: http://www.osha.gov/recordkeeping/index.html.

Documentation of safety and health training for each worker.

Records of hazard assessment inspections.

Section VII

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often, and use good common sense in carrying out assigned duties.

ALL EMPLOYEES
- Lifting Procedures
- Housekeeping
- Ladders and Step Ladders
- Confined Space

OFFICE EMPLOYEES
- Office Safety
- Furniture Use
- Handling Supplies
- Equipment Use

STOCK/ SUPPLY/ MATERIAL HANDLING PERSONNEL
- Personal Protective Equipment
- Fork Trucks, Tractors, Platform Lifts, Motorized Handtrucks

ROOFING PERSONNEL
- Aerial Devices
- Jobsite Fire Prevention
- Housekeeping
- Infection Control
- Personal Protective Equipment
- Fall Protection
  - Guard Rail Systems
  - Personal Fall Arrest Systems
  - Positioning Device Systems
  - Safety Monitoring Systems
  - Safety Net Systems
  - Warning Line Systems
  - Miscellaneous Requirements
  - Training
- Ladder and Step Ladder Safety
- Scaffolding
- Lifting Equipment
- Job Site Safety
- Vehicular Safety
- Hand/ Power Tool Safety
- Environmental Exposure
- Knives/ Sharp Instruments
- Electrical Safety

ROOFING PERSONNEL (Continued)

- Hazardous Materials
- Power Hoist Safety
- Portable Welding Equipment
- Compressed Gas Cylinders
- Torch On Applications
- Coal Tar/ Asphalt Applications
- Single-Ply Roofing
- Hazardous Energy Source Control Program (Lockout/Tagout)
- Respiratory Protection

KETTLEMEN

- General
- Personal Protective Equipment
- Asphalt Fume Control
- Job Site Safety

ALL EMPLOYEES
Lifting Procedures

General

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-workers.
5. Never lift anything if your hands are greasy or wet.
6. Wear protective gloves approved by your supervisor when lifting objects with sharp corners or jagged edges.
7. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

When Lifting

1. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
2. Face the load.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object with your hands and fingers. Use handles when present.
6. Perform lifting movements smoothly and gradually, do not jerk the load.
7. Hold objects as close to your body as possible.
8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
9. Set down objects in the same manner as you picked them up, except in reverse.
10. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Housekeeping

1. Do not place materials such as tools, boxes, buckets, or trash in walkways and passageways.
2. Do not kick objects out of your pathway, pick them up or push them out of the way.
3. Do not throw matches, cigarettes, or other smoking materials info trash bins.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.

ALL EMPLOYEES

Ladder and Step Ladder Safety

1. Do not use ladders that have loose rungs, cracked, or split side rails, missing rubber foot pads or are otherwise visibly damaged.
2. Keep ladder rungs clean of grease. Remove buildup of material such as dirt, debris, or mud.
3. When performing work from a ladder, face the ladder and do not lean backward or sideways form the ladder.
4. Do not stand on the top two rungs of any ladder.
5. Do not stand on a ladder that wobbles or that leans to the left or right.
6. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
7. One person shall be on the ladder at a time.
8. Do not use a ladder as a horizontal platform.
9. Secure the ladder in place by having another employee hold it.
10. Face the ladder when climbing up or down.
11. Maintain a three-point contact by keeping hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
12. Do not carry items in your hands while climbing up or down a ladder.

OFFICE PERSONNEL
Office Safety
General

ALL EMPLOYEES (START HERE_)

Lifting Procedures
General

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks, and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.

16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not place a ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
3. Allow only one person on the ladder at a time.
4. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or other visible damage.

ALL EMPLOYEES

Ladders and Step Ladders (Continued)

2. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
3. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
4. Do not stand on the top two rungs of any ladder.
5. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
6. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

Climbing a Ladder

1. Face the ladder when climbing up or down.
2. Do not carry items in your hands while climbing up or down a ladder.
3. Maintain a three-point contact by keeping hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.

Electrical

1. Do not use frayed, cut or cracked electrical cords.
2. Do not plug multiple electrical cords into a single outlet.
3. Make sure all electrical tools and equipment are grounded.
4. Before using any electrical appliances (microwaves, vacuum cleaners, polishers, etc.) make sure they are grounded.
5. Flexible cords and cables need to be free of splices or taps.
6. Do not use extension or power cords that have the third prong removed or broken off.
7. Use a cord cover or tape the cord down when running electrical cords across aisles, or across entrances or exits.
8. Turn the power switch to "off" and unplug machines before adjusting, lubricating, or cleaning them.
9. Make sure all switches and circuit breakers are labeled correctly.

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Confined Space Program
For
Gryphon Roofing & Remodeling

I. OBJECTIVE

The purpose of *Gryphon Roofing& Remodeling's* Confined Space Program is to set procedures that will ensure workers safe entry into confined spaces and permit-required confined spaces to perform routine tasks associated with their employment. This procedure is designed to provide the minimum safety requirements in accordance with the Occupational Safety and Health Administration's (OSHA) Confined Space Standard, 1910.146.

II. BACKGROUND

A confined space is defined as any location that has limited openings for entry and egress, is not intended for continuous employee occupancy, and is so enclosed that natural ventilation may not reduce air contaminants to levels below the threshold limit value (TLV). Examples of confined spaces include: manholes, stacks, pipes, storage tanks, trailers, tank cars, pits, sumps, hoppers, and bins. Entry into confined spaces without proper precautions could result in injury, impairment, or death due to:

A. An atmosphere that is flammable or explosive;
B. Lack of sufficient oxygen to support life;
C. Contact with or inhalation of toxic materials; or
D. General safety or work area hazards such as steam or high pressure materials.

III. ASSIGNMENT OF RESPONSIBILITY

A. Employer

In administering this Confined Space Program, *Gryphon Roofing & Remodeling's* will:

1. Monitor the effectiveness of the program.
2. Provide atmospheric testing and equipment as needed.
3. Provide personal protective equipment as needed.
4. Provide training to affected employees and supervisors.
5. Provide technical assistance as needed.
6. Preview and update the program on at least an annual basis or as needed.

B. Program Manager

Safety Coordinator is responsible for managing the Confined Space Program, and shall:

1. Ensure that a list of confined spaces at all *Gryphon Roofing & Remodeling* worksites is maintained.
2. Ensure that canceled permits are reviewed for lessons learned.
3. Ensure training of personnel is conducted and documented.
4. Coordinate with outside responders.
5. Ensure that equipment is in compliance with standards.
6. Ensure that the ***Safety Coordinator*** in charge of confined space work shall:

    a. Ensure requirements for entry have been completed before entry is authorized.
    b. Ensure confined space monitoring is performed by personnel qualified and trained in confined space entry procedures.
    c. Ensure a list of monitoring equipment and personnel qualified to operate the equipment is maintained by the Safety and Occupational Health Office.
    d. Ensure that the rescue team has simulated a rescue in a confined space within the past twelve (12) months.
    e. Know the hazards that may be faced during entry, including the mode (how the contaminant gets into the body), signs or symptoms, and consequences of exposure.
    f. Fill out a permit.
    g. Determine the entry requirements.
    h. Require a permit review and signature from the authorized Entry Supervisor.
    1. Notify all involved employees of the permit requirements.
    J. Post the permit in a conspicuous location near the job.
    k. Renew the permit or have it reissued as needed (a new permit is required every shift).
    L Determine the number of Attendants required to perform the work.
    m. Ensure all Attendant(s) know how to communicate with the entrants and how to obtain assistance.
    n. Post any required barriers and signs.
    o. Remain alert to changing conditions that might affect the conditions of the permits (i.e., require additional atmospheric monitoring or changes in personal protective equipment).
    p. Change and reissue the permit, or issue a new permit as necessary.
    q. Ensure periodic atmospheric monitoring is done according to permit requirements.
    r. Ensure that personnel doing the work and all support personnel adhere to permit requirements.
    s. Ensure the permit is canceled ·with the work is done.
    t. Ensure the confined space is safely closed and all workers are cleared from the area.

C. Entry Supervisors

Safety Coordinator(s) shall serve as the Entry Supervisor(s), and shall be qualified and authorized to approved confined space entry permits. The Entry Supervisor(s) shall be responsible for:

1. Determining if conditions are acceptable for entry.
2. Authorizing entry and overseeing entry operations.
3. Terminating entry procedures as required.
4. Serving as an Attendant, as long as the person is trained and equipped appropriately for that role.
5. Ensuring measures are in place to keep unauthorized personnel clear of the area
6. Checking the work at least twice a shift to verify and document permit requirements are being observed (more frequent checks shall be made if operations or conditions are anticipated that could affect permit requirements).
7. Ensuring that necessary information on chemical hazards is kept at the worksite for the employees or rescue team.
8. Ensuring a rescue team is available and instructed in their rescue duties (i.e., an onsite team or a prearranged outside rescue service).
9. Ensuring the rescue team members have current certification in first aid and cardiopulmonary resuscitation (CPR).

D. Attendants

Safety Coordinator(s) shall function as an Attendant(s) and shall be stationed outside of the confined workspace. The Attendant(s) shall:

1. Be knowledgeable of, and be able to recognize potential confined space hazards.
2. Maintain a sign-in/sign-out log with a count of all persons in the confined space, and ensure all entrants sign in and out.
3. Monitor surrounding activities to ensure the safety of personnel.
4. Maintain effective and continuous communication with personnel during confined space entry, work, and exit.
5. Order personnel to evacuate the confined space if he/she:

    a. Observes a condition which is not allowed on the entry permit;
    b. Notices the entrants acting strangely, possibly as a result of exposure to hazardous substances;
    c. Notices a situation outside the confined space which could endanger personnel;
    d. Notices a hazard within the confined space that has not been previously recognized or taken into consideration;

e. Must leave his/her work station; or
f. Must focus attention on the rescue of personnel in some other confined space that he/she is monitoring.

6. Immediately summon the Rescue Team if crew rescue becomes necessary.
7. Keep unauthorized persons out of the confined space, order them out, or notify authorized personnel of an unauthorized entry.

E. Rescue Team

The Rescue Team members shall:

1. Complete a training drill using mannequins or personnel in a simulation of the confined space prior to the issuance of an entry permit for any confined space and at least annually thereafter.
2. Respond immediately to rescue calls from the Attendant or any other person recognizing a need for rescue from the confined space.
3. In addition to emergency response training, receive the same training as that required of the authorized entrants.
4. Have current certification in first aid and CPR.

F. Entrants/Affected Employees

Employees who are granted permission to enter a confined space shall:

1. Read and observe the entry permit requirements.
2. Remain alert to the hazards that could be encountered while in the confined space.
3. Properly use the personal protective equipment that is required by the permit.
4. Immediately exit the confined space when:

   a. They are ordered to do so by an authorized person;
   b. They notice or recognize signs or symptoms of exposure;
   c. A prohibited condition exists; or
   d. The automatic alarm system sounds.

5. Alert Attendant(s) when a prohibited condition exists and/or when warning signs or symptoms of exposure exist.

IV. TRAINING

Gryphon Roofing & Remodeling shall provide training so that all employees whose work is regulated by this Confined Space Program acquire the understanding, knowledge, and skills necessary for the safe performance of their duties in confined spaces.

A. Training Frequency

Safety Coordinator shall provide training to each affected employee:

1. Before the employee is first assigned duties with in a confined space;
2. Before there is a change in assigned duties;
3. When there is a change in permit space operations that presents a hazard for which an employee has not been trained; and
4. When *Gryphon Roofing & Remodeling* has reason to believe that there are deviations from the confined space entry procedures required in this program, or that there are inadequacies in the employee's knowledge or use of these procedures.

The training shall establish employee proficiency in the duties required in this program, and shall introduce new or revised procedures, as necessary, for compliance with this program.

B. General Training

All employees who will enter confined spaces shall be trained in entry procedures. Personnel responsible for supervising, planning, entering, or participating in confined space entry and rescue shall be adequately trained in their functional duties prior to any confined space entry. Training shall include:

1. Explanation of the general hazards associated with confined spaces.
2. Discussion of specific confined space hazards associated with the facility, location, or operation.
3. Reason for, proper use, and limitations of personal protective equipment and other safety equipment required for entry into confined spaces.
4. Explanation of permits and other procedural requirements for conducting a confined space entry.
5. A clear understanding of what conditions would prohibit entry.
6. Procedures for responding to emergencies.
7. Duties and responsibilities of the confined space entry team.
8. Description of how to recognize symptoms of overexposure to probable air contaminants in themselves and co-workers, and method(s) for alerting the Attendant(s).

Refresher training shall be conducted as needed to maintain employee competence in entry procedures and precautions.

C. Specific Training

1. Training for atmospheric monitoring personnel shall include proper use of monitoring instruments, including instruction on the following:

    a. Proper use of the equipment;
    b. Calibration of equipment;
    c. Sampling strategies and techniques; and
    d. Exposure limits (PELs, TLVs, LELs, UELs, etc.).

2. Training for Attendants shall include the following:

    a. Procedures for summoning rescue or other emergency services; and
    b. Proper utilization of equipment used for communicating with entry and emergency/rescue personnel.

3. Training for Emergency Response Personnel shall include:

    a. Rescue plan and procedures developed for each type of confined space that is anticipated to be encountered;
    b. Use of emergency rescue equipment;
    c. First aid and CPR techniques; and
    d. Work location and confined space configuration to minimize response time.

D. Verification of Training

Periodic assessment of the effectiveness of employee training shall be conducted by ***Safety Coordinator***. Training sessions shall be repeated as often as necessary to maintain an acceptable level of personnel competence.

V. IDENTIFICATION OF HAZARDS AND EVALUATION OF CONFINED SPACES

A. Survey

Safety Coordinator shall ensure a survey of the worksite is conducted to identify confined spaces. This survey can be partially completed from initial and continuing site characterizations, as well as other available data (i.e., blueprints and job safety analyses). The purpose of the survey is to develop an inventory of those locations and/or equipment at ***Gryphon Roofing & Remodeling*** that meet the definition of a confined space. This information shall be communicated to personnel, and appropriate confined space procedures shall be followed prior to entry. The initial surveys shall include air monitoring to determine the air quality in the confined spaces. The potential for the following situations shall be evaluated by ***Safety Coordinator:***

1. Flammable or explosive potential;
2. Oxygen deficiency; and
3. Presence of toxic and corrosive material.

B. Hazard Reevaluation

The ***Safety Coordinator*** shall identify and reevaluate hazards based on possible changes in activities or other physical or environmental conditions that could adversely affect work. A master inventory of confined spaces shall be maintained. Any change in designation of a confined space will be routed to all affected personnel by *Safety Coordinator*.

C. Pre-Entry Hazard Assessment

A hazard assessment shall be completed by ***Safety Coordinator*** prior to any entry into a confined space. The hazard assessment should identify:

1. The sequence of work to be performed in the confined space;
2. The specific hazards known or anticipated; and
3. The control measures to be implemented to eliminate or reduce each of the hazards to an acceptable level.

No entry shall be permitted until the hazard assessment has been reviewed and discussed by all persons engaged in the activity. Personnel who are to enter confined spaces shall be informed of known or potential hazards associated with said confined spaces.

D. Hazard Controls

Hazard controls shall be instituted to address changes in the work processes and/or working environment. Hazard controls must be able to either control the health hazards by eliminating the responsible agents, reduce health hazards below harmful levels, or prevent the contaminants from coming into contact with the workers.

The following order of precedence shall be followed in reducing confined space risks.

1. Engineering Controls

Engineering controls are those controls that eliminate or reduce the hazard through implementation of sound engineering practices.

Ventilation is one of the most common engineering controls used in confined spaces. When ventilation is used to remove atmospheric

contaminants from a confined space, the space shall be ventilated until the atmosphere is within the acceptable ranges. Ventilation shall be maintained during the occupancy if there is a potential for the atmospheric conditions to move out of the acceptable range. When ventilation is not possible or feasible, alternate protective measures or methods to remove air contaminants and protect occupants shall be determined by ***Safety Coordinator*** prior to authorizing entry.

When conditions necessitate and can accommodate continuous forced air ventilation, the following precautions shall be followed:

a. Employees shall not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
b. Forced air ventilation shall be directed so as to ventilate the immediate areas where an employee is or will be present within the space.
c. Continuous ventilation shall be maintained until all employees have left the space.
d. Air supply or forced air ventilation shall originate from a clean source.

2. Work Practice (Administrative) Controls

Work practice (administrative) controls are those controls which eliminate or reduce the hazard through changes in the work practices (i.e., rotating workers, reducing the amount of worker exposure, and housekeeping).

3. Personal Protective Equipment (PPE)

If the hazard cannot be eliminated or reduced to a safe level through engineering and/or work practice controls, PPE should be used. *Safety Coordinator(s)* shall determine the appropriate PPE needed by all personnel entering the confined space, including rescue teams. PPE that meets the specifications of applicable standards shall be selected in accordance with the requirements of the job to be performed.

VI. ENTRY PERMITS

The Confined Space Entry Permit is the most essential tool for assuring safety during entry in confined spaces with known hazards, or with unknown or potentially hazardous atmospheres. The entry permit process guides the supervisor and workers through a systematic evaluation of the space to be entered. The permit should be used to establish appropriate conditions. Before each entry into a confined space, an entry permit will be completed by ***Safety Coordinator***. The ***Safety Coordinator*** will then communicate the contents of the permit to all employees involved in the operation, and post the permit

Conspicuously near the work location. A standard entry permit shall be used for all entries.

A. Key Elements of Entry Permits

A standard entry permit shall contain the following items:

1. Space to be entered.
2. Purpose of entry.
3. Date and authorized duration of the entry permit.
4. Name of authorized entrants within the permit space.
5. Means of identifying authorized entrants inside the permit space (i.e., rosters or tracking systems).
6. Name(s) of personnel serving as Attendant(s) for the permit duration.
7. Name of individual serving as Entry Supervisor, with a space for the signature or initials of the Entry Supervisor who originally authorized the entry.
8. Hazards of the permit space to be entered.
9. Measures used to isolate the permit space and to eliminate or control permit space hazards before entry (i.e., lockout/tagout of equipment and procedures for purging, ventilating, and flushing permit spaces).
10. Acceptable entry conditions.
11. Results of initial and periodic tests performed, accompanied by the names or initials of the testers and the date(s) when the tests were performed.
12. Rescue and emergency services that can be summoned, and the Means of contacting those services (i.e., equipment to use, phone numbers to call).
13. Communication procedures used by authorized entrants and Attendant(s) to maintain contact during the entry.
14. Equipment to be provided for compliance with this Confined Space Program (i.e., PPE, testing, communications, alarm systems, and rescue).
15. Other information necessary for the circumstances of the particular confined space that will help ensure employee safety.
16. Additional permits, such as for hot work, that have been issued to Authorize work on the permit space.

B. Permit Scope and Duration

A permit is only valid for one shift. For a permit to be renewed, the following conditions shall be met before each reentry into the confined space:

1. Atmospheric testing shall be conducted and the results should be within acceptable limits. If atmospheric test results are not within

acceptable limits, precautions to protect entrants against the hazards should be addressed on the permit and should be in place.

2. ***Safety Coordinator*** shall verify that all precautions and other measures called for on the permit are still in effect.
3. Only operations or work originally approved on the permit shall be conducted in the confined space.

A new permit shall be issued, or the original permit will be reissued if possible, whenever changing work conditions or work activities introduce new hazards into the confined space. *Safety Coordinator* shall retain each canceled entry permit For at least one (1) year to facilitate the review of the Confined Space Entry Program. Any problems encountered during an entry operation shall be noted on the respective permit(s) so that appropriate revisions to the confined space permit program can be made.

VII. ENTRY PROCEDURES

When entry into a confined space is necessary, either the Entry Supervisor or ***Safety Coordinator*** may initiate entry procedures, including the completion of a confined space entry permit. Entry into a confined space shall follow the standard entry procedure below.

A. Prior to Entry

The entire confined space entry permit shall be completed before a standard entry. Entry shall be allowed only when all requirements of the permit are met and it is reviewed and signed by an Entry Supervisor. The following conditions must be met prior to standard entry:

1. Affected personnel shall be trained to establish proficiency in the duties that will be performed within the confined space.
2. The internal atmosphere v. th.in the confined space shall be tested by ***Safety Coordinator*** *w*ith a calibrated, direct-reading instrument.
3. Personnel shall be provided with necessary PPE as determined by the Entry Supervisor.
4. Atmospheric monitoring shall take place during the entry. If a hazardous atmosphere is detected during entry:

    a Personnel within the confined space shall be evacuated by the Attendant(s) or Entry Supervisor until the space can be evaluated by ***Safety Coordinator*** to determine how the hazardous atmosphere developed; and

    b. Controls shall be put in place to protect employees before reentry.

B. Opening a Confined Space

Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent anyone from falling through the opening. This barrier or cover shall protect each employee working in the space from foreign objects entering the space. If it is in a traffic area, adequate barriers shall be erected.

C. Atmospheric Testing

Atmospheric test data is required prior to entry into a confined space. Atmospheric testing is required for two distinct purposes: (1) evaluation of the hazards of the permit space, and (2) verification that acceptable conditions exist for entry into that space. If a person must go into the space to obtain the needed data, then Standard Confined Space Entry Procedures shall be followed. Before entry into a confined space, ***Safety Coordinator*** shall conduct testing for hazardous atmospheres. The internal atmosphere shall be tested with a calibrated, direct-reading instrument for oxygen, flammable gases and vapors, and potential toxic air contaminants, in that order.

Testing equipment used in specialty areas shall be listed or approved for use in such areas by ***Safety Coordinator***. All testing equipment shall be approved by a nationally recognized laboratory, such as Underwriters Laboratories or Factory Mutual Systems.

1. Evaluation Testing

The atmosphere of a confined space should be analyzed using equipment of sufficient sensitivity and specificity. The analysis shall identify and evaluate any hazardous atmospheres that may exist or arise, so that appropriate permit entry procedures can be developed and acceptable entry conditions stipulated for that space. Evaluation and interpretation of these data and development of the entry procedure should involve a technically qualified professional (i.e., consultant, certified industrial hygienist, registered safety engineer, or certified safety professional).

2. Verification Testing

A confined space that may contain a hazardous atmosphere shall be tested for residues of all identified or suspected contaminants. The evaluation testing should be conducted with specified equipment to determine that residual concentrations at the time or testing and entry are within acceptable limits. Results of testing shall be recorded by the person performing the tests on the permit. The atmosphere shall be periodically retested (frequency to be determined by ***Safety Coordinator*** to verify that atmospheric conditions remain within acceptable entry parameters.

3. Acceptable Limits

The atmosphere of the confined spaces shall be considered to be within acceptable limits when the following conditions are maintained:

a. Oxygen: 19.5 percent to 23.5 percent;
b. Flammability: less than 10 percent of the Lower Flammable Limit (LFL); and
c. Toxicity: less than recognized American Conference of Governmental Industrial Hygienists (ACGIH) exposure limits or other published exposure levels [i.e, OSHA Permissible Exposure Limits (PELs) or National Institute of Occupational Safety and Health (NIOSH) Recommended Exposure Limits (RELs)].

D. Isolation and Lockout/Tagout Safeguards

All energy sources that are potentially hazardous to confined space entrants shall be secured, relieved, disconnected, and/or restrained before personnel are permitted to enter the confined space. Equipment systems or processes shall be locked out and/or tagged out as required by the ***Gryphon Roofing & Remodeling*** Lockout/Tagout Program [which complies with OSHA's 29 CFR 1910-147 and American National Standards Institute (ANSI) 2244.1-1982, Lockout/Tagout of Energy Sources] prior to permitting entry into the confined space. In confined spaces where complete isolation is not possible, *Safety Coordinator* shall evaluate the situation and make provisions for as rigorous an isolation as practical. Special precautions shall be taken when entering double-walled, jacketed, or internally insulated confined spaces that may discharge hazardous material through the vessel's internal wall.

Where there is a need to test, position, or activate equipment by temporarily removing the lock or tag or both, a procedure shall be developed and implemented to control hazards to the occupants. Any removal of locks, tags, or other Protective measures shall be done in accordance with the *Gryphon Roofing & Remodeling* Lockout/Tagout Program.

E. Ingress/Egress Safeguards

Means for safe entry and exit shall be provided for confined spaces. Each entry and exit points shall be evaluated by ***Safety Coordinator*** to determine the most effective methods and equipment that will enable employees to safely enter and exit the confined space.

Appropriate retrieval equipment or methods shall be used whenever a person enters a confined space. Use of retrieval equipment may be waived by the *Safety Coordinator* if use of the equipment increases the overall risks of entry or does not contribute to the rescue. A mechanical device shall be available to retrieve personnel from vertical confined spaces greater than five (5) feet in depth.

F. Warning Signs and Symbols

All confined spaces that could be inadvertently entered shall have signs identifying them as confined spaces. Signs shall be maintained in a legible condition. The signs shall contain a warning that a permit is required before entry. Accesses to all confined spaces shall be prominently marked.

VIII. EMERGENCY RESPONSE

A. Emergency Response Plan

Safety Coordinator shall maintain a written plan of action that bas provisions for conducting a timely rescue of individuals within a confined space, should an emergency arise. The written plan shall be kept onsite where the confined space work is being conducted. All affected personnel shall be trained on the Emergency Response Plan.

B. Retrieval Systems and Methods of Non-Entry Rescue

Retrieval systems shall be available and ready when an authorized person enters a permit space, unless such equipment increases the overall risk of entry, or the equipment would not contribute to the rescue of the entrant. Retrieval systems shall have a chest or full-body harness and a retrieval line attached at the center of the back near shoulder level or above the head. If harnesses are not feasible, or would create a greater hazard, wristlets may be used in lieu of the harness. The retrieval line shall be firmly fastened outside the space so that rescue can begin as soon as anyone is aware that retrieval is necessary. A mechanical device shall be available to retrieve personnel from vertical confined spaces more than five (5) feet deep.

ATTACHMENT

Sample Process Duty Roster

Process: Tank Steam/Wash Rack	
Entry Supervisor	**Entrants**
1. Upon receipt of a tank for cleaning, do a visible check for product. If product is visible in the tank, then the tank will be refused. 2. Complete and attach certification and danger tag to tank. 3. Provide confined space entry permit for the tank. 4. Verify that entrants have proper training and knowledge of known hazards, including the mode of exposure (bow it Gets into the body), signs or symptoms, and results of exposure.	1. Purge tanks with cold water prior to steam cleaning. 2. Obtain the confined space entry permit and authorized signature. 3. Complete a safe entry checklist prior to entering the confined space. 4. Fill out and attach the caution tag after tank is purged and cleaned. 5. Know space hazards, including information on the mode of exposure (bow it gets into the body), signs or symptoms, and results of exposure. 6. Use the correct personal protective equipment (PPE) properly. 7. Maintain communication with standby person to enable them to monitor entrant's actions and alert the entrant to evacuate if necessary. 8. Exit from permit space as soon as possible: when ordered to by authorized persons; when entrant notices or recognizes the Signs or symptoms of exposure; when a prohibited condition exists; and/or when the automatic alarm system sounds. 9. Alert the standby person when a prohibited condition exists and/or when warning signs or symptoms of exposure exist.

Process: **Tank Maintenance**	
Entry Supervisor	**Entrants**
1. Upon receipt of a tank for maintenance, do a visible check for product. If product is visible in the tank, then the tank will be refused. 2. Complete and attach certification and danger tag to tank. 3. Provide confmed space entry permit for the tank. 4. Verify that entrants have proper training and knowledge of known hazards, including the mode of exposure (how it Gets into the body), signs or symptoms, and the results of exposure.	1. Prior to moving any tank into the maintenance bay, ensure tank has been Cleaned and/or purged per attached caution tag, test atmosphere, and record results on hot tag. (Tank will not be moved into bay until the atmosphere has been tested and is determined to be within acceptable limits.) 2. In bay, if work will require confined space entry, obtain confined space entry permit from the Service Writer. 3. Obtain the confined space entry permit and the authorized signatures. 4. Complete the safe entry checklist prior to confined space entry. 5. Know space hazards, including information on the mode of exposure (how it gets into the body), signs or symptoms, and results of exposure. 6. Use the correct personal protective equipment (PPE) properly. 7. Maintain communication with standby person to enable them to monitor the entrant's actions and alert the entrant to evacuate if necessary. 8. Exit from permit space as soon as possible: when ordered to by authorized persons; when entrant notices or recognizes signs or symptoms of exposure; when a prohibited condition exists; and/or when the automatic alarm system sounds. 9. Alert the standby person when a prohibited condition exists and/or when warning signs or symptoms of exposure exist.

OFFICE EMPLOYEES

Ergonomics / Video Display Terminals
When using Video Display Terminals or Computers

1. Locate and place documents, video screen, and monitors in front of you. Allow 18 to 20 inches between you and the document, monitor, or video screen. Position the center of the screen so that the viewing angle is 15 to 25 degrees below eye level.
2. Place the keyboard so that your forearms are held at a 90-degree angle from the upper arms. Elbows should be kept close to the body with the shoulders relaxed to reduce strain on the upper body.
3. Take periodic breaks from the video display terminal by standing up and stretching for a few minutes.
4. For additional lower back support, place a pillow or bundled clothing in the chair at the small of your back.

General Repetitive Motion Tasks

1. When viewing your task, make sure your neck and shoulders are not stooped.
2. Do not raise your arms for a prolonged time when performing a task.
3. Do not twist or over bend the lower back when doing repeated work tasks.
4. Position tools, instruments, and machinery so that tasks can be performed comfortably.
5. Adjust all furniture to minimize the strain on all parts of your body.
6. Adjust lighting so that the work performed does not put strain or glare on your eyes.
7. Take sufficient rest breaks to relieve stress from repetitive motion tasks.

Office Safety

1. Close drawers and doors immediately after use.
2. Open one file cabinet drawer at a time.
3. Put heavy files in the bottom drawers of file cabinets.
4. Use the handle when closing doors, drawers and files.
5. Do not stand on furniture to reach high places.
6. Use a ladder or step stool to retrieve or store items that are located above your head.
7. Do not kick objects out of your pathway; pick them up or push them out of the way.
8. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
9. Store sharp objects, such as pens, pencils, letter openers, or scissors in drawers or with the points down in a container.
10. Carry pencils, scissors and other sharp objects with the points down.
11. Do not tilt the chair you are sitting in on its back two legs.
12. Position hands and fingers on the handle of the paper cutter before pressing down on the blade.
13. Keep the paper cutter handle in the closed/locked position when it is not in use.
14. Do not use paper-cutting devices if the finger guard is missing.
15. Keep floors clear of items such as paper clips, pencils, tacks or staples.
16. Keep fingers away from the ejector slot when loading or testing stapling devices.
17. Point the ejector slot away from yourself and bystanders when refilling staplers.
18. Use a staple remover, not your fingers, for removing staples.
19. Do not use extension or power cords that have the ground prong removed or broken off.

20. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.
21. Do not connect multiple electrical devices into a single outlet.
22. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
23. Do not use fans that have excessive vibration, frayed cords or missing guards.
24. Do not use frayed, cut or cracked electrical cords.
25. Do not place floor type fans in walkways, aisles or doorways.
26. Do not place your fingers in or near the feed of a paper shredder.
27. Do not throw matches, cigarettes or other smoking materials into trash baskets.
28. Keep doors in hallways fully open or fully closed.
29. Use handrails when ascending or descending stairs or ramps.
30. Obey all posted safety and danger signs.
31. Do not run on stairs or take more than one step at a time.
32. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

GENERAL LABOR PERSONNEL

Hand Tool Safety

1. Carry all sharp tools in a sheath or holster.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if its handle has splinters, burrs, cracks, splits, or if the head of the tool is loose.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. When using knives, shears, or other cutting tools, cut in a direction away from your body.
6. Do not perform "makeshift" repairs to tools.
7. Do not throw tools from one location to another, from one employee to another, or from elevated platforms.
8. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.
9. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.

Pliers

1. Do not use pliers as a wrench or a hammer.
2. Do not slip a pipe over the handles of pliers to increase leverage.
3. Do not use pliers that are cracked, broken or sprung.
4. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Wrenches

1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
2. Do not slip a pipe over a single head wrench handle for increased leverage.
3. Discard any wrench that has spread, nicked or battered jaws or if the handle is bent.
4. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-

end wrenches as a second choice.

Hammers

1. Do not use a hammer if your hands are oily, greasy or wet.
2. Do not strike nails or other objects with the "cheek" of the hammer.
3. Do not strike one hammer against another hammer.

Tool Boxes/Chests/Cabinets

1. Do not use a toolbox or chest as a workbench.
2. Use the handle when opening and closing a drawer or door of a toolbox, chest, or cabinet.
3. Do not open more than one drawer of a toolbox at a time.
4. Do not stand on toolboxes, chests or cabinets to gain extra height.

Vises

1. When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, saw horse or box.
2. Position the work piece in the vise so that the entire face of the jaw supports the work piece.
3. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
4. Do not slip a pipe over the handle of a vise to gain extra leverage.

Clamps

1. Do not use the C-clamp for hoisting materials.
2. Do not use the C-clamp as a permanent fastening device.

Grinders

1. Do not use grinding wheels that have chips, cracks or grooves.

GENERAL LABOR PERSONNEL

Power Tools

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from path of drills, saws, or grinders.
3. Do not use cords that have splices, exposed wires or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave tools that are "On" unattended.
8. Do not handle or operate electrical tools when your hands are wet or when you are standing on a wet surface.
9. Do not operate spark-inducing tools such as drills or saws near containers labeled "Flammable" or in an explosive atmosphere.
10. Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.

11. Do not use an adapter that eliminates the ground such as a cheater plug.
12. Do not connect multiple electrical tools into a single outlet.
13. Do not drive over, drag, step on or place objects on a cord.
14. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
15. Do not operate power hand tools or portable appliances that have a frayed, worn, cut, improperly spliced or damaged power cord.
16. Do not operate power hand tools or portable appliances if the ground pin from the three pronged power plug is missing or has been removed.
17. Do not operate power hand tools or portable appliances with a two-pronged adapter or a two-conductor extension cord.
18. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic handgrip or other nonconductive areas designed for gripping purposes.

Hydraulic and Pneumatic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to the "Off" position and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Jacks

1. Do not exceed the jack's rated lifting capacity as noted on the label of the jack.
2. Clear all tools and equipment out of the way before lowering the jack.

Grinders

1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
3. Do not try to stop the wheel using your hand, even if you are wearing gloves. To prevent your gloves from getting caught by the grinding wheel, hold the work-piece by using vice grip pliers, clamps, or a jig.
4. Adjust the tongue guard so that it is no more than 1/8 inch from the grinding wheel.

General Power Saw Safety

1. Wear the prescribed personal protective equipment such as goggles, gloves, and hearing protection when operating the power saw.
2. Turn the power switch of the saw to "Off" before making measurements, adjustments or repairs.
3. Keep your hands away from the exposed blade.
4. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.

5. If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.
6. Do not alter the anti-kickback device or blade guard.

Riveting and Bolting

1. Do not use your hands to guide a bit into place when riveting or bolting metal.
2. Disconnect the snap and plunger from an air hammer when it is not in use.
3. Do not pass air-powered tools by the hose from one worker to another.
4. Do not carry nuts, bolts, rivets or drift pins in your hands or pockets; use the carrying/storing container provided for this purpose.

Hazardous Materials

Hazardous Communication

1. Make sure your employee training program for hazardous substances includes:
    a. explanation of what an Material Safety Data Sheet is and how to obtain the data sheet
    b. MSDS contents for each hazardous substance
    c. where employees can find the training program for reference
    d. a list of hazardous substances that are present in the work area, how to detect their presence, and the protective measures to be taken which includes use of respirators.
2. The written hazard communication program must be available to all employees, it needs to deal with the MSDS labeling and indicate who is responsible for in house labeling.

GENERAL LABOR PERSONNEL

Hazardous Materials (Continued)

Hazardous Materials Handling

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Do not use chemicals from unlabeled containers and unmarked cylinders.
3. Do not smoke while handling chemicals marked “Flammable.”
4. Do not store chemical containers labeled “Oxidizer” with containers labeled “Corrosive” or “Caustic.”
5. Do not store chemicals labeled “Flammable” near sources of ignition such as hot pipes or boiler rooms.
6. Make sure all flammable or toxic chemicals are kept in closed containers when not in use.
7. Materials that give off toxic asphyxiating, suffocating, or anesthetic fumes must be stored in remote or isolated locations when not in use.
8. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
9. Abide by all the rules outlined by your employer in the employee training and hazard communication manuals.

Job Site Safety

1. Do not walk on or under partially demolished walls or floors.

2. Stop working outdoors and seek shelter during lightning storms.
3. Walk around or duck under protruding framing or ductwork and limbs.
4. Do not walk on fallen trees; walk on the ground.
5. Keep combustible liquids stored and covered in approved containers.

Personal Protective Equipment

1. Wear your safety glasses when mixing plaster ingredients and additives, applying spackling, finishing ceilings, or sanding.
2. Wear dust mask or respirator when emptying sacks of dry material such as additives for fireproofing or plaster ingredients.
3. Use lifelines, safety harnesses, or lanyards when you are working higher than 6 feet off the ground.
4. Wear safety glasses while plastering, applying mud or sanding.
5. Wear safety goggles when using power tools or when applying a finishing material.

Fall Protection (Perimeter Warning / Monitoring System)

1. Flat Roofs 6’ from the ground or 6’ from another flat roof deck and having a perimeter wall less than 39” requires fall protection.
2. Flags and cones must be a minimum of 6’ from the edge of a roof higher than 6’.
3. A vested Safety Monitor must be present when working outside the 6’ flagged area.
4. The Safety Monitor is not allowed to work, and must be watching the people in the 6’ area.

Fall Protection (Harness System)

1. Rope, lanyard, and harness must be inspected daily for defect or wear.
2. Person wearing the harness much verify correct fit and adjustments for proper function.
3. Harness to be attached to rope and lanyard immediately upon entry to roof prior to performing any work.
4. Rope to be securely attached to roof with correct anchor fastened as per manufacturer’s specifications.

GENERAL LABOR PERSONNEL

Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn, or visibly damaged.
5. Do not use any scaffold tagged "Out of Service."
6. Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.

8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the mid rail and the toeboard or planking.
11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrail.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines, and other obstructions.
18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

Vehicular Safety

1. Drive on the graded roadways that have been leveled for this purpose.
2. Turn on low-beam headlights when driving on the site.
3. Hold onto vehicle when stepping out of it onto loose ground, holes or rocks.
4. Tools and materials shall be secured to prevent movement when transported in the same compartment with employees.
5. Do not exceed the maximum number of people for which the vehicle is designed to transport.
6. Do not operate a loaded vehicle or load it, by means of cranes, power shovels, loaders or similar equipment, if the vehicle does not have a cab shield and/or canopy to protect you from shifting or falling materials.

GENERAL LABOR PERSONNEL

Vehicular Safety (Continued)

Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on them.
4. Do not carry extra fuel on any vehicle except in a properly mounted fuel tank approved by your employer.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three-point contact using hands and one foot or both feet and one hand when climbing into and out of vehicles.
4. Drive up the slope or down the slope not across the slope.

Trailer Safety

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing the kettle from the trailer.
2. Permit no one to ride in the trailer.
3. Use ramps to load and unload kettles and equipment from the trailer.
4. Take slow, wide turns when towing trailers.
5. Do not exceed the load capacity as posted on the trailer door of the trailer.
6. Do not place all the heavy equipment on one side of the trailer.
7. Secure equipment and fuel tanks to the vehicle with chains or straps to eliminate or minimize shifting of the load.
8. Do not mount or dismount equipment on the traffic side.

Hazardous Energy Source Control Program ***(Lockout/Tagout)***

Purpose

This program establishes the minimum requirements for the control of hazardous energy sources. It should be used to ensure machinery and equipment are isolated from hazardous energy sources before service or maintenance is *performed. By implementing the following procedures, the unexpected start-up or release of stored energy will be prevented.*

Responsibility

Only authorized employees are permitted to apply the lockout devices and perform procedures for isolating equipment from its power sources. Authorized employees are workers trained to perform the lockout\tagout functions and isolate equipment from its energy sources and apply lockout devices. They must understand a *"zero-mechanical state" and how toachieve it for every piece of equipment they control. All employees must be informed of the lockout/tagout of* a *machine or piece of equipment to prevent anyone from attempting to restart it.*

Preparation for Lockout/Tagout

Project managers and shop foremen will be required to locate and identify all pieces of equipment requiring lockout/tagout procedures. Because equipment can have more than one energy source, the person conducting the survey must identify all energy sources and methods to control energy release, including all isolation devices. Examples of energy isolation devices are valves, disconnect switches and pressure relief valves.

Sequence of a *Lockout/Tagout Procedure*

The following are the steps *to lockout/tagout equipment.*

1. Notify all affected employees that service or maintenance is required on a *piece of equipment, and it must be shut down and locked out before performing the service or maintenance. An affected employee is one who normally works on the machine that is*

being locked or tagged for service.

This action also applies to employees who are working in the area of the locked/tagged piece of equipment.

2. Authorized employees are to refer to the company procedure to identify the type and magnitude of the energy that the machine uses, understand the hazards of the energy and know the methods to control the energy.

3. If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).

4. De-activate the energy-isolating device(s) so the equipment is isolated from the energy source(s).

5. *Lockout/tagout the energy-isolating device(s) with assigned individual lock(s).*

6. Stored or residual energy (such as springs; elevated or suspended equipment parts; hydraulic systems; air, gas, steam or water pressure; electricity in capacitors; etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking or bleeding down.

7. *Be certain that all unnecessary personnel are removed from the area before the equipment is disconnected from the energy source(s). Verify the isolation of the equipment by attempting to restart the equipment under its normal operations. Remember to return operating control(s) to the neutral or "off" position after attempting to restart the equipment.*

8. At this point the equipment should be in locked-out condition.

Restoring Equipment to *Service*

The following are procedures for restoring equipment to service:

1. Check the equipment and immediate area around the equipment to ensure nonessential items have been removed and equipment components are operationally intact.

2. Check the work area to ensure all employees have been safely positioned or removed from the area.

3. Verify the controls are in neutral.

4. Remove the lockout device(s) and start the equipment. The removal of some forms of blocking may require starting the equipment before safe removal.

5. *Notify affected employees that the service or maintenance is completed and the equipment is ready for use.*

Procedure Involving More Than One Person

In the steps outlined in the previous section, one person should place his or her lock on each piece of an energy-isolating device. There may *be occasions when more than one person needs to work on* a *piece of equipment. When this occurs, each person involved in the service or maintenance will be required to place his or her own lock on the energy-isolating device. A multi-hasp lock will be required if the energy-isolating device does not have enough places for each employee to place his or her own lock. Each employee will be responsible for removing his or her own lock when work is complete and protection is no longer needed.*

Outside Contractors

If outside contractors are needed for service on a *piece of equipment, the lockout/tagout procedures for both companies must be communicated with each other. Gryphon Roofing & Remodeling will inform its employees of the contractor's procedures.*

Training

1. All employees involved will be trained in the correct implementation of this program and its elements.
2. *A certificate of training shall be maintained in each personnel file. The Certificate will have employees'* names *and the date on which their training occurred.*

Periodic Evaluation

1. These procedures will be evaluated in the field periodically to determine their effectiveness, and any deficiencies or inadequacies will be addressed. If changes are needed, written procedural amendments will be made to the program on, at minimum, an annual basis.
2. *Each review date will be recorded on the following* pages.

Locations of Locks and Tags

Locks and tags are located in the following area(s):

Lockout/Tagout Information Sheet

Personnel Authorized to Place Lockout/Tagout

Employee Name	*Title*	*Trained? YIN*

Equipment To Be Locked and Tagged During Maintenance and Service

Equipment Name (e.g., hydraulic,_ psi, switch, valve, etc.)	*Energy Type and Magnitude*	*Isolation Device (disconnect electrical, ____volts)*

1910.134
Respiratory Protection
Table of Contents

Respiratory Protection Program

I. OBJECTIVE

The ***Gryphon Roofing & Remodeling*** Respiratory Protection program is designed to protect employees by establishing accepted practices for respirator use, providing guidelines for training and respirator selection, and explaining proper storage, use and care of respirators. This program also serves to help the company and its employees comply with Occupational Safety and Health Administration (OSHA) respiratory protection requirements as found in 29 CFR 1910.134.

II. ASSIGNMENT OF RESPONSIBILITY

A. Employer

Gryphon Roofing & Remodeling is responsible for providing respirators to employees when they are necessary for health protection. ***Gryphon Roofing & Remodeling*** will provide respirators that are applicable and suitable for the intended purpose at no charge to affected employees. Any expense associated with training, medical evaluations and respiratory protection equipment will be borne by the company.

B. Program Administrator

The Program Administrator for ***Gryphon Roofing & Remodeling*** is *Safety Coordinator*. The Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

1. Identifying work areas, process or tasks that require workers to wear respirators.
2. Evaluating hazards.
3. Selecting respiratory protection options.
4. Monitoring respirator use to ensure that respirators are used in accordance with their specifications.
5. Arranging for and/or conducting training.
6. Ensuring proper storage and maintenance of respiratory protection equipment.
7. Conducting qualitative fit testing with Bitrex.
8. Administering the medical surveillance program.
9. Maintaining records required by the program.
10. Evaluating the program.
11. Updating written program, as needed.

C. Supervisors

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include:

1. Ensuring that employees under their supervision (including new hires) receive appropriate training, fit testing, and annual medical evaluation.
2. Ensuring the availability of appropriate respirators and accessories.
3. Being aware of tasks requiring the use of respiratory protection.
4. Enforcing the proper use of respiratory protection when necessary.
5. Ensuring that respirators are properly cleaned, maintained, and stored according to this program.
6. Ensuring that respirators fit well and do not cause discomfort.
7. Continually monitoring work areas and operations to identify respiratory hazards.
8. Coordinating with the Program Administrator on bow to address respiratory hazards or other concerns regarding this program.

D. Employees

Each employee is responsible for wearing his or her respirator when and where required and in the manner in which they are trained. Employees must also:

1. Care for and maintain their respirators as instructed, guard them against damage, and store them in a clean, sanitary location.
2. Inform their supervisor if their respirator no longer fits well, and Request a new one that fits properly.
3. Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding this program.
4. Use the respiratory protection in accordance with the manufacturer's instructions and the training received.

III. APPLICABILITY

This program applies to all employees who are required to wear respirators during normal work operations, as well as during some non-routine or emergency operations, such as a spill of a hazardous substance.

In addition, any employee who voluntarily wears a respirator when one is not required (i.e., in certain maintenance and coating operations) is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and will be provided with necessary training. Employees who voluntarily wear filtering face pieces (dust masks)

Are not subject to the medical evaluation, cleaning, storage, and maintenance provisions of this program.

All employees and processes that fall under the provisions of this program are listed in Attachment D.

IV. PROGRAM

A. Hazard Assessment and Respirator Selection

The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with the OSHA Respiratory Protection Standard. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. A log of identified hazards will be maintained by the Program Administrator (See Sample Hazard Evaluation, Attachment C). The hazard evaluations shall include:

1. Identification and development of a list of hazardous substances used in the workplace by department or work process.
2. Review of work processes to determine where potential exposures to hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing the process records, and talking with employees and supervisors.
3. Exposure monitoring to quantify potential hazardous exposures.

The proper type of respirator for the specific hazard involved will be selected in accordance with the manufacturer-s instructions. A list of employees and appropriate respiratory protection will be maintained by the Program Administrator (see Attachment D).

B. Updating the Hazard Assessment

The Program Administrator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact his/her supervisor or the Program Administrator. The Program Administrator will evaluate the potential hazard, and arrange for outside assistanceas necessary. The Program Administrator will then communicate the results of that assessment to the employees. If it is determined that respiratory protection is necessary, all other elements of the respiratory protection program will be in effect for those tasks, and the respiratory program will be updated accordingly.

C. Training

The Program Administrator will provide training to respirator users and their supervisors on the contents of the ***Gryphon Roofing & Remodeling*** Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection Standard. All affected employees and their supervisors will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to supervising employees that must wear respirators.

The training course will cover the following topics:

1. The ***Gryphon Roofing & Remodeling*** Respiratory Protection Program;
2. The OSHA Respiratory Protection Standard (29 CFR 1910.134);
3. Respiratory hazards encountered at ***Gryphon Roofing & Remodeling*** and their health affects;
4. Proper selection and use of respirators;
5. Limitations of respirators;
6. Respirator donning and user seal (fit) checks;
7. fit testing;
8. Emergency use procedures;
9. Maintenance and storage; and
10. Medical signs and symptoms limiting the effective use of respirators.

Employees will be retrained annually or as needed (e.g., if they change departments or work processes and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. Respirator training will be documented by the Program Administrator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

D. NlOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate :N10SH approval label. The label must not be removed or defaced while the respirator is in use.

E. Voluntary Respirator Use

The Program Administrator shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending On specific workplace conditions and the results of medical evaluations.

The Program Administrator will provide all employees who voluntarily choose to wear the above respirators with a copy of appendix D of the OSHA Respiratory Protection Standard. (Appendix D details the requirements for voluntary use of respirators by employees.) Employees who choose to wear a half face piece APR

must comply with the procedures for Medical Evaluation, Respirator Use, Cleaning, Maintenance and Storage portions of this program.

F. Medical Evaluation

Employees who are either required to wear respirators, or who choose to wear a half face piece APR voluntarily, must pass a medical exam provided by ***Gryphon Roofing & Remodeling*** before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

A licensed physician at ***(LOCATION OF DOCTOR)*** , where all company medical services are provided, will provide the medical evaluations. Medical evaluation procedures are as follows:

1. The medical evaluation will be conducted using the questionnaire provided in Appendix C of the OSHA Respiratory Protection Standard. The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations.
2. To the extent feasible, the company will provide assistance to Employees who are unable to read the questionnaire. When this is not possible, the employee will be sent directly to the physician for medical evaluation.
3. All affected employees will be given a copy of the medical Questionnaire to complete, along with a stamped and addressed envelope for mailing the questionnaire to the company physician. Employees will be permitted to complete the questionnaire on company time.
4. Follow-up medical exams will be granted to employees as required By the Standard, and/or as deemed necessary by the evaluating physician.
5. All employees will be granted the opportunity to speak with the physician about their medical evaluation, **if** they so request.
6. The Program Administrator shall provide the evaluating physician With a copy of this Program, a copy of the OSHA Respiratory Protection Standard, the list of hazardous substances by work area, and the following information about each employee requiring evaluation:

    a. his or her work area or job title;
    b. proposed respirator type and weight;
    c. length of time required to wear respirator;
    d. expected physical work load (light, moderate or heavy);
    e. potential temperature and humidity e:x.i:remes; and
    f. any additional protective clothing required.

7. Positive pressure air purifying respirators will be provided to Employees as required by medical necessity.
8. After an employee has received clearance to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:

    a. The employee reports signs and/or symptoms related to their ability to use the respirator, such as shortness of breath, dizziness, chest pains or wheezing.
    b. The evaluating physician or supervisor informs the Program Administrator that the employee needs to be reevaluated.
    c. Information found during the implementation of this program, including observations made during the fit testing and program evaluation, indicates a need for reevaluation.
    d. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

A list of ***Gryphon Roofing & Remodeling's*** employees currently included in medical surveillance is provided in Attachment D of this program.

All examinations and questionnaires are to remain confidential between the employee and the physician. The Program Administrator will only retain the physician=s written recommendations regarding each employee=s ability to wear a respirator.

G. Fit Testing

Employees who are required to or who voluntarily wear half-face piece APRs will Be fit tested:

1. prior to being allowed to wear any respirator with a tight-fitting face p1ece;
2. annually; or
3. when there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).

Employees will be fit tested with the make, model, and size of respirator that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of powered air purifying respirators will be conducted in the negative pressure mode.

The Program Administrator will conduct fit tests in accordance with the OSHA Respiratory Protection Standard.

H. General Respirator Use Procedures

I. Air Quality

For supplied-air respirators, only Grade D breathing air shall be used in the cylinders. The Program Administrator will coordinate deliveries of compressed air with the company's vendor and will require the vendor to certify that the air in the cylinders meets the specifications of Grade D breathing air.

The Program Administrator will maintain a minimum air supply of one fully charged replacement cylinder for each SAR unit. In addition, cylinders may be recharged as necessary from the breathing air cascade system located near the respirator storage area.

J. Change Schedules

Respirator cartridges shall be replaced as determined by the Program Administrator, supervisor(s), and manufacturers= recommendations.

K. Cleaning

Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary. Atmosphere-supplying and emergency use respirators are to be cleaned and disinfected after each use.

TI1e following procedure is to be used when cleaning and disinfecting reusable respirators:

1. Disassemble respirator, removing any filters, canisters, or cartridges.
2. Wash the face piece and all associated parts (except cartridges and elastic headbands) in an approved cleaner-disinfectant solution in warm water (about 120 degrees Fahrenheit). Do not use organic solvents. Use a hand brush to remove dirt.
3. Rinse completely in clean, warm water.
4. Disinfect all facial contact areas by spraying the respirator with an approved disinfectant.
5. Air dry in a clean area.
6. Reassemble the respirator and replace any defective parts. Insert new filters or cartridges and make sure the seal is tight.
7. Place respirator in a clean, dry plastic bag or other airtight container.

The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfection materials at the cleaning station. If supplies are low, employees should notify their supervisor, who will inform the Program Administrator.

L. Maintenance

Respirators are to be properly maintained at all times in order to ensure that they function properly and protect employees adequately. Maintenance involves a thorough visual inspection for cleanlines and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarm of atmosphere-supplying respirators will be conducted by the manufacturer.

1. All respirators shall be inspected routine}y before and after each use.

2. Respirators kept for emergency use shall be inspected after each use, and at least monthly by the Program Administrator to assure that theyare in satisfactory working order

3. The Respirator Inspection Checklist (Attachment E) will be used when inspecting respirators.

4. A record shall be kept of inspection dates and findings for respirators maintained for emergency use.

5. Employees are permitted to leave their work area to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include:

    a. washing face and respirator face piece to prevent any eye or skin irritation;
    b. replacing the filter, cartridge or canister;
    c. detection of vapor or gas breakthrough or leakage in the face p1ece; or
    d. detection of any other damage to the respirator or its components.

M. Storage

After inspection, cleaning, and necessary repairs, respirators shall be stored appropriately to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.

1. Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program, and will store their respirator in a plastic bag in the designated area Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator.

2. Respirators shall be packed or stored so that the face piece and exhalation valve will rest in a near normal position.

3. Respirators shall not be placed in places such as lockers or toolboxes unless they are in carrying cartons.

4. Respirators maintained at stations and work areas for emergency use shall be stored in compartments built specifically for that pw-pose, be quickly accessible at all times, and be clearly marked.

5. The Program Administrator will store *Gryphon Roofing & Remodeling* supply of respirators and respirator components in their original manufacturer's packaging in the *of Safety Coordinator Office*.

N. Respirator Malfunctions and Defects

1. For any malfunction of an ASR (atmosphere-supplying respirator), such as breakthrough, face piece leakage, or improperly working valve, the respirator wearer should inform his/her supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee either receives the needed parts to repair the respirator or is provided with a new respirator.

   All workers wearing atmosphere-supplying respirators will work ·with a buddy. The Program Administrator shall develop and inform employees of the procedures to be used when a buddy is required to assist a coworker who experiences an ASR malfunction.

2. Respirators that are defective or have defective parts shall be taken out of service immediately. If during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his/her supervisor. Supervisors will give all defective respirators to the Program Administrator. The Program Administrator will decide whether to:

   a. temporarily take the respirator out of service until it can be repaired;
   b. perform a simple fix on the spot, such as replacing a bead strap; or
   c. dispose of the respirator due to an irreparable problem or defect.

   When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the employee

Will be given a replacement of a similar make, model, and size. All tagged out respirators will be kept in the *Safety Coordinator's office.*

O. Emergency Procedures

In emergency situations where an atmosphere exists in which the wearer of the respirator could be overcome by a toxic or oxygen-deficient atmosphere, the following procedure should be followed. The locations in *Gryphon Roofing & Remodeling* where the potential for dangerous atmosphere exists are listed in Attachment F of this procedure. Locations of emergency respirators are also listed in Attachment F.

1. When the alarm sounds, employees in the affected area must immediately don their emergency escape respirator, shut down their process equipment, and exit the work area.

2. All other employees must immediately evacuate the building. *Gryphon Roofing & Remodeling* Emergency Action Plan describes these procedures (including proper evacuation routes and rally points) in greater detail

3. Employees who must remain in a dangerous atmosphere must take the following precautions:

    a. Employees must never enter a dangerous atmosphere without first obtaining the proper protective equipment and permission to enter from the Program Administrator or supervisor.
    b. Employees must never enter a dangerous atmosphere without at least one additional person present. The additional person must remain in the safe atmosphere.
    c. Communications (voice, visual or signal line) must be maintained between both individuals are all present.
    d. Respiratory protection in these instances is for escape purposes only. *Gryphon Roofing & Remodeling* employees are not trained as emergency responders, and are not authorized to act in such a manner.

P. Program Evaluation

The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records. Items to be considered will include:

1. comfort;
2. ability to breathe without objectionable effort;

3. adequate visibility under all conditions
4. provisions for wearing prescription glasses;
5. ability to perform all tasks without undue interference; and
6. confidence in the face piece fit.

Identified problems will be noted in an inspection log and addressed by the Program Administrator. These findings will be reported to *Gryphon Roofing & Remodeling* management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

Q. Documentation and Recordkeeping

1. A written copy of this program and the OSHA Respiratory Protection Standard shall be kept in the Program Administrator's office and made available to all employees who wish to review it

2. Copies of training and fit test records shall be maintained by the Program Administrator. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted

3. For employees covered under the Respiratory Protection Program, the Program Administrator shall maintain copies of the physician's written recommendation regarding each employee's ability to wear a respirator. The completed medical questionnaires and evaluating physician's documented findings will remain confidential in the employee's medical records at the location of the evaluating physician's practice.

ATTACHMENT A

Hazard Assessment Log

Hazard Assessment Log *DATE*				
Department	Contaminants	Exposure Level (8 hr TWA*)	PEL**	Controls

* Summarized from Industrial Hygiene report provided by ***Safety Coordinator.***

** These values were obtained from a survey on average exposures as published in theAmerican Journal of Industrial Hygiene

ATTACHMENT B

Record of Respirator Use

Required and Voluntary Respirator Use at *Gryphon Roofing & Remodeling*	
Type of Respirator	Department/Process
Filtering face piece (dust mask)	Voluntary use for warehouse workers
Half-face piece APR or PAPR with PIOO filter	Prep and Assembly Voluntary use for maintenance workers when cleaning spray booth walls or changing spray booth filter
SAR, pressure demand, with auxiliary SCBA	Maintenance - dip coat tank cleaning
Continuous flow SAR with hood	Spray booth operations Prep (cleaning)*
Half-face piece APR with organic vapor cartridge	Voluntary use for Dip Coat Tenders, Spray Booth Operators (gun cleaning), and maintenance workers (loading coating agents into supply systems)
Escape SCBA	Dip Coat, Coatings Storage Area, Spray Booth Cleaning Area

* until ventilation is installed.

ATTACHMENT C

Hazard Evaluation

Process Hazard Evaluation for *Gryphon Roofing & Remodeling* DATE	
Process	Noted Hazards
Prep-sanding	Ventilation controls on some sanders are in place, but employees continue to be exposed to respirable wood dust at 2.5 - 7.0 mg/m3 (8 hour time-weighted-average, or TWA). Half-face piece *APRs* with PlOO filters and goggles are required for employees sanding wood pieces. P*APRs* will be available for employees who are unable to wear an APR.
Prep-cleaning	Average methylene chloride exposures measured at 70 ppm based on 8-hour TWA exposure results for workers cleaning and stripping furniture pieces. Ventilation controls are planned, but will not be implemented until designs are completed and a contract has been Jet for installation of the controls. In the meantime, employees must wear supplied air hoods with continuous airflow, as required by the Methylene Chloride Standard 1910.1052.
Assembly	Ventilation controls on sanders are in place, but employees continue to be exposed to respirable wood dust at 2.5 - 6.0 mg/m3 (8 hour TWA); half-face piece *APRs* with P100 filters and goggles are required for employees sanding wood pieces in the assembly department P*APRs* will be available for Employees who are unable to wear an APR. The substitution for aqueous-based glues will eliminate exposures to formaldehyde, methylene chloride, and epoxy resins.
Maintenance	Because of potential IDLH conditions, employees cleaning dip coat tanks must wear a pressure demand SAR during the performance of this task.
Cleaning Spray Booth Walls	Employees may voluntarily wear half-face piece *APRs* with Pl00 cartridges. Although exposure monitoring bas shown that exposures are kept within PELs during this procedure, *Gryphon Roofing & Remodeling* will provide respirators to workers who are concerned about potential exposures
Loading Coating Agents into Supply Systems	Employees may voluntarily wear half-face piece *APRs* with organic vapor cartridges. Although exposure monitoring has shown that exposures are kept within PELs during this procedure, *Gryphon Roofing & Remodeling* will provide respirators to workers who are concerned about potential exposures
Changing Booth Filters	Employees may voluntarily wear half-face piece *APRs* with Pl00 cartridges. Although exposure monitoring bas shown that exposures are kept within PELs during this procedure, *Gryphon Roofing & Remodeling* will provide respirators to workers who are concerned about potential exposures

(Include documentation of the sampling data that hazard evaluation is based on.

ATTACHMENT D

Record of Respirator Issuance

Gryphon Roofing & Remodeling Personnel in Respiratory Protection Program				
Respiratory protection is required for and has been issued to the following personnel:				
Name	Department	Job Description/ Work Procedure	Type of Respirator	Date Issued
		Operator	Half mask APR P100 filter when sanding/ AR continuous flow hood for cleaning	
		Dip tank cleaning	SAR pressure demand with auxiliary SCBA	
		Spray Booth	SAR, continuous	

ATTACHMENT E

Respirator Inspection Checklist

Type of Respirator:	**Location:**
Respirator Issued to:	**Type of Hazard:**
Face piece	Cracks, tears, or holes Face mask distortion Cracked or loose lenses/face shield
Head straps	Breaks or tears Broken buckles
Valves:	Residue or dirt Cracks or tears in valve material
Filters/Cartridges:	Approval designation Gaskets Cracks or dents in housing Proper cartridge for hazard
Air Supply Systems	Breathing air quality/grade Condition of supply hoses Hose connections Settings on regulators and valves
Rubber/Elastomer Parts	Pliability Deterioration

Inspected by:	**Date:**
Action Taken:	

ATTACHMENT F

Emergency Potential Log

The following work areas at *Gryphon Roofing & Remodeling* has been identified *as* having foreseeable emergencies:

Area	Type of Emergency	Location of Emergency Respirator(s)
Spray Booth Cleaning Area	Spill of hazardous waste	Locker #1 in the Spray Booth Area
Dip Coat Area	Malfunction of ventilation system, leak in supply system	Storage cabinet #3 in Dip Coat/Drying Area
Coatings Storage Area	Spill or leak of hazardous substances	Locker #4 in the Coatings Storage Area

Program Administrator

Date

ATTACHMENT G

Immediately Dangerous to Life and Health (IDLH) Assessment Log

The Program Administrator has identified the following area as presenting the potential for IDLH conditions:

Process	IDLH Condition	Procedure
Dip Coat Tank Cleaning	Maintenance workers will be periodically required to enter the dip tank to perform scheduled or unscheduled maintenance.	Workers will follow the permit required confined space entry procedures specified in the *Gryphon Roofing & Remodeling* Confined Space Program. As specified in these procedures, the Program Administrator has determined that workers entering this area shall wear a pressure demand SAR. In addition, an appropriately trained and equipped standby person shall remain outside the dip tank and maintain constant voice and visual communication with the worker. In the event of an emergency requiring the standby person to enter the IDLH environment, the standby person shall immediately notify the Program Administrator and will proceed with rescue operations in accordance with rescue procedures outlined in the *Gryphon Rooofing & Remodeling* Confined Space Program.

Program Administrator _____ Date _____

WAREHOUSE PERSONNEL

Forklifts

Forklifts Pre-Use Inspection

Do not use forklift if any of the following conditions exist:

1. The mast has broken or cracked weld-points.
2. The roller tracks are not greased or the chains are not free to travel.
3. Forks are unequally spaced or cracks exist along the blade or at the heels.
4. Hydraulic fluid levels are low.
5. Hydraulic line and fitting have excessive wear or are crimped.
6. Fluid is leaking from the lift or the tilt cylinders.
7. The hardware on the cylinders is loose.
8. Tires are excessively worn, split or have missing tire material.
9. Air filled tires are not filled to the operating pressure indicated on the tire.
10. Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections or clogged vent caps.

Starting the Forklift

- Apply the foot brake and shift gears to neutral before turning the key.

Picking Up a Load

1. Square up on the center of the load and approach it straight on with the forks in the travel position.
2. Stop when the tips of your forks are about a foot from the load.
3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
4. Lift the load high enough to clear whatever is under it.
5. Back up about one foot; then slowly and evenly tilt the mast backward to stabilize the load.

Putting a Load Down

1. Square up and stop about one foot from desired location.
2. Level the forks and drive to the loading spot.
3. Slowly lower the load to the floor.
4. Tilt the forks slightly forward so that you do not hook the load.
5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.
2. Slowly move forward until the load is squarely over the top of the stack.

3. Level the forks and lower the mast until the load is no longer supported by the forks.
4. Look over both shoulders for obstructions and back straight out if the path is clear.

Forklift Safety Rules

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
2. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding attachments, such as wedges, to a forklift.
3. Lift the load an inch or two to test for stability. If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
4. Do not raise or lower a load while you are en-route. Wait until you are in the loading area and have stopped before raising or lowering the load.
5. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
6. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
7. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
8. Approach railroad tracks at a 45 degree angle.
9. Do not drive over objects in your pathway.

WAREHOUSE PERSONNEL

Forklifts

Forklift Safety Rules (Continued)

10. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
11. Steer wide when making turns.
12. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
13. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
14. Obey all traffic rules and signs.
15. Sound horn when approaching blind corners, doorways, or aisles to alert other operators and pedestrians.
16. Do not exceed a safe working speed of five miles per hour. Slow down in congested areas.
17. Stay a minimum distance of three truck lengths from other operating mobile equipment.
18. Drive in reverse and use a signal person when your vision is blocked by the load.
19. Look in the direction that you are driving; proceed when you have a clear path.
20. Do not use bare forks as a man-lift platform.
21. Do not drive the forklift while people are on the attached man-lift platform.

22. Drive loaded forklifts forward up ramps.
23. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
24. Drive loaded forklifts in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse going up a ramp and forward going down a ramp.
26. Do not attempt to turn around on a ramp.
27. Do not use "Reverse" to brake.
28. Lower the mast completely, turn off the engine, and set the parking brake before leaving your forklift.

Loading Docks

1. Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
2. Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the dock lock has been engaged, and the wheels have been chocked.
3. Attach the bridge or dock plate before driving the forklift into the truck.
4. Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.
5. Drive straight across the bridge plates when entering or exiting the trailer.
6. Use dock lights or headlights when working in a dark trailer.

WAREHOUSE PERSONNEL

Warehouse Safety

General

1. When manually stocking shelves, position the materials to be shelved slightly in front of you so you do not have to twist when lifting and stacking materials.
2. Visually inspect for sharp objects or other hazards before putting hands, legs, or other body parts into containers such as garbage cans, boxes, bags, or sinks.
3. Remove or bend nails and staples from crates before unpacking.
4. When cutting shrink-wrap with a blade, always cut away from you and your co-workers.
5. Do not try to kick objects out of pathways. Push or carry them out of the way.
6. Do not let items overhang from shelves into walkways.
7. Move slowly when approaching blind corners.
8. Place heavier loads on the lower or middle shelves.
9. Remove one object at a time from shelves.
10. Place items on shelves so that they lie flat and do not lean against each other.

Hand Truck Operations

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
2. Push the tongue of the hand truck all the way under the load to be moved.

3. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
4. When loading hand trucks, keep your feet clear of the wheels.
5. Push the load so that the weight will be carried by the axle and not the handles. The operator should only balance and push.
6. Place the load so that it will not slip, shift, or fall. Use straps, if provided, to secure the load.
7. If your view is obstructed, use a spotter to assist in guiding the load.
8. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
9. Do not walk backward with the hand truck, unless going up stairs or ramps.
10. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
11. Move hand trucks at a walking pace.
12. Store hand trucks with the tongue under a pallet, shelf, or table.
13. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

WAREHOUSE PERSONNEL

Warehouse Safety (Continued)

Pallet Jack Use

1. Only employer authorized personnel may operate pallet jacks.
2. Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
3. Do not ride on pallet jacks.
4. Start and stop gradually to prevent the load from slipping.
5. Pull manual pallet jacks; push when going down an incline or passing close to walls or obstacles.
6. If your view is obstructed, use a spotter to assist in guiding the load.
7. Stop the pallet jack if anyone gets in your way.
8. Do not place your feet under the pallet jack when it is moving.
9. Keep your feet and other body parts clear of pallet before releasing the load.

Storeroom/Stockroom

1. Use long handled snips when cutting strapping bands away from a shipping container.
2. Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.
3. Stand to the side of the strapping band when cutting it.
   Do not use pallets or skids that are cracked or split or have other visible damage.
4. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
5. Do not lift slippery or wet objects; use a hand truck.

6. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
7. Do not smoke while handling chemicals labeled "Flammable."
8. Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.
9. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
10. Do not leave pallet jack unattended with the load suspended.
11. Obey all safety and danger signs posted in the workplace.

Carts

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Use a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

WAREHOUSE PERSONNEL

Warehouse Safety (Continued)

Manual Stacking and Handling

1. Store all wallboard flat.
2. Do not store boards vertically; this practice will damage the edges creating unstable stacks.
3. Stand each board vertically on its side as close to the edge of the pile as possible, tilt the board toward the stack, and let the board drop freely on top of the stack.
4. Do not allow boards to overhang more than an inch. Align flush all boards, to keep the boards from becoming unstable and topple on someone while restacking.
5. Use a co-worker to assist handling the boards when stocking. Coordinate and communicate your movements with those of your co-worker's.

Heavy Equipment Operations

General

1. Only employer authorized employees may operate heavy machinery, such as a flatbed, backhoe, boom, and other heavy equipment.
2. Set all hydraulic and transmission controls in the neutral position and sound horn before starting equipment.
3. Do not use steering wheel as a grab point when climbing in and out of vehicle.
4. Keep windows and mirrors clean and adjusted for a clear view.
5. Wear seat belts when provided on equipment with roll over protection.
6. To prevent abrupt jerking motion downshift only one gear at a time.
7. Turn off engine before refueling, oiling, or servicing vehicles or heavy equipment.
8. Do not move vehicle forward when your view is obstructed.