



**PROLOGIC  
ENTERPRISES INC.**

## **ProLogic Enterprises Inc. Company Safety Plan**

**THIS OUR COMPANY'S HEALTH AND SAFETY MANAGEMENT PLAN,  
ACCORDING TO EM-385-1-1 AND OSHA REGULATIONS. IT IS INTENDED TO BE A  
UNIVERSAL DOCUMENT. PROJECT SPECIFIC SAFETY PLAN EXAMPLE  
INCLUDED.**



## **GENERAL SAFETY POLICY FOR PROLOGIC ENTERPRISES, INC.**

In order to develop a high standard of safety and health throughout all operations at ProLogic Enterprises, Inc., and to ensure that no employee is required to work under any conditions which are hazardous or unsanitary, we have designed and implemented this general policy that universally applies to all projects that will be performed on government properties. The purpose of this general policy is to have a company-wide understanding of general accident prevention before adding project specific safety training. This gives our employees a baseline or mandatory minimum for safety compliance on the job site. We believe that each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be always given top priority. It is our intention here at ProLogic Enterprises, Inc. to initiate and maintain training programs for our employees, free of charge that use repetition and visual aids to assist in teaching safety procedures and accident prevention planning. Every employee and subcontractor working at Veren Industries is responsible for maintaining the safety and health of the co-workers around them. We believe it is the responsibility of every worker, regardless of title, job description, salary level or rank, to maintain competency and current training so that ultimately every person oversees safety management throughout the company. To supplement this idea, all employees and subcontractors must read the company policy and sign it at the time they are hired or onboarded, accepting mutual responsibility to operate safely, and abide by all safety standards outlined in BOTH OSHA 1929, and EM-385-1-1. Our primary goal at ProLogic Enterprises, Inc. is to collectively contribute to the well-being of all employees and subcontractors through on-going training programs, on-site training talks and demonstrations, and incentive-based programs that promote and reward safety in the workplace.

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**Signed, Traci L. Reed, CSP, CESCO, CHST, REP, EM-385-1-1**  
**PROLOGIC ENTERPRISES CEO**



## COMPETENT PERSON ACKNOWLEDGEMENT AND COMMITMENT TO PROLOGIC ENTERPRISES' HEALTH AND SAFETY PROGRAM

The PROLOGIC ENTERPRISES, INC. Health and Safety (HASP) program has been reviewed by \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_ I understand my responsibility as a competent person and will perform all projects in a safe and helpful manner.

\_\_\_\_\_ I acknowledge and confirm that PROLOGIC ENTERPRISES, INC. has made all available resources to me that enable me to acquire any and all necessary safety equipment supplies and materials to perform the duties of a competent person.

\_\_\_\_\_ I will thoroughly review all aspects of safety on any project I am involved in and establish/prepare safe work methods and procedures for anticipated job site hazards.

In the event of anticipated hazards or unsafe conditions I will stop work on the project unless the area is safe and safe work procedures are communicated to all employees / associates/ subcontractor's period. If I am unable to develop the procedures/ methods on my own I will seek assistance from fellow competent persons and the PROLOGIC ENTERPRISES, INC. Corporate Safety Department and Management team.

\_\_\_\_\_  
Signature Competent Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature ProLogic Enterprises, Inc.

\_\_\_\_\_  
Date



## **A. Overview of Safety Policy**

Work-related injuries create a no-win situation for everyone involved. Employees experience pain, suffering and incapacitation while the company suffers from the loss of the injured person's contributions. This Health and Safety Management Plan (HSE Management Plan) is designed to ensure the safety, health, and well-being of all PROLOGIC ENTERPRISES, INC. employees, subcontractors, clients, and the general public. This plan is developed in alignment with the guidelines set forth by the Army Corps of Engineers EM-385-1-1 and the Occupational Safety and Health Administration (OSHA) standards 1929 CFR. This document will be used as an assurance that undesirable and unpleasant working environments do not develop in this company. It provides information and guidance for the establishment and maintenance of an injury-free work environment, while allowing for incentives to be developed to encourage employee participation.

## **B. Procedures**

This document contains guidance for safety procedures to be followed and forms to be used. Superintendents are expected to integrate these procedures into the appropriate work activity for this contract and expected to apply them on the job. The forms attached meet OSHA and EM-385-1-1 regulations.

## **C. Dissemination**

A copy of this statement will be issued to all supervisory and management personnel. A copy of the policy statement will be posted on company safety and health bulletin boards and at the following locations: Company Website and Project Locations in PM Folder provided.

## **D. Regulations**

A copy of the following documents will also be maintained on each job site:

1. ProLogic Enterprises, HSE Management Plan
2. ProLogic Enterprises, Accident Prevention Plan.
3. ProLogic Enterprises, Activity Hazard Analysis
4. ProLogic Enterprises, Waste Management Plan
5. ProLogic Enterprises, Daily Report Log



### **Incident Reporting:**

All incidents, near misses, and accidents must be reported immediately to the supervisor or project manager. ProLogic Enterprises maintains a system for incident reporting to thoroughly investigate the cause and take corrective actions to prevent further incidents. This reporting system is anonymous and non-punitive to encourage open and honest reporting.

### **Emergency Response:**

ProLogic Enterprises has established emergency response procedures to ensure the safety and wellbeing of all personnel in the event of an emergency. All employees and subcontractors are trained on these procedures and provided with the necessary information and resources to effectively respond to emergencies. Emergency drills and exercises will be conducted regularly to assess the effectiveness of the response procedures.

### **Compliance and Monitoring:**

Compliance with the EM-385-1-1 and OSHA standards 1929 CFR, as well as ProLogic Enterprises' HSE Management Plan, will be monitored regularly. Inspections and audits will be conducted to identify any non-compliance and implement corrective actions. All personnel are encouraged to actively participate in maintaining safety standards by reporting any non-compliance or unsafe conditions.

### **Executive & Management Officials:**

Active participation in essential safety programs, and support of ProLogic Enterprises safety documents such as Daily Reports, Site Specific Accident Prevention Plan, Fall Protection Plan, HazMat Safety Plan, PPE/Equipment Safety checklists, and all other safety programs is essential. Management officials will display a high level of excitement and interest in safety and health matters at every opportunity, but particularly while in the presence of other employees, and subcontractors. We believe in leading by example, and if upper management can get excited about safety, everyone can. Traci Reed, CSP and CEO will be the executive representative participating in safety and health committee meetings, incident investigations and inspections.

As a part of this requirement Ms. Reed will establish realistic goals for implementing instructions, provide training, develop safety manuals and toolbox talks while meeting the goals of the HSE Management and Company Safety Plan requirements.

Adequate training will be offered to employees and subcontractors, PPE will be available and in good working condition, Goals and implementing instructions for new



training opportunities and programs shall be within the framework established by this and similar safety documents or manuals. Incentives will be included as part of the instructions.

### **Supervisors:**

The safety and health of the employees they supervise is a primary responsibility of the supervisors. To accomplish this obligation, supervisors will:

1. Assure that all safety and health rules, regulations, policies, and procedures are understood and observed, directly reporting to Traci Reed, safety expert for ProLogic Enterprises.
2. Require the proper care and use of all required personal protective equipment (PPE).
3. Identify and eliminate job hazards quickly through job safety analysis procedures. (See Activity Hazard Assessment and Fall Protection Plan)
4. Submit any activities directly to Ms. Reed at the time of occurrence or in daily reports, submitted at the end of shift.



## Responsibilities

ProLogic Enterprises takes a proactive approach to health and safety management, and it is the responsibility of all employees, subcontractors, and supervisors to adhere to this plan. The CEO, Traci L. Reed, CSP, CESCO, CHST, REP leads by example and ensures that all personnel understand their roles and responsibilities in maintaining a safe working environment. Responsibilities for preventing accidents and maintaining the excellent safety and health of all employees and subcontractors must also include the establishment and maintenance of an effective communication system among workers, supervisors, and management officials. To this end, all personnel are responsible for ensuring their messages are received and understood by the intended receiver.

### **CEO Responsibility:**

Traci L. Reed is the CEO of ProLogic Enterprises, Inc. As the CEO, she is committed to prioritizing the health and safety of all personnel working under ProLogic Enterprises. Traci L. Reed has a number of safety related certifications including CSP, CESCO, CHST, REP, EM385-1-1, OSHA 30 and many more. Safety has been her primary focus throughout her 20-year construction career. She is the architect and author of the company Safety Plan, HSE Management Plan, and other Safety related documents and training manuals, personally ensuring their effective implementation. Ms. Reed actively promotes a culture of safety and holds regular meetings to ensure that all employees are well informed about safety policies, procedures, and practices. Ms. Reed has also developed a comprehensive compilation of daily toolbox talks for field personnel to utilize on every job site.

### **Primary NAICS Category:**

ProLogic Enterprises operates within the primary NAICS category 561990. This category includes activities related to support services for construction, such as project management assistance, site preparation, and other specialized consulting services. We are proud to hold SBA, WOSB, EDWOB, and HUBZone certification status, reflecting our commitment to excellence and to supporting the development of small businesses.

### **Safety Training:**

All employees and subcontractors are required to complete comprehensive safety training programs before beginning work on any ProLogic projects. This training includes but is not limited to:



1. General Construction Safety Training: Covering topics such as hazard identification, lock-out/tag-out, personal protective equipment (PPE), fall protection, electrical safety, tool safety (power and hand), heavy machinery/equipment safety, and excavation safety.
2. Specific Safety Training: Providing detailed instruction on the identification and control of specific hazards, including chemical hazards, confined space entry, working at heights, and equipment operation.
3. A minimum of OSHA 10-Hour Construction Training: Ensuring all personnel have a comprehensive understanding of OSHA regulations and standards.

### **Hazard Identification and Control:**

ProLogic Enterprises is committed to identifying and controlling hazards before they can cause harm. All employees and subcontractors are encouraged to participate in the identification and reporting of hazards. Regular inspections will be conducted to assess the working environment, equipment, and processes, and any hazards identified will be promptly addressed.

1. Inform and train employees on the hazardous chemicals and/or procedures they MAY encounter under normal working conditions or during an emergency.
2. Receive and take initial action on employee suggestions, awards or disciplinary measures. Conduct crew/leader meetings the first five minutes of each work shift to discuss safety and health matters and work plans for the workday.
3. Conduct walk-around safety inspections at the beginning of each job, and at least weekly thereafter.
4. Train employees (new and experienced) in the safe and efficient methods of accomplishing each job or task as necessary.
5. Actively follow the progress of injured workers and display an interest
6. Attend safety meetings and actively participate in the proceedings.
7. Participate in incident investigations and inspections.
8. Promote employee participation in ProLogic Enterprises HSE Management program.

### **Employees:**



1. Assure that all the rules, regulations, policies, and procedures are understood and observed by yourself and co-workers, in the Activity Prevention Plan APP, and HSE Management Plan.
2. Maintain proper care and use of all personal protective equipment (PPE) provided for your use by ProLogic Enterprises.
3. Assist Site Supervisor with identifying and eliminating (if possible) all job hazards quickly before beginning work at any job site.
4. Follow job safety analysis procedures. (See Activity Hazard Assessment) Inform your supervisor immediately of any hazardous chemicals or dangerous work environments/ tasks that MAY occur under normal working conditions or during an emergency.
5. Provide safety spotting or surveillance while working on ground levels. If you are assigned to be the safety spotter, you are not to be doing any other jobs except watching for safety accidents or potential accidents while co-workers are at elevated heights.
6. ALWAYS attend the toolbox talks, which will occur within the first five minutes of each work shift to discuss safety and health matters and work plans for the workday. You must sign in to confirm attendance.
7. Consistently being late and missing toolbox meetings can result in removal from the jobsite. Conduct walk-around safety inspections at the beginning of each job, and at least weekly thereafter.
8. Help Safety Manager or Superintendent with photo documentation and daily reports. Attend training sessions to learn safe and efficient methods of accomplishing each job or task as necessary.



## **Safety Disciplinary Policy**

ProLogic Enterprises, Inc. believes that in order to maintain a safe and healthy workplace, the employees and subcontractors must be cognizant of and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first-time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
3. A third time violation will result in contract termination, depending on the seriousness of the violation.



# Procedure for Injury or Illness on the Job

## **Competent Person “CP” Responsibilities:**

1. Supervise and administer first aid as you wish (Good Samaritan Law applies).
2. Arrange for transportation (ambulance, helicopter, company vehicle, etc.), depending on the seriousness of the injury. Protect the injured person from further injury.
3. Notify KO, KOR, and NSSC designated personnel, if not already present.
4. Do not move anything unless necessary, pending investigation of the incident.
5. Accompany or take injured person(s) to doctor, hospital, home etc. (depending on the extent of injuries).
6. Take injured people to a family doctor, if available.
7. Remain with the injured person until relieved by other authorized persons (manager, EMT, doctor, etc.).
8. When the injured person's immediate family is known, the owner or supervisor should properly notify family members, preferably in person, or have an appropriate person do so.

## **Documentation:**

### **Minor Injuries:** – requiring doctor or outpatient care:

- After the emergency actions following an injury, an investigation of the incident will be conducted by the CP, and any witness to CP determines the causes. The findings must be documented on a standard ProLogic Enterprises' accident investigation form. (See Attachment A)

### **Major Injuries:** – fatality, hospitalization, non-hospitalized amputation, or loss of an eye(s):

- CP must see that OSHA is notified as soon as possible, and B Form 3394 must be filled out per EM-385-1-1, within 8 hours of the incident that caused the fatality or in-patient hospitalization. Also, any non-hospitalized amputation or loss of an eye(s) must be reported to L&I within 24 hours of the incident. (See Attachment B)
- Upper Management or Safety Management Representative will need to call OSHA immediately after assessing the damage, direct at 1-800-321-6742, and KO, COR and NSSR safety personnel. The same person will then assist the Department in the investigation. Do not forget to get witness statements immediately, while the memory of the accident is still fresh. The findings must be documented on ProLogic Enterprises



accident investigation report see Attachment A, and recorded on the OSHA 300 log, if applicable. (See Example B)

**Near Misses:**

- All near-miss incidents (close calls) must be investigated.
- Document the finding on the company's accident investigation report form.
- Review the findings at the monthly safety meetings or sooner if the situation warrants.



## Basic Rules for Accident Investigation

- The purpose of an investigation is to find the cause of an incident and prevent future occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.
- Visit the accident scene as soon as possible – while facts are fresh and before witnesses forget important details.
- If possible, interview the injured worker at the scene of the accident and “walk” him or her through a re-enactment. Be careful not to repeat the act that caused the injury.
- All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident, even if they did not actually witness it take place. They could have heard something important to the investigation.
- Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- Graphically document details of the incident: area, tools, and equipment. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the incident itself (unsafe equipment/condition, unsafe act, etc.), not just the injury.
- How will you prevent such incidents in the future? Every investigation should include an action plan.
- If a third party or defective product contributed to the incident, save any evidence. It could be critical to the recovery of the claim costs.

Use ProLogic Enterprises' Accident Investigation Form AND EM-385-1-1 Army Corps of Engineer's Incident Investigation Report Form – B Form 3394 to write up accident investigation report. Attachments A & B.



# Safety Awareness Posters

Purpose: To increase employees' safety awareness and convey the company's safety and health message. If a proper place can be found for a bulletin board on the job site, this option will be chosen otherwise all "posters" will be located inside the project management folder, with site superintendent.

The Follow are Required by the federal government to display at any job site where employees report:

- Job Safety and Health Protection
- Equal Employment Opportunity poster
- Notice to Workers with Disabilities Paid at Special Minimum Wages
- Davis Bacon Act Poster
- Family and Medical Leave Act Poster
- Federal Minimum Wage
- Employee Polygraph Protection Act

While working on a federally contracted construction project, we will also have on display or in Project Management Site folder, the Notice to Employees Working on Government Contracts and the Uniformed Services Employment and Reemployment Rights Act poster. If seasonal or migrant workers will be added to our workforce, for any trades, we will post the Notice Migrant and Seasonal Agricultural Worker Protection Act labor law poster.



# Substance Abuse Policy

## **DRUG USE/DISTRIBUTION/POSSESSION/IMPAIRMENT**

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs at all times. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

Employees also are prohibited from having any such illegal or unauthorized controlled substances in their system while at work.

## **ALCOHOL USE/DISTRIBUTION/POSSESSION/IMPAIRMENT**

All employees are prohibited from distributing, dispensing, possessing or using any beverage or medicine containing alcohol while at work or on duty and from coming onto Company premises, reporting to work, or working with alcohol in their system.

Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance.

## **PRESCRIPTION DRUGS**

The proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employees' drug use may affect their job performance (e.g., by causing dizziness or drowsiness). It is the employee's responsibility to determine from his or her physician whether a prescribed drug may impair safe job performance and to notify a supervisor of any job restrictions that should be observed as a result.

## **COUNSELING AND REHABILITATION**

Employees who voluntarily seek help for substance abuse (self-referral) by contacting the Company will be given an opportunity to pursue counseling and rehabilitation. We will give these employees information about counseling and rehabilitation services. An employee who is receiving counseling and/or treatment for substance abuse may use available vacation, sick leave, or, if eligible, family and medical leave. Health insurance often covers the costs of such services, but costs not covered must be paid by the employee. The employee cannot return to work until released by a treatment provider to do so, and he or she must receive a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to a drug or alcohol test or is discovered to have otherwise violated this policy.



## **DRUG AND ALCOHOL TESTING**

Drug tests will be conducted in the following circumstances:

**Application for Employment.** All job applicants extended a conditional offer of employment must take and pass a drug test before beginning work. A refusal to submit to a drug test or a positive confirmed drug test will result in a withdrawal of the offer of employment.

**Reasonable Suspicion.** Employees may be required to submit to drug/alcohol screening whenever the Company has a reasonable suspicion that they are under the influence of drugs or alcohol while working.

Reasonable suspicion may arise from, among other factors, supervisory observation, coworker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, the employee's appearance or an odor of drugs or alcohol. Observations leading to reasonable suspicion determinations will be reasonably contemporaneous with the request for a test.

Employees asked to take a reasonable suspicion drug and/or alcohol test will be transported to the collection site for testing and then transported home pending receipt of the test results. Employees will be placed on administrative leave without pay pending the results of the test. If the test results are negative, the employee will be compensated for any wages lost due to the leave, unless a suspension without pay is justified under another policy.

**Post-accident.** Employees whose acts appear to have caused or contributed to a serious accident in which drugs could have been a contributing factor may be required to submit to post-accident testing as part of the investigation. Serious accidents include those that have caused an injury severe enough to warrant immediate offsite medical attention or have caused significant property damage. Only workers whose actions may have caused or contributed to the accident will be tested.

As with reasonable suspicion testing, employees asked to take a post-accident test will be transported to the collection site for testing and then transported home pending receipt of the test results. Employees will be placed on administrative leave without pay pending the results of the test. If the test results are negative, the employee will be compensated for any wages lost due to the leave, unless the suspension without pay is justified under another policy.

**Random.** Employees in safety-sensitive positions may be tested on an unannounced random basis. Employees will be selected for testing by a computerized random



number program matched to employee numbers. Once selected for testing, an employee may not be excused from the testing process. Individuals subject to random testing will be notified at the time of hire or when the policy becomes applicable to them.

### **DISCIPLINE**

Violations of this policy or any of its provisions will result in discipline up to and including termination of employment.

### **TESTING PROCEDURES/CONSENT**

No alcohol or drug test will be administered, or sample collected, without the written consent of the person being tested. However, a person's refusal to submit to a proper test will be viewed as insubordination and will subject the person to disciplinary action, up to and including termination. A refusal to test includes any behavior designed to obstruct the testing process, including efforts to substitute, adulterate or dilute specimens, as well as any failure to appear for testing within a reasonable time and failure to cooperate with collection staff. The Company will pay the costs of all drugs and/or alcohol tests it requires of employees and applicants.

### **TESTING MATERIALS AND FACILITIES**

All drug tests will be performed by a laboratory certified by the U.S. Department of Health and Human Services to perform federal workplace testing. Breath and/or saliva tests may be used to detect the presence of alcohol. Alcohol tests typically will be conducted and, if positive, confirmed immediately at the collection site. An alcohol test will be considered positive if it shows the presence of .02 percent or more alcohol in an individual's system. Tests will seek only information about the presence of drugs and alcohol in an individual's specimen and will not test for any medical condition.

### **NOTIFICATION**

Any individual who tests positive for drugs will be contacted by a Medical Review Officer (MRO)—a health care professional with expertise in toxicology—before the result is reported and given an opportunity to provide any legitimate reasons that would explain the positive drug test. If the individual provides an explanation acceptable to the MRO that the positive drug test result is due to factors other than the consumption of illegal drugs, the MRO will order the positive test result to be disregarded and will report the test as negative to the Company. Otherwise, the MRO will verify the test as positive and report the result.

Upon request, individuals will receive a copy of their positive or non-negative test results. An individual who tests positive for drugs may request, within three days of being notified of the positive result, that his or her sample be sent to an independent certified laboratory for a second confirmatory test, at his or her own expense, although we may suspend, transfer, or take other appropriate action pending the results of any such re-test.



**CONFIDENTIALITY**

All records relating to positive OR negative test results, drug and alcohol treatment, and employee medical information shall be kept confidential and disseminated to and within the Company only on a need-to-know basis. Such records will be kept in secure files separate from personnel files. Test results will not be released outside the Company without the written consent of the tested individual, or as otherwise may be required by law or legal process.

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Employee/Subcontractor Signature.

Print Name/Company.

Date

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ProLogic Enterprises Inc. Representee Signature

Print Name

Date

# FIRST AID TRAINING, FIRST-AID KITS

**Purpose:** To afford the employees immediate and effective attention should an injury result, a CP, or site supervisor will ensure that a qualified individual will be available to assist with first aid.

To meet the above objectives, the following procedures, in accordance with Construction Safety Standards and EM-385-1-1 will be followed:

1. All supervisors or CP in charge of crews will be first aid trained unless their duties require them to be away from the jobsite. If so, another CP or qualified person who is certified in first aid will be designated as the recognized first aider.
2. Additional Safety Management professionals will be trained in order to augment or surpass the standard requirements.
3. Valid first aid cards are recognized as ones that include both first aid and cardiopulmonary resuscitation (CPR) and have not reached the expiration date.
4. First aid kits and procedures will be in accordance with the requirements of the general safety and health standards.
5. Posters listing emergency numbers, procedures, etc., will be strategically located, within the Accident Prevention Plan, with your site supervisor, where employees have easy access. All subcontractors will be provided with a copy of the project management folder as well.

# FIRST AID PROCEDURES IN CONSTRUCTION

We have first aid qualified workers available on-site. They will be equipped with first-aid kits on every job site. We do not have “designated” first aiders. First aid at the job site is done by qualified CP, or another certified worker on-site, and on a Good Samaritan or voluntary basis only.

If first aid trained personnel are involved in a situation involving blood, they should:

1. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
2. Remove clothing, etc. with blood on it after rendering help.
3. Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).
4. Report such first aid incidents within the shift to supervisors (time, date, blood presence, exposure, names of others helping).

# WORK CREW SAFETY MEETINGS

We believe that hard work and perseverance are required for the prevention of injuries and illnesses, with the crew leader being the key to a successful result.

**Purpose:** To assist in the detection and elimination of unsafe conditions and work procedures.

**Procedures:** The following guidelines will be followed:

- These meetings are held at the beginning of each job and at least weekly thereafter, according to the various circumstances involved or when necessary to clear working procedures. No set pattern will suit all cases. It is important that the crew leader talk daily on injury prevention and immediately upon witnessing an unsafe act.
- The attendance and subjects discussed will be documented and maintained on file for one year.
- Copies of the minutes will be made available to the employees by posting or other means.

**Scope of Activities:**

*(Certain employees, as may be designated by their supervisors, will assist)*

- Conduct in-house safety inspections with the supervisor Investigate incidents to uncover trends.
- Review incident reports to determine means of elimination.
- Accept and evaluate employee suggestions.
- Review job procedures and recommend improvements (Job Safety Analysis Form is available in the Attachments)
- Monitor the safety program effectiveness.
- Promote and publicize safety.

**Documentation:** See forms in the Attached documents.

# Construction Safety Meeting Suggestions

(The Supervisor's Guide to Toolbox Safety Talks))

Toolbox Safety talks are mandatory and due once a week, generally on Mondays, while performing work on government owned property, municipal and commercial projects as well. Each employee who is present for Toolbox talks must remember to sign in on the provided sign in sheet.

See Attachments for sign in sheet. A few good topics suggested for construction safety meetings (as they apply to each individual jobsite). *Training outlines, educational materials, and posters are available from ProLogic Enterprises upon request. See examples in Attachment E*

- Fall protection/Fall prevention methods.
- Personal Protective Equipment
  - Hard hats
  - Eye protection
  - Hearing protection
  - Footwear
  - Safety harness/belts
  - Respiratory protection
- Housekeeping
- Power Tool Safety & Inspection
- Emergency procedures
- Electrical safety
- Ladder safety
- Scaffold safety
- Fire prevention/fire extinguishers
- Reporting injuries and unsafe conditions
- Confined spaces
- Lock-out procedures
- Heat Stress
- Excavation and trenching

# How To Hold A Good Safety Meeting

1. Be certain everyone knows the time and place of the next meeting.
2. Insist that everyone attend. Before the next meeting, remind those who were late or failed to attend that **attendance is not optional**.
3. Pick an appropriate topic. If you can't think of an appropriate topic, use one from the list on the previous page.
4. Start the meeting on time.
5. Don't waste time – give the meeting your undivided attention.
6. Discuss the topic you have chosen and prepared. Don't wait until the meeting to choose your topic.
7. Use handouts or posters to illustrate your topic.
8. Discuss current job site safety events, injuries and close calls.
9. Encourage employees to discuss safety problems as they arise. Do not save safety concerns for the meeting. Allow some time for employee questions or input at the end of the meeting.
10. Invite managers or owners to speak. Ask fellow employees to speak on a safety topic.
11. If you prevented *one* injury, it is time well spent. Your topic may be one that some employees have heard many times, but there may be one person who is new or has never been told of the safety requirement for that topic. Repeating topics several times during the course of a project is beneficial as long as it applies to the work being done.
12. Follow up on employee concerns or questions and get back to them with the answer before the next meeting.
13. Be certain to document the attendance and the topics discussed.

# Walk-Around Safety Inspections

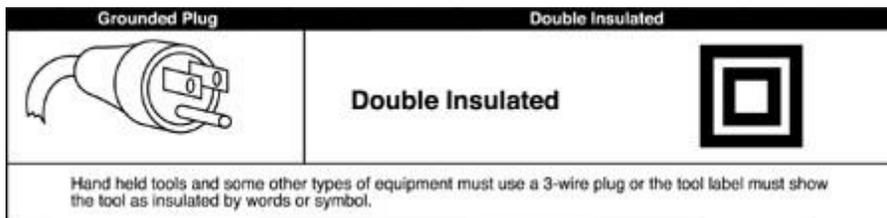
Walk-around safety inspections will be conducted at the beginning of each job, and at least weekly thereafter.

- The inspections will be conducted jointly by one member of management and one employee, elected by the employees, as their authorized representative.
- The inspections will be documented, and the documentation will be made available for inspection by representatives of the Department of Labor and Industries.
- The records of the walk-around inspections will be maintained until the completion of the job.

# General Safety Rules for Construction

1. Always store materials in a safe manner. Tie down or support piles if necessary to prevent falling, rolling, or shifting.
2. Shavings, dust, scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
3. Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
4. Remove or bend over the nails in lumber that has been used or removed from a structure.
5. Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
6. Do not block aisles, traffic lanes, fire exits, gangways, or stairs.
7. Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
8. Standard guardrails must be erected around all floor openings and excavations must be barricaded. Contact your supervisor for the correct specifications.
9. Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of protective device or practice provided for your use or that is being used by other workers.
10. Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
11. Keep all tools away from the edges of scaffolding, platforms, shaft openings, etc.
12. Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
13. Know the correct use of hand and power tools. Use the right tool for the job.
14. Know the location and use of fire extinguishing equipment and the procedure for sounding a fire alarm.
15. Flammable liquids shall be used only in small amounts at the job location and in approved safety cans.
16. Proper guards or shields must be installed on all power tools before use. Do not use any tools without the guards in their proper working condition. No “homemade” handles or extensions (cheaters) will be used!

- 17. All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
- 18. All electrical power tools and extension cords must be properly insulated. Damaged cords must be replaced.
- 19. Do not operate any power tool or equipment unless you are trained in its operation and authorized by your firm to do so.
- 20. All electrical power equipment and tools must be grounded or double insulated.



- 21. Use tools only for their designed purpose.

# Ladder Safety Rules

## General:

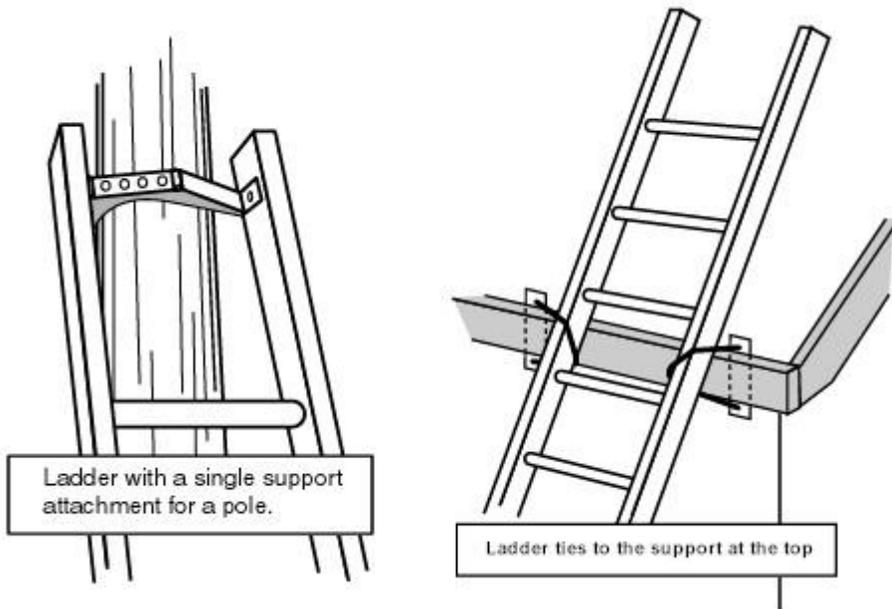
- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.

## Stepladders

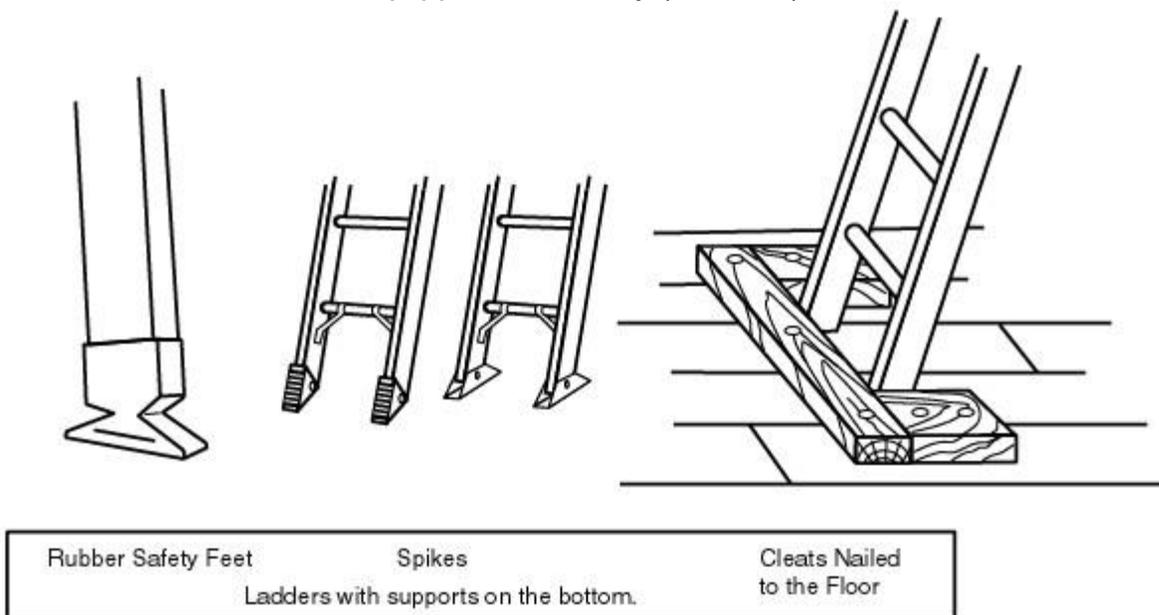
- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

## Straight type or extension ladders

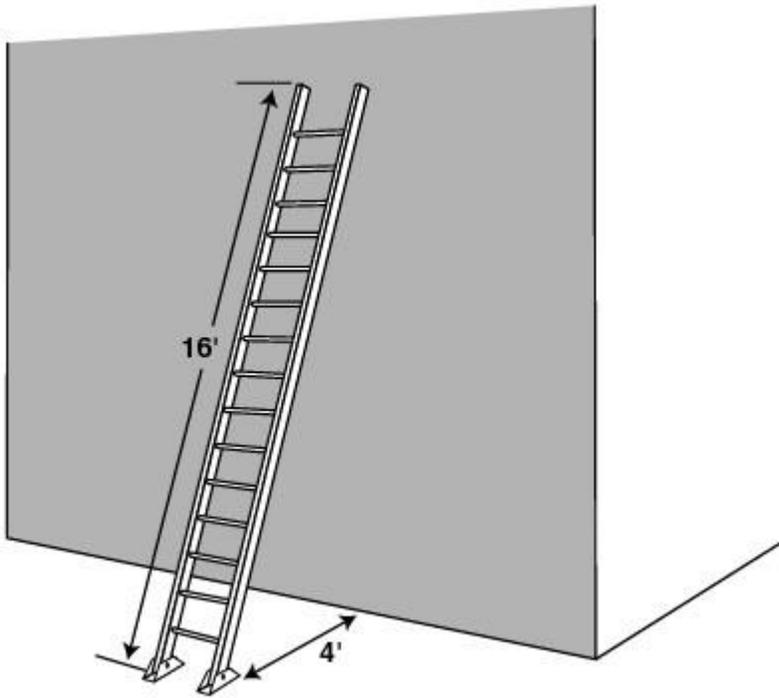
- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more-stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.



- All ladders must be equipped with safety (non-skid) feet.



- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



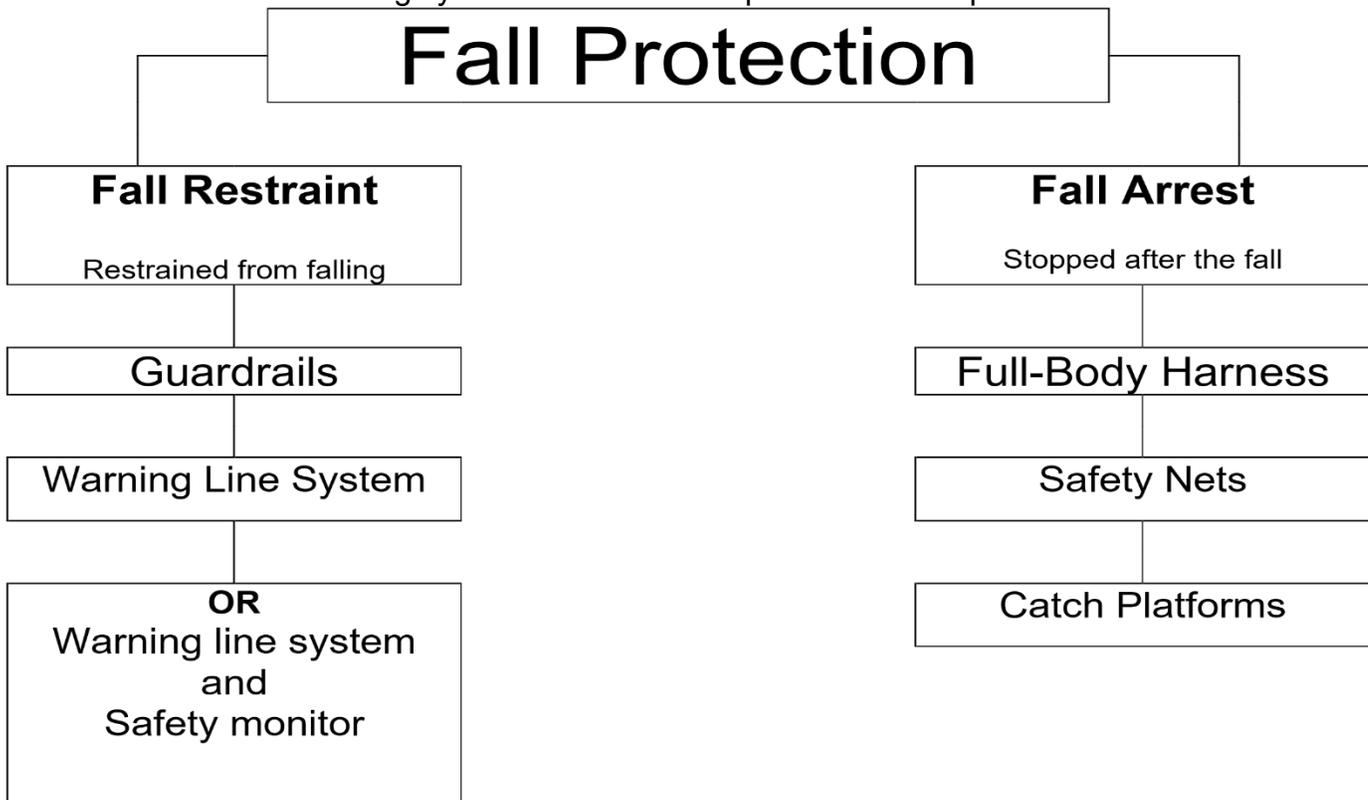
# Fall Protection Safety Rules

Falls from elevation are a major cause of injuries and deaths in the construction industry. At ProLogic Enterprises, we are committed to eliminating injuries caused by fall hazards by instituting a program of 100% fall protection for all fall hazards 4 feet or greater.

All work sites with fall hazards of 10 feet or more will have a site-specific fall protection work plan completed before any employees begin work. The employees on that specific job will be trained in the fall hazards and the method used to implement fall protection. The ProLogic Enterprises Fall Protection Plan and training methods located within this document can be used to train employees in the inspection and maintenance of their fall protection equipment, as well as fall protection selection criteria. All employees will use a fall protection system when there is exposure to a fall hazard of 4 feet or greater. Employees who fail to follow this policy are subject to disciplinary action, up to and including dismissal.

The evaluation of the jobsite and the completion of the fall protection work plan will be done by a designated “competent person,” who has an understanding of WISHA fall protection requirements, the fall protection systems available for use, and has the authority to take corrective action to eliminate employee exposure to fall hazards.

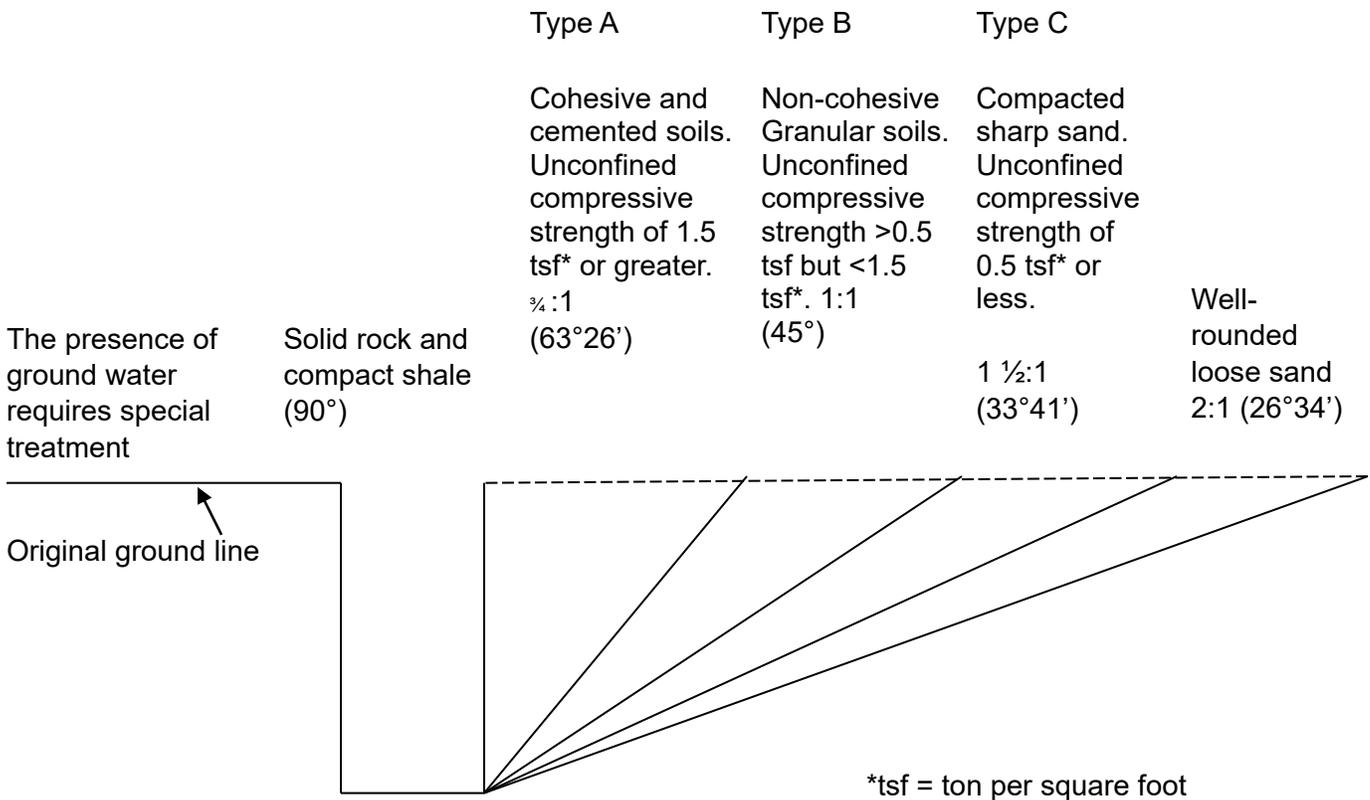
Fall protection will be provided either through the use of a fall arrest system or a fall restraint system as shown below and thoroughly described in the fall protection work plan available on site for review.



# Trenching and Excavating

1. The determination of the angle of slope and design of the supporting system shall be based on careful evaluation of pertinent factors, such as:
  - a. Depth and/or cut/soils classification
  - b. Possible variation in water content of the material while excavation is open
  - c. Anticipated changes in materials from exposure to air, sun, water, or freezing
  - d. Loading imposed by structures, equipment, or overlaying or stored material
  - e. Vibration from equipment, blasting, traffic, or other sources

Approximate Angle of Slope for sloping of sides of excavations



2. Walkways or bridges with standard railings **must be provided** when employees or equipment are required to cross over excavations.
3. The walls and faces of all excavations in which employees are exposed to danger from moving ground **must be guarded** by a shoring system, sloping of the ground, or some other equivalent means.
4. **No person must be permitted** under loads handled by power shovels, derricks, or hoists.

# Scaffold Safety Rules

## 1. General

Before starting work on a scaffold, inspect it for the following:

- a. Are guardrails, toe boards, and planking in place and secure?
  - b. Are locking pins at each joint in place?
  - c. Are all wheels on moveable scaffolds locked?
2. Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing) – always use a ladder.
  3. Scaffolds and their components must be capable of supporting four times the maximum intended load.
  4. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced.
  5. Scaffold planks must extend over their end supports not less than 6 inches nor more than 12 inches, unless otherwise specifically required.
  6. Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted.
  7. Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toe board and guardrail, extending along the entire opening.
  8. All scaffolds must be erected level and plumb, and on a solid footing.
  9. Do not change or remove scaffold members unless authorized.
  10. Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.
  11. Do not alter any scaffold member by welding, burning, cutting, drilling, or bending.

# Motorized Vehicles And Equipment

1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
2. Always be seated when riding authorized vehicles (unless they are designed for standing).
3. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
4. Always use your seat belts in the correct manner.
5. Obey all speed limits and other traffic regulations.
6. Always be aware of pedestrians and give them the right-of-way.
7. Always inspect your vehicle or equipment before and after daily use.
8. Never mount or dismount any vehicles or equipment while they are still in motion.
9. Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
11. Each operator must be knowledgeable of all hand signals and obey them.
12. Each operator is responsible for the stability and security of his/her load.

# General Materials Handling Safety

General material storage safety:

- Make sure that all materials stored in tiers are stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.
- Post conspicuously the maximum safe load limits of floors within buildings and structures, in pounds per square foot, in all storage areas, except for floor or slab on grade. Do not exceed the maximum safe loads.
- Keep aisles and passageways clear to provide for the free and safe movement of material handling equipment or employees. Keep these areas in good repair.
- Do not store materials on scaffolds or runways in excess of supplies needed for immediate operations.
- Use ramps, blocking, or grading when a difference in road or working levels exists to ensure the safe movement of vehicles between the two levels.
- Do not place materials stored inside buildings under construction within 6 feet of any hoistway or inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored.
  - (i) Anchor and brace temporary floors used in steel erection, concrete forms, and shoring and other “in-process equipment” that are to be left overnight or for longer periods of time to prevent their displacement in any direction. Do not place materials stored inside buildings under construction within 6 feet of any hoistway or inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored.)
- When working on stored materials in silos, hoppers, tanks, and similar storage areas, use personal fall arrest equipment meeting the requirements of EM-385-1-1.
- Segregate non-compatible materials in storage.
- Stack bagged materials by stepping back the layers and cross-keying the bags at least every ten bags high.
  - (i) Carefully handle cement and lime delivered in paper bags to prevent the bags from bursting.
  - (ii) Do not pile cement and lime bags more than ten bags high except when stored in bins or enclosures built for the purpose of storage.

- (iii) When bags are removed from the pile, keep the length of the pile at an even height and maintain the necessary step backs every five bags.
- (iv) When handling cement and lime bags, wear eye protection preventing any contact with the substance (such as goggles or other sealed eye protection) and wear long sleeve shirts with close fitting collar and cuffs.
- (v) Do not wear clothing that has become hard and stiff with cement.
- (vi) Make sure to report any susceptibility of skin to cement and lime burns.
- (vii) Make sure that a hand cream or Vaseline and eyewash is provided and kept ready for use to prevent burns.
- (viii) Store lime in a dry place to prevent a premature slacking action that may cause fire.
- Do not stack bricks more than 7 feet high. When a loose brick stack reaches a height of 4 feet, taper it back 2 inches for every foot of height above the 4-foot level.
  - (i) Never stack bricks, for storage purposes, on scaffolds or runways.
  - (ii) Always stack blocks; do not throw in a loose pile.
- When stacking masonry blocks higher than 6 feet, taper back the stack one-half block per tier above the 6-foot level.
  - (i) When stacking inside a building, distribute the piles to prevent overloading the floor.
  - (ii) Do not drop or throw blocks from an elevation or deliver blocks through chutes.
- Do not stack lumber more than 20 feet high; if handling lumber manually, do not stack more than 16 feet high.
  - (i) Remove all nails from used lumber before stacking.
  - (ii) Stack lumber on level and solidly supported sills, and such that the stack is stable and self-supporting.
  - (iii) Stack stored lumber on timber sills to keep it off the ground. Sills must be placed level on solid supports.
  - (iv) Place cross strips in the stacks when they are stacked more than 4 feet high.
- If not racked, stack and block structural steel, poles, pipe, bar stock, and other cylindrical materials as to prevent spreading or tilting.

- (i) Wear heavy gloves when handling reinforcing steel.
  - (ii) When bending reinforcing steel on the job, use a strong bench set up on even dry ground or a floor to work on.
  - (iii) Carefully pile structural steel to prevent danger of members rolling off or the pile toppling over.
  - (iv) Keep structural steel in low piles, giving consideration to the sequence of use of its members.
  - (v) Stack corrugated and flat iron in flat piles, with the piles not more than 4 feet high; place spacing strips between each bundle.
- Frequently inspect stock piles of sand, gravel, and crushed stone to prevent their becoming unsafe by continued adding to or withdrawing from the stock.
    - (i) Do not remove frozen material in a manner that would produce an overhang.

#### General Rigging Equipment Safety:

- Inspect rigging equipment for material handling prior to use on each shift and as necessary during its use to ensure that it is safe. Remove defective rigging equipment from service.
- Never load rigging equipment in excess of its recommended safe working load.
- Remove rigging equipment when not in use from the immediate work area so as not to present a hazard to employees.
- Mark special rigging accessories (i.e., spreader bars, grabs, hooks, clamps, etc.) or other lifting accessories with the rated capacity. Proof test all components to 125% of the rated load prior to the first use. Maintain permanent records on the job site for all special rigging accessories.

#### Disposal of waste materials:

- Whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of the building, use an enclosed chute of wood or equivalent material.
- When debris is dropped without the use of chutes, make sure that the area onto which the material is dropped is completely enclosed with barricades at least 42 inches high and 20 feet back from the projected edge of the opening above. Post at each level warning signs of the hazard of falling materials. Do not remove debris in this lower area until debris handling ceases above.

- Remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.
- Make sure to comply with local fire regulations if disposing of waste material or debris by burning.
- Keep all solvent waste, oily rags, and flammable liquids in fire-resistant covered containers until removed from the work site.

# Welding and Cutting Safety Rules

1. Always follow the manufacturer's recommendations for setting up and operating equipment, selection of tip size, and gas cylinder operating pressures.
2. Always use a regulator to reduce gas cylinder pressure to the operating pressures recommended by the equipment manufacturer. All piping and equipment must meet the standards of the Compressed Gas Association.
3. Always ensure that all connections are leak tight. Each time connections are loosened and retightened each connection should be checked with a soap and water solution (oil free soap). Do not check with flame.
4. Before "lighting up" clear out each line by letting a small amount of gas flow (separately) to remove any mixed gases that might be in the lines.
5. Never use defective, worn or leaky equipment. Repair it or take it out of service.
6. Never use acetylene in excess of 15 psi pressure. Higher pressures with acetylene are dangerous. If the cylinder is not fitted with a hand wheel valve control, any special wrench required must be placed on the cylinder while the cylinder is in service. On manifolds, one wrench for each manifold will suffice.
7. Always have an appropriate fire extinguisher in good operating condition readily available when operating welding or cutting equipment.
8. Never perform welding, cutting, brazing, or heating operations in a poorly ventilated area. Avoid breathing fumes from these operations at all times, particularly when zinc, cadmium, or lead coated metals are involved.
9. Never perform welding or cutting operations near combustible materials (gasoline cans, paints, paper, rags, etc.).
10. Always protect yourself, others present, welding hoses, gas cylinders, and flammable materials in the area from hot slag and sparks from the welding and cutting operations.
11. The welder and spectators must always wear goggles to protect the eyes from injurious light rays, sparks and hot molten metal during welding, cutting, and heating operations. Eye protection must comply with the established ANSI Standards.
12. Always wear clean, oil free clothing during welding and cutting operations. Protect the hands with leather welding gloves to avoid burns from radiation and hot molten slag. Low cut shoes and trousers with cuffs or open pockets should not be worn.
13. Never use a match or cigarette lighter to light a cutting or welding torch. Always use a spark igniter. Fingers are easily burned by the igniting gas when a match or cigarette lighter is used.

14. Ensure that the material being welded or cut is secure and will not move or fall on anyone.
15. Never use a welding, cutting, or heating torch on a container that has held a flammable liquid. Explosive vapors can accumulate and linger in closed containers for extended periods of time.
16. Never use a regulator for gasses other than those for which it was designed for by the manufacturer since the diaphragm and seat materials may not be compatible with other gasses.
17. Never attempt to adapt and use a fuel gas or inert gas regulator on an oxygen cylinder. A special protective device is incorporated on the oxygen regulator to harmlessly dissipate the heat caused by the recompression when the cylinder valve is quickly opened. Such a protective device is not furnished on fuel gas and inert gas regulators.
18. Never tamper with the safety devices on cylinders, fuse plugs, safety discs, etc. and do not permit torch flames or sparks to strike the cylinder.
19. Always refer to the various gasses by their proper names. (Do not refer to oxygen as "air" or acetylene as "gas".)
20. All cylinders, particularly acetylene, should be restrained securely in an upright position to prevent accidents. A non-vertical position for an acetylene cylinder in use would allow the discharge of acetone through the regulator and into the cutting torch, clogging the mixer passages and creating a fire hazard. It would reduce the efficiency of the flame and contaminate the weld area. It also can cause voids in the porous material inside the cylinder, which can lead to acetylene explosions.
21. Store all gas cylinders not in use away from excessive heat sources, such as stoves, furnaces, radiators, the direct rays of the sun, and the presence of open flames. Cylinders in storage should always be secured in an upright position.
22. Keep all burning or flammable substances away from the oxygen or fuel gas storage area (at least 20 feet) and post "No Smoking" signs.
23. Upon completion of a welding, heating, or cutting operation immediately inspect the surrounding areas for smoldering embers. Allow at least one half hour to elapse before leaving the area and conduct another thorough inspection just before leaving. Also alert other personnel of fire possibilities.
24. Always have the properly fitted wrench to fasten a regulator to a cylinder. Never tighten the regulator by hand.
25. Always leave the fuel gas cylinder valve wrench in place when the cylinder valve is open so that it can be closed quickly in an emergency. Do not open acetylene valves more than one quarter (1/4) turn.

26. Before connecting a regulator to a gas cylinder, open the cylinder valve for a moment. Called cracking the cylinder valve, this will blow out any foreign material that may have lodged in the valve during transit. Do not stand in front of the valve when “cracking”.
27. After attaching a regulator to a gas cylinder, be sure the regulator adjusting screw is fully released (backed off in a counter clockwise direction so that it swivels freely) before the cylinder valve is opened. Never stand in front of a regulator when you are opening a cylinder valve.
28. Always open the cylinder valve slowly so that gas pressure will build up slowly in the regulator (particularly in the oxygen cylinder). Quick opening of the cylinder valve causes a buildup of heat due to recompression of the gas. When combined with combustible materials, ignition and explosion may result.
29. If a leak develops in a fuel gas cylinder that cannot be stopped by closing the valve, immediately place the cylinder outside of the building away from possible fire or ignition sources in a location that is free from wind currents that might carry the gas to an ignition source.
30. Never attempt to mix gasses in a cylinder or fill an empty one from another (particularly oxygen cylinders). Mixture of incompatible gasses and/or heat caused by recompression of the gas or gasses may result in ignition and fire. Only the owner of a cylinder may mix gasses in it.
31. When a gas cylinder is ready for return to the supplier, be certain the cylinder valve is closed to prevent internal contamination and the shipping cap is in place to protect the cylinder valve. Identify empty cylinders.
32. Never use oxygen or other gasses as a substitute for compressed air in operation of air operated tools, blowing off parts, or for ventilation purposes. The only exception to this rule is where oxygen is used to blow out port passages and talcum powder or dust from welding hoses when setting up new or old “dusty” equipment.
33. Do not attempt to do your own repair on welding equipment. Equipment that is improperly repaired can cause leaks and other hazardous conditions. Repairs must be performed by qualified repair personnel.
34. Never repair welding hose with tape. Use of tape and many hose splicers can reduce the pressure to the torch and can cause hazardous conditions. Welding hose must meet the specifications of the Compressed Gas Association.
35. Use the shortest length of hose possible. Longer hoses require higher gas pressures and can be hard to handle.
36. Never use oil or grease on any part of welding or cutting equipment and never let it come into contact with oil or grease. This includes gas cylinders, work bench, regulators, torches, tips, threads on bottles, and clothes that are worn, such as jackets, gloves, and aprons. Oxygen and oil or grease can cause explosions and fire.

37. Never use a hammer on the valve cover caps to loosen them. Use a piece of wood to soften the impact and prevent sparks and damage to the cap.
38. When moving gas cylinders always roll them on their bottom edges or in a cart designed for their movement. Sliding or dragging them or rolling causes excessive wear and may weaken their walls by metal erosion. Slings and electromagnets are not authorized when transporting cylinders.
39. Never use cylinders as rollers to move material. Do not let them bump into each other or let them fall.
40. Fuel gas and liquefied fuels must be stored and shipped valve end up.
41. Do not hammer on any cylinder. Do not tamper with the relief valves. If you have trouble, contact the supplier for assistance.
42. Suitable eye protection must be worn for all welding and cutting operations.
43. Cylinders must be secured. Valves must be closed when unattended and caps must be on the cylinders when the regulators are not on the cylinders.
44. Cylinders must be upright when they are transported in powered vehicles.
45. All cylinders with a water weight of over 30 lbs. must have caps or other protection.
46. All fuel gases must be used through a regulator on cylinder or manifold.
47. Compressed gas cylinders must be upright except for short periods for transportation.
48. Repair work on gauges and regulators must be done by qualified personnel.
49. When parallel sections of oxygen and fuel gas hose are taped together, you must not cover more than 4 inches out of 12 inches by tape. Defective hoses must be removed from service.
50. Oxygen must not be used for ventilation.
51. Oxygen regulators must be marked "Use No Oil". Regulators and fittings must meet the specifications of the Compressed Gas Association.
52. Union nuts on regulators must be checked for damage.
53. Before removing a regulator, shut off cylinder valve and release gas from regulator. Equipment must be used only as approved by the manufacturer.

54. Caps must be on cylinders unless they are transported on a special carrier.
55. Hot warnings on materials are required.
56. Fire is the biggest hazard in welding. The area should be cleared for a radius of 35 feet. Fire shields should be used. The area should be monitored for 30 minutes or more after end of work to ensure there is no delayed ignition.
57. Proper personal protective equipment must be worn by all welders and assisting personnel.
58. All welding personnel should be advised of the hazards from heating zinc, lead, cadmium, and any other substances that could cause health problems from the welding activity.

*(The following apply to arc welding)*

59. Chains, wire ropes, hoists, and elevators must not be used to carry welding current.
60. Leather capes should be used for overhead welding.
61. The neck and ears must be protected from the arc.
62. Conduits with electrical conductors in them must not be used to complete a welding circuit.
63. Welding shields must be used to protect other workers from injurious light rays.
64. Welding leads must be inspected regularly for damage to insulation. Only proper splicing will be authorized. There should be no splices in stinger lead within 10 feet of the stinger and the leads should never be wrapped around the body.

# Hazard Communication Program

## Purpose:

The purpose of the Hazard Communication Program is to ensure that the hazards of all chemicals produced or imported by chemical manufacturers or importers are evaluated. Information concerning the hazards must be transmitted to affected employers and employees before they use the products.

## Procedure:

- Inventory Lists – Know the hazardous chemicals in your workplace that are a potential physical or health hazard. Make an inventory list of these hazardous chemicals; this list must be a part of your written program.
- SDS – Make sure there is a safety data sheet (SDS) for each chemical and that the inventory list and labeling system reference the corresponding SDS for each chemical.
- Labeling System – Each container entering the workplace must be properly labeled with the identity of the product, the hazardous warning, and the name and address of the manufacturer.
- Written Program – Develop, implement, and maintain a comprehensive written hazard communication program at the workplace that includes provisions for container labeling, safety data sheets, and an employee training program.

Employees must be made aware of where hazardous chemicals are used in their work areas. They must also be informed of the requirements of the Hazard Communication Standard, the availability and location of the written program, the list of hazardous chemicals, and the safety data sheets.

The code specifically requires employers to train employees in the protective practices implemented in their workplace, the labeling system used, how to obtain and use SDSs, the physical and health hazards of the chemicals and the recognition, avoidance and prevention of accidental entrance of hazardous chemicals into the work environment.

# Respirator Program

## **Purpose:**

The purpose of the Respirator Program is to ensure that all employees are protected from exposure to respiratory hazards. Engineering controls such as ventilation and substitution of less toxic materials are the first line of defense. However, engineering controls are not feasible for some operations or do not completely control the identified hazards. In these situations, respirators and other protective equipment must be used. Respirators are also utilized for protection during emergencies.

## **Procedure:**

This program applies to all employees who are required to wear respirators during normal work operations and during certain non-routine or emergency operations. Employees participating in the respiratory protection program do so at no cost to them. The expense associated with medical evaluations, training, and respiratory protection equipment will be borne by the company.

Employees who voluntarily choose to use a cartridge style respirator when the respirator is not required are subject to the medical evaluation, cleaning, maintenance, and storage elements only of this program. These individuals will also receive training covering proper procedures for cleaning, maintenance and storage of their respirators.

# Hearing Conservation Program

## **Purpose:**

The purpose of the Hearing Conservation Program is to ensure that all employees are protected from exposure to noise hazards. Employers whose workers are exposed to high noise levels must have an active program for protecting their employees' hearing.

## **Procedure:**

An effective hearing conservation program should first assess companywide noise exposures in order to identify any employee or group of employees exposed to noise. Noise is measured with a sound level meter or noise dosimeters, which measure average noise levels over time. Employees who are exposed to noise at or above an eight-hour time-weighted average of 85 dB (decibels) must be covered under a hearing conservation program. For these employees, the employer must develop, implement, and maintain (at no cost to the employees) a program consisting of:

1. Mandatory audiometric testing
2. Making hearing protectors available and ensuring their use.
3. Comprehensive training explaining hearing loss, hearing protective devices, and the employer's hearing conservation program.
4. Warning signs for high noise areas (115 dBA or higher).
5. Keeping accurate records.
6. Ensuring employee access to their records.

Additionally, the employer must post a copy of the hearing conservation standard or post a notice to affected employees or their representatives that a copy of the standard is available at the workplace for their review.

If you need assistance in noise measurements, you can contact the Consultation Section of the Department of Labor and Industries; the industrial hygiene consultants can help you free of charge.

# Heat Stress - How Do You Prevent Heat Illness?

- Supply adequate water and encourage workers who work in hot weather to drink regularly, even when not thirsty. A small amount of water every 15 minutes is recommended rather than a large amount after hours of sweating.
- Learn the signs and symptoms of heat-related illness.
- Inform workers they should avoid alcohol or drinks with caffeine before or during work in hot weather.
- Try to do the heaviest work during the cooler parts of the day.
- Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.
- Wear lightweight, loose-fitting, light-colored, breathable (e.g. cotton) clothing and a hat.
- Allow workers to take regular breaks from the sun. Loosen or remove clothing that restricts cooling.
- Watch workers for symptoms of heat-related illness. This is especially important for non-acclimatized workers, those returning from vacations and for all workers during heat-wave events.
- If exertion causes someone's heart to pound or makes them gasp for breath, become lightheaded, confused, weak or faint, they should STOP all activity and get into a cool area or at least into the shade, and rest.

The two major heat-related illnesses are heat-exhaustion and heat stroke. Heat exhaustion, if untreated, may progress to deadly heat stroke. **Heat stroke is very dangerous and frequently fatal.** If workers show symptoms, *always take this seriously* and have them take a break and cool down before returning to work. *Stay with them.* If symptoms worsen or the worker does not recover within about 15 minutes, call 911 and have them transported and medically evaluated. *Do not delay transport.*

## Heat Stroke or Heat Exhaustion? How do you tell the difference?

The telling difference is mental confusion or disorientation in ALL heat stroke victims. You can ask these 3 questions: What is your name? What day is this? Where are we? If a worker can't answer these questions, assume it IS heat stroke.

## What are the symptoms of heat exhaustion and heat stroke?

Heat Exhaustion	Heat Stroke
<ul style="list-style-type: none"> <li>• Heavy sweating</li> <li>• Exhaustion, weakness</li> <li>• Fainting / Lightheadedness</li> <li>• Paleness</li> <li>• Headache</li> <li>• Clumsiness, dizziness</li> <li>• Nausea or vomiting</li> <li>• Irritability</li> </ul>	<ul style="list-style-type: none"> <li>• Sweating may or may not be present</li> <li>• Red or flushed, hot dry skin</li> <li>• Any symptom of heat exhaustion but more severe</li> <li>• Confusion / Bizarre behavior</li> <li>• Convulsions before or during cooling</li> <li>• Collapse</li> <li>• Panting/rapid breathing</li> <li>• Rapid, weak pulse</li> <li>• Note: May resemble a heart attack</li> </ul>

Heat Exhaustion	Heat Stroke (medical emergency)
<ul style="list-style-type: none"> <li>• Move the worker to a cool, shaded area to rest; <b>do not leave them alone.</b></li> <li>• Loosen and remove heavy clothing that restricts evaporative cooling.</li> <li>• Give cool water to drink, about a cup every 15 minutes.</li> <li>• Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling.</li> <li>• Recovery should be rapid. Call 911 if they do not feel better in a few minutes.</li> <li>• Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks.</li> </ul>	<ul style="list-style-type: none"> <li>• Get medical help immediately, call 911 and transport as soon as possible.</li> <li>• Move the worker to a cool, shaded area and remove clothing that restricts cooling.</li> <li>• Seconds count – Cool the worker rapidly using whatever methods you can. For example, immerse the worker in a tub of cool water; place the worker in a cool shower; spray the worker with cool water from a garden hose; sponge the worker with cool water; or, if the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously. Continue cooling until medical help arrives.</li> <li>• If emergency medical personnel are delayed, call the hospital emergency room for further instruction.</li> <li>• Do not give the worker water to drink until instructed by medical personnel.</li> </ul>

# Heat Stress Check List

- Does the worksite have temperature extremes (above 85 degrees in higher humidity, above 90-95 degrees in lower humidity) that may cause heat stress?
- Do employees do heavy labor or wear heavy protective clothing? (increases heat stress conditions)
- Do employees have access to adequate drinking water at all times?
- Are employees allowed work breaks during prolonged heavy labor?
- Do workers have access to shade during breaks?
- Have employees been trained on the symptoms of heat-related illness (heat exhaustion and heat stroke)?
- Are employees trained on first aid measures for heat-related illness?

# CONFINED SPACES

Fatalities and injuries constantly occur among construction workers who, during the course of their jobs, are required to enter confined spaces. In some circumstances, these workers are exposed to multiple hazards, any of which may cause bodily injury, illness, or death. Workers are injured and killed from a variety of atmospheric factors and physical agents.

Employers must consult with employees and their authorized representatives on the development and implementation of all aspects of the permit required confined space entry program required by the Confined Space Standards in EM-385-1-.

All information required by the Confined Space Standard must be available to employees affected by the standard as outlined by EM-385-1-1.

You must first determine if you have any confined space situations. A confined space has three characteristics; it must have **all three** characteristics to be considered a confined space:

1. Large enough to get your body entirely inside to do your work
2. Not designed or intended for continuous occupation
3. Restricted entry or exit

If you do have any confined spaces, you must not enter them until you have carefully evaluated the hazards inside to determine what type of entry procedure may be used for each confined space you have:

- Non-permit-required confined space (NPRCS)
- Permit-required confined space (PRCS)
- Alternate Entry

# Chemical Hazard

## A. Company Policy

ProLogic Enterprises is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by ProLogic Enterprises, the following hazardous chemical communication program has been established.

All work units of ProLogic Enterprises will participate in the hazard communication program. This written program will be available for review by any interested employee, upon request.

## B. Container Labeling

A designated CP, Competent Person will be responsible for container labeling procedures, reviewing, and updating. The labeling system we use will be as follows:

**At ProLogic Enterprises, we do not include the handling, storage, or disposal of Hazardous Waste material in our Services.**

The procedures for proper labeling of all containers, and reviewing and updating label warnings are as outlined in EM 35-1-1 and OSHA 1926.

## C. Safety Data Sheets (SDS)

ProLogic Enterprises will be constantly working with HSE Management consultants and other Safety personnel to establish and monitor our SDS program. A CP will also be assigned to help the company monitor our SDS program. This person will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

The procedures to obtain SDSs and review incoming SDSs for new or significant health and safety information are as follows: A safety consultant will be working with ProLogic Enterprises in order to establish a good baseline for all safety practices and procedures, and also to keep the current information updated and rotate when changes are posted.

Copies of SDSs for all hazardous chemicals located within the same proximity of work assigned, will be kept in the project management (PM) folder given to the site supervisor prior to beginning the project. SDSs will be available to all employees during each work shift. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact your site supervisor.

## **D. Employee Information and Training**

ProLogic Enterprises will make sure that before starting work, each new employee of ours will attend a health and safety orientation that includes information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review SDSs to obtain hazard information.
- Location of the SDS file and written hazard communication program.
- An overview of the requirements contained in the Hazard Communication Standard.

Before introducing a new chemical hazard into any section of this employer, each employee in that section will be given information and training as outlined above for the new chemical.

## **G. List of Hazardous Chemicals**

### **Hazard Communication checklist**

- \_\_\_ 1. Have we prepared a list of all the hazardous chemicals in our workplace?
- \_\_\_ 2. Are we prepared to update our hazardous chemical list?
- \_\_\_ 3. Have we obtained or developed a safety data sheet for each hazardous chemical we use?
- \_\_\_ 4. Have we developed a system to ensure that all incoming hazardous chemicals are checked for proper labels and data sheets?
- \_\_\_ 5. Do we have procedures to ensure proper labeling or warning signs for containers that hold hazardous chemicals?
- \_\_\_ 6. Are our employees aware of the specific information and training requirements of the Hazard Communication Standard?
- \_\_\_ 7. Are our employees familiar with the different types of chemicals and the hazards associated with them?
- \_\_\_ 8. Have our employees been informed of the hazards associate with performing nonroutine tasks?

- \_\_\_ 9. Are employees trained about proper work practices and personal protective equipment in relation to the hazardous chemicals in their work area?
- \_\_\_ 10. Does our training program provide information on appropriate first aid, emergency procedures, and the likely symptoms of overexposure?
- \_\_\_ 11. Does our training program include an explanation of labels and warnings that are used in each work area?
- \_\_\_ 12. Does the training describe where to obtain data sheets and how employees may use them?
- \_\_\_ 13. Have we worked out a system to ensure that new employees are trained before beginning work?
- \_\_\_ 14. Have we developed a system to identify new hazardous chemicals before they are introduced into a work area?
- \_\_\_ 15. Do we have a system for informing employees when we learn of new hazards associated with a chemical?

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# 1 Project information

## 1.1 Management and review

This WHS Management Plan has been developed to outline our approach to managing project specific work health and safety (WHS). It will be the standard for all projects managed by PROLOGIC ENTERPRISES INC moving forward.

We will:

- make this plan available to all workers and contractors on this project and ensure they have the opportunity to read, understand, clarify and ask questions
- keep a copy of the WHS Management Plan readily available for the duration of the project
- review the plan regularly throughout this project and make any revisions known to those working on the project
- offer OSHA certified safety training to uncertified workers on our projects if requested (after project hours contact 850-819-6477 for information)

## 1.2 Principal contractor details

<b>Business name:</b>	PROLOGIC ENTERPRISES, INC
<b>Address:</b>	16 BALTHASAR RD, SINKING SPRING, PA 19608
<b>Contact person:</b>	TRACI L. REED OR ZACHARY LOCKWOOD
<b>Traci's phone:</b>	850-387-8455
<b>Zack's phone:</b>	610-823-4573
<b>Fax:</b>	
<b>Email:</b>	prologicenterprises@outlook.com
<b>ABN:</b>	
<b>Contract licence number:</b>	
<b>Principal contractor signature:</b>	

## 1.3 Details of persons at workplace with WHS responsibilities

<b>Name</b>	<b>Position</b>	<b>WHS responsibilities</b>
Traci Reed	Owner/Safety Expert	General Safety Management & Planning; Documentation
TBD	<b>Superintendent</b>	<b>Site Safety, Safety Talks, Crew Safety</b>
Zack Lockwood	Owner	OSHA Responsible Individual, OSHA reporting



**1.4 Other contact details**

<b>Client name</b>	<b>Address</b>	<b>Contact number</b>	<b>Position</b>	<b>WHS responsibilities</b>

**1.5 Scope of work**

<b>Description of project:</b>	
<b>Location of project:</b>	
<b>Start and finish dates:</b>	

## 2 Roles and responsibilities

### 2.1 Principal contractor and ProLogic Enterprises, inc.

ProLogic Enterprises will assist the principal contractor in Safety Management and will be responsible for:

- preparing, updating and implementing this WHS Management Plan, including all associated procedures
- identifying and observing all legal WHS requirements
- ensuring that all works are conducted in a manner without risk to workers
- planning to do all work safely
- participating in the planning and design stages of trade activities
- identifying WHS training required for an activity
- ensuring workers undertake identified WHS training
- communicating and consulting with workers
- investigating hazard reports and ensuring that corrective actions are undertaken
- assisting in rehabilitation and return to work initiatives
- dispute resolution
- host toolbox talks for crews
- eliminate or mitigate all safety hazards prior to scheduling work

### 2.2 Contractors

Contractors who are engaged for this project are responsible for:

- Managing safety plans for their own operations
- identifying all high risk construction work associated with their activities and ensuring safe work method statements are developed and implemented
- complying with the duties as listed under 'Workers' (see 2.3)
- following all safety policies and procedures and site rules
- complying with this WHS Management Plan
- complying with any direction given to them by the principal contractor
- undertaking site-specific induction before starting work and signing off that they have completed this induction
- ensuring the workers they engage also undertake the site specific induction.
- ensuring they have the correct tools and equipment and these are in a serviceable condition for the task
- always complying with OSHA standards for construction safety including the use of all recommended PPA for work being performed ...At all times



### **2.3 Workers**

All workers on this project (including those employed by contractors) are responsible for:

- taking reasonable care of their own health and safety
- taking reasonable care that their conduct does not adversely affect others
- complying with instruction, so far as they are reasonably able
- cooperating with reasonable notified policies or procedures
- adhering to OSHA standards for safety including proper use of all suggested PPE at all times
- taking initiative to assist others who do not view safety as important.

### 3 General WHS information

#### 3.1 Legislation

Relevant legislation	Tick if applicable
<i>Work Health and Safety Act 2012</i>	<input checked="" type="checkbox"/>
<i>Work Health and Safety Regulations 2012</i>	<input checked="" type="checkbox"/>
<i>AS3012:2010 – Electrical installations – construction and demolition sites</i>	<input checked="" type="checkbox"/>
<i>Construction Safety Act 1969</i>	<input checked="" type="checkbox"/>

#### 3.2 Codes of Practice and other guidance

Relevant Codes of Practice <sup>1</sup>	Tick if applicable
<i>Confined spaces</i>	<input checked="" type="checkbox"/>
<i>Construction work</i>	<input checked="" type="checkbox"/>
<i>Cranes</i>	<input checked="" type="checkbox"/>
<i>Demolition work</i>	<input checked="" type="checkbox"/>
<i>Excavation work</i>	<input checked="" type="checkbox"/>
<i>First aid in the workplace</i>	<input checked="" type="checkbox"/>
<i>Formwork and falsework</i>	<input checked="" type="checkbox"/>
<i>Hazardous manual tasks</i>	<input checked="" type="checkbox"/>
<i>Housing construction work</i>	<input checked="" type="checkbox"/>
<i>How to manage work health and safety risks</i>	<input checked="" type="checkbox"/>
<i>How to safely manage and control asbestos in the workplace</i>	<input checked="" type="checkbox"/>
<i>How to safely remove asbestos</i>	<input checked="" type="checkbox"/>
<i>Industrial forklifts</i>	<input checked="" type="checkbox"/>
<i>Labelling of workplace hazardous chemicals</i>	<input checked="" type="checkbox"/>
<i>Managing electrical risks at the workplace</i>	<input checked="" type="checkbox"/>
<i>Managing noise and preventing hearing loss at work</i>	<input checked="" type="checkbox"/>
<i>Managing risks of plant in the workplace</i>	<input checked="" type="checkbox"/>
<i>Managing the risks of falls in the workplace</i>	<input checked="" type="checkbox"/>
<i>Managing the work environment and facilities</i>	<input checked="" type="checkbox"/>
<i>Preventing falls in housing construction</i>	<input checked="" type="checkbox"/>
<i>Safe design, manufacture, import and supply of plant</i>	<input checked="" type="checkbox"/>

Relevant Codes of Practice <sup>1</sup>	Tick if applicable
<i>Safe design structures</i>	<input checked="" type="checkbox"/>
<i>Scaffolding</i>	<input checked="" type="checkbox"/>
<i>Tilt-up and pre-cast concrete in building</i>	<input checked="" type="checkbox"/>
<i>Traffic management in workplaces</i>	<input checked="" type="checkbox"/>
<i>Welding processes</i>	<input checked="" type="checkbox"/>
<i>Work health and safety consultation, cooperation and coordination</i>	<input checked="" type="checkbox"/>
<i>Working in the vicinity of overhead and underground electrical lines</i>	<input checked="" type="checkbox"/>

Other Standards or guidance	Tick if applicable
	<input checked="" type="checkbox"/>

### 3.3 WHS policy

### 3.4 Other policies

### 3.5 Insurances

Insurance type	Company	Policy number	Expiry date

## 4 Risk management

### 4.1 Identifying hazards and managing risks

We will systematically identify hazards and assess risks before the project starts by using the hierarchy of control (see 4.2) in conjunction with:

- developing Safe Work Method Statements (SWMS) to control risks associated with high risk construction work
- using a risk management form to control general construction risks where necessary
- keeping forms active throughout the construction project to readdress and eliminate or mitigate proactively throughout the lifecycle of the project

We will also identify risks:

- before we buy or use any products or materials
- when introducing a new task
- when new information is received about tasks, procedures, equipment or chemicals.

All hazards that are identified throughout the project must be reported immediately to ProLogic Enterprises at 850-819-6477.

We will inform our workers of our risk management procedures and ensure they are trained in risk management (see 7).

### 4.2 Hierarchy of control

We will control all risks we identify by applying the Hierarchy of Controls as follows:

- Eliminate
- Substitute
- Isolate
- Engineering controls
- Administrative controls
- Personal Protective Equipment.

Where possible, we will implement risk controls that are high in the order and will implement multiple controls where necessary.

## 5 High risk construction work

### 5.1 High risk construction work

We have identified the following high risk activities for this project. A Safe Work Method Statement (SWMS) has been developed for each of the high risk construction work activities. We will also develop SWMSs for any additional high risk work that is introduced or identified during the project.

High risk construction work activity	Safe Work Method Statement developed and attached Yes/No

We will collect and file completed SWMS in Section 10, which forms part of this WHS Management Plan

We will review the SWMS where:

- there is a need to change the method of carrying out of the high risk construction work
- a risk has been identified that is not included and managed within a SWMS.

### 5.2 Licences for high risk work

We require workers to be licenced to undertake high risk work. Our register of licence holders is below:

Licence holder name	Type of licence	Expiry date

### 5.3 Asbestos

The principal contractor will ensure:

- all workers understand our procedures for asbestos and follow the correct removal processes
- all workers are trained and use the appropriate personal protective equipment
- only licenced asbestos removalists are used to remove asbestos where the quantity to be remove exceeds the 10 square metre limit or is friable
- the correct signage and controls are in place before any removal of asbestos commences
- the asbestos is wrapped and disposed of correctly.

## 6 Emergency and incident response

### 6.1 Emergency preparedness

To ensure we are prepared for an emergency we:

- show all workers and subcontractors the emergency point as part of their induction (this is included in our induction checklist)
- display emergency procedures in the site office or other visible location
- check and mark fire extinguishers at the beginning of the project and six-monthly after that
- all PPE is properly inspected for safety daily before use
- all tools and equipment checked daily for safety
- toolbox safety talks done with crew weekly
- carry all SDS sheets in project management folder
- make use of all safety equipment recommended by OSHA on site

#### Emergency procedure

In the event of a fire or similar emergency evacuation:

- stop work immediately and vacate the workplace
- assist anyone in the workplace who may not be familiar with the evacuation procedures
- call emergency services from a mobile phone. Other emergency numbers are on display in the site office (if applicable)
- notify the principal contractor and ProLogic Enterprises immediately 850-819-6477
- assemble in the nominated assembly points until you receive further instructions from the principal contractor or emergency services personnel
- 911 first always

#### Emergency meeting point

Our emergency meeting point is the property adjacent in the safest location

#### Emergency contact list for the site

Our emergency contact list is provided overleaf.

We maintain emergency contact details for all workers on our sign-in register

### 6.2 Incident procedure

If an incident occurs at the workplace the procedure is:

- immediately notify ProLogic Enterprises at 850-819-6477
- do not interfere with the scene of the incident
- depending on the nature and severity of the injury, we will notify OSHA (see 6.3).

The principal contactor may record details of the incident and will ensure any remedial action is taken.

### 6.3 Notifiable incidents

We will report the following incidents to OSHA within 8 hours of occurrence:

- the death of a person
- an incident requiring amputation, loss of an eye or in-patient hospitalisation.

In the event of such an occurrence:

- notify ProLogic Enterprises at 850-819-6477 and contact local emergency workers by the quickest means possible. ALWAYS call 911
- The number for OSHA is 1-800-321-OSHA or 6742 please allow the Safety Management professionals to handle the safety protocol. No crew members or contractor employees are responsible for this process.
- do not disturb the site until given clearance by the Safety Management officials, or principal contractor
- the principal contractor will confirm the reporting requirements required by OSHA
- the principal contractor shall only give permission to disturb the site when notified by OSHA or PROLOGIC ENTERPRISES that a formal investigation is complete or not needed
- if a formal investigation is required, the principal contractor will secure the site
- DO NOT ATTEMPT TO INTERFERE WITH THE SAFETY MANAGEMENT PROCESS

### 6.4 First aid

- We will supply adequate first aid equipment, which will be available through your superintendent on site

In the event of a person being injured, trained first aid personnel should be contacted:

- If you are not trained DO NOT ATTEMPT TO stabilize the person OR administer first aid
- phone an ambulance (depending on the extent of the injuries)
- if emergency services are called, notify PROLOGIC ENTERPRISES immediately at 850-387-8455. In all other circumstances notify the Safety Management contractor as soon as practicable.

## EMERGENCY CONTACT NUMBERS

**AMBULANCE**

**POLICE**

**FIRE SERVICE**

**911**

(NUMBER IS ACCESSIBLE WHILE MOBILE KEY PADS ARE LOCKED)

### EMERGENCY CENTRE

Name: CALL 911

Address:

Phone:

Operating hours:

### LOCAL INFORMATION – COUNTY

Police Station: 911

Poisons Information Centre: 800-222-1222

Fire: 911

Local Council: 352-732-9111

Electrical Emergency: 850-819-6477

Dial before you dig: 811

Gas Emergency:

Water Emergency:

OSHA: 1 800 321 6742

Professional Association:

Union:

### INTERNAL INFORMATION

Principal contractor: PROLOGIC ENTERPRISES INC

Contact details: TRACI REED 850-387-8455

Site supervisor:

Contact details:

## **7 Induction and training**

### **7.1 Worker induction**

The principal contractor will work with other contractors to ensure a site specific induction is provided for all workers before starting work.

This induction must outline:

- the expectations outlined in this WHS Management Plan, including all policies and procedures
- the emergency meeting point
- the site rules
- the facilities
- any site specific hazards
- high risk construction work activities

### **7.2 Worker training**

The principal contractor will:

- ensure workers are trained and competent for the work to be carried out
- ensure workers are trained to deal with any risks associated with the work and understand the control measures in place
- ensure all workers have had relevant white card training (or other appropriate training from another jurisdiction)
- ensure on-site training and supervision is provided
- organise external training for specific tasks where required
- seek high risk licences for all high risk work and maintain a register of licences
- communicate with other contractors to ensure their workers are appropriately trained and competent.

## 8 Consultation and communication

### 8.1 Consultation

We will consult with all workers and contractors on WHS issues for this project:

- at toolbox meetings where anyone can raise issues for discussion
- informally during the planning of activities or the development of Safe Work Method Statements
- when changes to workplace arrangements could affect the health and safety of workers
- during investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring.

We will also consult with contractors and suppliers on WHS issues associated with any products or services provided for the contract:

- during the negotiation phase before agreeing on the work requirements
- before starting any contractor operations
- when any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures.

### 8.2 Communication

We will ensure our workers and other contractors are aware of WHS requirements by providing them with this WHS Management Plan before starting work on the project. Contractors are expected to make their workers aware of all WHS requirements.

We will communicate relevant WHS information to everyone involved in this project by:

- induction
- pre-work meetings
- toolbox meetings
- incident reports and outcomes
- distributing safety alerts or guidance material about industry specific hazards/incidents

### 8.3 Disciplinary procedures

If anyone does not comply with the requirements of this Plan, the following will apply:

- **First violation:** verbal warning (and advise contractor if it involves their worker/s)
- **Second violation:** written notification (and advise contractor if it involves their worker/s)
- **Third violation:** complete removal/suspension from the project.

For a serious breach of safety, workers can be immediately dismissed or removed from the site without notice.

## 9 Site safety procedures

### 9.1 Site rules

ALL WORKERS ON SITE ARE REQUIRED TO FOLLOW OSHA'S REGULATIONS FOR CONSTRUCTION SAFETY.

OSHA RECOMMENDED PPE IS A REQUIREMENT ON ALL JOB SITES. NO EXCEPTIONS  
THERE WILL BE NO SMOKING ON CONSTRUCTION PROJECTS. SMOKING AREAS ARE DESIGNATED AWAY FROM JOB SITES

LEAVING BUTTS TRASH OR OTHER PERSONAL WASTE ON SITE WILL NOT BE TOLERATED

FOUL LANGUAGE AND OBSCENE LANGUAGE OR DISCUSSIONS WILL NOT BE TOLERATED

SHIRTS MUST BE KEPT ON BY MEN AT ALL TIMES

CLEAN UP IS EVERYONES RESPONSIBILITY

### 9.2 Site amenities

- Toilets and drinking water will be provided on site.
- All workers are to have good hygiene standards and clean up after themselves.

### 9.3 Site security

The principal contractor will, so far as reasonably practicable, secure the site by:

- keeping the building secure during the project
- erecting a fence to prevent unauthorized access
- locking gates to the site outside normal hours of operation

Workers and contractors are expected to keep the site secure, for example by closing or locking gates.

### 9.4 Site signage

At a minimum, we will display the following signs on the entrance to the site:

- the principal contractor's name, contact details and after-hours telephone number
- the location of the site office.

### 9.5 Personal protective equipment

We will provide the personal protective equipment (PPE) to workers at the workplace, unless the PPE has been provided by another contractor.

The person providing the PPE must ensure that the PPE is:

- suitable for the nature of the work and any hazard associated with the work
- a suitable size and fit and reasonably comfortable for the worker who is to use or wear it
- maintained, repaired or replaced so that it continues to minimize risk to the worker who uses it, including by:
  - ensuring it is clean and hygienic
  - ensuring it is in good working order

- ensuring it is used or worn by the worker, so far as is reasonably practicable.

The person supplying the PPE must also:

- provide workers with information, training and instruction in the proper use, wearing, storage and maintenance of PPE
- ensure that any other person at the workplace (such as home owners, clients or inspectors) is appropriately provided with PPE to wear as required.

Workers must:

- follow all instructions to wear and use PPE
- take reasonable care of PPE
- PPE IS NON NEGOTIABLE AND GROUNDS FOR IMMEDIATE DISMISSAL FOR THE ENTIRE CREW

## **9.6 Managing construction hazards specified in the Regulations**

### **Falls from heights**

We will manage the risks associated with falls from heights by:

- ensuring that where practicable, any work involving the risk of a fall is undertaken on the ground or on a solid construction (such as an elevated work platform)
- where this is not practicable, providing a fall prevention device such as secure fencing, edge protection, working platforms and/or covers
- where this is not practicable, providing a work positioning system such as plant or a structure (other than a temporary work platform) that enables a person to be positioned and safely supported
- where this is not practicable, providing a fall arrest system such as a safety harness system. Workers will be trained in emergency procedures for fall arrest systems

When undertaking work involving the risk of a fall from height, workers must:

- follow all instructions
- work with a buddy when using a ladder
- only use approved work platforms

### **Falling objects**

Where practical, we will provide adequate protection against the risk of falling objects through the use of control measures such as barrier screen, toe-boards and by storing and stacking materials safely.

Where this is not possible, a risk assessment must be undertaken and appropriate control measures implemented to manage the risk of injuries from falling objects.

## **Demolition work**

We <do not expect> to undertake demolition work for this project.

## **Excavation work/trenching**

Anyone undertaking excavation work must not start work unless they have:

- found out about any underground services that may be affected by their works, before starting work
- implemented control measures to avoid direct or inadvertent contact with underground services
- pot-hole dug (by hand) to expose existing services before any mechanical excavation near the services

Any issues must be reported to the principal contractor.

Safe Work Method Statements (SWMS) are included in this WHS plan for trenches of at least 1.5 metres. Workers must be familiar with and implement the control measures in the SWMS.

## **Work near overhead or underground essential services**

We will ensure, where reasonably practical, that that no-one comes within an unsafe distance of an overhead or underground power line.

If maintaining a safe distance is not reasonably practical, we will:

- assess the risk associated with the proposed work
- implement control measures consistent with the risk assessment
- contact and consult with the local essential service provided.

### ***For work near overhead power lines up to and including 133kV:***

- work is not permitted within 3 meters of overhead power lines
- the principal contractor (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the “no go” (exclusion) zone
- if using plant or equipment within 3 to 6.4 meters of overhead power lines ensure you have a safety observer.

### ***For work near overhead power lines of greater than 133kV:***

- work is not permitted within 8 meters of overhead power lines
- the principal contractor (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the “no go” (exclusion) zone
- if using plant or equipment within 8 to 10 meters of overhead power lines ensure you have a safety observer.

***For excavation work near underground essential services:***

- take all reasonable steps to obtain current underground essential services information before directing or allowing the excavation work to start
- provide this information to any person engaged to carry out the excavation work
- consider this information when carrying out, directing, or allowing the carrying out of the excavation work
- ensure this information is available for inspection.

**Electrical**

- Power supplied to the site must only come from:
  - an electricity distributors main
  - an existing switchboard permanently installed at the premises
  - a compliant low voltage generator
  - a compliant inverter.
- Switchboards and distribution boards used on site must:
  - be of robust construction and materials capable of withstanding damage from the weather and other environmental and site influences (IP23 minimum rating)
  - be securely attached to a post, pole, wall or other structure unless it is of a stable freestanding design able to withstand external forces likely to be present
  - incorporate suitable support and protection for flexible cords and cables and prevent mechanical strain to the cable connections inside the board
  - protect all live parts at all times
  - be individually distinguished by numbers, letters or a combination of both (where multiple boards are present).
- Flexible cords used on construction sites must be rated heavy duty.
- To avoid confusion with individual earthing conductors, green sheathed flexible power cords must not be used on site.
- Flexible cords must be either protected by a suitable enclosure or barrier (flexible or rigid conduit) or located where they are not subjected to mechanical damage, damage by liquids or high temperature (elevated on stands or hung from non conductive support brackets).
- We will ensure our cords do not exceed the maximum length as stated in Table 1 of AS3012 below:

<b>Rated current</b>	<b>Conductor size</b>	<b>Maximum length in meters</b>
10amp	1.5mm	35
	2.5mm	60
	4.0mm	100
15/16 amp	1.5m	25
	2.5m	40
	4.0mm	65
20 amp	2.5mm	30
	4.0m	50
	6.0mm	75

- We will maintain an in-service inspection and test regime for all portable electrical leads, tools and earth leakage devices.

- We will ensure that after the equipment has been inspected and tested, it will be fitted with a durable, non-reusable, non-metallic tag. The tag will include the name of the person or company who performed the test and the test and re-test date.
- Records of all inspections, tests, repairs and faults related to all electrical equipment will be recorded in a testing and tagging register.
- RCDs and portable equipment must be inspected, tested and tagged every 3 months.
- Workers must conduct an RCD push button test after connection to a socket and before connection to equipment at least once a day.
- Workers must report any damaged electrical equipment to the principal contractor. It will be removed from service and either repaired or replaced and subsequently inspected and tested as required.
- New electrical equipment must be recorded in the register and subjected to the in-service testing regime within the first 3 months of service.

## **Plant**

To ensure all plant used complies with the requirements of the WHS Regulations:

- only use plant for the purpose for which it was designed
- use all health and safety features and warning devices on plant
- follow all information, training and instruction provided
- guarding must be permanently fixed and is not permitted to be removed
- no person other than the operator may ride on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator

We will ensure that:

- all plant is regularly maintained, inspected and tested by a relevant competent person
- the plant has a warning device that will warn persons who may be at risk from the movement of the plant
- all plant that lifts or suspends loads is specifically designed to lift or suspend that load.

## **Scaffolds**

We will ensure:

- that the scaffold is erected by a competent person (having regard for high risk licence for above 4 metres)
- that before we use the scaffold, the competent person has advised (in writing) that it is safe
- that scaffolding is inspected by a competent person:
  - before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold
  - before use of the scaffold is resumed after repairs
  - at least every 30 days.
- that, if an inspection indicates that any scaffold or its supporting structure creates a risk to health or safety:
  - any necessary repairs, alterations and additions will be made or carried out
  - the scaffold and its supporting structure will be inspected again by a competent person before use of the scaffold is resumed.

Workers must:

- not use incomplete scaffolding
- report any scaffolding issues to the principal contractor
- comply with the directions of any tags attached to the scaffold
- 

We will prevent unauthorised access to the scaffold by:

- removing ladders where there is no site fencing

## **9.7 Managing other construction hazards**

### **Ladder safety**

We will manage hazards associated with ladders by:

- using ladders according to the manufacturer's instructions
- only allowing one person at a time on a ladder
- performing all work from a ladder while facing the ladder
- not setting up ladders on scaffolds or elevated work platforms to gain extra height
- 

### **Manual handling**

We will manage hazards associated with manual handling by:

- ensuring all users follow good manual handling practices
- assessing risk assessments
- providing mechanical lifting aids where applicable
- 

### **Slips, trips and falls**

We will manage hazards associated with slips, trips and falls by:

- using a slips, trips and falls checklist as required
- checking for hazards that could cause someone to slip, trip or fall by doing a visual check
- ensuring workers keep the site tidy as part of the written site rules

### **Hand operated and power tool use**

We will manage hazards of hand operated and power tool use by:

- regularly checking all tools to ensure they are in a safe working order
- recording all electrical tools in a tag and testing register
- testing and tagging electrical tools every 3 months
- communicating any issues identified with power tools to workers through a toolbox meeting.

Before using power tools, workers must ensure:

- electrical connections are secure

- electricity supply is through an RCD
- safety guards are in position
- the machine is switched off before activating the electricity supply
- appropriate PPE is used as required by manufacturer's guidelines or as guided by the principal contractor

Workers must report any issues with power tools to the principal contractor. Unsafe tools will be tagged and removed from service

### **Sun safety**

All persons on site should:

- wear adequate clothing (eg hats) and other protection methods (eg sunscreen) to protect themselves from the effects of working while exposed to UV rays.
- manage working in the sun to avoid dehydration and heat stress related illnesses



## **10 Safe Work Method Statements (SWMS)**

This section of our plan includes our completed Safe Work Method Statements for all high-risk construction work.

# Job Orientation Guide

Company: ProLogic Enterprises Inc.  
 Trainer: Traci L. Reed, CSP  
 Date \_\_\_\_\_

Employee: \_\_\_\_\_  
 Hire Date: \_\_\_\_\_  
 Position: \_\_\_\_\_

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Incident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment (Hard hat, fall protection, eye protection, etc.)	_____	_____
3. Line of communication and responsibility for immediately reporting injuries.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out incident report forms	_____	_____
4. General overview of operation, procedures, methods and hazards as they relate to the specific job?	_____	_____
5. Pertinent safety rules of the company and WISHA	_____	_____
6. First aid supplies, equipment and training		
A. Obtaining treatment	_____	_____
B. Location of Facilities	_____	_____
C. Location and names of First-aid trained personnel	_____	_____
7. Emergency plan		
A. Exit location and evacuation routes	_____	_____
B. Use of firefighting equipment (extinguishers, hose)	_____	_____
C. Specific procedures (medical, chemical, etc.)	_____	_____
8. Vehicle safety	_____	_____
9. Personal work habits		
A. Serious consequences of horseplay	_____	_____
B. Fight	_____	_____
C. Inattention	_____	_____
D. Smoking policy	_____	_____
E. Good housekeeping practices	_____	_____
F. Proper lifting techniques	_____	_____

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

## Employee's Report Of Injury Form

**Instructions:** Use This form to report all work-related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – *no matter how minor*.

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Employer:
Your signature (optional):	Date:

# Fall Hazard Safety Checklist

EM-385-1-1 says you must develop and implement a written fall protection work plan including each area of the work place where the employees are assigned and where fall hazards of 6 feet or more exist and be available on the job site for inspection by the department.

Company Name	Date
Site Address	

(if additional space is needed, use the back of the sheet)

Identify all fall hazards 10 feet or more above the ground level or lower level. Check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Open-sided floors<br><input type="checkbox"/> Decks/Balconies<br><input type="checkbox"/> Floor openings<br><input type="checkbox"/> Skylight openings<br><input type="checkbox"/> Wall openings | <input type="checkbox"/> Window openings<br><input type="checkbox"/> Door openings<br><input type="checkbox"/> Roof openings<br><input type="checkbox"/> Leading edge work<br><input type="checkbox"/> Mobile lift work |
|---|---|

Methods of fall protection to be used: (LSO = Low Slopes Only. Low Slopes = 4 x 12 or less)

- |  |  |
|--|--|
| <input type="checkbox"/> Guardrail system (LSO)<br><input type="checkbox"/> Warning line System (LSO)<br><input type="checkbox"/> Catch platform<br><input type="checkbox"/> Safety net<br><input type="checkbox"/> Covers<br><input type="checkbox"/> Personal fall arrest system | <input type="checkbox"/> Personal fall restraint system<br><input type="checkbox"/> Positioning device system<br><input type="checkbox"/> Horizontal life lines<br><input type="checkbox"/> Vertical life lines & rope grab<br><input type="checkbox"/> Safety watch system (LSO)<br><input type="checkbox"/> Warning line w/ safety monitor (LSO) |
|--|--|

Name of safety watch or monitor (if used): \_\_\_\_\_

### Overhead Hazard Protection Methods

- |   |  |
|---|--|
| <input type="checkbox"/> Hard Hats<br><input type="checkbox"/> Overhead Hazard Signs<br><input type="checkbox"/> Debris Nets<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> Toe boards on Guardrails<br><input type="checkbox"/> Screens on Guardrails<br><input type="checkbox"/> Barricade to control Access to Area<br><input type="checkbox"/> Other: _____ |
|---|--|

Describe procedures for assembly, maintenance, inspection, disassembly of fall protection system to be used.

\_\_\_\_\_

Describe procedures for handling, storage, and securing tools, equipment, and materials.

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---

Describe methods of overhead protection for workers who may be in, or pass through work area.

---

---

Describe methods to be implemented for prompt, safe removal of injured worker(s).

---

---

Employees who received fall protection training on the above site-specific fall protection work plan.

Name(s):

Date:


The competent person's signature verifies that the fall protection work plan has been done, the employees informed of the plan and that employees have received training in the fall protection systems in use:

Name

Title

Date

--	--	--



# SAFETY MEETING NOTICE

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

PLACE: \_\_\_\_\_

---

MANDATORY?