

# **Tri-State Automatic Sprinkler, Inc. Safety Manual**



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**SAFETY MANUAL**  
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## **1.0 CORPORATE MANAGEMENT POLICY**

### **POLICY STATEMENT**

The personal safety and health of each employee of our organization is of primary importance. We believe that our employees are our most important assets and that their safety on every job site is our greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. Management will provide all mechanical and physical facilities required for the personal safety and health of each of its employees.

Everyone who conducts the affairs of Tri-State Automatic Sprinkler, Inc., no matter in what capacity they function, is expected to fully accept this policy and the responsibilities it implies upon us all. Employees are expected to use the safety equipment provided and to obey the rules of conduct, safety and health. Safety equipment must not be abused or destroyed.

Cooperation between our employees and management in the observance of this policy will ensure safe-working conditions, help to result in accident-free performance and will work to our mutual advantage.

Management has the authority to procure the necessary resources to execute the objectives of our company's safety and health program. We will hold managers, supervisors and employees accountable for meeting their responsibilities so that essential tasks will be performed.

It is Tri-State's objective to insure a safe and productive working environment for all employees working on all jobsites and to insure that you and your family are able to benefit from employment here at Tri-State.

To be successful, such a policy must embody the proper attitude toward injury and illness prevention and awareness on the part of management, supervisors, and employees alike.

## CORPORATE RESPONSIBILITIES

1. Eliminate potential hazards by providing appropriate safeguards, personal protective equipment and safe work tasks.
2. Provide necessary personal protective equipment.
3. Provide effective training, which is required by the "standards", as a minimum for all employees.
4. Become familiar and comply with applicable OSHA standards (29 CFR 1910, General Industry, and 1926, Construction) and make copies of all safety and health programs available for employees to review.
5. Review, consider for approval, and execute appropriate action on safety policies developed or suggested by any employee.
6. Ensure a high level of productivity and safety performance.

## SAFETY DIRECTOR RESPONSIBILITIES

1. Monitor supervisory management and employee activity to ensure that the corporate programs are carried out in a timely manner.
2. Coordinate safety information between projects to ensure that all projects will benefit from each other's efforts.
3. Coordinate all safety activities including jobsite inspections and distribution of safety materials. Perform jobsite inspections periodically and follow up corrective actions.
4. Maintain all accident records and complete all required OSHA forms.
5. Analyze accident records and show trends.
6. Promote safety education on all levels.
7. Periodically review safety rules and standards with employees to confirm that the company is meeting its goals and objectives.
8. Review with supervisors how to handle emergency procedures at each jobsite location.
9. Confirm that all required signs are posted, and bulletin boards are maintained in clear and legible condition.
10. Confirm employer is enforcing compliance with all applicable federal, state and local regulations.
11. Provide a regular report to upper management on the results of the safety program.

## SUPERINTENDENT-FOREMAN RESPONSIBILITIES

1. Know safety rules and work practices that apply to the work you supervise. Take action to confirm that all employees in your charge understand the safety rules that apply to them. Always take immediate action to correct safety rule violations. Unsafe acts or procedures cannot be tolerated.
2. Prevent bad work habits from developing. You are responsible to make daily observations of employees to ensure that they perform their work safely, and continue this observation regularly once safe working habits are established.
3. Take action to correct or control hazardous conditions within your work areas. If it is beyond your control, remove the employee until the condition is safe. Eliminate unsafe conditions and prevent an accident.
4. Encourage workers to report unsafe conditions or procedures. Listen to your workers and don't take their safety complaints lightly. No job should proceed when a question of safety remains unanswered. Seek advice from your project manager when necessary.
5. Set a good example. Demonstrate safety in your own work habits and personal conduct. Always wear personal protective equipment in areas where personal protective equipment is required.
6. Train your employees on the proper safety procedures to follow, including the use of additional safeguards such as machine guards and personal protective equipment.
7. Investigate and analyze every accident, however slight, that occurs to any of your employees. Control the causes of minor incidents to help avoid future crippling accidents.
8. Complete and file a report on each and every incident and accident that occurs at your jobsite. If you have a question or require reporting forms, contact your project manager.
9. Conduct weekly safety toolbox meetings.
10. Make safety suggestions.
11. Serve on safety committee, if requested.
12. Take an active part and participate in safety meetings.
13. Non-compliance of these rules as well as other federal and/or state laws or regulations may be legal violations subject to civil and/or criminal penalties.

## EMPLOYEE RESPONSIBILITIES

1. Whenever you are involved in an accident that results in personal injury or property damage, no matter how slight, the accident must be reported to your supervisor or other management personnel immediately. Get first aid promptly.
2. Report any condition or practice you think might cause injury and/or damage to equipment immediately to your supervisor.
3. Do not operate any equipment, which, in your opinion, is not in a safe condition. Report immediately the condition that you believe is unsafe to your foreman.
4. All prescribed safety equipment and personal protective equipment must be used when required and must be maintained in good working condition. It is your personal responsibility to use such equipment. The use of required personal protective equipment is non-negotiable.
5. Obey all safety rules, government regulations, signs, markings, and instructions. Be particularly familiar with the rules and regulations that apply directly to you in the area in which you work. If you don't know, ask your foreman.
6. When lifting, use the approved lifting technique, i.e. bend your knees, grasp load firmly, keep load close to you, and then raise the load keeping your back as straight as possible. Always get help with heavy or awkward loads.
7. Do not engage in horseplay; avoid distracting others; be courteous to fellow workers.
8. Always use the right tools and equipment for the job. Use them safely and only when authorized. If you are not familiar with the safe way to use a particular tool or piece of equipment, ask your supervisor. When using your own tools on the job site, make sure all guards, ground pins, etc., are in place.
9. Good housekeeping must always be practiced. Return all tools, equipment, materials, etc., to their proper places when you are finished with them. Keep floors clean and passageways clear. Poor housekeeping wastes time, energy, and material, and often results in injury.
10. The use of drugs and/or intoxicating beverages on the jobsite is forbidden. Being under the influence of alcohol or drugs when on the jobsite is inexcusable. *Immediate discharge for being under the influence and/or using drugs or alcohol may be instituted.*
11. Additional appropriate disciplinary action will be taken for the following offenses:
  - a. Fighting - no matter what the cause.
  - b. Insubordinate conduct or refusal to follow directions.
  - c. False statement, such as injury claims.
  - d. Other inappropriate behavior including, but not limited to, failure to obey safety rules.
12. Loose clothing and jewelry cannot be worn when operating machinery and equipment.
13. Proper work shoes shall be worn at all jobsites. Open toed shoes and sneakers will not be permitted to be worn at any jobsite. If you are observed wearing open toed shoes or sneakers, you will not be permitted to work until you return with proper footwear.
14. Do not handle chemicals unless you have been trained in the safe handling procedure.



15. Hardhats and eye protection shall be worn at all times.
16. Read, understand and follow the guidelines set forth in the material safety data sheets (MSDS) pertaining to your work.
17. Compliance with safety and health rules and regulations is a condition of employment. Any employee not following the requirements set forth in this manual will be subject to disciplinary actions as set forth herein.

## DEFINITIONS

Tri-State Automatic Sprinkler, Inc. – “Employer of the policy as herein described.” Also known in this manual as “Tri-State”.

Competent Person – “One who is capable of identifying existing and predictable hazards in the surrounds or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.”

Corporate – Tri-State Automatic Sprinkler, Inc. managing officers, to include Co-Presidents and Co-Vice Presidents.

Safety Director – Responsible Managing Employee (RME) assigned by Corporate to manage the safety department policies as set forth in this manual.

Responsible Managing Employee (RME) – An individual assigned by Corporate to manage individual tasks necessary to see that all policies are carried out as outlined in this manual.

Employee - Any individual under the direct employment of Tri-State Automatic Sprinkler, Inc. that is assigned to carry out any task given to them, for any reason.

Job Site – Any location where Tri-State Automatic Sprinkler, Inc. requires employees to perform work to complete any task assigned to them.

Superintendent – “A person who manages or superintends an organization.”

Foreman – “A person who directly supervises and directs other workers.”

Self-Inspection – “A self-inspection is a rehearsal of one’s areas by either oneself or by someone belonging to the department so as to find out the existing unsafe conditions. A self-inspection of the task at hand to insure all necessary tools, equipment, personnel and safety equipment are at the ready.”

Home Office – “Main office of an organization, also called headquarters.”

Task – “A piece of work assigned or done as part of one’s duties.”

**SIGNATURE OF ACCEPTANCE OF SAFETY MANUAL & POLICY**

I have reviewed the contents of this Safety Manual & Policy packet with the “Employee” listed below and understand that they have no questions or concerns of the contents of this packet, requirements of them, requirements of RME, requirements of the safety director, requirements of the superintendent, requirements of the foreman and the requirements of their fellow employees at this time.

**Corporate Management**

Signature:

Printed Name/Date:

\_\_\_\_\_

\_\_\_\_\_

**Safety Director**

Signature:

Printed Name/Date:

\_\_\_\_\_

\_\_\_\_\_

**Superintendent/Foreman**

Signature:

Printed Name/Date:

\_\_\_\_\_

\_\_\_\_\_

-----  
I have read the above policies and understand that cooperation between employees and management will ensure safe-working conditions, will help to result in injury free performance and will work to our mutual advantage.

**Employee**

Signature:

Printed Name/Date:

\_\_\_\_\_

\_\_\_\_\_

## 2.0 DISCIPLINARY POLICY PROCEDURES

Disciplinary procedures-“Punishments that society can impose generally fall under the headings of reprimand, fines (if authorized by law), suspension or expulsion (termination in employment).”

It is the responsibility of the RME to insure that all incidents or actions that occur (and are reported accordingly) are addressed in accordance with this procedure, no matter the severity.

It is the responsibility of the employees to report any incident or action that may need to be addressed by this policy, no matter the severity. This ensures that every employee (no matter who) is held to the same standards of performance as their fellow employee. In other words, everyone under the employment of Tri-State Automatic Sprinkler, Inc. is required to follow all rules and regulations set forth in this or any other standard that they are performing work under.

All employees are expected to comply with jobsite rules and regulations, and to follow established operating procedures set forth in this manual. Violations will not be tolerated and any employee not following the requirements set forth herein will be held accountable for their actions. Any act of any employee that results in the harm of another will be held accountable to the highest degree.

In the event a violation is observed, the following procedures have been established to place an employee on notice.

<u>Notice*</u>	<u>Action</u>
First Offense	A written warning addressed to the employee and a copy placed in the employee's file referencing the violation and warning, including date and time.
Second Offense	A written warning addressed to the employee with reference to the violation including date and time of the occurrence. A copy of this warning will be given to the employee, the union shop steward, and another copy will be placed in the employee's file.
Third Offense	Termination of employment.

\* Within any consecutive 36 month period.

\* This policy is in effect unless there is a policy in our labor/management agreement that supersedes the requirements as described herein.

\*Any employee who uses drugs or alcohol on the job or works under the influence of drugs or alcohol endangers himself/herself and other workers. Tri-State Automatic Sprinkler, Inc. follows a zero tolerance for the use of drugs or alcohol on any job site and will enforce the third offense policy for anyone caught abusing this policy requirement.

The above procedure has been prepared so that there is no question about how violations of rules, regulations, and procedures will be handled by management and so that employees will know what to expect if they do not comply with the established rules, regulations, and procedures. Management knowledge of unsafe behavior and lack of appropriate documented discipline may be a violation of federal, state laws and regulations and are expected to be addressed appropriately.

### 3.0. **NEW EMPLOYEE TRAINING**

New Employee-“Any person entering the employment of Tri-State either for the first time or for re-employment.”

Training-“Teaching person(s) a particular skill set or type of behavior.”

It is the responsibility of the RME to provide the appropriate training for all new employees regarding this and any other policy that they may be required to understand and adhere to.

It is the responsibility of the new employee to read and understand this and any other policies that they may be required to work under and adhere to on any job site. If there are any questions of ANY requirement, do not hesitate to ask. Any unanswered question could lead to devastating ends that could have been avoided.

All new employees will be trained by a RME prior to starting work. The "New Employee Safety Orientation Checklist" shall be used by the RME as a reminder of the items that must be reviewed with the employee.

All items must be initialed or identified as not applicable. The checklist must be signed by the employee and the RME after the orientation is complete.

This form will be kept in the employee's personnel file as a permanent record.

**NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST**

RME must initial each item as you discuss it with the employee. This checklist must be completed before the employee starts work.

<u>Item</u>	<u>Completed</u>
1. Employee received Company Safety Manual	_____
2. Review: <ul style="list-style-type: none"><li>· All chapters with employee and ask if they understand or have questions on any chapter.</li></ul>	_____
3. Instruct: <ul style="list-style-type: none"><li>· How to report unsafe conditions</li><li>· What to do in the event of an injury on the job</li><li>· State when and where safety tool box meetings are</li><li>· Hardhats, work boots, safety glasses/goggles mandatory (Personal protective equipment is not negotiable)</li><li>· Proper lifting techniques and importance of back fitness</li></ul>	_____ _____ _____ _____
4. Other (Please List) _____ _____ _____	_____ _____ _____

I acknowledge that information on the above subjects was furnished to me during my orientation and that I understand this information

Employee Signature

Management Signature

\_\_\_\_\_

\_\_\_\_\_

Employee Name Written

Management Name Written

\_\_\_\_\_

\_\_\_\_\_

Date

Date

\_\_\_\_\_

\_\_\_\_\_

#### 4.0 **COMPETENT PERSON DESIGNATION**

Competent Person-“One who is capable of identifying existing and predictable hazards in the surrounds or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.”

It is the responsibility of Tri-State to appoint an individual as a competent person in accordance with definitions listed in this policy.

It is the responsibility of the competent person to follow through with their assigned duties as described here in and carry out any, if any, actions needed to insure a safe and healthy working environment for all employees.

It is the responsibility of the employee to follow the direction of the competent person, assist the competent person in identifying any unsafe or hazardous working conditions that exist or may occur in the future and to aid them in removing or avoiding these conditions to assure a safe and healthy working environment for themselves and their fellow employees.

There is the possibility that more than one competent person may be necessary, depending on the range of hazards on the project, the size of the project, and the distance between operations on a project.

It is Corporate’s direct assumption that all employees are responsible for themselves and their fellow workers safety through their actions in preventative planning on all job sites.

#### **Competent Person List**

- 1-Project Manager
- 2-Superintendant
- 3-Project Foreman
- 4-Individual completing task at hand

## 5.0 ACCIDENT REPORTING AND INVESTIGATION

Accident Reporting – “The process of recording the details of any accident that occurred that may or may not have resulted in the injury of persons or property.”

Accident Investigation – “A detailed, defined and recorded review of an occurrence. Completed to uncover and record the factors and causes and their relationships which led up to and caused an accident (or incident).”

It is the responsibility of Tri-State to assign a competent RME to complete all accident investigations, no matter the severity. All reported accidents will be subject to an accident investigation.

Tri-State will provide all required training on accident investigation to a competent RME.

The superintendent and all employees, witness to the accident or not, working on the jobsite where the accident occurred, will make a documented report of every accident within twenty-four (24) hours of the occurrence. Reports are to be completed as soon as possible to avoid changes in physical conditions, minimize whitewash discrepancies and maximize evidence retention (if necessary).

All accidents will be investigated by an RME appointed by Corporate. Investigations may or may not include the following:

- Onsite review with any employee located on the job site where the accident occurred.
- Individual question regarding the accident.
- Drug & Alcohol testing of any employee performing any work on the job site where the accident occurred.
- Telephone interview with any employee performing any work on the job site where the accident occurred.
- Reenactment of the accident (onsite or off site) with any employee performing any work on the job site where the accident occurred.

The purpose of completing an accident investigation is to document as many details of the accident as soon as possible to insure as much clarity as possible to aid in the investigation process.

*\*Accident reports highlight problem areas. Through the use of good reports, accident patterns can be detected and resources directed toward prevention. Accident reports make excellent training tools. The cause and effect of accidents can be reviewed at safety meetings.*



## EMERGENCY PROCEDURES IN THE EVENT OF AN ACCIDENT

“IF” an accident does occur and emergency services are needed, do the following:

-If you are working in a facility where emergency services are provided, follow their procedures for reporting accidents/incidents and then contact your direct supervisor for immediate follow-up.

-If you are working on a site where emergency services are not provided and they are needed, CALL 911 and report the accident. Once the situation has been addressed by authorities (police, ambulance, EMT, etc...), call your direct supervisor and report the accident/incident to them as soon as possible for immediate follow-up.

-If emergency services are not needed but care must be given (A NON EMERGENCY), take the individual to an approved location for care as needed (see attached for “approved medical provider locations”). If an approved location is not readily identifiable, call human resources, (800) 386-8707, for identification of the closest care center to your location and then contact your direct supervisor for immediate follow-up.

## 6.0 RECORD KEEPING

Record Keeping-“The maintenance of a history of one’s training, employment history, disciplinary activity, financial data and job history (regarding types of projects and status of project completion).”

It is Tri-State’s responsibility to oversee the appropriate record keeping process to maintain all employee documentation in strict accordance with the requirements of OSHA, State of Iowa and the State of Illinois.

It is the employee’s responsibility to report any training that was not obtained through Tri-State to their direct supervisor to insure that all appropriate records are maintained as required.

Record keeping is maintained by a RME assigned and trained as required by all AHJ offices.

Individual employee records are available for review at any time. Notify your direct supervisor as to your need to review your records. The review of individual documentation does not give anyone the right to alter any documents for any reason.

The following is a list of documents that may be maintained in your individual file (as required):

1. Supervisor's Investigation and Record of Incident, if necessary.
2. OSHA LOGs  
All recordable illnesses or injuries must be recorded within 7 calendar days of notification (Monsanto)  
OSHA 300A logs will be posted no later than February 1 of the year following the year covered by the records and keep the posting in place until April 30. (Monsanto)
3. Self Inspections
4. Log of Tool Box Talks
5. Equipment Preventive Maintenance
6. Hazard Communication Compliance Plan
7. Material Safety Data Sheets
8. OSHA Training Records
9. OSHA Poster Explaining Employee Rights
10. Accident Forms - Medical Records
11. Corporate Safety Manual & Policy
12. Emergency Phone Number List
13. Site specific training
14. Work related fatalities (Monsanto)
15. Injury (or near miss) investigation form (Monsanto)
16. Illness investigation form (Monsanto)
17. Medical records (retained for a minimum of 30 years post-employment)

All records maintained (for a minimum of 10 years) in employee file will be reviewed and signed by a company officer.

## 7.0 TOOL BOX TALKS

Tool Box Talks – “A short, weekly discussion or presentation given by job site foreman (or an RME appointed by them) that generally lasts no longer than 10 minutes. This talk is focused on one specific topic that is usually site specific in use.”

It is Tri-State’s responsibility to provide adequate topics (and supporting documentation) to give the job site foreman the tools to complete these training sessions.

It is the responsibility of every employee on every job site to ensure that these talks are completed. It is the direct responsibility of the project foreman to ensure that these talks are signed by everyone in attendance and turned in each week as required by the company superintendent.

There is not specific training requirements for anyone to complete these weekly talks.

Tool box talks of 5 to 10 minutes must be held by the foreman each week. Employees never receive too much training, and therefore our company relies upon jobsite management to provide ongoing and continuous employee training. These signed and dated tool box talks are to be turned in each week with the project foreman’s timesheet and will be kept as part of your (for all in attendance) formal training record documentation.

As much possible, the subject to each training talk should be chosen to relate to the type of work that is being performed.

Toolbox talks will be handed out to the project foreman when they turn in their timesheets each week.

## 8.0 SELF-INSPECTION

Self-Inspection – “An inwardly object inspection of your individual abilities to complete the task at hand in a safe and hazard free manor that will result in the task being completed as it was planned.”

It is the responsibility to Tri-State to provide an adequate definition to aid you in completing a self-inspection before each and every task is completed.

It is the responsibility to every employee working on every job site to complete a self-inspection before starting any task at hand to ensure that it can be completed in a safe and hazard free manor.

Start your day in a “Safe Working Environment”!

Self-inspections are not necessarily a formal inspection. It can be as simple as a mental check list to ensure you have everything you need to complete the task at hand (i.e...proper hand tools, adequate lighting, a secure working platform, the correct materials and all necessary PPE) and it can be as complicated as a formal walk through with the general contractor or AHJ to insure that there are no other trades working under your area and all necessary precautions have been taken to ensure there is no risk of injury to life or property on any level.

It is our policy to eliminate hazard exposures that can lead to employee injury or property damage. Self-inspection is one way to complete this and to provide a safe workplace for all of our employees and anyone working around you.

All employees are required to make daily visual inspections of their work areas and to test all equipment for proper operation prior to the start of the task at hand. Corrective action must be completed immediately if any hazards do exist.

Test your tools and equipment (in accordance with manufactures recommendations) for proper operation and performance. Any equipment indicating signs of being unsafe and cannot be properly repaired before being utilized, then it must be removed from service, marked accordingly and proper notification given to your direct supervisor so that the replacement process for that particular piece of equipment or tool can begin. ALL equipment that needs repaired must be returned to the home office for repair or replacement. **DO NOT THROW AWAY TOOLS OR EQUIPMENT FOR ANY REASON!**

All work areas, including office areas, will be inspected utilizing this process. If any hazardous conditions are noted, corrective action must be taken. If the corrective action is beyond our authority and/or capability, keep all employees away from the hazardous condition until it is corrected or controlled. Notify your direct supervisor in writing (texts and email are acceptable) to request corrective action. RMEs are expected to follow up on reported hazards to make sure they have been eliminated or controlled.

Lack of appropriate inspections as well as falsification of inspection forms are a violation of company procedure and may be a civil and/or criminal violation of federal and/or state laws and/or regulations making that individual subject to penalties, fines, prosecution or termination in employment.

The attached “Self-Inspection” form is a aid to assist you in completing these inspections.

## 9.0 **DRUG AND ALCOHOL POLICIES**

Drugs – “A substance that has a physiological effect when ingested or otherwise introduced into the body”

Alcohol – “A colorless volatile flammable liquid that is the intoxicating constituent of wine, beer & spirits.

It is Tri-State’s responsibility to educate you as to the negative effects of drugs and alcohol use when working on any job site.

It is the responsibility of all employees to abstain from the use of drugs and alcohol while reporting to work on any job site at any time, for any reason.

Drugs and alcohol impair your ability to make decisions in a timely manner and can result in the unnecessary loss of life and property. Workers who report to work under the effects of drugs or alcohol are directly putting themselves and their fellow workers in danger.

Any employee caught reporting to work under the influence of drugs or alcohol will be subject to disciplinary actions as described in this policy.

Any employee who is in possession of drugs or alcohol on any jobsite is in direct violation of this policy and is subject to being discharged with prejudice or severely disciplined as described herein.

## 10.0 AMMONIA AWARENESS

Ammonia- “also known as Azane & Anhydrous Ammonia, is a colorless gas with a pungent smell which is detectable in as little as 5 ppm concentrations.”

It is Tri-State’s responsibility to educate you when you may be required to work on job sites that are known to contain ammonia and to the effects of direct contact with ammonia.

It is every employee’s responsibility to watch out for ammonia and to report any suspected contact you have with ammonia that can cause you any ill effect.

Ammonia is both caustic and hazardous to your health and is an irritant to the nose, eyes and skin. It is readily absorbed into the moisture in the skin, eyes and mucus membranes and in heavy concentrations can cause severe burns.

Any exposure can result in severe reactions.

Ammonia is commonly used as a coolant, cleaner and fertilizer for many different facilities.

Ammonia is slightly flammable.

When handled properly, ammonia is very safe and is considered one of the most environmentally safe refrigerants known today.

If you are working on any jobsite that does or may contain ammonia, take the time to read the site specific contingency and or emergency plans set forth by the site contractor, engineer, architect or facility owner. This may save your life!

**NO TRI-STATE EMPLOYEE IS AUTHORIZED TO WORK ON ANY LINES OR TANKS CONTAINING ANY COCNETRATIONS OF AMMONIA FOR ANY REASON.**

If you are working near lines or tanks that are marked to contain Ammonia, take precautions and be informed as to the hazards!

## 11.0 ASBESTOS AWARENESS

Asbestos – “Is a naturally occurring fibrous silicate mineral that is mined from seams in rocks. Asbestos can appear in fibrous crystal form and when crushed separates into flexible, airborne, fibers.”

It is Tri-State’s responsibility to educate you when you may be required to work on job sites that are known to contain asbestos and to the effects of direct contact with asbestos.

It is every employee’s responsibility to watch out for asbestos and any items you suspect to contain asbestos and to report any suspected contact you have with asbestos.

Asbestos is commonly used as a heat and coolant insulator and can be found in many materials from floor tiles, ceiling tiles, roofing sheets to piping insulation and brake pads.

In its dormant state, most asbestos is not harmful, however, when disturbed asbestos can become airborne and can enter into the body through the nose and mouth, resulting in severe health hazards like Asbestosis (Hardening of the lungs), Mesothelioma (A lung cancer of the lining of the chest or abdominal cavity), Lung Cancer (Usually begins as a lung tumor in the lower lungs, which is usually the earliest symptom of lung cancer). Other cancers have been noted in a smaller number of individuals who were exposed to Asbestos fibers.

In 1991 the direct use of Asbestos was banned for use in the following: flooring felt, roll board, and corrugated commercial, or specialty paper. In addition, the regulation continues to ban the use of asbestos in products that have not historically contained asbestos, otherwise referred to as "new uses" of asbestos.

Asbestos is required to be marked with an OSHA approved label, however; that is not always the case. If you suspect any materials (floor tile, ceiling tile, panel insulation, piping insulation, tank insulation, acoustical ceiling spray, sound insulation spray, etc...) of containing asbestos, do not disturb it. Report your suspicions to your direct supervisor for immediate investigation and follow-up.

Asbestos awareness training is required for all employees whose work activities may come in contact with asbestos containing materials or any materials that are presumed to contain asbestos but do not disturb the asbestos during their work activities.

Asbestos awareness training is required for all employees who work in areas that contain “or may contain” asbestos. All training completed will be documented and maintained in the employee’s permanent file.

Abide by all warning signs and labels posted on all jobsites. Any equipment has the potential to contain asbestos, read the warnings and stay safe.

When working on multi-contractor worksites, employees shall be protected from exposure to any and all known contamination situations that may exist. If employees working immediately adjacent to a Class I asbestos jobs are exposed to asbestos due to the inadequate containment of such job, Tri-State shall remove the employees from the area until the enclosure breach is repaired.

**NO TRI-STATE EMPLOYEE IS AUTHORIZED TO DISTURB ASBESTOS CONTAINING MATERIALS FOR ANY REASON.**

If you are working near or on any item that you suspect to contain asbestos, stop work and notify your direct supervisor immediately! Take precautions and be informed as to the hazards!

## 12.0 **LEAD AWARENESS**

Lead – “A naturally occurring, heavy, bluish metal that has been used for centuries in a myriad of products. Lead is nearly indestructible and is not biodegradable. It is odorless and tasteless and only detectable through testing.”

It is Tri-State’s responsibility to educate you when you may be required to work on job sites that are known to contain lead and to the effects of direct contact with lead.

It is every employee’s responsibility to watch out for lead and any items you suspect to contain lead and to report any suspected contact you have with lead.

Lead is commonly used in many different products like: batteries, solder, pottery glazing, window glazing and paint. Today lead is not as likely to be found in paint and is banned from residential paint all together.

If lead is disturbed it can become airborne and enter the body through the lungs or digestive tract and into the blood stream where you can suffer from multiple symptoms that can lead to severe health problems. If you suspect you have been exposed to lead and experience any of the following symptoms like: headaches, memory and concentration problems, abdominal pain, high blood pressure, kidney damage, sleep disturbances, impotence, muscle pain or digestive problems, notify your direct supervisor immediately!

**NO TRI-STATE EMPLOYEE IS AUTHORIZED TO DISTURB LEAD CONTAINING MATERIALS FOR ANY REASON.**

If you are working near or on any item that you suspect to contain lead, stop work and notify your direct supervisor immediately!

Take precautions and be informed as to the hazards!



## 13.0 ELECTRIC SAFETY

Electricity – “A fundamental form of energy observable in positive and negative forms that occurs naturally (as in lightning) or is produced (as in a generator) and that is expressed in terms of the movement and interaction of electrons.”

It is Tri-State’s responsibility to educate you when you on the hazards of electricity and how and where you may come in contact with electricity.

It is every employee’s responsibility to be informed on the hazards of electricity, know how and where you may come in contact with electricity and how to prevent electricity from becoming a “hazard” while performing the task at hand.

Electricity is on every job site you will ever work on and is the most common hazard you will encounter. By knowing the hazards involved with electricity, you are greatly reducing the risks involved with working on every job site.

Electricity-related hazards include electric shock and burns, arc-flash burns, arc-blast impacts, and falls.

- Electric shock and burns. An electric shock occurs when electric current passes through the body. This can happen when touching an energized part. If the electric current passes across the chest or head, death can result. At high voltages, severe burns can result.
- Arc-flash burns. An electric arc flash can occur if a conductive object gets too close to a high-amp current source or by equipment failure (for instance, while opening or closing disconnects). The arc can heat the air to temperatures as high as 35,000 F, and vaporize metal in the equipment. The arc flash can cause severe skin burns by direct heat exposure and by igniting clothing.
- Arc-blast impacts. The heating of air and vaporization of metal creates a pressure wave that can damage hearing and cause memory loss (from concussion) and other injuries. Flying metal parts are also a hazard.
- Falls. Electric shocks and arc blasts can cause falls, especially from ladders or unguarded scaffolding.

The following requirements apply to the use of cord-and-plug-connected equipment and flexible cord sets (extension cords):

- Extension cords may only be used to provide temporary power.
- Portable cord-and-plug connected equipment and extension cords must be visually inspected before use on any shift for external defects such as loose parts, deformed and missing pins, or damage to outer jacket or insulation, and for possible internal damage such as pinched or crushed outer jacket. Any defective cord or cord-and-plug-connected equipment must be removed from service, marked with the deficiency found and no person may use it until it is repaired and tested to ensure it is safe for use.
- Extension cords must be of the three-wire type. Extension cords and flexible cords must be designed for hard or extra hard usage (for example, types S, ST, and SO). The rating or approval must be visible.
- Job-made extension cords are forbidden.
- Personnel performing work on renovation or construction sites using extension cords or where work is performed in damp or wet locations must be provided, and must use, a ground-fault circuit interrupter (GFCI).

- Portable equipment must be handled in a manner that will not cause damage. Flexible electric cords connected to equipment may not be used for raising or lowering the equipment.
- Extension cords must be protected from damage. Sharp corners and projections must be avoided. Flexible cords may not be run through windows or doors unless protected from damage, and then only on a temporary basis. Flexible cords may not be run above ceilings or inside or through walls, ceilings or floors, and may not be fastened with staples or otherwise hung in such a fashion as to damage the outer jacket or insulation.
- Cords must be covered by a cord protector or tape when they extend into a walkway or other path of travel to avoid creating a trip hazard.
- Extension cords used with grounding-type equipment must contain an equipment-grounding conductor (i.e., the cord must accept a three-prong, or grounded, plug).
- Attachment plugs and receptacles may not be connected or altered in any way that would interrupt the continuity of the equipment grounding conductor. Additionally, these devices may not be altered to allow the grounding pole to be inserted into current connector slots. Clipping the grounding prong from an electrical plug is strictly prohibited.
- Flexible cords may only be plugged into grounded receptacles. The continuity of the ground in a two-prong outlet must be verified before use. It is recommended that the receptacle be replaced with a three-prong outlet. Adapters that interrupt the continuity of the equipment grounding connection may not be used.
- All portable electric equipment and flexible cords used in highly conductive work locations, such as those with water or other conductive liquids, or in places where employees are likely to contact water or conductive liquids, must be approved for those locations.
- Employee's hands must be dry when plugging and unplugging flexible cords and cord-and-plug connected equipment if energized equipment is involved.

The following are guidelines to adhere to when working on any project task:

- Employees who face a risk of electric shock but who are not qualified persons shall be trained and familiar with electrically related safety practices as they pertain to the task at hand.
- Safe work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits which are or may be energized.
- Conductors and parts of electrical equipment that have been de-energized but not been locked or tagged out shall be treated as live parts.
- Take extreme caution when working on or near exposed energized parts. Insure that the equipment has been isolated for movement into your work space or that it is fully de-energized so that no movement of parts is possible. Also insure that no energized parts are present in your work space. Eliminate the possibilities of electric shock and collision with moving parts.
- Remember that only qualified personnel are allowed to work on or test energized parts!
- When working directly under overhead power lines or within 50' to either side of existing overhead power lines, the lines **MUST** be de-energized and grounded by a qualified electrician before any work can commence. Working over any existing overhead power line is ever allowed, for any reason.
- When completing any task for any reason on or near energized or de-energized equipment, all unqualified personnel must maintain a minimum of a 10' clearance from the energized/de-energized equipment.
- Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines shall be operated so that a clearance of 10 ft. (305 cm) is

maintained. If the voltage is higher than 50kV, the clearance shall be increased 4 in. (10 cm) for every 10kV over that voltage.

- Employees may not enter any work site containing exposed energized parts unless adequate illumination is present. No state workers may enter these sites either!
- Protective shields, protective barriers or insulating materials as necessary shall be used when working in confined or enclosed work spaces where electrical hazards may exist!
- All portable ladders must have nonconductive rails. **NO ALL METAL LADDERS ARE ALLOWED ON ANY PROJECT SITE!**
- Conductive apparel shall not be worn unless the items are rendered non-conductive by covering, wrapping or other insulating means.

Plan out your work and de-energize equipment you are working above or around when possible. The approach to complete the work at hand must be discussed and agreed upon between all involved employees before beginning the work at hand.

**NO TRI-STATE EMPLOYEE IS AUTHORIZED TO COMPLETE REPAIRS ON ANY ELECTRIC DEVICE OR TOOL FOR ANY REASON.**

**TRI-STATE DOES NOT EMPLOY ANY PERSONS WHO ARE QUALIFIED TO WORK ON, NEAR OR APPROACH ANY OVERHEAD POWER LINES FOR ANY REASON WHATSOEVER. STAY AWAY FROM OVERHEAD POWER LINES!**

Take precautions and be informed as to the hazards of your surroundings!

## 14.0 FALL PROTECTION

Fall Protection – “Is a system designed to protect personnel from the risk of falls when working at heights of six (6’) or greater in height from the working platform.”

The objective of this fall protection program is to identify and evaluate fall hazards to which employees will be exposed, and to provide specific training as required.

It is Tri-State’s responsibility to provide fall protection to affected employees, and to ensure that all employees understand and adhere to the procedures of this plan and follow the instructions of the RME.

It is every employee’s responsibility to follow these guidelines and to ensure that they remain responsible for their own safety by:

- Understanding and adhering to the procedures outlined in this program.
- Following the instructions of their direct supervisor and or RME when implementing these procedures.
- Bringing to management’s attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or their fellow employees.
- Report any incident that causes injury to an employee, regardless of the nature of the injury.

All employees who may be exposed to fall hazards 6’ in height or more are required to receive training on how to recognize such hazards, and how to minimize their exposure to them. Employees shall receive training as soon after employment as possible, and before they are required to work in areas where fall hazards exist. Additional training shall be provided on an annual basis, or as needed when changes are made to this program or where site specific requirements dictate they are completed.

All training completed will be documented and maintained in the employee’s permanent file.

Site specific fall protection plans will be provided by a qualified individual trained in accessing the site situation and providing an adequate plan to safely complete all tasks at hand.

All fall protection plans shall be designed to insure that prompt rescue is possible in the event of a fall. Prompt rescue can be completed by personnel not involved in the task at hand or be planned so that the individual completing the task at hand can rescue themselves.

Fall Protection Systems-

-Guardrails, mid-rails, screens, mesh, intermediate vertical members, and solid panels shall be erected in accordance with the OSHA standards by personnel certified and trained in that particular system.

-Personal fall arrest systems-shall be issued to and used by employees as determined by Responsible Person and may consist of anchorage, connectors, body harness, deceleration device, lifeline, or suitable combinations. Personal fall arrest systems shall meet the requirements as set forth in OSHA fall protection standards and as required by site specific requirements.

All components of a fall arrest system shall meet the specifications of the OSHA Fall Protection Standard, and shall be used in accordance with the manufacturer’s instructions and shall adhere to the following list of requirements:

- The use of non-locking snap-hooks is prohibited.
- Dee-rings and locking snap-hooks shall:
  - have a minimum tensile strength of 5000 pounds.
  - be proof-tested to a minimum tensile load of 3600 pounds without cracking, breaking, or suffering permanent deformation.
- Lifelines shall be:
  - Designed, installed, and used under the supervision of the RME.
  - Protected against cuts and abrasions.
  - Equipped with horizontal lifeline connection devices capable of locking in both directions on the lifeline when used on suspended scaffolds or similar work platforms that have horizontal lifelines that may become vertical lifelines.
  - Self-retracting lifelines and lanyards must have ropes and straps (webbing) made of synthetic fibers, and shall:
    - Sustain a minimum tensile load of 3600 pounds if they automatically limit free fall distance to two (2) feet, or:
    - Sustain a minimum tensile load of 5000 pounds (includes ripstitch, tearing, and deforming lanyards).
  - Anchorages must support at least 5000 pounds per person attached and shall be:
    - Designed, installed, and managed by a certified Professional Engineer
    - Capable of supporting twice the weight expected to be imposed on it.
    - Independent of any anchorage used to support or suspend platforms.

Positioning Device Systems-Body belt or body harness systems shall be set up so that an employee can free fall no farther than two (2) feet, and shall be secured to an anchorage capable of supporting twice the potential impact load or 3000 pounds, whichever is greater.

Warning line systems consisting of supporting stanchions and ropes, wires, or chain shall be erected around all sides of roof work areas and shall only be used when approved by the job site AHJ or site specific engineer and shall conform with the following:

- Lines shall be flagged at no more than six (6) foot intervals with high-visibility materials.
- The lowest point of the line (including sag) shall be between 34 and 39 inches from the walking/working surface.
- Stanchions of warning line systems shall be capable of resisting at least 16 pounds of force.
- Ropes, wires, or chains must have a minimum tensile strength of 500 pounds.
- Warning line systems shall be erected at least six (6) feet from the edge, except in areas where mechanical equipment is in use. When mechanical equipment is in use, warning line systems shall be erected at least six (6) feet from the parallel edge, and at least ten (10) feet from the perpendicular edge.

**NO TRI-STATE EMPLOYEE IS AUTHORIZED TO MODIFY OR COMPLETE REPAIRS ON ANY FALL PROTECTION SYSTEM FOR ANY REASON!**

Take precautions and be informed as to the hazards of your surroundings!

## 15.0 **FIRE PROTECTION & PREVENTION**

Fire Protection – “The study and practice of mitigating (to make less severe) the unwanted effects of potentially destructive fires from occurring.”

Fire Prevention – “To take precautions to prevent potentially harmful fires from occurring and to be educated about surviving them.”

*When combined, these two terms are utilized on all work sites to maintain a clean, organized, hazard-free area that has minimal chances of producing any unwanted fires from occurring and if they do, what to do to survive them.*

Potential fire hazard materials – “Materials that can readily be ignited by a spark or ignition source. These materials can be solids, liquids or gases.”

Ignition sources – “A device or item that is capable of generating sparks or enough heat to produce combustion.”

Fire protection equipment – “Any apparatus, machinery or appliance intended for use by a fire service unit in fire prevention or suppression activities.”

Good Housekeeping – “General care, cleanliness, orderliness and maintenance of business or property.”

It is Tri-State’s responsibility to complete training on the fire protection and prevention methods and procedures identified here in and any site specific requirements that you may be required to follow. It is also Tri-State’s responsibility to provide the necessary materials, equipment and procedures for the employees to utilize to adhere to these requirements.

It is every employee’s responsibility to read, understand and follow the requirements of this policy as described herein.

This section serves to aid you in reducing the risk of fires. By being familiar with the general terms and responsibilities, you are better able to carry out these requirements. The following list can aid you in identifying these

- Identify materials that are potential fire hazards and their proper handling and storage procedures.
- Distinguish potential ignition sources and the proper control procedures of those materials.
- Describe fire protection equipment and/or systems used to control fire hazards.
- Identify persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
- Identify persons responsible for the control and accumulation of flammable or combustible material.
- Describe good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
- Provide training to employees with regard to fire hazards to which they may be exposed.

Fire Extinguishers:

All employees must be trained on the set up and use of fire extinguishers to be used on any jobsite. This training will be completed before assignment to any jobsite and be completed annually for the entirety of your employment.

Extinguishers must be kept clean and dry at all times.

Extinguishers must be visually inspected monthly.

Annual inspection and testing will be completed on all extinguishers by a qualified individual.

## 16.0 **BASIC FIRST AID**

Basic First Aid – “Emergency aid or treatment given to someone injured, suddenly ill, etc., before regular medical services arrive or can be reached.”

It is Tri-State’s responsibility to give you the tools necessary to aid someone who may be in need of basic first aid.

It is the employee’s responsibility to react when required to administer basic first to their fellow workers (no matter who they are).

This chapter serves as a guideline for all employees to use to aid them in being as prepared as they can be for any emergency or situation that may occur that requires the need for you to administer basic first aid.

These steps will aid you to insure that you are as prepared as you can be on every jobsite:

- Familiarize yourself with the facility layout so you will know what to do and where to go in the event of an emergency.

- Stay alert for potential severe weather conditions and what to do in the event of such an occurrence.

- Insure that your first aid kit is fully stocked (as it was issued to you) and that you know where it is (available for emergencies).

- If the jobsite you are working on has emergency reporting procedures, know them so that you do not waste time when reporting your situation/location.

  - Be prepared to tell them your exact location (including building name/number or room number), your name and phone number you are calling from and the details of the emergency.

- If your jobsite does not have specific emergency reporting procedures, call 911 and be ready to give them the same information as outlined above.

- Familiarize yourself with the signs of someone needing first aid.

  - Bleeding, dizziness, extreme fatigue, skin discoloration, swelling, disorientation, rapid breathing, shallow breathing, faint voice, vomiting, nausea, agitation, burns, eye injuries, nose bleeding, electric shock, restlessness, and confusion are just a few signs that can be displayed.

- If you or your fellow worker is ever displaying any of these signs, take the proper precautions. Stop work, report injuries/emergencies in the proper manner, insure that there is no way for the situation to continue and get help!

Sometimes it is the speed of response and little things that you do to help someone who is displaying any signs of needing basic first aid that can make a “lifetime” of difference.

In the absence of medical assistance that is reasonably accessible in terms of time and distance to the worksite, a person who has a valid certificate in first aid shall be available to render first aid. If a qualified individual is required to be present onsite for medical assistance a certificate of training must be provided by either of the following: U.S. Bureau of Mines, the American Red Cross, or equivalent training provider.

First aid kits shall be inspected after each use and quarterly to insure that all required materials are present as they were assigned to each vehicle as a kit.

First aid kits shall be kept readily available for all personnel to access in time of emergency/need.



First aid kits shall contain all necessary equipment and materials necessary to address potential emergency situations for the area you are working on. Inventory and maintain your kits as required with this manual.

If the area you are working in does not contain appropriate eye wash stations and flushing stations, notify your direct supervisor so that portable eye wash and flushing stations can be made available to everyone working on the jobsite for emergency purposes.

Stay alert, stay alive. Know your surroundings and who is working in them. A few minutes of preparedness can make all the difference to you and your fellow employees.

## 17.0 POWER TOOLS

Power Tools – “A tool that is actuated by an additional power source and mechanism other than the solely manual labor used with hand tools. A tool actuated by an outside source of movement.”

It is Tri-State’s responsibility to supply you with the appropriate tools and equipment to complete your assigned tasks in a safe and accurate manor while also adhering to our trades appropriate workmanship type manner.

It is every employee’s responsibility to utilize the tools and equipment supplied to them to complete each task in a safe and accurate manor that will ensure each task is completed as prescribed and as efficient as possible.

The power tools utilized on jobsites can vary greatly from cordless drills to high speed core drilling machines that must be secured to the structure before use. Your attention to detail when utilizing these tools is your greatest asset in assuring that no harm comes to you or the materials you are working on.

Although most power tools are not complicated to operate, basic safety practices must be followed and the tools must be kept in proper operating condition. Reviewing the manufacturers operation and maintenance documents should be completed at least annually by each employee operating that particular tool. A complete list of these documents can be found on the employee portal @ [www.tri-statesprinkler.com](http://www.tri-statesprinkler.com).

Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists vapors, or gases shall be provided with particular PPE necessary to protect them from the hazard.

Review the following list of “Task Tips” to help you get started with every task assigned to you, whether you are utilizing hand tools, power tools or motorized machinery:

- Review your work space to insure you are working in a safe, clean and productive environment.
- Review the tools needed (hand tools and power tools) to insure you have everything needed before you start the task assigned to you.
- Complete the safety checklist for every power tool to be utilized for the task assigned to you as indicated on the “Tool & Equipment Checklist”.
- Make sure you have all necessary PPE to complete the task safely, while utilizing the power tools required.
- And, finally, measure twice and cut once. This term doesn’t just apply to material, it also applies to making sure you have everything you need at hand before starting the task assigned to you, i.e.... material, hand tools, power tools, cords, proper lighting, PPE, etc.

Utilize the attached checklist “Tool & Equipment Checklist” before you start your assigned tasks.

**DEVELOP A “TOOL & EQUIPMENT CHECKLIST” FOR USE ON JOBSITES.**

## 18.0 HAZARD COMMUNICATION (HAZCOM)

Hazard Communication (HAZCOM) – “The requirement of chemical manufacturers and employers to communicate information to workers about the hazards of workplace chemicals or products, including training.”

HAZCOM – “Known as the Right to Know Law” is the legal principal that the individual has the right to know the chemicals to which they may be exposed to in their daily employment while working for any employer or any job.”

Exposed (Exposure) – “An employee is subjected to hazardous chemical(s) in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption) and includes potential (accidental or possible) exposure(s).”

Communication – “The imparting or interchange of thoughts, opinions or information by speech, writing to portray information.”

It is Tri-State’s responsibility to prepare and implement a Hazard Communication (HAZCOM) program for all employees. This includes communicating the potential hazards you may come in contact with on any jobsite you are asked to work on (does not include other trades information) and how to address them should you, or your fellow workers, come in contact with them. How to address exposures is completed through the use of MSDS sheets provided to you through the employee portal located @ [www.tri-statesprinkler.com](http://www.tri-statesprinkler.com).

It is every employee’s responsibility to know their rights in accordance with HAZCOM (The Right to Know Law), be able to identify potential hazards in the work place, know what to do if exposed to potential hazards and communicate potential exposures to their direct supervisor before any exposures do occur. It is also every employee’s responsibility to identify, read and decipher all warning labels posted on every jobsite that they are working on. Any label on chemicals that are being supplied by Tri-State must be maintained and placed for easy access to all employees on every jobsite they are utilized on.

Every jobsite you are asked to work on contains hazards of some kind. Some are minimal and some are extreme. If you are working on a jobsite and suspect that you are or may become in contact with a controlled product, ask for the MSDS forms so you know what to do and what to look for in that particular product.

Tri-State shall maintain a list of hazardous chemicals on the job site. A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate Safety Data Sheet.

All non-routine tasks completed by other trades will be communicated to all employees working on a given job site through written notification. This notification will be issued to each employee explaining the task, chemicals used, potential contamination occurrences and any contact symptoms that are possible. This data must be supplied to Tri-State by the facility owner and communicated to all employees working on the effected project site.

**EVERYONE WORKING ON EVERY JOBSITE HAS THE RIGHT TO KNOW THE HAZARDS THEY MAY BE EXPOSED TO ON THEIR JOBSITE. ASK FOR THE INFORMATION AND STAY INFORMED.**

## 19.0 LOCK OUT – TAG OUT

Lock Out – Tag Out -- “A safety procedure which is used in industry and research settings to ensure that dangerous machines are properly shut off and not started up again prior to the completion of maintenance or servicing work.”

It is Tri-State’s responsibility to supply you with the appropriate training and materials to complete a lock-out tag-out procedure on projects you are working that require this process.

It is every employee’s responsibility to attend the training supplied by Tri-State and to maintain their lock-out tag-out kit in good working condition in order to carry out this process when necessary.

Locking out equipment for service, repairs, additions, modifications ect...does not stop with large equipment/machines that have multiple moving parts, it also pertains to ensuring that the water supply for a fire sprinkler system that you are working on cannot become accidentally recharged with water once you have drained it for the task you have been assigned. If you are working on a fire sprinkler system and is it not locked out for service, repairs, modifications, etc...an unsuspecting (and well intentioned) individual may see a system that has been accidentally left out of service and turn it back on, resulting in potential damage to property or worse, injury to you or one of your fellow workers. Take the time to lock-out tag-out the system you are working on to ensure there is no accidental recharge while you have open pipes.

The following are examples of items that need to be locked-out:

- Fire Pumps (power source and water source)
- Jockey Pumps (power source and water source)
- Fire Pump Controllers (power source and water source)
- Jockey Pump Controllers (power source and water source)
- Wet Fire Sprinkler System (water source)
- Dry Fire Sprinkler System (water source)
- Deluge Fire Sprinkler System (water source)
- Interlocking Fire Sprinkler Systems (water source)
- Cranes (power source)
- Automated Paint Systems (power source)
- Ventilation Systems (power source)

Lock out-Tag out devices must indicate the identity and contact information of the employee placing the lock.

Periodic inspections of the energy control procedure shall be conducted and documented at least annually to ensure procedures and requirements are being followed.

Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type & magnitude of the energy, the hazards of the energy to be controlled, & the methods or means to control the energy.

All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located & operated in such a manner as to isolate the machine or equipment from the energy source.

Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employee shall verify that isolation & de-energize of the machine or equipment have been accomplished.

When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tag out device. Group lock out-tag out procedures shall be completed in strict accordance with the guidelines as set forth in OSHA 1910.147.

The project foreman is responsible for all employees that will be working on all equipment locked out-tagged out for the duration of all employees scheduled shifts. Once all employees have been verified to have removed their locks / tags then responsibility will fall upon the next shifts project foreman (if any is required).

Training will be completed prior to any employee performing work on any project. Retraining will be completed annually, when there is a change in job assignment/machines/equipment, a new hazard is introduced to the project or when there is a change in energy control procedures.

By ensuring that the system, device and potential machinery that you are working on is locked out and that all necessary personnel have been notified of your intentions of work, you are ensuring that you and your fellow workers will not come to harm because of misplaced intentions of uninformed individuals.

All training will be documented, signed and maintained (for a minimum of 10 years) in the employees file.

It only takes a few minutes to save a lifetime of regret. Take those minutes to ensure your as well as your fellow employee's safety.

**EVERY EMPLOYEE IS REQUIRED TO UTILIZE THE LOCK-OUT TAG-OUT PROCEDURES ON ALL SOURCES OF ENERGY LINKED TO THE TASK THEY ARE COMPLETING.**

## 20.0 NOISE EXPOSURE (HEARING CONSERVATION)

Noise – “Any sound that is undesired or interferes with one’s hearing of something.”

Exposure – “The condition of being present to hear or view something, weather favorable or unfavorable.”

Hearing Conservation – “Any program undertaken to preserve hearing and to prevent hearing loss through public education, screening programs to identify persons needing attention and through the reduction of occupational hazards that pose a threat to a workers hearing.”

It is Tri-State’s responsibility to limit, as much as possible, every employee’s exposure to excessive noise, train every employee on identifying the potential need for proper hearing protection, identifying the need for potential hearing protection, defining what type of hearing protection may be needed and how to dawn it for all employees exposed to potentially hazardous noises.

It is every employee’s responsibility to be able to identify the need for hearing protection and how to properly use it, notify their direct supervisor of any potentially hazardous noise exposures that were previously unidentified and to properly care for and utilize hearing protection methods.

Every jobsite is different, different trades working on different items at different phases of their particular work; therefore it is never possible to know exactly what noise pollution you may be subject to. If you ever suspect that you are being, or may become exposed, to excessive noise pollution, contact your direct supervisor. They will provide you with the appropriate hearing protection or eliminate the source all together (if possible).

Training on Hearing Exposure/Hearing Conservation will be provided at least annually and will be updated to be consistent with any changes in the PPE and work processes they may be asked to complete.

When any employee is subject to 85 decibels (or greater) for a 8 hour work period, Tri-State shall:

- Supply all necessary hearing protection to all employees.
- Develop and implement a monitoring program.
- Implement an audiometric testing program (Includes establishing a valid baseline audiogram to utilize as comparisons throughout the testing/monitoring program. Baseline audiogram shall be preceded by at least 14 hours of “non-exposure” to workplace noise.).
- Establish a baseline audiogram for each employee within 6 months of initial exposure.
- Establish address where employees will be contacted are to be notified in writing when a standard threshold shift has occurred.
- Supply hearing protection to all employees (subject to 85 decibels or not) free of charge (as stated in other chapters) for the purpose of protecting their hearing from any exposures to potential hearing loss.
- At least annually after obtaining the baseline audiogram, the employer shall obtain a new audiogram for each employee and notify that employee within 10 working days of any changes in the testing results (be they positive or negative).
  - Unless a physician determines that any negative shifts in the audiogram that have taken place are not work related, Tri-State shall insure that the following steps are taken
    - If not already utilizing hearing protection, the employee shall be fitted

with hearing protection and trained on the proper usage and care of the device.

-If already utilizing hearing protection, the employee shall be refitted with hearing protection and retrained on the proper usage and care of the device.

-The employee may be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if the employer suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.

-Evaluate hearing protector attenuation for the specific noise environments in which the protector will be used

-Tri-State will maintain all records for all employees for a minimum of 10 years.

Noise exposure (noise pollution) may not affect you immediately. Prolonged exposure can have an everlasting (and irreversible) effect on your hearing.

**PROTECT YOUR HEARING BY WEARING THE APPROPRIATE PPE!**

## 21.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) – “Clothing, hard hats, safety glasses, goggles, ear plugs, fall protection devices, steel toed shoes, metatarsal guards, and any other item designed to personally protect the wearer from harm that may occur during the process of completing a set task.”

It is Tri-State’s responsibility to supply you with all necessary Personal Protective Equipment (PPE), training on the proper wear and care of it and to aid you in identifying when to properly dawn it.

It is every employee’s responsibility to maintain their Personal Protective Equipment (PPE), be capable of identifying situations where PPE is required & needed, be capable of choosing the correct PPE to utilize, wear it everywhere it is required and know when and how to dispose of expended PPE.

Hard hats, gloves, safety glasses, goggles, ear plugs, Tyvec suits, steel toe shoes, fall protection harness, lanyard and face shields are all examples of PPE that you may be required to wear and maintain (keep clean and a necessary supply on your person) on a daily basis.

If you are ever working on any jobsite that requires PPE that you were not normally issued, notify your direct supervisor so necessary supplies can be ordered for you.

No employee owned PPE is allowed on any project site for any reason. Tri-State shall provide all required PPE. No exceptions! (Monsanto)

Each employee who may (or may not) need to wear PPE will be trained on the proper wear and care of all PPE they may (or may not) be required to utilize to protect themselves. (Monsanto) Retraining will be conducted when the workplace changes making the earlier training obsolete, the type of PPE changes or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding. (Monsanto) PPE training is documented. (Monsanto) Hazard assessment is signed by the project foreman. (Monsanto) PPE must be fitted to each affected employee. (Monsanto) Defective or damaged equipment shall not be utilized for any propose on any project site. Dispose of it immediately and notify your direct supervisor. (Monsanto) Each hazard assessment will be signed by all necessary personnel. (Monsanto)

A RME shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the RME shall select and have each affected employee use the types of PPE that will protect the affected employee from hazards identified in the hazard assessment and communicate those decisions to all employees working on that project.

The following is a list of PPE required on every jobsite:

- Hard hat
- Eye protection
- Hearing protection
- Steel toed shoes

The following is a list of PPE that may be required (as needed/required by AHJ):

- Long sleeves
- 100% cotton clothing
- High visibility clothing
- Goggles



- Tyvec suits
- Fall protection (harness/lanyard)
- Metatarsals

Any employee not wearing the minimum required PPE is subject to disciplinary action as listed herein.

**IT IS TRI-STATE'S POLICY FOR EVERY EMPLOYEE TO UTILIZE THE PPE SUPPLIED TO THEM ON EVERY JOB SITE.**

## 22.0 SCAFFOLDING

Scaffolding – “A temporary structure or platform either supported from below or suspended from above, on which workers sit or stand when performing tasks at specific heights above the ground.”

It is Tri-State’s responsibility to supply adequate platforms for every employee to utilize while completing the tasks given to them and to train them on pre-use inspections of those platforms.

It is every employee’s responsibility to be familiar with the requirements of scaffolding platforms and to utilize the platforms provided to them to complete the tasks given to them in a safe and efficient manner.

Tri-State will not erect or require any employee to work on, repair, inspect or certify any scaffolding platform or structure in any manner other than as directed herein.

Before starting any task that requires scaffolding and scaffolding platforms, ensure that it has been erected, inspected and certified by a licensed scaffolding erection company in accordance with all necessary/required codes. All scaffolding is required to have a tag on it near the point of entrance indicating the condition of the scaffolding. If the scaffolding you are about to work on does not have a tag indicating that it has been inspected as required, “Stop Work” and notify your direct supervisor so corrective action can be taken.

Training shall be provided by qualified persons, to all employees regarding the hazards of scaffolding. Training program will include hazards (fall, electrical, falling objects), fall protection, use and load capacity. Hazards including fall protection, electrical safety, falling object protection, scaffold use and load capacity will be addressed.

Retraining is required in at least the following situations: (1) where changes at the worksite present a hazard about which an employee has not been previously trained; or (2) where changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained.

**NO TRI-STATE EMPLOYEE IS AUTHORIZED TO WORK ON SCAFFOLDING THAT HAS NOT BEEN ERECTED, INSPECTED AND CERTIFIED BY A LICENSED COMPANY.**

**NO TRI-STATE EMPLOYEE IS AUTHORIZED TO ERRECT, INSPECT OR TAKE CORRECTIVE ACTION ON ANY SCAFFOLDING SYTEM OR ITS COMPONENTS.**

## 23.0 AERIAL LIFTS

Aerial Lifts – “Any vehicle-mounted device, telescoping or articulating (or both), which is used to position personnel, including extensible boom platforms, aerial ladders, articulating boom platforms, or vertical towers.”

It is Tri-State’s responsibility to supply adequate aerial lift equipment for every employee to utilize while completing the tasks given to them and to train them on pre-use inspections of that equipment and to supply adequate training on all aerial lift equipment that may be utilized on any project site.

It is every employee’s responsibility to attend the required training on aerial lifts, complete the pre-use inspections as required, operate all aerial lifts in a safe manner and to utilize all aerial lifts for the purpose in which they are designed or intended.

Aerial lifts are very powerful machines that are a useful tool on many different types of projects for many different reasons. When used correctly (and in a safe manner), these pieces of equipment can provide quick and easy access to work areas that were once almost impossible to reach.

Tri-State shall provide training to every employee on all types of lift equipment to be used on any project site you are working on. If you are asked to perform a task utilizing any equipment you are unfamiliar with or untrained on, STOP WORK and notify your direct supervisor immediately so that training can be scheduled.

A pre-use inspection of all aerial lifts is one of the most important steps in operating the equipment in a safe and efficient manner. Take the time necessary to complete the equipment’s pre-use inspection checklist to insure that all components of the equipment are operating correctly and safely. Review the equipment operators manual for clarification with this process.

### ALWAYS:

- Ensure that the equipment is properly fueled or charged (for electric drive models).
- Take time to inspect the area you are going to drive the aerial lift into to complete the task issued to you. Ensure that there are no holes, drop offs or oversized bumps and make sure that everyone working near you knows that you are in that area.
- Ensure there is no debris that can puncture a tire or cause loss of traction.
- Ensure that your equipment will be operated on ground appropriate for that particular equipment’s ratings/capabilities (slope, unlevelled ground, finished floors, etc...)
- Be sure that the lift you are using is the best choice for the task you are completing. There may be a better choice available.
- Complete the pre-use checklist included in the equipment manual.
- Dawn and utilize proper fall protection. Protection must be attached to the boom or basket load point as indicated in the user’s manual.
- Test controls before each use.
- Ensure that the backup alarm/notification device is working correctly (if not, then a spotter must be used when backing up the equipment).

### NEVER:

- Operate any aerial lifts above other personnel, NEVER.
- Overload any baskets/platforms (refer to the operators manual for load limits on the equipment you are operating).
- Utilize equipment to lift materials (or other equipment).
- Make modifications to any equipment for any reason. Repairs and modifications are

only to be completed by factory trained personnel.

-Operate any aerial lift within 10' of any electrical lines.

-Stand of railings of lift baskets to perform any work. If the equipment you are operating cannot reach your working elevation, you need to notify your direct supervisor so that the correct equipment can be obtained to allow you to complete your task in a safe manner.

**ONLY PROPERLY TRAINED PERSONNEL ARE TO OPERATE ANY AERIAL LIFT EQUIPMENT!**

**NO TRI-STATE EMPLOYEE IS ALLOWED TO MAKE MODIFICATIONS TO ANY LIFT EQUIPMENT FOR ANY REASON.**

24.0 **ASSURED EQUIPMENT GROUDNING CONDUCTOR PROGRAM (or GROUND FAULT CIRCUIT INTERRUPTER (GFCI))**

Assured Equipment Grounding Conductor or Ground Fault Circuit Interrupter (GFCI) – “A device for the protection of personnel that functions to de-energize a circuit or portion thereof within an established period of time when a current to ground exceeds some predetermined value that is less than that required to operate the over current protective device of the supply circuit.”

It is Tri-State’s responsibility to supply adequate GFCI devices (or internal or external to the tool being utilized) to all employees to utilize when completing the tasks assigned to them and to provide annual training on the proper use and care of these devices.

It is every employee’s responsibility to attend the required training on GFCI devices, complete the pre-use inspections as required, operate all electric driven tools in a safe manner and to utilize all electric drive tools for the purpose in which they are designed or intended.

Unless the jobsite you are working on contains a “assured equipment grounding conductor program”, all employees are required to utilize “ground fault circuit interrupters (GFCI)” devices when operating electric drive equipment (i.e....portable power tools, extension cords, power machines, drills, etc...

Ground fault circuit interrupters shall:

- Be inspected before each use.
- Be tested before each use.
- Be utilized on all 120v (or 240v), single phase 15 amp and 20 amp receptacles within 6 feet of any possible water source.
- Be utilized on all portable electric tools and extension cords.

**ALL TRI-STATE EMPLOYEES ARE REQUIRED TO UTALIZE GFCI DEVICES ON PORTABLE ELECTRIC DRIVE TOOLS.**

## 25.0 **BLOOD-BORNE PATHOGENS**

Blood-borne Pathogens – “Microorganisms that can cause diseases such as human immunodeficiency virus (HIV) and hepatitis B (HBV), which are spread through contact with infected blood or blood products.”

It is Tri-State’s responsibility to train you on potential blood-borne pathogen exposures and what to do to avoid these exposures. Training will be conducted before initial assignment on any project and annually thereafter.

It is every employee’s responsibility to attend the provided training, to follow guidelines set forth when the potential for self-exposure is evident and to know where to find the TASI exposure control plan.

Blood-borne pathogens are a possibility on every jobsite you are asked to work on. If a fellow employee accidentally receives a cut and they require general first aid (or emergency services), you are facing a possibility of exposure to any known (or unknown) pathogens they may have. Your exposure is not limited to direct contact with their person, they can contaminate any equipment or material they are handling as well. Be sure you handle everything they are touching as “contaminated” to minimize everyone’s exposure.

Any PPE required will be made at no cost to the employee. If your first aid kit does not contain a basic blood-borne pathogen safety kit, notify your direct supervisor so that one can be made available to you. If your jobsite does not have a sterile wash station for your use, notify your direct supervisor and they will either make one available to you or supply you with antiseptic solutions/towelettes.

All employees will have access to the exposure control plan for the project they are working on.

Tri-State shall make available (at no cost) the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident while working on any TASI project site.

All medical notes/records for all employees are kept for a minimum of 30 years, post-employment.

All training records are kept for a minimum of 10 years.

In reference to blood-borne pathogens, if you are going to administer first aid, you should always do the following:

- Consider everyone a potential source of blood-borne pathogens (no matter what).
- Consider all bodily fluids a potential source of blood-borne pathogens (no matter what).
- Keep your eye protection on to limit potential exposure with your eyes.
- Wear rubber/latex gloves when handling the individual (or equipment).
- Cover any exposed wounds that are oozing or squirting blood with the gauze/cloth provided in your first aid kit.
- Minimize your exposure to potentially contaminated items by keeping them at a safe distance or disposing of them in biological hazardous waste containers (if present).
- Do not handle potentially contaminated equipment. If equipment does appear to be

contaminated, mark it as unsafe so that it can be properly disinfected by trained personnel.

-Remove protective equipment you are wearing if it does become contaminated.

-Wash your hands thoroughly after coming in contact with contaminated items. If your project site does not have hand washing sites available, notify your direct supervisor so that one can be made available to you.

**BLOOD-BORNE PATHOGENS ARE A VERY REAL RISK ON ANY PROJECT SITE.  
TAKE EXTREME PRECAUTIONS WHEN YOU THINK YOU ARE AT RISK OF  
CONTACT WITH ANY POTENTIAL SOURCE!**

## 26.0 **LADDER SAFETY**

Ladder – “A structure consisting of a series of bars or steps between two lengths of wood, metal or rope used for climbing up or down for a means of access or egress of personnel.”

It is Tri-State’s responsibility to train you on the appropriate use and care of ladders on an annual basis, to provide every employee with any necessary lift equipment (or ladder) to safely complete the tasks assigned to them.

It is every employee’s responsibility to attend the provided training, to follow guidelines set forth when utilizing ladder systems and to report any damaged or broken ladder to their direct supervisor.

Ladder safety begins with the selection of the proper ladder for the job and includes inspection, setup, proper climbing and standing, proper use, care, and storage. In addition to the general safety rules for all ladders there are special rules for using stepladders and for single and extension ladders.

### 1. Ladder Selection:

- Be sure the ladder being used has the proper duty rating to carry the combined weight of the user and the material being installed.
- A ladder's duty rating tells you its maximum weight capacity. There are four categories of duty ratings:
  - Type IA - These ladders have a duty rating of 300 pounds. Type IA ladders are recommended for extra-heavy-duty industrial use.
  - Type I - These ladders have a duty rating of 250 pounds. Type I ladders are manufactured for heavy-duty use.
  - Type II - These ladders have a duty rating of 225 pounds. Type II ladders are approved for medium-duty use.
  - Type III - These ladders have a duty rating of 200 pounds. Type III ladders are rated for light-duty use.
- Type IA and Type I ladders are the only acceptable ladders on a construction jobsite.
- The American National Standards Institute (ANSI) requires that a duty rating sticker be placed on the side of every ladder so users can determine if they have the correct type ladder for each task/job.
- Be sure that metal steps and rungs are grooved or roughened to prevent slipping.
- Be sure that the ladder you have chosen for your job is acceptable to be used on the project you are working on.
- Ladders shall only be utilized for their intended purpose.

### 2. Ladder Inspection:

- Always check a ladder before using it. Check all ladders to see that steps or rungs are tight, secure and spaced to meet OSHA standards/requirements. Be sure that all hardware and fittings are properly and securely attached. Test movable parts to see that they operate without binding or without too much free play. Inspect metal and fiberglass ladders for bends and breaks.
- Never use a damaged ladder. Tag it "Defective" and report it to your direct supervisor so that it may be removed from the job and replaced immediately!



-At a minimum, ladders must be inspected and tagged annually by qualified trained personnel.

### 3. Ladder Setup:

- Place ladder feet firmly and evenly on the ground or floor. Make sure the ladder is sitting straight and secure before climbing it. If one foot sits in a low spot, build up the surface with firm material.

-Ensure that the ladder is extended at a minimum of 36" above the upper landing of the landing surface (or work space).

-Do not try to make a ladder reach farther by setting it on boxes, barrels, bricks, blocks or other unstable bases.

-Do not allow ladders to lean sideways. Level them before using.

-Brace the foot of the ladder with stakes or place stout boards against the feet if there is any danger of slipping.

-Never set up or use a ladder in a high wind, especially a lightweight metal or fiberglass type. Wait until the air is calm enough to insure safety.

-Never set up a ladder in front of a door unless the door is locked or a guard is posted.

-Do not use ladders on ice or snow unless absolutely necessary. If they must be used on ice or snow, use spike or spur-type safety shoes on the ladder feet and be sure they are gripping properly before climbing.

-Use Safety shoes on ladder feet whenever there is any possibility of slipping.

-Utilize the 4:1 setup ratio when setting up any extension ladder.

### 4. Ladder Climbing and Standing:

-Keep the steps and rungs of ladders free of grease, oil, wet paint, mud, snow, ice, paper and other slippery materials. Also clean such debris off your shoes before climbing a ladder.

-Always face a ladder when climbing up or down. Use both hands and maintain a secure grip on the rails or rungs.

-Never carry heavy or bulky loads up a ladder. Climb up yourself first, and then pull up the material with a rope.

-Climb and stand on a ladder with your feet in the center of the steps or rungs.

-Do not overreach from a ladder, or lean too far to one side. Overreaching is probably the most common cause of falls from ladders. A good rule is to always keep your belt buckle inside the rails of a ladder. Work as far as you can reach comfortably and safely, then move the ladder to a new position.

-Never climb onto a ladder from the side, from above the top or from one ladder to another.

-Never slide down a ladder.

### 5. Proper Use of Ladders:

-Never use metal ladders around exposed electrical wiring. Metal ladders should be marked with tags or stickers reading "CAUTION-Do Not Use around Electrical Equipment" or similar wording. **RULE of THUMB:** If the overhead

power line is 50 kV or less, then stay at least 10 feet away. For everything else, keep at least 35 feet away.

-When using a ladder where there is traffic, erect warning signs or barricades to guide traffic away from the foot of the ladder. If this is not possible, have someone hold and guard the bottom of the ladder.

-Do not try to move a ladder while you are on it by rocking, jogging or pushing it away from a supporting wall.

-Never use a ladder when under the influence of alcohol, on drugs or medication, or in ill health.

-If you get sick, dizzy or panicky while on a ladder, do not try to climb down in a hurry. Wait. Drape your arms around the rungs; rest your head against the ladder until you feel better. Then climb down slowly and carefully.

-Do not leave tools or materials on top of ladders. If they fall on you, you can be hurt. If they fall on someone else, your company can be sued.

-Never push or pull anything sideways while on a ladder. This puts a side load on the ladder and can cause it to tip out from under you.

-Allow only one person at a time on a ladder unless the ladder is specifically designed for two people.

-Never use a ladder as a horizontal platform, plank, scaffold or material hoist.

-Be cautious about homemade ladders. Never use ladders made by fastening cleats across a single narrow rail, post or pole.

-Never use a ladder on a scaffold platform. If you need to reach higher, the scaffold should be higher.

#### 6. Proper Ladder Care and Storage:

-Maintain ladders in good condition.

-Keep all ladder accessories, especially safety shoes, in good condition.

-Wood ladders, which are to be used outside, should be treated to prevent weather damage. A clear finish or transparent penetrating preservative should be used. Linseed oil is a good treatment for a wood ladder, although it does add some weight to the ladder. An oil treatment also helps to rustproof the metal parts of a wood ladder.

-Never paint a wood ladder. This will cover dangerous cracks or fill and hide them.

-Never sit on ladder side rails.

-Never use a metal or fiberglass ladder which has been exposed to fire or strong chemicals, it should be discarded.

-Never store materials on a ladder.

-Store wood ladders where they will not be exposed to excessive heat or dampness. Store fiberglass ladders where they will not be exposed to sunlight or other ultraviolet light sources.

-Be sure that ladders are properly supported and secured when in transit. Vibration and bumping against other objects can damage them.

-Store ladders on racks, which give them proper support when not in use.

7. Additional Safety Rules for Stepladders:

- Never use a stepladder over 20 feet long.
- Always open a stepladder completely and make sure the spreader is locked open before using the ladder.
- Never substitute makeshift devices of wire or rope for stepladder spreaders.
- Do not stand higher than the second step from the top of a stepladder. Especially, do not stand or sit on the top cap, or stand on the pail shelf, or on the back of a stepladder.
- Do not straddle the front and back of a stepladder.

## 27.0 **SUBCONTRACTOR MANAGEMENT PLAN**

Subcontractor Management Plan – “Outlines the relationship between Contractors, Tri-State Automatic Sprinkler, Inc., and any subcontractor that may be employed to complete any specific scope of work or task assigned to them while working on a project contracted to Tri-State Automatic Sprinkler, Inc.”

It is Tri-State’s responsibility to train all employees on the subcontractor management plan for any project that they may be assigned to, how to follow this plan and all necessary procedures that they may be required to follow when implementing this plan.

It is every employee’s responsibility to attend the provided training for this chapter, understand the requirements that may be required of them and how to implement them for any subcontractor that is assigned to the project they may be working on.

Managing subcontractors is based on the following guiding principles:

- Tri-State’s home office is the primary support for any subcontract activity.
- All communication channels will be clearly defined before any work is to commence on any project site.
- A clear scope of work, with clear definitions on responsibilities and authorities, will be defined before any work is to commence on any project site.
- All budgeting, working restrictions and quality requirements will be defined and agreed upon before any work can commence.
- All payment terms and conditions will be clearly defined before work can commence.

Tri-State will assign a primary RME to be responsible for all communication between the home office and the subcontractor for any and all communications (unless otherwise assigned).

All subcontractors will be required to:

- Be pre-qualified before selection by strict review of their safety programs, safety training documents and safety statistics.
- Meet the safety metrics as defined (TRIR, EMR, DART and Fatality Rates).
- Attend pre-job meetings (kickoff meetings).
- Attend/complete any site specific safety training.
- Complete documented weekly toolbox talks.
- Complete documented job site safety analysis assessments.
- Complete documented job safety inspections.
- Be subject to post-job safety performance reviews.

## 28.0 **PROCESS SAFETY MANAGEMENT**

Process Safety Management “PSM” -- “A set of interrelated approaches to manage hazards associated with the process industries and is intended to reduce the frequency and severity of incidents resulting from releases of chemicals and other energy sources. Primarily composed of organizational and operational procedures, design guidance, audit programs and a host of other methods for the purpose of control.”

It is Tri-State’s responsibility to provide training for every employee on the standards of process safety management and how they pertain to every level of every individual involved to insure job performance is maximized while minimizing potential hazardous releases.

It is every employee’s responsibility to complete the provided training, know their roll while working on any jobsite in regards to process safety management and to carry out those responsibilities as assigned to them.

Process Safety Management or “PSM” is a tool utilized to minimize the potential for fires, explosions, releasing toxic substances, avoid fatalities and reduce the risk of property damage that may result from the release from the release of chemicals.

All employees will:

- Trained to perform their job (training will be documented).
- Instructed in hazards related to their jobs and potential fire, explosive or toxic release hazards.
- Follow all safe work practices such as lockout-tagout, confined space entry, opening process equipment or piping and control over entrance to any facility.
- Notify your direct supervisor is any hazards are found while working on any jobsite. Proper notification will be given to the facility representative and corrective action will be taken to eliminate the hazard found.
- Obtain hot work permits (where required) before any work can commence on any jobsite.
- Immediately report incidents and near misses to your direct supervisor.
- Adhere to any “trade secret information and confidentiality of trade secret information” as they apply/where required.

## 29.0 WELDING, CUTTING AND HOT WORK

Welding – “To join metals by applying heat, sometimes with pressure and sometimes with an intermediate or filler metal having a high melting point.”

Cutting – “To separate into parts with sharp edged instruments or with highly abrasive materials that remove a section of the item, separating it into pieces of itself.”

Hot Work – “Riveting, welding, flame cutting or other fire or spark-producing operation.”

Spark Producing – “Tasks that when they are being completed have a high tendency of producing sparks.”

It is Tri-State’s responsibility to train you on the equipment/tools utilized when welding, cutting and performing hot work tasks, the proper protection to dawn when performing these tasks and how to protect others when performing these tasks.

It is every employee’s responsibility to complete the training provided by Tri-State and understand the policies and procedures set forth regarding these tasks.

Assigned fire watchers must be trained in the use of fire extinguishing equipment and familiar with the facilities for sounding an alarm in the event of a fire.

If the object being welded or cut cannot be moved to a more suitable location to complete the task, all combustible materials must be relocated during the task or be protected from the task being performed. If all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks and slag and to protect the immovable fire hazards.

If the site you are working on requires a hot work permit to be completed, they must be completed before any work can commence, in strict accordance with the site specific requirements.

When evolution of hazardous fumes, gases, or dust is possible any welding, cutting or burning of lead base metals, zinc, cadmium, mercury, beryllium or exotic metals or paints not listed here shall have proper ventilation or respiratory protection.

Operators must report any equipment defect or safety hazards that they discover and discontinue use of equipment until all hazards have been repaired or replaced.

If any welding or cutting cannot be performed in a safe manner, then no work shall commence until suitable arrangements have been made to remove all fire hazards or the item work is to be completed on is moved to a safe area for the work to be completed.

A fire watch is required when welding, cutting, brazing and/or soldering is performed near combustible materials and/or in locations where fire may develop. Fire watchers shall have approved fire extinguishers available at all times during their watch. Fire watch shall be maintained at least 30 minutes after any cutting or welding is completed.

Welding, brazing, soldering, grinding, band-sawing and open flame torch cutting are all examples of hot work tasks and should all be addressed individually to ensure they are being completed in the safest manor possible for each and every location they are being performed.

Some tasks that you perform may not seem to be capable of producing sparks but they can.

Hitting a fitting with a hammer to crack it can produce sparks. Dropping metal parts on a concrete floor can create sparks.

As part of your self inspection, you should be reviewing your surroundings, prior to completing your task, to insure that “if” sparks are produced they will not result in fire or explosions. Dropping a fitting on the floor near a fuel storage tank can result in unwanted conditions.

**NO TRI-STATE EMPLOYEE IS AUTHORIZED TO COMPLETE ANY WELDING, CUTTING OR HOT WORK TASKS THAT THEY HAVE NOT BEEN SPECIFICALLY TRAINED TO DO.**

## 30.0 **STOP WORK!**

Stop Work – “The authority and responsibility of every employee to stop work when an unsafe condition or act could result in an undesirable event that could result in damage to person or property.”

It is Tri-State’s responsibility to train you on your rights regarding our “Stop Work” action plan.

It is every employee’s responsibility to be aware of their rights regarding the “Stop Work” action plan and to implement them whenever they see the need!

The Stop Work action plan is available to every employee working on any jobsite anywhere! If you ever witness an action or proposed actions that may result in damage to persons or property, implement the Stop Work action plan and eliminate the potential for harm. No matter what your position is on any jobsite, if you ever see any action being carried out or planned that you think will result in the harm or personnel or property, STOP WORK and talk about it with everyone involved. It may save a life!

EVERY EMPLOYEE WORKING FOR TRI-STATE AUTOMATIC SPRINKLER, INC. HAS THE RIGHT TO STOP WORK WHEN THEY SEE POTENTIAL DANGER!

**EVERYONE!**



## 25.0 MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheets (MSDS) – “Forms intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe a manner, includes information such as physical data, storage, disposal, protective equipment and spill handling procedures.”

It is Tri-State’s responsibility to ensure up-to-date MSDS forms are provided for all controlled products, to train all employees on how to interpret the MSDS forms and that all employees have easy access to that data at all times.

It is every employee’s responsibility to know what controlled product they are handling, how to read the MSDS forms and where to get them at all times.

Some of the materials you are required to work with on jobsites may hazardous to your health if you come in direct contact with them. The MSDS forms required to be maintained on the controlled products on your jobsite are found by logging into the employee portal found @ [www.tri-statesprinkler.com](http://www.tri-statesprinkler.com).

If you or anyone ever have any questions regarding these forms, please contact your direct supervisor.

**EVERYONE WORKING WITH OR AT TRI-STATE AUTOMATIC SPRINKLER, INC. HAS THE RIGHT TO KNOW THE HAZARDS OF THE CONTROLLED PRODUCTS THEY ARE WORKING WITH. IF YOU EVER HAVE ANY QUESTIONS REGARDING THESE HAZARDS, CONTACT YOUR DIRECT SUPERVISOR FOR CLARIFICATION.**