William Molnar Roofing Inc

Health, Safety, and Environmental Manual for William Molnar Roofing Inc

Assignment of Responsibilities

In accordance with OSHA regulations, the above-named company has assigned responsibility and accountability for the administration of our health, safety, and environmental (HSE) program to:

Designated Safety Coordinator

Depending on your location, this HSE program may also be referred to as an SHE or EHS program.

The Federal OSHA designation is “HSE”. However, you will notice that all terms are used.

A copy of the HSE program is available upon request for our employees’ review. Questions should be directed to Supervision or Management.

Print Date: August 22, 2025

TABLE OF CONTENTS

POLICY

William Molnar Roofing Inc has adopted this Behavior-Based Safety Program for the safety of our employees and help prevent occupational injuries and illness.

The elements of our program consist of:

- Common Goals – Employee and Managerial commitment to the process
- Creating a systematic, ongoing process that defines a set of behaviors that reduce the risk of work-related injury, derived from safety assessments
- Training personnel in the Observation Process
- Observation and data collection on the frequency of critical safety practices
- Feedback and reinforcement to encourage and support positive safety practices
- Action Plan - Team meetings to decide on how to proceed, based on the data
- Review - Monitoring the progress of the Action Plan regularly

OBSERVATION

A critical element in our Behavior-Based Safety (BBS) Program depends on on-site observation. William Molnar Roofing Inc will conduct and document direct observations of the affected employee's safe and unsafe acts, providing direct and measurable data. William Molnar Roofing Inc ensures that direct and open communication will be maintained with the employees involved and The observer will:

- Meet with the employee at the site and introduce himself and the job being done.
- Observe and monitor the employee, noting his safe behaviors.
- Monitor the At-risk behaviors the employee is putting himself in.

TRAINING

Observation Process Training

Training in the observation process will be established and implemented for the proper personnel. These individuals will be experienced employees of the Company. Training will consist of either classroom or on-the-job training.

Elements of the Training Program Include

- Who is to be trained?
- Ensuring employees know the basic elements of the Behavior-Based Safety program
- Ensuring that all employees involved in the process are trained in the classroom or on the job

The Types of Training that will be Provided Are

- Management training: to ensure the common goals and process of the program are being met
- New employee training: effectively communicating the program to all employees
- Refresher training: to be performed as needed or when changes are made to the policy or procedure of the program

This training will include:

- Program objectives and the metrics used to evaluate the effectiveness of the BBS program
- Incident report reviews
- Conducting on-site observations
- The observer's knowledge of the job procedures they observe
- Knowledge of the correct work and safety procedures involved
- Process on how to complete the observation form
- Determining, analyzing and the meaning behind at-risk behaviors
- Providing feedback training and role play (mentoring and coaching)
- Informing employees, they may be observed at any time

This training process will be documented to keep on record those qualified to observe on-site behaviors and effectively implement the program's elements.

FEEDBACK

Communication is a crucial element in a successful Behavior-Based Safety program. To effectively accomplish this, feedback is of key importance.

The observer will start by commending the safe behavior the employee was doing during his work. You then want to explain, one by one, the At-risk behaviors the employee was doing. Then the observer asks the employee why he was putting himself at risk. For example, if the employee is welding a piece of metal and the sparks are flying in the employee's direction. The observer would then ask the employee why he was not wearing protective clothing, like a flame-retardant apron.

At this time, the observer and employee will discuss the at-risk behaviors until the employee agrees to try the suggested recommendation made by the observer. The employee might be aware of his at-risk behavior or maybe not. The employee may be doing the at-risk behavior for a long time.

The Observer's job here is to highlight this behavior and then explain the associated negative consequences of this behavior. The above discussion and agreement are the individual feedback that helps the employee to change his behavior. This feedback is considered as a form of reward since:

- The employee got commendable comments on his safe behavior.
- The employee understood his at-risk behavior without being reprimanded at the site or reported to his superiors for further penalties.

Key Elements for the Observer to Remember During the Feedback Process

- Review the observation with the employee.
- Start with positive comments on behavior and procedure.
- Reinforce safe behaviors observed.
- Detail and discuss the unsafe behaviors observed and the consequences.
- Gain feedback from the affected employee on the observed unsafe behavior.
- Determine the reasons for the unsafe actions with open-ended questions to the employee.
- Reemphasize that there are no negative consequences at this stage, so long as the observer and employee agree on the change of behavior through corrective actions.

DATA COLLECTION

At the end of the observation, the observer will:

- Fill out an Observation Form with the safe and at-risk behaviors he noticed.
- Record the date, time and location of the observations.
- Note the employee comments and reasons for the at-risk behavior.
- Record recommended safe behavior.

The Observation Form does not note the employee's name or identification number.

- These Company forms will be used by William Molnar Roofing Inc to summarize the observation process. Recording this interaction is important for later detailed analysis by the committee in charge of the program.
- Data and the Observation Form will be gathered and entered into an electronic database. Reports will be generated for the committee to analyze at-risk behavior trends.
- Using the data collected through the BBS program and the areas of improvement, William Molnar Roofing Inc will institute a continuous improvement process.
- Once areas of improvement are identified using the data collected through the BBS program, William Molnar Roofing Inc will institute a continuous improvement process.
- Information taken from the observation and feedback phase of the program will be compiled into useful data and implemented in the action plan.
- Institute a continuous improvement process once areas of improvement are identified in the data collected through the company's Behavior-Based Safety (BBS) program.

ELEMENTS OF THE ACTION PLAN

To address unsafe behaviors William Molnar Roofing Inc will construct its Action Plan based on Observation Reports, trend analysis and recommendations from the observers and employees. Designated Safety Coordinator is responsible for the procedures of the Action Plan.

Action Planning will Include

- Regularly scheduled meetings to analyze Behavior-Based Safety report findings
- Evaluating unsafe behaviors
- Designating responsible parties and time frames to complete the Action Plan
- Ensuring support of management

The Committee will

- Produce a set of recommendations to correct employees' behavior.
- Recommendations may be as simple as providing Personal Protective Equipment (PPE) to employees in a certain location or increasing the workforce in another location.
- Some of the recommendations require site modification or costly machinery. Such recommendations are sent to top management for necessary approvals.

The Committee's responsibility is to ensure that recommendations will

- Change the at-risk behaviors at the targeted location.
- Eliminate hazards and risks caused by hardware or wrong design.

FOLLOW-UP

Any Action Plans set out by William Molnar Roofing Inc at the direction of Designated Safety Coordinator will be completed in a time frame agreed upon by the entire committee.

Regularly scheduled meetings will be held to:

- Assign responsibility for the completion of the Action Plan.
- Ensure that the guidelines of the Action Plan are being carried out.
- To document the Action Plan and its progress.

Behavior-Based Safety Program

Employee Training Form

I, _____, have read or been informed of the Behavior-Based Safety Program and its elements.

- ☐ I am aware of the Company's Safe Work procedures including the Company's Code of Safety Practices.
- ☐ I understand I may be observed in my job performance or assigned task by a designated Observer and this person will inform me that I am being observed.
- ☐ I understand that the Observer will communicate to me the positive and At-risk behaviors I may display on completion of his/her observation.
- ☐ I agree to do my utmost to implement any of the Observers' recommendations they make to improve my performance safely.
- ☐ I understand my cooperation and communication are key to the success of the Behavior-Based Safety program.
- ☐ I understand that the observations of my job performance will not include my name or identifying mark and are used only for statistical information in the program.
- ☐ I agree to follow the procedures of any Action Plan as set out by the Company.

Employee Print Signature Date

BBS Training Form

Company Name:		
Date of Training:		
Trainer's Name:		
☐ Trainee:	☐ Initial Training	☐ Refresher Training

The trainee (observer) named above has been trained to observe the following jobs:

Work Type/Job	Trained	Not Trained
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

I _____, understand that my training in the above listed jobs qualifies me to observe employees while doing their job(s), conduct feedback with the employee(s) and implement the established goals of the Behavior-Based Safety program. I have also displayed the required knowledge in the following areas:

- Knowing the BBS program objectives
- How to conduct observations
- Knowledge of the jobs being observed
- The correct safety procedures for these jobs
- Filing out the Observation Form
- How to identify at-risk behaviors

Signature:_____ Date:_____

Observation Form

Observer Name:	Date:
Job Being Observed:	

Job Step	Procedure Comments	
	Positive Behaviors	At-risk Behaviors
1		

Recommendations:

Job Step	Procedure Comments	
	Positive Behaviors	At-risk Behaviors
2		

Recommendations:

Job Step	Procedure Comments	
	Positive Behaviors	At-risk Behaviors
3		

Recommendations:

Job Step	Procedure Comments	
	Positive Behaviors	At-risk Behaviors
4		

Recommendations:

Employee Comments:

Observers Signature:_____ Date:_____

POLICY

William Molnar Roofing Inc will maintain a “Safety and Health Program” conforming to the best practices of organizations of this type. To be successful, such a program will embody the proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety and health in our business will be a part of every operation.

Designated Safety Coordinator is responsible for the implementation and enforcement of the following safety rules. Disciplinary procedures will be enforced.

THE COMPANY SAFETY & HEALTH PROGRAM INCLUDES:

- Providing mechanical and physical safeguards to the maximum extent possible
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, control health hazards and comply fully with the safety and health standards for every job
- Training all employees in good safety and health practices
- Providing necessary personal protective equipment with proper fitting and instructions for its use and care
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it will not happen again
- Setting up a system of recognition and awards for outstanding safety service or performance

RESPONSIBILITIES

We recognize that the responsibilities for safety and health are shared:

- William Molnar Roofing Inc accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement and for providing the safeguards required to ensure safe conditions
- *Supervisors* are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves
- *Employees* are responsible for wholehearted, genuine operation with all aspects of the Safety and Health Program including compliance with all rules and regulations – and for continuously practicing safety while performing their duties

GENERAL SAFETY RULES

William Molnar Roofing Inc employees will follow these safe practice rules, render every possible aid to safe operations and report all unsafe conditions or practices to their supervisor.

- Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
- Supervisors will insist that employees observe and obey every rule, regulation and order necessary for the safe conduct of the work and will take such action necessary to obtain compliance.

- If you are unsure of the safe method to do your job, STOP and ask your supervisor. Ignorance is no excuse for a safety violation.
- All employees will be given frequent accident prevention instructions. Instructions, practice drills, or articles concerning workplace safety and health will be given at least once every five (5) working days.
- No one will knowingly be permitted to work while the employee's ability or alertness is impaired by fatigue, illness and prescription or over-the-counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, will be prohibited from working.
- Employees will be alerted to see that all guards and other protective devices are in proper places and adjusted and will report deficiencies. Approved protective equipment will be worn in specified work areas.
- Horseplay, scuffling, fighting and other acts are prohibited.
- Work will be well-planned and supervised to prevent injuries when working with equipment and handling heavy materials.
- Employees will not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties unless they have received instructions from their supervisor. Do not attempt to operate equipment until you are fully trained and authorized.
- Keep your work area clean and free of debris, electrical cords and other hazards. Immediately clean up spilled liquids.
- Always notify all other individuals in your area who might be endangered by the work you are doing.
- A red tag system identifies equipment that is NOT to be operated, energized, or used. All lock-out/tag-out notices and procedures will be observed and obeyed.
- Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
- Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
- Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
- Employees will not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter. Confined space protocols will be followed.
- Materials, tools, or other objects will not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
- Employees will cleanse thoroughly after handling hazardous substances and follow special instructions from authorized sources.
- Gasoline or other flammable liquids will not be used for cleaning purposes.
- No burning, welding, or other source of ignition will be applied to any enclosed tank or vessel, even if there are some openings until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the foreman or superintendent.
- Any damage to scaffolds, falsework, or other supporting structures will be immediately reported to the foreman and repaired before use.
- Possession of firearms, weapons, illegal drugs, or alcoholic beverages on Company or customer property or the job site is strictly prohibited.
- All injuries will be reported promptly to your supervisor so that arrangements can be made for medical and/or first-aid treatment.

ENFORCEMENT OF SAFETY POLICIES

The compliance of all employees with the William Molnar Roofing Inc Safety and Health Program is mandatory and will be considered a condition of employment. All safety rules, procedures and plans in effect are to be followed as specified in the safety program. Employees found to violate Company safety policy may be subject to penalty.

Designated Safety Coordinator is the supervisor for disciplinary actions and any employee in a position of management or supervisory capacity may initiate disciplinary action against any employee found to violate Company policy. Not following verbal or written safety procedures, guidelines, rules, horseplay, failure to wear selected Personal Protective Equipment (PPE) and/or abuse of selected PPE, constitutes a safety violation.

The following outlines the disciplinary measures that will be taken against employees found to be in violation.

Periodic safety inspections of the workplace and equipment will be undertaken to ensure that all personnel, including supervisory positions, are demonstrating the required commitment to safety. General neglect of safe work procedures, practices and requirements in the workplace, or neglect of equipment safety, will be viewed as a lack of supervisory enforcement of safety policy and the appropriate supervisor/management personnel will be subject to the same disciplinary procedures described below.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules: training programs, retraining, optional safety incentive programs and disciplinary action.

Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and at Tailgate/Toolbox Safety Training. This will help ensure that all employees understand and abide by the Company's safety policies.

Retraining

Employees who are observed performing unsafe acts or not following proper procedures or rules will be retrained by their foreman or supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

SAFETY INCENTIVE PROGRAMS

Although strict adherence to safety policies and procedures is required of all employees, The Company may choose to periodically provide recognition of safety-conscious employees and job sites without accidents through a safety incentive program.

DISCIPLINARY ACTION

The failure of an employee to adhere to safety policies and procedures established by William Molnar Roofing Inc can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and/or customers. Accordingly, any employee who violates any of the Company's safety policies will be subject to disciplinary action.

When a “Safety Violation Notice” is issued, appropriate supervisory personnel will meet with the employee(s) to discuss the infraction and inform the individual(s) of the rule or procedure that was violated and the corrective action to be taken.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor will be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s).

In any disciplinary action, the foreman will be cautious that discipline is given to the employee for safety violations and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other Company policies. Discipline for safety violations will be administered in a manner that is consistent with the Company's system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

1. Oral warning. Documented, including date and facts on the "Safety Warning Report" form. Add any pertinent witness statements. Restate the policy and correct practice(s)
2. Written warning. Retrain as to correct procedure/practice
3. Written warning with suspension
4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The step taken in the disciplinary process will depend on the severity of the violation, employee history and regard to safety. Foremen and superintendents will consult with the office if there is any question about whether disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union employees are entitled to the grievance process specified by their contract.

Note*:* Consistency in the enforcement of safety rules will be always exercised.

Training Record

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	Signature:

POLICY

William Molnar Roofing Inc is committed to appropriately investigating all near misses, accidents and incidents according to their severity to find the root cause and make changes that prevent them from happening again.

Designated Safety Coordinator is designated as the qualified person to conduct investigations once the company is notified of the incident. All incidents will be investigated as soon as practicable after the incident occurs and the extent of the investigation will reflect the seriousness of the incident.

RESPONSIBILITIES

Accident investigation and reporting is a responsibility shared between the Company and its employees. Designated Safety Coordinator will establish before an incident occurs, how and when proper employees will be notified, who will conduct the investigation and the training they will receive and who is responsible for implementing any corrective actions.

Employer Responsibilities

- Ensuring appropriate staff receives suitable training to carry out their role in hazard and incident reporting, investigation and recording.
- Completing the training for incident investigation.
- Promptly investigating incidents.
- Implementing identified risk control measures to prevent the recurrence of incidents.
- Consulting with staff in relation to the measures to be taken to prevent the recurrence of incidents.
- Reviewing hazard/incident reports to ensure that all recommendations are implemented.
- Ensuring, as far as is reasonably practicable, that adequate financial provision and other resources are made available to institute the recommended actions.
- Communicate with the members of the investigation team and ensure that the team is:
  - Trained, qualified and competent
  - Knowledgeable of their roles and responsibilities for incident response
  - Familiar with the techniques used in incident investigations

Safety Committee Responsibilities

Safety committee members are encouraged to participate in investigations of incidents and assist with developing measures to prevent their recurrence.

- The employee will be trained in their roles and responsibilities for incident response and incident investigation techniques.
- Training requirements relative to incident investigation and reporting (awareness, first responder, investigation and training frequency) will be identified in this program.

Employee Responsibilities

- Not placing themselves or others at risk of injury.
- Reporting incidents to their supervisor or manager and health and safety representative (if applicable), as soon as possible after the event.
- Participating in the development of appropriate risk control measures to prevent the recurrence of similar incidents.
- Using risk control measures as required and any other action taken, which is designed to protect health and safety.

TRAINING

As part of the training in avoiding and preventing accidents and injuries, all employees will receive instructions concerning their roles and responsibilities in the event of an accident or incident. This training will include:

- What qualifies as reportable accidents or incidents (and near misses)
- Who will be contacted in the event of a reportable incident?
- An explanation of the accident/incident investigation plan
- Incident investigation techniques and employee responsibilities during and after an incident/accident

PROCEDURES

William Molnar Roofing Inc, regardless of size and impact will investigate all injuries, illness, near misses and fatalities. All work-related fatalities and catastrophes will be reported to the Occupational Safety and Health Administration (OSHA) within eight (8) hours. Serious accidents that result in hospitalizations, amputations, or loss of an eye, will be reported to OSHA within 24 hours. OSHA requires reporting of work-related incidents resulting in the death of an employee or the hospitalization of one (1) or more employees. Incidents involving employees such as injuries, spills, property damage, fires, explosions and vehicle damage will be reported to the owner client as soon as possible but no later than 24 hours.

Accidents and near-miss incidents that result in personal injury, property damage, chemical spill, or other emergencies will be immediately reported to the assigned supervisor at the time of the event and emergency medical service (EMS), fire department, or hazardous materials (HAZMAT) services will be immediately summoned. Such events will be investigated and documented on the appropriate form. All forms will be fully completed and submitted to Designated Safety Coordinator for review and discussion at the next scheduled safety committee meeting. These investigations demonstrate the Company’s commitment to providing a safe and healthful work environment. Disciplinary policy will be enforced.

To ensure accidents will be reported, employees will be encouraged to participate in the “fact-finding” process. The point emphasized will be that “hazardous conditions” and “unsafe practices” are an indication of a much bigger problem with a breakdown in the safety and health policy. The purpose of the accident investigation then becomes one (1) that will uncover these system problems and provide solutions that will result in long-term corrective action.

It is important to gather facts and interview witnesses as soon as possible after an accident to ensure the most accurate information is being recorded. The efficiency of the corrective measures is determined by the accuracy of the information gathered. The best place to conduct an interview is wherever the employee being interviewed feels most comfortable. The most important interviewing technique you can use to ensure accuracy is to “listen”. **NOTE**: Consider the event a “serious accident” if an employee is admitted to a hospital for treatment or observation because of injuries suffered from a workplace accident. William Molnar Roofing Inc will report severe injuries and/or fatalities using one (1) of the following methods:

- By telephone or in person to the OSHA area office that is nearest to the site of the incident,
- By telephone to the OSHA central telephone number, 1-800-321-OSHA (1-800-321-6742),
- By using the reporting application located on OSHA's web site at www.osha.gov.

On-Site First Response

Employees who will be first responders will be trained and qualified in first aid techniques to control the degree of loss during the immediate post-incident phase.

Prevent Further Loss

After an immediate rescue, William Molnar Roofing Inc will take actions to prevent further loss. For example, maintenance employee will be summoned to assess the integrity of the building and equipment, engineering employee to evaluate the need for bracing of structures and special equipment/response requirements such as safe rendering of HAZMAT or explosives employed.

Secure the Accident/Incident Scene

Before investigating, the accident team needs to ensure the incident site is safe and secure for proper entry and investigation.

Securing the incident site will also help preserve any material evidence that might be altered or removed. Investigators can use cones, tape, or guards to help keep the site secure.

Reporting Requirements

Local reporting sequence of events

Injuries

If a fatal injury, illness, or hospitalization of one (1) or more employees occurs, the plant manager will immediately notify the following persons and agency:

- Corporate Environmental Health and Safety (EHS) director
- Division manager (or any superior at this level)
- Group manager or Team leader (or any superior at this level)
- The area OSHA office [will be notified within eight (8) hours]

Involving the Environment

If an environmental incident occurs that will be reported to local, state and/or federal agencies, the following persons will be notified:

- Corporate EHS director
- Division manager (or any superior at this level)
- Group manager or Team leader (or any superior at this level)
- Appropriate local, state and/or federal agency

Time Elements of When Incident Will Be Reported

William Molnar Roofing Inc is required to verbally report incidents to OSHA within eight (8) hours of discovery. Incidents will be reported to owner client as soon as possible (or within 24 hours).

Reportable Incidents

- Injury, illness, death and hospitalization of employees
- Spills, property damage, fires, explosions and vehicle damage

ACCIDENT/INCIDENT CAUSES

Accidents occur when hazards escape detection during preventive measures, such as a job or process safety assessment, when hazards are not obvious, or as the result of combinations of circumstances that were difficult to foresee. A thorough accident investigation may identify previously overlooked physical, environmental, or process hazards, the need for new or more extensive safety training, or unsafe work practices.

The primary focus of any accident investigation will be the determination of the facts surrounding the incident and the lessons that can be learned to prevent future similar occurrences. The focus of the investigation will never be to place blame. The process will be positive and thought of as an opportunity for improvement.

WHEN ACCIDENT/INCIDENT INVESTIGATIONS ARE REQUIRED

As a rule, investigations will be conducted for:

- All injuries (even the very minor ones)
- All accidents with potential for injury
- Fires, explosions, Spills
- Property and/or product damage situations
- All “near misses” where there was potential for serious injury

Near misses and incidents, reporting and investigation allow you to identify and control hazards before they cause a more serious incident. Accident/incident investigations are a tool for uncovering hazards that either were missed earlier or hazards where controls were defeated. However, it is important to remember that the investigation is only useful when its objective is to identify root causes. In other words, every contributing factor to the incident will be uncovered and recommendations made to prevent recurrence.

Accident/Incident Investigation Plan

When a serious accident occurs in the workplace, everyone will be too busy dealing with the emergency at hand to worry about putting together an investigation plan, so the best time to develop effective accident investigation procedures is before the accident occurs. Part of an effective accident and incident investigation plan is to assign responsibilities. The plan will include procedures that determine:

- Who will be notified of accident?
- Who is authorized to notify outside agencies? (Fire, police, etc.)
- Who is assigned to conduct investigations?
- Training required for accident investigators
- Who receives and acts on investigation reports?
- Timetables for conducting hazard correction

GATHER INFORMATION

The next step is to gather useful information about what directly and indirectly contributed to the accident.

The proper equipment will be available to assist in investigating, writing equipment such as paper, pens, measuring equipment, cameras, small tools, audio recorder, personal protective equipment (PPE), marking devices such as flags, equipment manuals, etc.

The following tools will be used to gather as much information as possible:

- Locate witnesses, ensure unbiased testimony and obtain appropriate interview location.

- To ensure detailed interviews, interviewers will be trained.
- Interview eyewitnesses as soon as possible after the accident. Interview witnesses separately, never as a group. Statements will be collected.
- Interview other interested people such as supervisors, co-workers, etc.
- Follow-up interviews with all witnesses.
- Review related records such as: Training records, disciplinary records, medical records, maintenance records, OSHA 300 log and safety committee records.

Documentation

All incident investigations will be documented in a written report and include the following:

- Name of injured employee
- The time, date and location of the incident
- The severity and a detailed description, including the cause of incident or injury
- Name of the investigator and the date the investigation took place
- Evidence collected
- Corresponding corrective actions

The incident can also be documented by photos, videos or sketches of the scene.

Evidence

Evidence will be collected, secured and preserved immediately following the incident and will include witness statements and interviews.

Evidence is defined as: Environmental factors such as weather conditions, illumination, temperature, ventilation, and physical factors such as age and medical conditions, people, equipment, material, and papers will be preserved, secured, and collected through, notes, photographs, witness statements, flagging and impounding of documents and equipment.

Develop a Sequence of Events

Use the information gathered to develop a detailed description of the accident. Make sure the accident is documented in enough detail to enable an individual unfamiliar with the situation to envision the sequence of events. Do not just describe the accident itself; include a description of events that led up to the accident.

Analyze the Accident/Incident

The next step is to determine the cause(s) of the accident. This is the most difficult step because first, the events will be analyzed to discover the surface cause(s) for the accident and then, by asking “why” a number of times, the related root causes are uncovered. Remember, surface causes are usually obvious and not too difficult to determine. However, it may take a great deal more time to accurately determine the weaknesses in the management system, or root causes, that contributed to the conditions and practices associated with the accident.

SURFACE CAUSES

The surface causes of accidents are those hazardous conditions and individual unsafe employee/manager behaviors that have directly caused or contributed in some way to the accident.

Hazardous Conditions May Exist in Any of the Following Categories

- Materials
- Machinery
- Equipment
- Tools
- Chemicals
- Environment
- Workstations
- Facilities
- People
- Workload

It is important to know that most hazardous conditions in the workplace are the result of unsafe behaviors that produced them. Individual unsafe behaviors may occur at any level of the organization.

Some Example of Unsafe Employee/Manager Behaviors Includes

- Failing to comply with rules
- Using unsafe methods
- Taking shortcuts
- Horseplay
- Failing to report injuries
- Failing to report hazards
- Allowing unsafe behaviors
- Failing to train
- Failing to supervise
- Failing to correct
- Scheduling too much work
- Ignoring worker stress

ROOT CAUSES

The root causes for accidents are the underlying system weaknesses that have somehow contributed to the existence of hazardous conditions and unsafe behaviors that represent surface-related causes of accidents. Root causes always preexist surface causes. Inadequately designed system components have the potential to feed and nurture hazardous conditions and unsafe behaviors. If root causes are left unchecked, surface causes will flourish. Root causes may be separated into two (2) categories:

System Design Weaknesses

Missing or inadequately designed policies, programs, plans, processes and procedures will affect conditions and practices generally throughout the workplace. Defects in system design represent hazardous system conditions.

System Implementation Weaknesses

Failure to initiate, carry out, or accomplish safety policies, programs, plans, processes and procedures. Defects in implementation represent ineffective management behavior.

System design weaknesses: Missing or inadequate safety policies/rules; training program not in place; poorly written plans; inadequate process; no procedures in place; develop preventive actions.

System implementation weaknesses: Safety policies/rules are not being enforced; safety training is not being conducted; adequate supervision is not conducted; incident/accident analysis is inconsistent; lockout/tagout procedures are not reviewed annually.

Corrective Actions

William Molnar Roofing Inc will include on in the written investigation, immediate corrective actions to be taken as well as long term actions to prevent the recurrence of the incident. All the work done to this point culminates with recommendations to prevent similar accidents from happening in the future. Recommendations will relate directly to the surface and root causes of the accident. These recommendations will include recommended actions such as:

- Assigned responsibilities relative to the corrective actions
- Actions will be tracked to closure
- Engineering controls (e.g., local exhaust ventilation or use of a lift-assisting device)
- Work practice controls (e.g., pre-plan work and remove jewelry and loose-fitting clothing before operating machinery)
- Administrative controls (e.g., standard operating procedures or worker rotation)
- PPE (e.g., safety glasses or respirators)

It is crucial that, after making recommendations to eliminate or reduce the surface causes, the same procedure is used to recommend actions to correct the root causes. If root causes are not corrected, it is only a matter of time before a similar accident occurs.

Written Incident Report

Written incident reports will be prepared and include an incident report form and a detailed narrative statement concerning the event. The format of the narrative may include an introduction, methodology, summary of the incident, investigation board members names, narrative of the event, findings and recommendations. Photographs, witness statements, drawings, etc. will be included

Documentation and Communications of Lessons Learned

Lessons learned will be reviewed and communicated to affected employees. Changes to processes will be placed into effect to prevent reoccurrences or similar events.

SUMMARY

A successful accident investigation determines not only what happened but determines how and why the accident occurred. Investigations are crucial as an effort to prevent a similar or perhaps more disastrous sequence of events.

Research has shown that a typical accident is the result of many related and unrelated factors that somehow all come together at the same time. Usually, ten (10) or more factors contribute to a serious accident. Although, this combination of factors normally makes an investigation very time consuming and resource intensive, the good news is that the accident can normally be prevented by removing only a few of the contributing factors.

Employee Incident Report

Reported By:	Date of Report:
Title / Role:	Incident No:
Employee Incident Information	
Employee Name:	Date:
Title / Role:	Time:
Location:	
Specific Area of Location:	
Additional Person(s) Involved:	
Witnesses:	
Incident description including any events leading to or immediately following the incident:	
Employee explanation of events / circumstances:	
Resulting action executed, planned, or recommended:	

CODE OF CONDUCT

Proactive management includes supervisory leadership and control to change unproductive activities. Conformance with safety policies, rules and regulations is a necessary component of our safety program.

Employee safety responsibilities are communicated during initial orientation. Safety rules and regulations are reviewed with employees by their supervisors and are part of the documented safety training process.

Supervisors understand and enforce safety rules as a part of their job. This process may involve coaching, counseling, verbal or written reprimands and discipline in the form of suspension and/or termination. When appropriate, documented verbal warnings and reprimands are issued and carried out by supervisors.

Failure to adhere to any of the safety rules and safe work practices will result in disciplinary action. All discipline will be documented in the employee's folder. Discipline may be more severe depending on the offense.

Employee Name:	Employee Signature	Date
Reporting Staff Name:	Reporting Staff Signature:	Date
HR Name:	HR Signature:	Date

Accident /Incident Report

Date	Time	Day of Week ☐ S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S	Shift ☐ 1 ☐ 2 ☐ 3	Department

Injured Person

Name:		Address:
Age:	Phone:	
Job Title:		Supervisor Name
Length of Employment at Job Title:		Length of Employment with Company:

Employee Classification: ☐ Fulltime ☐ Part Time ☐ Contractor ☐ Temporary

Nature of Injury	☐ Foreign Body	☐ Other (specify):	
☐ Strain/Sprain	☐ Bruising	☐ Dislocation	Remarks:
☐ Fracture	☐ Chemical Reaction	☐ Internal	
☐ Laceration/Cut	☐ Amputation	☐ Burn/Scald	

Treatment	Name of Treating Physician or Facility:
☐ First Aid	
☐ Emergency Room	Address:
☐ Drs Office	
☐ Hospitalization	

Damaged Property

Property, Equipment or Material Damaged	Describe Damage
Object or Substance Inflicting Damage	

Incident Description

Describe what happened: (attach any photographs or diagrams if necessary):

Root Cause Analysis (check all that apply)

Unsafe Acts	Unsafe Conditions	Management Deficiencies
☐ Improper Work Technique	☐ Poor Workstation Design/Layout	☐ Lack of Written Policies &Procedures
☐ Safety Rule Violation	☐ Congested Work Area	☐ Safety Rules Not Enforced
☐ Improper PPE Or PPE Not Used	☐ Hazardous Substances	☐ Hazards Not Identified
☐ Operating Without Authority	☐ Fire or Explosion Hazard	☐ PPE Unavailable
☐ Failure to Warn or Secure	☐ Inadequate Ventilation	☐ Insufficient Worker Training
☐ Operating at Improper Speeds	☐ Operating at Improper Speeds	☐ Insufficient Supervisor Training
☐ By-Passing Safety Devices	☐ Improper Tool or Equipment	☐ Improper Maintenance
☐ Guards Not Used	☐ Insufficient Knowledge of Job	☐ Inadequate Supervision
☐ Improper Loading or Placement	☐ Slippery Conditions	☐ Inadequate Job Planning
☐ Improper Lifting	☐ Poor Housekeeping	☐ Inadequate Hiring Practices
☐ Servicing Machinery in Motion	☐ Excessive Noise	☐ Inadequate Workplace Inspection
☐ Horseplay	☐ Inadequate Hazards Guarding	☐ Inadequate Equipment
☐ Drug or Alcohol Use	☐ Defective Tools/Equipment	☐ Unsafe Design or Construction
☐ Unnecessary Haste	☐ Insufficient Lighting	☐ Unrealistic Scheduling
☐ Unsafe Act of Others	☐ Inadequate Fall Protection	☐ Poor Process Design
☐ Other:	☐ Other:	☐ Other:

Accident/Incident Analysis
Using the root cause analysis list on the previous page, explain the cause(s) of the incident in as much detail as possible.
Make sketches or illustrations to help describe incident:

How bad will the accident have been? ☐ Very Serious ☐ Serious ☐ Minor	What is the chance of the accident happening again? ☐ Frequent ☐ Occasional ☐ Rare

Preventative Actions			
Describe actions that will be taken to prevent recurrence:	Deadline	By Whom	Complete

Investigation Team		
Name	Signature	Position

Training Record

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	Signature:

POLICY

William Molnar Roofing Inc is committed to accident prevention to protect the safety and health of all our employees. Injury and illness losses due to hazards are needless, costly and preventable. To prevent these losses, a joint management/employee safety committee will be established. Employee involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthful workplace for all employees.

RESPONSIBILITIES

William Molnar Roofing Inc Safety Committee members are:

As Designated by Safety Coordinator

The Safety Committee will meet a minimum of 4 times per year.

Committee Goal

The Company will strive to meet the following goals:

- Minimize injury and illness in the workplace.
- Open up the lines of communication between management and employees concerning safety at every level of the Company.
- Improve safety of facilities(s) and equipment for a better work environment.

Mission Statement

It is the Company and committee's goal to create clear avenues of communication among management and staff to create a safe working environment.

Company Commitment

William Molnar Roofing Inc is committed to excelling at safety and will support the safety committee's purpose and recommendations.

Communication of Safety Matters

The committee will handle all safety issues with diligence. We hope to encourage an atmosphere where all employees report safety violations or concerns, ask questions, seek training, or come to us with any safety issues.

Purpose

The purpose of our safety committee is to bring employees and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

Organization

There will be, in most cases, an equal number of employee and employer representatives. However, there may be more employee representatives than employer representatives if both groups agree. Employee representatives will be volunteers or elected by their peers. If no employees volunteer or are elected, then they may be appointed by management. Employer representatives will be appointed. Safety committee members will serve a continuous term of at least one year.

Committee membership terms will be staggered so that at least one (1) experienced member is always on the committee.

Extent of Authority

It will be clearly understood that the safety committee advises management on issues that will promote safety and health in the workplace. Written recommendations are expected from the safety committee and they will be submitted to management. In turn, management will give serious consideration to the recommendations submitted and will respond in writing to the committee within a reasonable time.

Functions

- Committee meetings and employee involvement
- Hazard assessment and control
- Safety and health planning
- Evaluation of accountability system
- Evaluation of management commitment to workplace safety and health
- Evaluation of accident and incident investigation program
- Safety and health training

Recommendations

All recommendations submitted to management will be written and will be clear and concise; provide reasons for implementation; give recommended options; show implementation costs and recommended completion dates; list benefits to be gained.

Procedures

The committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed will include but not be limited to:

- Meeting date, time and location (Safety Committee Meeting Agenda)
- Election of chairperson and secretary
- Order of business
- Records (Safety Committee Meeting Minutes)

Duties of Each Member will Include, but not be limited to

- Reporting unsafe conditions and practices
- Attending all safety and health meetings
- Reviewing all accidents and near-misses
- Recommending ideas for improving safety and health
- Working in a safe and healthful manner
- Observing how safety and health is enforced in the workplace
- Completing assignments given to them by the chairperson
- Acting as a work area representative in matters of health and safety
- Others as determined by Company safety and health needs

The Safety Coordinator(s) and/or Safety Committee Members

William Molnar Roofing Inc has designated:

Safety Coordinator	Designated Safety Coordinator
Safety Coordinator	
Safety Committee Chair	
Safety Committee Vice-chairman	
Safety Committee Alternate Chair/Vice-chair	

Their cell phone and office phone numbers are:

Safety Person's Name	Office Phone #	Cell Phone #

It is the duty of Designated Safety Coordinator, the Safety Coordinator, to assist the Supervisor/Foreman and all other levels of Management in the initiation, education and execution of an effective safety program.

PROCEDURES

The purpose of a safety committee is to bring employees and managers together to achieve and maintain a safe, healthful workplace. It is easy to start a safety committee but developing an effective one – one that achieves and maintains a safe, healthful workplace – requires employees and managers who are committed to achieving that goal. Effective safety committees find solutions to problems that cause workplace accidents, illnesses and injuries. Fewer accidents, injuries and illnesses mean lower Workers' Compensation Claims costs and insurance rates.

Understand a Safety Committee's Seven Essential Activities

Anyone can start a safety committee, but to make it effective, the committee will be built on a foundation of management commitment and will be accountable for achieving its goals. The committee will do the following:

- Involve employees in achieving the committee's goals.
- Identify workplace hazards.
- Review reports of accidents and near misses.
- Keep accurate records of committee activities.
- Evaluate its strengths and weaknesses.

Commitment

The committee will not survive without management support. Management demonstrates support by encouraging employees to get involved in achieving a safe, healthful workplace and by acting on the committee's recommendations. Representatives demonstrate commitment by attending committee meetings, following through on their assigned tasks and encouraging other employees to get involved in identifying hazards.

Accountability

Representatives will understand that the committee expects them to contribute; each representative shares responsibility for accomplishing safety committee goals, which benefit everyone who works for The Company.

The safety committee is also responsible for monitoring how management holds employees accountable for working safely and for recommending ways to strengthen accountability.

Employee Involvement

To become effective, a safety committee needs help from everyone in The Company. The safety committee will have a method for employees to report hazards and offer safety suggestions.

Ways the Safety Committee can encourage employees to get involved:

- Encourage employees to report hazards and unsafe work practices to a safety committee representative.
- Act on employee suggestions and recognize their contributions to a safer workplace.
- Promote the committee's activities and accomplishments.

Make sure employees know that you are starting a safety committee. Tell them why you are starting the committee, describe its role in the Company's safety and health program and explain management's commitment to the committee.

You can inform employees in a memo or a newsletter, by e-mail, or – better yet – meet with them to promote the committee and to answer questions.

Hazard Identification

The safety committee plays an important role in keeping the workplace hazard-free:

- Ensure that representatives know how to recognize hazards and understand basic principles for controlling them.
- Focus on identifying hazards and unsafe work practices that are likely to cause serious injuries.
- Conduct thorough workplace inspections at least quarterly.
- Document hazards during quarterly inspections and discuss how to control them at regular safety-committee meetings.
- Include employer and employee representatives on the inspection team.

Accident Investigation

The committee will have a procedure for investigating all workplace accidents, illnesses and deaths. It is not necessary for the committee to conduct accident investigations or to participate in investigations; however, the committee will ensure that management does so. The committee will also carefully review accident reports to help management identify accident causes and determine how to control them.

Recordkeeping

You may not think of record keeping as an essential activity, but accurate, well-organized records document the committee's accomplishments and can inform the committee what it needs to do to improve.

The following documents are required for the safety committee's file:

- Accurate minutes of each safety committee meeting
- Committee reports, evaluation and recommendations
- Management's response to committee recommendations
- Employee safety suggestions and hazard concerns

Evaluation

Evaluation answers the question "Are we effective?" Effective safety committees periodically evaluate their strengths and weaknesses and the evaluation helps them set new goals.

At least once a year, schedule a half-day safety committee meeting to accomplish the following: identify the committee's achievements over the past 12 months, review essential activities and set goals for the next 12 months.

Training Record

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	Signature:

SAFETY TRAINING DOCUMENTS

This section is designated to hold all Company Safety Training Documents. Any paperwork related to Company Safety Training will be 3-ring hole-punched and stored in this section.

ATTACHMENTS

- New Employee Safety Orientation Form
- Daily Job Log
- OSHA 300 - Log of Work-Related Injuries and Illness (sample)
- OSHA 300A - Summary of Work-Related Injuries and Illness (sample)
- OSHA 301 - Injury and Illness Incident Report (sample)

New Employee Safety Orientation Form

Employee Name:			Date Hired:	Orientation Date:
Job Title:		Unit Name:		
Check One	☐ New Employee	☐ Transfer	☐ Rehire	☐ Part Time	☐ Temporary

Check items covered:

- ☐ Safety Program
  - ☐ Safety Committee, Safety Meetings, Names of Safety Committee Representatives
  - ☐ Safety Policies and Procedures
  - ☐ Hazard Notification Procedure
- ☐ Accident Reporting
  - ☐ Report All Accidents to Supervisor Immediately
- ☐ First Aid
  - ☐ Names of First Aid Trained Employees
  - ☐ Location of First Aid Kits
  - ☐ Location of Another Emergency Equipment
  - ☐ How to Summon Medical Aid
- ☐ Emergency Action Plan
  - ☐ What to Do in The Event of Fire, Earthquake, Chemical Spill and Other Emergencies
  - ☐ Building Evacuation Procedures
  - ☐ Location of Exits, Evacuation Routes, And Designated Evacuation Location
  - ☐ Location of Fire Alarm Pull Stations and Fire Extinguishers
  - ☐ How to Summon Emergency Aid
- ☐ Personal Work Habits
  - ☐ Proper Lifting Techniques
  - ☐ Office Ergonomics
  - ☐ Good Housekeeping
  - ☐ Avoiding Slips and Falls
  - ☐ Indoor Air Quality Policy
  - ☐ Smoking Policy
- ☐ Potential Hazards on The Job
  - ☐ Identification of Job Specific Hazards and How to Minimize Hazards
  - ☐ Assigned Personal Protective Equipment – Care, Use, Limitations
  - ☐ Understanding the Risks of All Hazardous Materials and the Location of SDS
- ☐ On the Job Training (List)
  - ☐ Equipment Specific Training
  - ☐ Task Training
  - ☐ Regulatory Training

Instructor's Name:	Signature:	Date:
Trainee's Name:	Signature:	Date:

Daily Job Log

Job Location	Day of Week ☐ S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S	Job #	Today's Date
Job Name	Weather Conditions	Site Conditions	Time

Crew Foreman/Supervisor	Company Competent Person(s)

Crew Members	Start	Finish	Total	Special Materials Needed

Crew Members	Start	Finish	Total	Expected Problems/Delays Today

Special Safety Training/Equipment Required
Special Safety Requests/Assignments (describe)
Work Performed Today

Change Orders Issued (describe)	Authorized By

Special Tools/Equipment Rented Today	Rented From	Rate/hour	Total Cost

Material Purchased	Cost	Special Planning Required for Tomorrow

Accidents/Incidents/Near Misses (described)
Other
Supervisor's Signature

OSHA's Form 300 (Rev 01/2004)
Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20
U.S. Department of Labor
Occupational Safety and Health Administration

Form Approved OMB No.12180176

You must record information about every work-related death and about every work-related injury or illness that revives lass of consciousness, restricted work activity or lob transfer, days away from work or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1004.12. Feel free to use two lines fora single case if you need to. You must complete a kV* and Illness Incident Report Form 301) or equivalent form for each injury or illness recorded on this form. If you are not sure whether a case is recordable, call your local OSHA office for help

Established Name

City | State

Identify the Person			Describe the Case			Classify: CHECK ONLY ONE box for each case based on the most serious outcome for that case				Enter the number of days the injured or ill worker was		Check the Injury column or choose one type of illness					
						Death	Days away from Work	Job transfer or restriction	Other record able cases	Away from Work	On Job Transfer or Restriction	Injury	Skin Disorder	Respiratory Illness	Poisoning	Hearing Loss	Other
A Case No.	**B** Name	**C** Job Title	**D**	**E** Location	**F** Describe Injury/Illness	**G**	**H**	**I**	**J**	**K**	**L**	**M**-1	**M**-2	**M**-3	**M**-4	**M**-5	**M**-6
						☐	☐	☐	☐			☐	☐	☐	☐	☐	☐
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					Page Totals												
					Be sure to transfer these totals to the Summary Page (Form 300A) before you post it							**M**-1	**M**-2	**M**-3	**M**-4	**M**-5	**M**-6

Public reporting of this collected information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collected information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact US Department of Labor, OSHA Office of Statistical Analysis. Room #3644,

OSHA's Form 300 (Rev 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20

U.S. Department of Labor

Number of Cases

	Total number of deaths	Total number of cases with days away from work,	
	Total number of other recordable cases	Total number of cases with job transfer/restriction	

Number of Days

	Total number of days away from work.	Total number of days of job transfer or restriction	

Injury and Illness Types

	Total number of:		
	Injuries	Skin disorders	
	Respiratory Conditions	Poisonings	
	Hearing Loss	All Other Illnesses	

All establishments covered by Part 1904 must complete this Summary Page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category, then write the totals below, making sure you have added the entries from every page of the Log. If you had no cases, write 0.

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

The public reporting burden for this collection of information is estimated to average 1/2 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: U.S. Department of Labor, OSHA Off ice of Statistical Analysis, Room N 3644, 200 Constitution Avenue, N.W., Washington, D.C. 20210. Do Not send the completed forms to this office.

Establishment Information

Your Establishment Name:

Street

City	State	ZIP

Industry Description (e.g. Manufacture of motor truck trailers)

Standard Industrial Classification (SIG) (e.g. 3715)

North American Industrial Classification (NAICS)

Employment Information

(If you do not have these figures, see the Worksheet on the back of this

Annual average number of employees:	Total employee hours worked last year:

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document, and to the best of my knowledge, is true, accurate, and complete.

Print:

Signature:

Title	Phone:	Date:

WILLIAM MOLNAR ROOFING INC HSE

OSHA's Form 301

Injury and Illness Incident Reports

ATTENTION: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20

U.S. Department of Labor

Occupational Safety and Health Administration

This Injury and Illness Incident Report is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the Log of Work-Related Injuries and Illnesses and the accompanying Summary, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHAs recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Information about the Case

Case Number from the Log:

Date of Injury or Illness:

Time Employee Began Work:

Time of Event:

☐ Check if time cannot be verified

What was the employee doing just before the incident occurred? Describe the activity; as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry,"

What happened? Tell us how the injury occurred. Examples: "When ladder slipped 011 wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist aver time."

What was the injury or illness? Tell on the part of the body that was affected and how it was affected; be more specific than "hurt" "pain," or "sore".

What object or substance directly harmed the employee? Examples: "concrete floor"; "chlorine"; "radial arm saw." NOTE: If this question does not apply to the incident, leave it blank.

If the employee died when did death occur? Date of death:

/ /

Information about the Employee

Full Name:

Street Address:

City: State: ZIP:

Date of Birth: Date Hired:

☐ Male
☐ Female

Information about Health-Care Provider

Name of Health-Care Provider:

Facility Address:

City State: ZIP:

Was employee treated in an emergency room? ☐ **Yes** ☐ **No**

☐ Was employee hospitalized overnight as an in-patient?

The public reporting burden for this collection of information is estimated to average 1/2 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: U.S. Department of Labor, OSHA Off ice of Statistical Analysis, Room N 3644, 200 Constitution Avenue, N.W., Washington, D.C. 20210. Do Not send the completed forms to this office.

Completed by:

Title:

Phone: Date:

RESPONSIBILITIES

Designated Safety Coordinator is the designated Company safety coordinator.

POLICY

The Occupational Safety and Health (OSH) Act of 1970 clearly defines the requirement to provide safe and healthful working conditions for all employees. Therefore, the safety and health of our employees is the first consideration in operating this business.

Safety and health in our business will be part of every operation. Without question, it is every employee's responsibility at all levels.

It is the intent of William Molnar Roofing Inc to comply with all laws. To do this, we will constantly be aware of conditions in all work areas that can produce injuries. No employees will be required to work at a job they know is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of William Molnar Roofing Inc is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.

We will maintain an occupational safety and health program conforming to the best practices of organizations of this type. To be successful, such a program will embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and their co-employees. Only through such a cooperative effort, can a safety and health program, in the best interest of all, be established and preserved.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations like ours. Our goal is zero (0) accidents and injuries.

Our Safety and Health Program Includes:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to fully comply with Occupational Safety and Health Administration (OSHA) safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment (PPE) with proper fitting and instructions for proper use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it, and correct the problem so it will not happen again.

We Recognize That Responsibilities for Occupational Safety and Health are Shared:

- This employer accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe work conditions.
- Supervisors are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all employee involved, including themselves.
- Employees are responsible for wholehearted, genuine operations of all aspects of the safety and health program – including compliance with the rules and regulations – and for continuously practicing safety and health while performing their duties.

Designated Safety Coordinator will ensure that all employees are properly instructed and supervised in the safe operation of any machinery, tools, equipment, process, or practice that they are authorized to use or apply while at work.

Production is never so urgent that we cannot take the time to do our work safely.

Program Goals

Why have a workplace “safety and health plan”? Taking risks is part of running a business, particularly for small business owners. You take risks in product development, marketing, and advertising to stay competitive. However, some risks will never be taken. One (1) of these is risking the safety and health of employees. Safety begins at the top and goes downward throughout the Company. The primary goal of William Molnar Roofing Inc is to continue operating a profitable business while protecting employees from injuries or illness. This can be achieved by delegating responsibility and accountability to all involved in William Molnar Roofing Inc*’s* operation.

- Responsibility: Having to answer for activities and results
- Accountability: The actions taken by management to ensure the performance of responsibilities

In other words, to reach our goal of a safe workplace, everyone needs to take responsibility and be held accountable.

Benefits of Achieving our Goals Are:

- Minimizing of injuries and accidents
- Minimizing the loss of property and equipment
- Elimination of potential fatalities
- Elimination of potential permanent disabilities
- Elimination of potential OSHA fines
- Reductions in employees compensation costs
- Reductions in operating costs
- Having the best “safety and health” conditions possible in the workplace

Management Commitment

William Molnar Roofing Inc is committed to building an effective injury and illness prevention plan, putting it in writing, and integrating it into the entire operation.

The management of William Molnar Roofing Inc is committed this safety policy, and to provide direction and motivation by:

- Appointing safety coordinator(s) and/or safety committee chairmen
- Establishing Company safety goals and objectives
- Developing and implementing this written safety and health program
- Ensuring total commitment to the safety and health program
- Facilitating employees’ safety training
- Establishing responsibilities for management and employees to follow
- Ensuring that management and employees are held accountable for performance of their safety responsibilities
- Establishing and enforcing disciplinary procedures for employees
- Reviewing the safety and health program annually, and revising or updating as needed

Labor and Management Accountability

All employees, both labor and management, need to understand their responsibilities under OSHA rules and be held accountable for complying with the rules as well as the Company’s related policies.

It is the responsibility of William Molnar Roofing Inc to provide a safe and healthful work environment for their employees. However, holding everyone accountable for their part in workplace safety and health is critical for a successful injury and illness prevention plan.

Assignment of Responsibility

The safety coordinator(s) and/or safety committee members William Molnar Roofing Inc has designated:

Safety Coordinator	Designated Safety Coordinator
Safety Coordinator	
Safety Committee Chair	
Safety Committee Vice-chairman	
Safety Committee Alternate Chair/Vice-chair	

Their cell phone and office phone numbers are:

Safety Person's Name	Office Phone #	Cell Phone #

Designated Safety Coordinator will assist managers in initiating, educating, and executing the safety program with:

- Introducing the safety program to new employees.
- Following up on recommendations, suggestions, etc., made at the "weekly" safety meetings. All topics of safety concerns will be documented accordingly.
- Assisting the employee in the execution of standard policies.
- Conducting safety inspections on a periodic basis.
- Addressing all hazards or potential hazards as needed.
- Preparing monthly accident reports and investigations.
- Maintaining adequate and available first aid supplies and safety equipment.
- Ensuring an adequate number of qualified "first aid certified" people on the work site
- Becoming thoroughly familiar with OSHA regulations and local and state safety codes.
- Defining the responsibilities for safety and health of all subordinates and holding each person accountable for their results through the formal appraisal system and, where necessary, disciplinary procedures.
- Emphasizing the unnecessary personal and financial losses of all accidents.

Employee Involvement

Employees are required to work in compliance with the safety rules, report all accidents and near misses, and report all unsafe conditions or unsafe practices. To demonstrate William Molnar Roofing Inc*'s* commitment to support the employees in these responsibilities, William Molnar Roofing Inc will do the following:

Communication System

- Encourage employees to inform William Molnar Roofing Inc about workplace hazards without fear of reprisal.
- Establish and maintain a centrally located "safety bulletin board" where current, relevant information may be easily reviewed by employees.
- Schedule general employee meetings where safety is freely and openly discussed by those present. These meetings will be regular, scheduled, and announced to all employees and managers to achieve maximum attendance. The purpose of these meetings is safety, and the concentration will be on:
  - Occupational accident and injury history at our work sites, with possible comparison to other locations within the Company
  - Feedback from the safety committee
  - Guest speakers concerned with workplace safety and health
  - When possible, brief audio-visual materials that relate to our business
- Conduct training programs for communicating with employees.
- Provide a safety suggestion box so that employees, anonymously if desired, can communicate their concerns with management.
- Document all communication efforts to demonstrate that an effective communication system is in place.

Hazard Identification and Control

Periodic inspections and procedures for correction provide methods of identifying existing or potential hazards in the workplace and eliminating or controlling them. Hazard control is essential to an effective injury and illness plan. We will be sure to look at safe work practices and ensure that they are being followed, and that unsafe conditions or procedures are identified and corrected properly and promptly.

Employees are encouraged to report possible hazardous situations, knowing their reports will be given prompt and serious attention. Workplace equipment and PPE will be maintained in good, safe working condition.

Hazards, where possible, will be corrected as soon as they are identified. For those that cannot be immediately corrected, a target date for correction will be set. William Molnar Roofing Inc will provide interim protection for workers while hazards are being corrected. A written tracking system will be established to help monitor the progress of the hazard correction process.

Accident/Incident Investigation

Employers and safety committees are required to investigate or assign responsibility for investigating accidents. Trained individuals, with the primary focus of understanding why the accident or incident occurred, will investigate accidents/incidents and what actions can be taken to preclude recurrence. The focus will be on solutions and never on blame. They will be in writing, and adequately identify the causes of the accident or near miss occurrence.

Worker Training

Training is another essential element of any injury and illness prevention plan. OSHA rules require each employer to train workers for any job or task they are assigned.

Our plan includes training and instruction:

- For all employees when they are first hired
- For all new employees for each specific task
- For all employees given new job assignments for which training has not already been received
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace and present a new hazard
- Whenever new PPE or different work practices are used on existing hazards
- Whenever William Molnar Roofing Inc is made aware of a new or previously unrecognized hazard
- For all supervisors to ensure they are familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed

An effective safety and health plan require proper job performance by everyone in the workplace.

William Molnar Roofing Inc will ensure that all employees are knowledgeable about the materials and equipment with which they work, what known hazards are present, and how they are controlled.

Program Evaluation

Regular reviews will be held to look at the components of our safety and health plan, to determine what is working well and what changes, if any, are needed. All employees are encouraged to participate by keeping William Molnar Roofing Inc informed of their concerns regarding the elements of this safety and health plan.

The success of this safety and health plan is dependent upon two (2) things: First, William Molnar Roofing Inc will provide a safe and healthful environment in which the employee can work safe, and second, the employee will choose to work safe.

Supervisor/Foreman

The supervisors and/or foremen will establish an operating atmosphere to ensure that safety and health is managed in the same manner and with the same emphasis as production, cost, and quality control. This will be accomplished by:

- Regularly emphasizing that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment.
- Identifying operational oversights that will contribute to accidents which often result in injuries and property damage.
- Participating in safety and health related activities, (e.g. safety meetings, facility reviews, and correcting dangerous employee behavior).
- Explaining the safety policies and the hazards of each person's particular work.
- Ensuring that initial orientation of "new hires" is properly carried out.
- Making sure that if a "competent person" is required, that one (1) is present to oversee, and instruct employees when necessary.
- Never short-cutting safety for expediency, nor allowing workers to do so.
- Consistently enforce safety rules and enforce discipline.
- Conducting daily job-site inspections and correcting noted safety violations.

Employees

It is the duty of all employees to know the safety rules and conduct their work in compliance with these rules. Disregard of the safety and health rules will be grounds for disciplinary action up to and including termination. It is also the duty of each employee to make full use of the safeguards provided for their protection. Every employee will receive an orientation when hired and receive a copy of any Company safety and health programs. Employee responsibilities include the following:

- Reading, understanding, and following safety and health rules and procedures.
- Signing the code of safe practices and any other policy acknowledgements.
- Wearing PPE at all times when working in areas where there is a possible danger of injury.
- Wearing suitable work clothes as determined by the supervisor/foreman.
- Performing all tasks safely as directed by their supervisor/foreman.
- Reporting all injuries, no matter how slight, to their supervisor/foreman immediately and seeking treatment promptly.
- Knowing the location of first aid, firefighting equipment and safety devices.
- Attending all required safety and health meetings.
- Not performing potentially hazardous tasks, or using any hazardous material until properly trained, and following all safety procedures for those tasks.
- Stop and ask questions when unsure about how to safely do the work.

MEDICAL FACILITIES

Each worksite will identify and contact an appropriate hospital or clinic to ensure they can handle possible emergencies and injuries in a timely manner. The location and contact information for the medical facility will be provided to all employees and posted at the worksite in a place all employees gather.

POSTING REQUIREMENTS

All federal, state, and local posting requirements will be posted at the worksite in a place all employees gather. Particularly the OSHA job safety and health poster, state labor law postings, required insurance postings, and emergency contact numbers.

HEALTH, SAFETY, AND ENVIRONMENT (HSE) SUPERVISOR

At least one (1) supervisor will be always at the worksite who is designated the HSE supervisor. This person will have at least appropriate OSHA ten (10) hour outreach training and meet the definition of OSHA for competent or qualified person for the task at hand.

EVALUATING SAFETY PROGRAM PERFORMANCE

The effectiveness of this safety plan will be evaluated at least annually using leading and lagging indicators compared year after year to measure the effectiveness of the safety policy and established safe work procedures.

Lagging indicators compared will include the experience modification rate (EMR) and other recorded injuries and incidents such as Total Recordable Incident Rate (TRIR), Days Away, Restricted or Transferred (DART) and fatalities.

Leading indicators compared include documented near miss investigations, employee training records, recorded hazardous conditions investigations, safe work permits (e.g. confined spaces, hot work), and maintenance checklists.

The safety professional will complete an annual report of these safety program performance metric measurements with suggested changes to the safety policy and safe work procedures.

CODE OF CONDUCT

All William Molnar Roofing Inc employees will abide by our company code of conduct when performing any company business activities. William Molnar Roofing Inc will further ensure that company employees adhere to all client requirements and safe practices when performing work at the client site.

William Molnar Roofing Inc employees will not:

- Engage in any unlawful or unethical activities
- Divulge any company or client confidential or proprietary information to unauthorized employee
- Use or tolerate the use of drugs or alcohol at the workplace
- Engage in any actions that constitute sexual harassment or workplace violence

Prevention

Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.

Reporting Violations

Employees will be required to report any safety, health, or ethical violations to the company as soon as possible.

The company will establish a method that allows employees to report any code of conduct violations anonymously and without fear of reprisal.

Communication

This code of conduct will be communicated to all employees at their times of hire, and will be reviewed at least annually, or when any changes are made.

Disciplinary Actions

The company will investigate all reports of violations, and any employees found to have violated our code of conduct will be subject to progressive disciplinary action according to our disciplinary policy, up to and including termination.

Any violations of our code of conduct deemed to illegal or unlawful will be reported to the appropriate authorities.

Commitment

The goal of William Molnar Roofing Inc is to operate a profitable business with the highest possible standards of integrity. This can be achieved by ensuring that all employees abide by our code of conduct. We are committed to operating in a professional and courteous manner in all our business practices.

Owner Name	**Owner Signature**	**Date**

Training Record

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	Signature:

POLICY

William Molnar Roofing Inc has adopted the following program to ensure that short-service employees are identified, appropriately supervised, trained, mentored and managed. This program is adopted to prevent accidents such as personal injury, injury to others, environmental damage and/or property damage by the short service employee.

William Molnar Roofing Inc defines a short-service employee (SSE) as any person or employee with less than six (6) months of experience in his/her current position or with one's current employer. A person can also be classified as an SSE if they change jobs within the Company they are working for or as a new hire for the same type of position for another company.

William Molnar Roofing Inc is responsible for ensuring that the following policy and safe work practices are enforced.

REFERENCES

Although OSHA has no specific requirements regulating short-service employees, William Molnar Roofing Inc has adopted this policy for the general safety of its employees and will follow industry best practices.

RESPONSIBILITIES OF EMPLOYER

William Molnar Roofing Inc is responsible for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions

William Molnar Roofing Inc is responsible for informing a host facility (hiring client) if an SSE will be performing work at their facility or job site.

Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

RESPONSIBILITIES OF EMPLOYEE

Employees are responsible for wholehearted, genuine operation with all aspects of the Safety and Health Program including compliance with all rules and regulations – and for continuously practicing safety while performing their duties

HAZARDS

High Hazard Areas

SSEs may be prohibited from entering and working in high-hazard areas in certain situations, these may include:

- Naturally occurring radioactive material (NORM)
- H^2S areas
- Confined spaces

PROCEDURES (SAFE PRACTICES)

Work Crew Assignments and Restrictions

- A single employee as his own crew is not considered an SSE
- Employees defined as SSE are not permitted to work alone
- When crew/group sizes of less than five (5) are assembled, no more than one (1) SSE per group/crew is allowed
- When working with crew/group sizes larger than five (5) members, the number SSEs will not exceed 20% of the crew/group makeup.
- If the crew/group exceeds the twenty percent (20%) makeup of SSEs, a written variance form is required, which will serve as a mitigation plan. This variance will be approved by the Supervisor and/or Manager in charge of the project

Communication and Notification

The processes for the proposed crew/group, when using an SSE, are outlined in the Short Service Employee Form. Before beginning the job assignment, the Supervisor/Manager in charge will submit the completed SSE form for all the jobs that will contain SSE personnel, to the project's coordinator, on-site supervisor, or contractor. The work owner or supervisor/person in charge will decide the SSE approval status and will keep the original completed form in the project files.

Identification

All SSE personnel will be easily identifiable from more seasoned employees using one of the following methods:

- Wearing a standardized color high-visibility hard hat
- Wearing a standardized color vest
- Any other method which identifies the employee as an SSE

Monitoring SSE's

The supervisor will monitor their employees, which includes the SSE personnel for their safety performance, compliance with company safety policies and procedures and Environmental, Health and Safety (EHS) awareness.

The identifier marking the SSE may be removed from the SSE Program at the discretion of the supervisor at the end of the required six-month period if the SSE has:

- Worked safely
- Adhered to all EHS policies
- Had no recordable incidents attributed to them

The supervisor will require the employee who fails to complete the six (6) months free of recordable incidents, to get the operator to approve in writing before allowing the person to return to the operator's property.

Mentoring Process

All SSE's will be assigned a mentor for the first six (6) months of employment. A mentor's responsibility is to develop the SSE personnel by providing guidance, instructions and supervision. A mentor may be assigned only one (1) SSE per crew/group and will never allow an assigned SSE to work alone by always being onsite to monitor the SSE.

The mentor will meet the following requirements:

- Knowledgeable and experienced, and have up-to-date orientation training
- Be familiar with the SSE's job, have the oversight responsibilities required and all hazards accompanied with the job
- Be familiar with all site policies, procedures and any required specialized actions with the work to be done
- Show the ability to recognize any hazards and/or unsafe acts
- Are able and willing to challenge their employees on the job if they do not meet site procedures, policies, or other requirements and will see that the stop-work authority is enforced
- Participate actively in the behavior-based safety process

Note: A mentor will keep a helpful eye on new hires in your crew. Take time to describe the layout of the project, the best method to access the work, or how to work a tool they have never used before.

Subcontractor Management

Subcontractors hired by the Company will adhere to applicable policies and procedures put in place regarding SSEs.

Subcontractors working on-site will have assigned mentors who monitor their employees only. Mentoring of outside employees will be done on an individual basis and as required. They will also be managed by this policy.

REQUIREMENTS

SSE Plan

William Molnar Roofing Inc has established this Short-Service Employee (SSE) plan to verify all work is being carried out safely by requiring SSE supervisors to:

- Communicate the SSE policy and procedure at all pre-job meetings.
- Submit the crew/group makeup and all SSE form(s) to the on-site representative of the work owner for approval.
- Ensure the on-site representative validates the crew/group makeup and experience level.
- See that the on-site representative approves the SSE variance form.
- Make sure the on-site representative posts the forms to the appropriate database if required.

SSE Review

To ensure each Short-Service Employee is progressing satisfactorily through the SSE program, the Company will document progress of everyone from start to completion.

Based on the unique characteristics of the assigned work of the SSE, a checklist will be developed for each SSE employee with a record of milestone requirements met. These requirements, based on the unique assigned area, group, or work, such as:

- Receiving the required safety orientation
- Attending the required safety training
- The SSE demonstrates the ability to do the job required
- SSE can use tools/machines/equipment safely
- The ability to identify the hazards at the work site and how to protect oneself.

Additional key milestones will be added.

Program Review

This Short Service Employee Program will be reviewed on a regular basis to ensure the practices are kept up to date by performing the following:

- Continuous monitoring of the SSE
- Ensuring all changes/updates to the forms are submitted before beginning work and whenever a change may occur thereafter

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Short-Service Employees will be provided required PPE with proper fitting at the expense of the employer. SSE will receive training in:

- PPE that is required in various locations
- How to inspect, don, doff clean and maintain required PPE

TRAINING

Short-Service Employees will be properly trained in the knowledge and skills necessary to conduct their assigned jobs safely and efficiently.

Training will include:

- Federal, state, industry and company requirements
- Hazard(s) present in the workplace.
- The policies, procedures and processes utilized to control these hazards and prevent illnesses, injuries, property damage and/or environmental incidents.
- The proper use of PPE and all its requirements

Contractor Short-Service Employee Form & Variance

A supervisor will complete and submit this form to work owner supervision for approval prior to arrival on location. The work owner supervision will approve the individual SSE before he/she arrives on location.

I SSE Information						
Contractor Company Name:						
SSE Name:						
Request Date:	Date of Employment:		Current Job Title:			
Years Related Experience	Yrs.	Months	**Experience in Current Position**		Yrs.	Months
Is this worker in compliance with your Substance Abuse Policy?					☐ Yes	☐ No
Have site owner, contractor and HSE policies been reviewed with SSE?					☐ Yes	☐ No
Assigned Mentor's Name:			**Mentor's Experience**:		Yrs.	Months
List all training provided to the SSE:			**List any previous special training:**			
SSE(s) identified by: **Hard Hat**-High Visibility **Vest**-High Visibility			Other:		Color;	

II. SSE Crew Composition Requirements	
Choose one (1) of the crew types below. If any of the stated limitations are exceeded, proceed to the variance form on next page.	
Single person crew-cannot be an SSE (Variance Required)	
2-4-person crew-no more than one (1) SSE	
5 or more-person crew-no more than 20% SSE(s) per crew	
Exceeding 20% SSE per crew (Variance Required)	
III. SSE Review and Approval	
Contractor Supervising Manager:	Date:
CPL Work Location Supervisor:	Date:
Work Owner:	Date:
IV. Contractor SSE Form Repository	
CSM Data Base:	Date:
CPL Work location	Date:
Work Owner file:	Date:

This form is to be filled out whenever the conditions on this form or any other element of the Short Service Employee Policy cannot be met.

IV. Variance Information	
Variance Justification (What are the current circumstances and what will be done to ensure an acceptable level of risk?)	
Alternatives to Variance (If the variance is denied, what are the alternatives to completing the scope of the work? Briefly detail the cost and operational impact of the alternatives.)	

List the steps to be taken to manage/mitigate the SSE risk to an acceptable level:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

V. Variance Review and Approvals

Variance Expiration Date:

Contractor Manager/Supervisor

Approves Denies

Signed: _____ Date: _____

Work Owner's on-site representative Approves Denies

Signed _____ Date: _____

Note: For large jobs, please use a separate sheet to list all SSEs on the crew by name and job title.

Training Record

Trainer:
Signature:
Date:
Content of Training:
Attendees

Print Name:	Signature:

POLICY

William Molnar Roofing Inc is committed to the safety and health of our employees and to preventing the spread of bloodborne pathogens by eliminating occupational exposure to blood and other potentially infectious materials (OPIM). Therefore, William Molnar Roofing Inc adheres to the following bloodborne pathogen policy and Exposure Control Plan (ECP).

To eliminate occupational exposure to OPIM, all employees will follow the policy of universal precautions, which is assuming all blood and body fluids are infectious and taking the necessary precautions to not contact them without the proper personal protective equipment (PPE). Employees will also properly disinfect themselves and the environment afterwards. William Molnar Roofing Inc will communicate the location of the ECP to all employees and inform them it is readily available upon request.

If employees, such as those designated as responsible for first aid and medical assistance or those doing work in certain medical or sanitation facilities are exposed to bloodborne pathogens, all measures within this program will be taken to prevent the spread of disease. Designated Safety Coordinator is responsible for evaluating the effectiveness of the program and maintaining all records.

RESPONSIBILITIES

Employer Responsibilities

- Enact and enforce an ECP to prevent occupational exposure to OPIM
- Identify employees who may reasonably be anticipated to come into contact with blood and other OPIM
- Provide for post-exposure evaluation and follow-up should an employee be exposed to OPIM
- Ensure employees receive appropriate bloodborne pathogens training
- Ensure an adequate supply of PPE
- Ensure that all records required by this section shall be made available upon request of employees, Assistant Secretary, and the Director for examination and copying. Medical records must have written consent of employee before being released

Safety Committee Responsibilities

- Develop and implement a site-specific ECP
- Identify employees who may reasonably be anticipated to come into contact with blood and other OPIM
- Develop, conduct, and document training for bloodborne pathogens safety
- Investigate exposure incidents and recommend work-practice changes
- Make exposure determinations without regards to the use of PPE
- Recommend PPE if necessary

Employee Responsibilities

- Offer input on ECP as appropriate, including identification, evaluation and selection of new control methods
- Follow all elements of the bloodborne pathogens policy and training
- Notify a supervisor if they encounter any problems or concerns related to this policy

TRAINING

William Molnar Roofing Inc shall provide training to all employees who are exposed, or potentially exposed, to infectious materials and assures employee participation in the BBP training program. William Molnar Roofing Inc will provide this training at no cost to the employee during working hours.

Training will be provided uponhire, at the time of assignment to or before working on tasks where occupational exposure may take place, and annually thereafter. William Molnar Roofing Inc will provide additional training when tasks or procedures are added or changed that affect the employee's occupational exposure. It is acceptable for additional training to be limited to addressing only the changes or additions to the employees' exposure. William Molnar Roofing Inc will use only training material that is appropriate in content and vocabulary to educational level, literacy, and language of employees. Training records shall be documented and retained for a minimum of three (3) years.

Training Components

The training program will contain, at a minimum, the following elements:

- An accessible copy of the regulatory text of CFR 1910.1030, this bloodborne pathogen policy and ECP, and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of bloodborne diseases.
- An explanation of the modes of transmission of bloodborne pathogens.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other OPIM.
- An explanation of the use and limitations of methods to prevent or reduce exposure, including engineering controls, work practices, and PPE.
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of PPE.
- An explanation of the basis for selection of PPE.
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge to employees who face occupational exposure.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other OPIM.
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of the applicable signs, labels, and/or color coding.
- An opportunity for interactive questions and answers with the person conducting the training session.
- The person conducting the training will be knowledgeable in the subject matter of the training program as it relates to the workplace.

Training Records

Designated Safety Coordinator is responsible for maintaining all William Molnar Roofing Inc training records. Training records will include the following information:

- Dates of the training sessions.
- Contents or a summary of the training sessions.
- Names and qualifications of persons conducting the training.
- Names and job titles of all persons attending the training sessions.
- Employee training records will be maintained for three (3) years from the date on which the training occurred.

SAFE PRACTICES

Exposure Determination

It is crucial to determine which jobs expose an employee to blood and other OPIM, as well as the means by which that exposure might occur. Accordingly, the William Molnar Roofing Inc safety committee or management will determine which job classifications can reasonably expect occupational exposure to OPIM. The following will be determined and documented:

- Job classifications in which all employees have occupational exposure.
- Job classifications in which some employees have occupational exposure.
- Tasks and procedures in which occupational exposure occurs.
- Further, input from non-managerial employees exposed to contaminated sharps and infectious material is vital to the success of this ECP, and every employee is encouraged to offer suggestions that will help the effectiveness of the ECP.

The various types of bodily fluid that an affected employee may reasonably be exposed to, such as blood, mucus, and saliva, must be included in the ECP.

Engineering and Work Practice Controls

As part of this ECP, William Molnar Roofing Inc will seek methods to eliminate occupational exposure to the greatest extent possible and will examine, regularly maintain, or replace engineering controls to ensure their effectiveness.

Handwashing

- William Molnar Roofing Inc will provide accessible handwashing facilities to every employee. If providing handwashing facilities is not feasible, William Molnar Roofing Inc will provide antiseptic towelettes or an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels.
- For construction projects, employers must: provide onsite general washing facilities (one per 20 employees), keep them in sanitary condition, and provide suitable cleaning agents/towels for the removal of hazardous and other substances.

- In addition to basic workplace hygiene requirements, employees will wash their hands as soon as possible after removing gloves or other PPE.
- Ifan employee's skin or mucous membrane is exposed to OPIM, the employee will immediately wash their skin with soap and water or flush their mucous membranes with water.

Sharps

- Employees will handle and dispose of contaminated sharps in a way that prevents unnecessary exposure to hazards. Employees will not bend, recap, or remove contaminated sharps unless no alternative is feasible, and it can be done using a mechanical device or one-handed technique.
- As soon as possible after use, contaminated reusable sharps will be placed in a container that is puncture-resistant, labeled or color-coded appropriately, leak-proof on the sides and bottom, and made so employees cannot reach into it.

Other Engineering and Work-Practice Controls

- Do not store food or drink, eat, drink, smoke, apply cosmetics or handle contact lenses near possible exposures.
- Employees may not use their mouths to suck up OPIM.
- Containers used to store, or transport OPIM will be closable, prevent leaks, be appropriately labeled or color-coded, and puncture-resistant.
- Employees will examine any equipment that may be contaminated before servicing or shipping and will decontaminate it as necessary and feasible. If decontamination is impossible, the employee will attach a label to the equipment, and inform all appropriate employees of the contamination to ensure they take proper precautions.

PPE

Employees must be provided with properly fitting PPE, including gloves, masks, gowns, etc. Specifically:

- When there is occupational exposure, the employer shall provide, at no cost to the employee, appropriate personal protective equipment. The employer shall ensure that PPE is used, unless the employee temporarily and briefly declined to use PPE in rare circumstances. The employer shall repair or replace PPE as needed to maintain its effectiveness.
- Appropriate PPE is impermeable to blood or OPIM under normal conditions and durations.
- PPE will be provided and maintained free to employees in appropriate sizes, and provisions will be made should an employee be allergic to gloves normally provided.
- An employee may decline using appropriate PPE under "rare and extraordinary circumstances" when PPE use might prevent the delivery of health care or public safety services. These exceptions will be investigated and documented to prevent future occurrences.
- PPE will be removed as soon as feasible before leaving the general work area. After removal, the employee will place contaminated PPE in an appropriate area or container to be stored, washed, decontaminated, or disposed of.

Gloves

Employees must wear gloves if they anticipate hand contact with OPIM. Do not reuse single-use gloves, and replace them as quickly as possible if they are torn, punctured, or compromised. Utility gloves can be reused if intact. Gloves will also be used during phlebotomy in specific situations, such as cuts, potential contaminations, and during training.

Masks, Eye Protection, and Face Shields

Employees will wear masks, together with proper eye-protection devices, whenever splashes, sprays, spatters, or droplets of blood or other OPIM may be generated, and there is a reasonable anticipation of contamination of the eyes, nose, or mouth.

Gowns, Aprons, etc.

Employees will wear appropriate protective clothing, such as gowns or clinic jackets, whennecessary; the type of protective clothing is determined by the nature of exposure and will be sufficient to protect against occupational exposure.

For situations with a risk of gross contamination, employees must also wear surgical caps or hoods and shoe covers or boots to ensure comprehensive protection.

Housekeeping

All equipment shall be cleaned and decontaminated after contact with blood or other OPIM.

Employees will use an appropriate disinfectant to clean and decontaminate contaminated or potentially contaminated work surfaces after any spill of infectious materials and at the end of the work shift. William Molnar Roofing Inc will replace protective surface coverings as soon as possible if they are contaminated. Bins, cans, pails, or other receptacles that may become contaminated will be inspected and decontaminated regularly, in addition to being decontaminated as soon as feasible after visible contamination. Employees must not pick up any broken glassware that may be contaminated by hand; they will use a brush, dustpan, or tongs instead.

Employees will keep the workplace clean and sanitary. William Molnar Roofing Inc will implement a written schedule for cleaning and decontamination based on the demands of the site.

Laundry

All equipment and laundry shall be cleaned and decontaminated after contact with blood or other OPIM.

Employees will handle any contaminated laundry as little as possible. They must put such laundry into a color-coded or labeled container at the site where it was used. Wet laundry will be placed into a leak-proof container. Employees handling contaminated laundry must use appropriate PPE. Employees must never take or wear contaminated clothing outside of the work site.

HEPATITIS B VACCINATION

William Molnar Roofing Inc will make available the hepatitis B vaccination series at no cost to any William Molnar Roofing Inc employee who faces occupational exposure. If not vaccinated, employees will be informed of the opportunity to be vaccinated within 24 hours of an exposure incident.

An employee occupationally exposed to OPIM may decline the hepatitis B vaccine but must sign a declination statement to be kept on file. Anyone who declines vaccination may request and receive the vaccination later at no cost.

Medical records relating to employees' hepatitis B vaccination status and post-exposure evaluation and follow-up must be kept for 30 years plus the duration of employment.

POST-EXPOSURE EVALUATION AND FOLLOW UP

Should an exposure incident occur, the employee will contact Designated Safety Coordinator (or designate) immediately.

In Case of Exposure

A licensed health care professional will conduct a confidential medical evaluation and follow-up and will provide a medical opinion on diagnosis/course of action, as soon as possible following an exposure incident. After administering initial first aid (cleaning the wound, flushing the eyes or other mucous membranes, etc.), follow the procedure below:

1. Document the routes of exposure and how the exposure occurred.

2. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).

3. Obtain consent and arrange to have the source individual tested as soon as possible to determine human immunodeficiency virus (HIV), hepatitis C virus (HCV), and hepatitis B virus (HBV) infectivity; convey and document conveyance of the source individual's test results to the employee's health care provider. If the source individual is known to be HIV, HCV, and/or HBV positive, new testing is not necessary.

4. Provide the exposed employee with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).

5. After obtaining consent, collect the exposed employee's blood as soon as feasible after an exposure incident, and test the blood for HBV and HIV serological status. This will establish a baseline for periodic testing over the next six months. Depending upon the circumstances of the exposure, post-exposure prophylaxis may be recommended to reduce the risk of infection from HIV or HBV.

6. If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

Administrative Responsibilities Following Exposure

William Molnar Roofing Inc will ensure that the healthcare professional responsible for post-exposure evaluation and follow-up receives the following:

- That the employee has been informed of the results of the evaluation.
- That the employee has been told about any medical conditions resulting from exposure to blood or other OPIM which require further evaluation or treatment.

All other findings or diagnoses shall remain confidential and shall not be included in the written report.

Counseling

William Molnar Roofing Inc will ensure that post-exposure counseling is given to employees following an exposure incident. Counseling will include Centers for Disease Control and Prevention (CDC) recommendations for prevention and transmission of bloodborne infections, including HIV, HBV and HCV. Counseling must be made available regardless of the employee's decision to accept serological testing.

RECORDKEEPING

Medical Records

William Molnar Roofing Inc will maintain a confidential medical record for every employee with occupational exposure that will include at least the following:

- Name and social security number of the employee.
- Copy of the employee's HBV status (with dates of all hepatitis B vaccinations).
- Copy of all post-exposure documentation and healthcare professional's written opinion.
- Copy of the information provided to the healthcare professional.
- Do not share or report this record unless the employee provides written consent.

Is responsible for maintaining all William Molnar Roofing Inc medical records.

Sharps Injury/Exposure Incident Log

A Sharps Injury Log is a record of each exposure incident involving a sharp. The purpose of the Sharps Injury Log is to generate a record of exposure incidents that will include enough information about the cause of the incidents to allow the Company to analyze them and take preventive action.

The Sharps Injury Log must include:

- The date and time of the sharps-related exposure incident.
- The type and brand of the sharp involved in the incident.
- A description of the incident including:
  - The job classification of the exposed employee.
  - The department or work area where the incident occurred.
  - The procedure being performed.
  - How the incident occurred.
  - The body part injured.
  - For sharps with engineered sharps injury protection (ESIP) if the safety mechanism was activated.
  - If the incident occurred before action, during activation, or after activation of the mechanism. For sharps without ESIP, include the employee's opinion on whether ESIP will have prevented the injury.

Sharps injuries/exposures must be recorded on the log within 14 working days of when the incident was reported to the employer.

The Sharps Injury Log must be maintained for five (5) years from the date of the exposure incident.

HAZARD COMMUNICATION

Label containers of regulated biological waste, any container used to store or transport OPIM, as well as contaminated equipment, to prevent exposure. Labels for such containers will include the legend depicted in Figure 1.

Figure 1

All such labels will be fluorescent orange or orange-red and be attached on, or as close as feasible to, the container.

REVIEW AND UPDATE OF ECP

The William Molnar Roofing Inc safety committee will review this ECP and update it at least annually, and whenever necessary, to reflect new or changed tasks and procedures that affect occupational exposure.

Reviews and updates will:

- Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens.
- Document the annual consideration and implementation of effective medical, and commercially available, devices and services designed to eliminate or minimize occupational exposure.

William Molnar Roofing Inc will seek the input of non-managerial employees to identify, evaluate, and select controls to reduce occupational exposure. This input will be documented as part of this ECP.

ATTACHMENTS

- ECP Documentation
- Declination Statement
- Exposure Incident Report
- Evaluating Physician’s Written Opinion
- Sharps Injury Log

These forms may be reproduced for the purposes of implementing and maintaining a safety and health program.

ECP Document Form

Exposure Determination	
Jobs in which all employees have occupational exposure to OPIM	**Task or procedure where exposure occurs**
Jobs in which some employees have occupational exposure to OPIM	**Task or procedure where exposure occurs**
Engineering controls and work practice controls:	
The following types of PPE are available in the following locations:	
Personal Protective Equipment	**Location**

Hepatitis B Declination Statement Form

Declination Statement	
I understand that, due to my occupational exposure to blood or other OPIM, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other OPIM and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.	
Employee Signature:	Date:

Declination Statement	
I understand that, due to my occupational exposure to blood or other OPIM, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other OPIM and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.	
Employee Signature:	Date:

Declination Statement	
I understand that, due to my occupational exposure to blood or other OPIM, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other OPIM and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.	
Employee Signature:	Date:

Exposure Incident Report Form

(Routes and Circumstances of Exposure Incident)—Please Print		
Employee's Name	Date	
Date of Birth	SS#	
Telephone (Business)	(Home)	
Job Title		
Date of Exposure	Time of Exposure	AM | PM
Hepatitis B Vaccination Status		
Location of Incident		
Describe job duties you were performing when the exposure incident occurred		
Describe the circumstances under which the exposure incident occurred		
What happened that resulted in the incident?		
What body fluid(s) where you exposed to?		
What was the route of exposure? (e.g., mucosal contact, contact with non-intact skin, percutaneous)?		
Describe any personal protective equipment in use at time of exposure incident		
Did PPE fail?	If yes, how?	
Identification of source individual(s) (names)		
Other pertinent information		

Evaluating Physician's Written Opinion Form

To the Evaluating Physician:

This employee may have suffered an exposure incident to a Bloodborne Pathogen. In accordance with OSHA standards covering post-exposure evaluation and follow up, the following documents are provided for you:

- A copy of OSHA regulations covering Occupational Exposure to Bloodborne Pathogens
- A description of the exposed employee's duties as they relate to the exposure incident
- Documentation of the routes of exposure and circumstances under which exposure occurred
- Results of the source individual's blood testing, if available
- All medical records relevant to this employee's appropriate treatment, including vaccination status

After you have determined whether there are contra-indications to vaccination of this employee with Hepatitis B vaccine, please state in the space below if:

Vaccine was indicated:	Vaccine was received:

(All other findings are to remain confidential and are not to be included on this page.)

Please return this sheet to this employee.

Thank you for your evaluation of this employee.

Physician's Name (printed):	Date:
Physician's Signature:	

Sharps Injury Log

Facility/Location:				Year:
Address:				
City:			State:	ZIP:

Date	Time	Type, Brand, Model of Sharp Device	Department/ Work Area	Description of How Incident Occurred

(Retain at least 5 years)

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

The compliance of all employees with William Molnar Roofing Inc Safety and Health Program is mandatory and will be considered a condition of employment. All safety rules, procedures, and plans in effect are to be followed as specified in the safety program. Employees found to violate Company safety policy may be subject to penalty.

RESPONSIBILITIES

Designated Safety Coordinator is the supervisor for disciplinary actions and any employee in a position of management or supervisory capacity may initiate disciplinary action against any employee found to violate Company policy. Not following verbal or written safety procedures, guidelines, rules, horseplay, failure to wear selected Personal Protective Equipment (PPE), abuse of selected PPE, etc. constitutes a safety violation.

TRAINING

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and at Tailgate/Toolbox Safety Training. This will help ensure that all employees understand and abide by The Company's safety policies.

Employees who are observed performing unsafe acts or not following proper procedures or rules will be retrained by their foreman or supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

PROCEDURES

The following outlines the disciplinary measures which will be taken against employees found to be in violation:

Periodic safety inspections of the workplace and equipment will be undertaken to ensure that all personnel, including supervisory positions, are demonstrating the required commitment to safety. General neglect of safe work procedures, practices, and requirements in the workplace, or neglect of equipment safety, will be viewed as a lack of supervisory enforcement of safety policy and the appropriate supervisor/management personnel will be subject to the same disciplinary procedures described below.

These programs will be used for employee compliance with the safety program and all safety rules: training programs; retraining; optional safety incentive programs and disciplinary action.

Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, The Company may choose to periodically provide recognition of safety-conscious employees and job sites without accidents through a safety incentive program.

Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by William Molnar Roofing Inc can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and/or customers. Accordingly, any employee who violates any of The Company's safety policies will be subject to disciplinary action.

When a “Safety Violation Notice” is issued, appropriate supervisory personnel will meet with the employee(s) to discuss the infraction and inform the individual(s) of the rule or procedure that was violated and the corrective action to be taken.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company’s Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor will be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s).

In any disciplinary action, the foreman will be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers’ Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other Company policies. Discipline for safety violations will be administered in a manner that is consistent with the Company’s system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

- Oral warning. Documented, including date and facts on the “Safety Warning Report” form. Add any pertinent witness statements. Restate the policy and correct practice(s)
- Written warning. Retrain as to correct procedure/practice
- Written warning with suspension
- Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard for safety. Foremen and superintendents will consult with the office if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union employees are entitled to the grievance process specified by their contract.

Note: Consistency in the enforcement of safety rules will be exercised at all times.

Employee Safety Warning Report

Employee's Name			Position	
Date of Warning	Violation Time		Violation Date	
Supervisor			Department	
Type of Warning	☐ Verbal	☐ Written	☐ Serious	☐ Other:
Type of Violation	☐ Unsafe Act	☐ Improper Safety Attire	☐ Unsafe Condition	☐ Other:

Supervisor's Statement:

Employee's Statement

I ☐ AGREE / ☐ DISAGREE with the Supervisor's statement (explain below)

Previous Warnings

First Warning	Date	Warned by:	Retrained? ☐ Yes ☐ No	Date Retrained:
Reason for Warning:				
Second Warning	Date	Warned by:	Retrained? ☐ Yes ☐ No	Date Retrained:
Reason for Warning:				
Third Warning	Date	Warned by:	Retrained? ☐ Yes ☐ No	Date Retrained:
Reason for Warning:				

The Supervisor must complete this form immediately after the employee has been interviewed. A decision must be made on the following to ensure violators will not participate in the current safety incentive program.

☐ No further action	☐ Suspension	☐ Suspension from current safety incentive program	☐ Dismissal	☐ Other:

Acknowledgement

I have read and understand this warning decision.

_____ _____

Employee's Signature Date

_____ _____

Supervisor's Signature Date

Copy Distribution:	☐ Employee	☐ Employee's Supervisor	☐ Personnel Department	☐ Safety Committee

Submit this form for review at the next Safety Committee meeting.

Safety Committee Notes:

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

William Molnar Roofing Inc has implemented this policy to inform employees of the written driving safety program in the workplace. This ensures the safety and health of the employees on the job site.

RESPONSIBILITIES

Driving safety is a responsibility shared between the Company and its employees.

Employer Responsibilities

- Ensuring all employees are physically fit and capable to perform the job duties assigned
- Ensuring employees possess valid driver's licenses for the class of vehicle being driven
- Responding quickly to eliminate workplace hazards
- Ensuring all vehicles and equipment are kept in good safe working order
- Ensuring employees follow safe job procedures
- Reviewing job hazard analysis whenever there is a significant change to any element of the job or there has been an injury or illness
- Ensuring the vehicles are large enough and designed for how they are used

Supervisor Responsibilities

- Establishing and maintaining safe and healthful working conditions
- Monitoring employee work behaviors using behavior-based safety tools
- Ensuring employees are not impaired by illness or medication use
- Setting good examples, instructing their employees, making sure they fully understand and follow safe procedures

Employee Responsibilities

- Obey all traffic laws and follow to common rules of the road.
- Notifying their supervisors if they are fatigued to the point of not being able to perform their duties safely.
- Ensuring they are physically and mentally fit to perform their job functions safely; they will take responsibility for their own safety as well.
- Notifying their supervisor if they are taking prescription or over-the-counter medications
- Each employee will possess a valid driver's license.
- No employee will undertake a job that appears to be unsafe.
- Employees are to report to a superior or designated individual all unsafe conditions encountered during work.
- Seatbelts will be used by the driver and all passengers and properly maintained.

SAFE PRACTICES

Driver Requirements

William Molnar Roofing Inc will only allow authorized employees to drive a motor vehicle in the course and scope of the work to be performed or operate a Company-owned vehicle.

Each driver will be appropriately assessed, licensed and trained to operate the Company vehicle. The driver's license of each driver will be valid and kept current. All drivers will undergo a medical assessment that will be kept on file based on jurisdictional requirements.

Authorized drivers will be prohibited from operating a motor vehicle while under the influence of any of the following that might impair their driving skills:

- Alcohol
- Illegal drugs
- Prescription or over-the-counter medications without prior approval

Authorized drivers will report to the appropriate employee any of the following:

- Collision
- Traffic violation
- Near miss incident

Seat belts will always be worn by all occupants whenever the vehicle is in motion.

Vehicle Requirements

The Company vehicle will be fit for the purposes intended and will be maintained in a safe working order.

When transporting loads, the load will be secured and will not exceed the manufacturers load specifications, or the legal limits for the vehicle.

Safe Driving Practices

All authorized drivers will obey all traffic laws and follow safe driving practices and safe driving behaviors including but not limited to:

- Cell phone use is prohibited while driving
- Do not manipulate radios or other equipment which may cause a distraction
- Do not exceed the posted speed limit
- Maintaining a safe distance between other vehicles
- Do not exceed the occupant capacity of the vehicle
- Safety when operating around railroad crossings (controlled and uncontrolled crossings), including navigating across uncontrolled/unprotected crossings with any/all special-use or tracked vehicles.
- Unless authorized, avoid positioning vehicles within 35 feet of hydrocarbon containing process equipment and piping. This requirement does not include refueling operations or buried equipment.
- Prior to driving a vehicle within 15' of above ground process equipment, 25' of wellheads, or 75' of flares the area shall be surveyed with a gas detection monitor.
- Vehicles shall not be left running within 15' of above ground process equipment, 25' of wellheads, or 75' of flares, without continuous monitoring left at the vehicle.
- Anytime vehicles are left idling unattended, you should engage the parking brake or utilize wheel clocks and if automatic transmission vehicle, place in park.

Backing Safety

Drivers are expected to take the best available safety precautions when backing a vehicle. Large vehicles, in particular, pose a greater risk when backing. Safe methods include, but are not limited to:

- Spotters
- Cameras
- Proximity Detection Systems
- Tag-based Systems
- Internal Traffic Control Plans

Spotters

For vehicles with an obstructed view, the use of spotters can be an effective means in protecting employees on foot behind vehicles. However, this places the spotters at risk for injury or death. Implementing the following actions will help keep spotters safe:

- Ensure that spotters and drivers agree on hand signals before backing up.
- Instruct spotters to always maintain visual contact with the driver while the vehicle is backing.
- Instruct drivers to stop backing immediately if they lose sight of the spotter.
- Do not give spotters additional duties while they acting as spotters.
- Instruct spotters not to use personal mobile phones, personal headphones, or other items that will pose a distraction during spotting activities.
- Provide spotters with Hi-Vis clothing, especially during night operations.

Spotting signals:

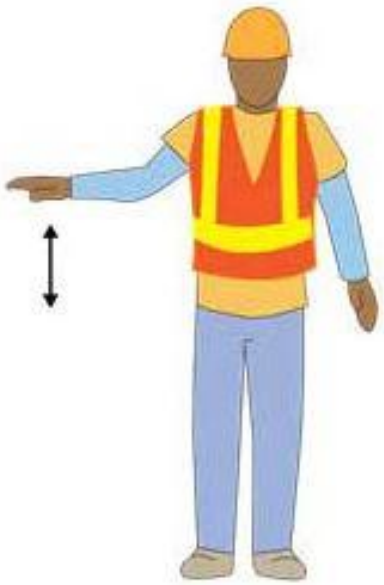
Back up

Back, turn left

Back, turn right

Move forward

Distance left to back



Slow down

Stop

Cameras

Many newer vehicles (as well as some types of mobile equipment) can accommodate a rear-view camera to provide operators with a view of what is behind them. Viewing screens can be mounted on the dash provided they do not obstruct the field of vision out of the windshield. Construction sites or mines may require the use of more rugged camera equipment. Determining where to mount a camera for maximum effectiveness may be difficult, especially on large vehicles. For example, dump trucks may require two (2) or three (3) cameras to monitor the blind spots on the front, rear and side of the vehicle.

Proximity Detection Systems

Radar and ultrasonic technology both are used in backing safety systems. A radar system transmits a signal, which is bounced off an object. A receiver then receives the signal. These systems alert the driver with a visual and/or audio warning. These systems will be positioned so that they will not detect harmless objects, such as the concrete slab of a driveway, which can interfere with the detection of an object or person behind the vehicle or mobile equipment. Also, the composition of an object can affect detection, with some materials being virtually invisible to radar. Like cameras, this equipment can be mounted on most vehicles and may be an option for some manufacturers.

Ultrasonic systems, such as sonar, emit bursts of ultrasonic waves in a frequency above the hearing threshold of humans. When the waves strike an object, they generate echoes used to determine the distance to the object. These systems alert the driver with a visual and/or audio warning.

Tag-Based Systems

Another type of proximity detection system is an electromagnetic field-based system, which is a type of tag-based system. This system consists of electromagnetic field generators and field-detecting devices. One (1) electromagnetic field-based system uses electromagnetic field generators installed on a vehicle and electronic sensing devices (a tag) worn by employees working near the vehicle. Another electromagnetic field-based system uses field generators worn by persons working near the vehicle, with the sensing devices installed on the vehicle. These electromagnetic field-based systems can be programmed to warn affected employees, stop the vehicle, or both when employees get within the predefined danger zone of the vehicle.

Internal Traffic Control Plans

An internal traffic control plan (ITCP) is another method used to address back-over hazards. These are plans that project managers can use to coordinate the flow of moving equipment, employees and vehicles at a worksite to minimize or eliminate vehicles and employees from crossing paths. These plans can significantly reduce, or possibly eliminate, the need for vehicles to back up on a site.

SAFE PRACTICES

The Company recognizes that its greatest assets are its employees, a fact demonstrated by a commitment to their safety.

A driver safety program saves lives and reduces injuries. It also prevents material losses and helps the Company guard against the range of liabilities that may emerge from a vehicular accident.

Accordingly, management will provide the resources needed to support a culture of safety and will actively encourage employees to participate in the planning and implementation of the driver safety program.

If the Company operates any of the following types of commercial motor vehicles in interstate commerce, it will comply with applicable U.S. Department of Transportation (DOT) safety regulations, many of which may not be detailed in this chapter:

- A vehicle with a gross vehicle weight rating or gross combination weight rating (whichever is greater) of 10,0001 lbs. or more
- A vehicle designed or used to transport between 9 and 15 passengers (including the driver) for compensation
- A vehicle designed or used to transport 16 or more passengers
- Any size vehicle used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5101 et seq.) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR chapter I, subchapter C)

Please see www.fmcsa.dot.gov or www.safetyservicescompany.com for more information.

FLEET

This Company will maintain a fleet of vehicles, if necessary, for business in accordance with relevant regulatory standards and vehicle manufacturer's advice.

Fleet Selection

The safety coordinator will work with members of the safety committee and, if appropriate, the Company's Insurance Company to establish guidelines for the selection of Company vehicles, which will include the following:

- The appropriate vehicle type for expected use
- Required safety equipment
- Maintenance procedures
- Inspection procedures
- Protections against unauthorized use
- Record-keeping procedures
- Insurance

The National Highway Transportation Administration provides information on vehicle safety according to make and model.

Preventive Maintenance

All Company vehicles will be maintained according to a regular schedule to ensure their safety and roadworthiness. All maintenance will be performed by a qualified individual or automotive shop according to the manufacturer's recommended service schedule.

In addition to regularly scheduled maintenance, fleet up-keep will include, but not be limited to:

- Basic inspections of the vehicle by the driver before every trip
- Immediate removal from service of any vehicle with mechanical problems
- Managerial certification of requested repairs before return to service

Recordkeeping

All vehicle maintenance, repair certification and driver review will be recorded and kept through the life of the vehicle.

Vehicle Inspection

The operator will inspect each vehicle or piece of equipment on a daily basis before and after operation. Pre-use inspections will include a walk around inspection to check for obvious defects and to ensure no obstacles are in the path of travel of the vehicle.

Each operator is responsible for the safe condition of the equipment. No employee may drive a vehicle having steering, brake, or other safety problems until a mechanic has made repairs. Drivers will report any other unsafe conditions to their supervisor as soon as safely possible.

Driver vehicle inspection reports will be completed daily, including documentation of repairs of defects and/or deficiencies found during these inspections. In addition. All vehicles will be inspected annually.

Hours of Service

William Molnar Roofing Inc will ensure compliance with all applicable "hours of service" regulations.

DRIVER SELECTION, QUALIFICATION AND EVALUATION

Designated Safety Coordinator will work with members of the safety committee and, if appropriate, the Company's insurance Company to determine the qualification standards for motor vehicle operators.

Employment History

The evaluation for any new employee anticipated to drive a Company vehicle (or their own vehicle-on-company business) will include a reference check and review of driving history through past employers.

Licenses

Any driver of a Company vehicle or a personal vehicle on Company business will possess a valid driver's license appropriate for the vehicle that will be driven and the circumstances in which the vehicle will be driven. All government regulations and insurance Company requirements will be followed concerning driver qualification.

A driver will only operate a vehicle that requires a commercial driver's license (and any endorsement) if he or she is in possession of the appropriate license. All commercial drivers will be properly licensed for the vehicle that they will be operating.

Motor Vehicle Records

The Company will check the driving records of any employee expected to drive for work. Further, an annual review of a motor vehicle record (MVR) for employees expected to drive for work reasons will indicate if they remain eligible to drive a Company vehicle or their own on Company business.

Road Test

All candidate drivers will successfully complete a road test administered by the Company or authorized third party before placement.

Initial Assignment

The Company will request and review an MVR for new applicants or current employees expected to add driving to existing responsibilities, whether operating their own vehicle or a Company vehicle. The MVR review will consider the most recent three (3) years of driving and will include motor vehicle records from all states in which the applicant has lived in that time.

MVRs and the information contained therein will remain as confidential as possible. Discussions of motor vehicle records will be restricted to individuals with a legitimate “need to know”.

Any qualification standard may entail a multi-tiered or point system approach to driver eligibility based on the frequency of the employee’s anticipated work driving and the severity of traffic convictions recorded in the MVR.

Following are some examples of violations that, having occurred in the past 3 years, may warrant ineligibility to drive on Company business:

- DWI/DUI/OUI
- Negligent motor vehicle homicide
- Operating with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner’s consent
- Reckless, careless, or negligent driving, including speeding more than 15 MPH over limit
- Hit and run or leaving the scene of an accident with injury or death resulting, or property damage in excess of $1,000

Following are examples of violations that, having occurred more than three (3) times in two (2) years, may warrant ineligibility to drive:

- Minor moving violations
- Accidents

Annual Review

Employees cited for a violation that may affect their eligibility to drive on Company business will inform their supervisor.

In addition to the initial MVR review, a review of an employee’s MVR will occur annually to confirm the driver’s continued eligibility to drive for work.

Medical Check-Up

All Company drivers will be medically cleared to drive every 24 months.

Defensive Driver Training

The Company may consider or require the completion of a driver safety course or defensive driving course in determining eligibility to drive a Company vehicle or a personal vehicle while on Company business.

Driver Agreements

Employees who will operate a motor vehicle as part of their job are required to confirm awareness and understanding of the Company's driver safety policy.

The safety coordinator, with the safety committee, will create a "driver agreement" that allows a driver to confirm his or her awareness and understanding of this policy, driver expectations, vehicle maintenance and care requirements and the procedures for reporting moving violations and accidents.

Driver Qualification File

The Company will maintain a driver qualification file for every driver including all documents required to verify his or her qualifications.

Meetings

The safety coordinator, with the safety committee, will determine whether or under what conditions an employee may permit another individual to drive a Company vehicle.

A driver or other employee who permits an unauthorized individual to operate a Company vehicle faces disciplinary action and financial accountability for any costs incurred by allowing unauthorized employees to operate a Company vehicle.

Securing Materials

The driver will prevent the unsafe movement of any cargo, such as tools or equipment by securing it appropriately. Drivers will secure anything that may present a hazard outside the passenger compartment.

Vehicle Occupancy

No Company vehicle transports more passengers than safely possible. Every adult in the vehicle will have a seatbelt. If children will be transported, each will have the appropriate child safety restraint. Vehicles may be operated only if each passenger is safely restrained in their seat.

Seat Belts

The Company recognizes that seat belts effectively prevent injuries and loss of life in an automotive accident.

All Company employees will wear seatbelts when operating a Company-owned vehicle or any vehicle on Company premises or on Company business. Any occupant of a vehicle owned by the Company, on Company premises, or in a vehicle on Company business will wear a seatbelt or, if required, an appropriate child restraint system.

This Company encourages its employees to always wear a seatbelt when driving or riding in an automobile, to ensure child restraints are used properly and to encourage other passengers or drivers do the same.

Alcohol and Drug Use

During “duty hours”, which include working hours, break periods and on-call-periods, employees are forbidden to operate a motor vehicle under the influence of alcohol, illegal drugs, or prescription medication that can cause impairment or drowsiness. The consumption of alcohol or illegal drugs while performing Company business or while in a Company facility may result in disciplinary action up to and including termination. All drivers are prohibited from driving while impaired by illness, fatigue, drugs, alcohol, or other substances.

If an employee takes prescribed medication or over-the-counter medication known to affect the ability to operate a motor vehicle or other heavy machinery, the employee will inform his or her immediate supervisor and refrain from such duties until able to do so safely.

Drivers will remain aware of driving behaviors that indicate impairment such as weaving, inappropriate speed and erratic or abrupt driving. Staying a safe distance from drivers who may be impaired and bringing dangerous drivers to the attention of the authorities helps keep roads safe.

Drivers who operate a commercial motor vehicle as defined by the Federal Highway Administration (FHA) will possess a commercial driver’s license (CDL) and are subject to FHA’s regulations on alcohol and drug use and testing.

A drug-free workplace policy and supporting procedures will be in place and communicated to all employees before drug testing. The rule requires pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up testing. For details on the program, refer to the Federal Motor Carrier Safety Regulations, Title 49, Part 382.

Distracted Driving

Driving skills rely on the focus of the vehicle operator. Every driver will devote his or her full attention to the task of driving while behind the wheel. Text messaging while driving is strictly prohibited. Drivers will not engage in texting or the use of hand-held mobile phones while driving. Distractions come in many forms and contribute to 25 to 30 percent of all traffic accidents. Distractions include, but are not limited to the following:

- Text messaging and other cell phone use (even with hands-free headset)
- Reaching for an object inside the vehicle
- Looking at an object, person, or event outside the vehicle
- Eating and drinking
- Reading
- Grooming and hygiene
- Electronics use (computer, tablet, GPS)
- Adjusting non-critical controls
- Horseplay
- Emotional distractions

Fatigued Driving

Driving fatigue greatly increases the risk of an accident. All drivers will be trained in the importance of being well rested, alert and sober. Also, the importance of being able to continually search the road for any potential situations requiring quick action.

To prevent fatigue, drivers will stop every two (2) hours and get out and stretch by taking a walk.

Drivers are required to follow the FMCSA Hours of Service Drivers Final Rule and take a 30-minute break after eight (8) hours of driving time.

Aggressive Driving

The Company prohibits aggressive driving while operating a Company vehicle or a personal vehicle on Company business. Aggressive driving behaviors include, but are not limited to the following:

- Excessive Speed
- Tailgating
- Failure to signal lane change
- Running a red light
- Passing on the right
- Any offensive, rude, or hostile act or gesture directed at another driver

Young Drivers

Teenage drivers are the most likely to engage in risky driving behaviors and vehicle crashes are the leading cause of death for 15- to 20-year-olds. Federal law prohibits drivers under 17 years old to operate a vehicle as part of their job and it is at the discretion of the safety coordinator to prohibit driving for any employee based on a lack of driving experience.

Driving in Work Zones

All drivers in work zones will take special care. Patience and care go a long way to contribute to driving safely around construction. Heavy machinery and employees can slow everything down but driving rushed makes it difficult to observe other employees and leads to poor decision making. Employees will be vigilant and minimize distractions to respond quickly to the unexpected when behind the wheel, especially when driving where others are working.

MONITORING

As part of our driver safety policy, every work-related accident and near miss involving motor vehicles will be handled in a way to reduce risk and encourage future safe behaviors in the future. While operating a vehicle for Company purposes, drivers will have at least one mode of contact in the vehicle including, but not limited to: cell phone, CB radio, or two-way radio.

Additionally, the Company’s driver safety policy requires periodic review of the policy itself and its impact on the safety and health of employees.

Incident, Accident Analysis and Reporting

If an employee experiences a vehicular accident while driving a Company car or a personal car on Company business will and will do the following:

- Stop the vehicle. If it can be done safely, move the vehicle off the road.
- Immediately notify their supervisor as soon as safely possible.
  - If emergency services are required, they will be contacted first then their supervisor.
- Call appropriate law enforcement authority if damage is done to another vehicle or property that does not belong to the Company for an emergency, call 911 to summon both police and emergency medical services.

  NOTE: All motor vehicle incidents while on Company business will be reported immediately to the involved Company employee's supervisor(s) and when applicable law enforcement as well as the Company's Insurance Company.
- Mark the scene as necessary for safety.
- Gather the names of other drivers and witnesses.
- Diagram the accident, noting vehicles involved, where vehicle occupants were seated at the time of the accident, the date, time and weather conditions.
- Exchange the following information with other drivers involved: license plate number, registration information and insurance information.
- Document the name and badge number of the responding law enforcement professional.
- Cooperate with law enforcement professionals and participate in the Company's accident investigation.

Do not assume, blame, or apologize. Only give statements about what happened to the police or an appropriate member of Company management.

Any accident will be investigated according to the Company's accident investigation policy (see chapter on "Accident Investigation" for more details). Use the Motor Vehicle Accident Report at the end of this chapter to accompany the Company's Accident/Incident Report.

This Company will comply with all recordkeeping requirements of our safety policy and any applicable regulatory authority. Specifically, all records will be retained in the driver's qualification file during employment and at least three (3) years after.

Disciplinary Actions

Safety incidents involving an employee and a violation of our safety policy in a Company vehicle (or personal vehicle used on Company business) may result in disciplinary actions up to termination, including the revocation of driving privileges as determined by management.

Reward Program

It is at the discretion of the safety coordinator and, if appropriate, the safety committee to devise and implement a safe driver reward program to encourage safe driving habits and reward safe driving behaviors.

Policy Review

All aspects of this policy and the Company's driver safety program are subject to annual review by the safety coordinator and the safety committee to ensure the effectiveness of the policy to guarantee a safe working environment for Company employees.

TRAINING

The Company will train every employee who will drive for work related reasons on driver safety at no cost to the employee during working hours. Training methods will include, but are not limited to, hands-on, practical exams.

The Company will use only training material that is appropriate in content and vocabulary to educational level, literacy and language of employees.

DRIVER TRAINING

The driver safety program focuses on training and prevention. All new drivers will complete an orientation to cover:

- Policies and procedures for drivers
- Governmental regulations
- Maintenance guidelines and inspection procedures
- Driver training that encourages safe, defensive road behavior

Training Components

The safety coordinator will ensure any employee at the Company who drives on work business is qualified and capable to drive. Drivers will complete training in the following minimum elements for driver safety:

- Defensive driving
- Proper attitude
- Safe distances
- Intersection driving
- Poor driving conditions
- Split-second decision-making
- Distracted driving
- Driving in Work Zones
- Good visual habits
- Safety restraints

Training Records

Training records will include the following information:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of the employees attending the training

The Company will maintain employee training records for at least three (3) years from the date on which the training occurred.

FORMS AND ATTACHMENTS

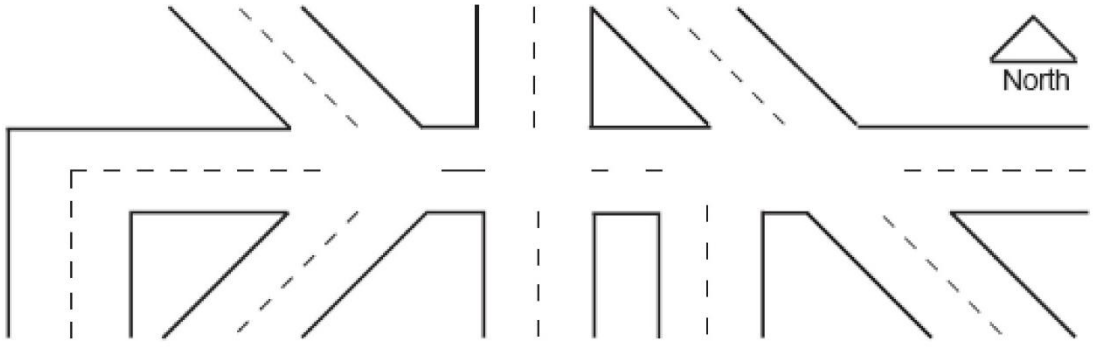
On the following pages, please find the following document(s):

- Motor Vehicle Accident Report
- Driver Safety Training Documentation

Motor Vehicle Accident Report

Driver's Information			Other Party's Information		
Name:			Driver's Name:		
Street:			Street:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Driver License #:		Phone:	Driver License #:	
License Plate #:	Vehicle Type:		License Plate #:	Vehicle Type:	
Name of Insurance:			Name of Insurance:		
Policy Holder:	Policy #:		Policy Holder:	Policy #	
Passengers Information:			Passengers' information:		
Accident Details					
Date:	Time:	Appx. Speed:	Explain how the accident happened:		
Street:					
City:	State:	Zip:			
Investigating Officer:			Describe your vehicle's damage:		
Police Department:					
Phone:	Badge #:		Describe another vehicle's damage:		
Investigating Officer:					
Police Department:			Witnesses Information:		
Phone:	Badge #:		Witnesses Information:		

SKETCH OF THE ACCIDENT SCENE (try to estimate the distances)



Training Record

Trainer:	
Signature:	
Date:	
Content of Training	
Attendees	
Print Name:	**Signature:**

POLICY

William Molnar Roofing Inc has implemented this policy to ensure proper safe work practices and procedures are followed to protect employees from the fall hazards.

REFERENCES

- 29 Code of Federal Regulations
  - §1926 Subpart M—Fall Protection
  - §1926.500—Scope, Application and Definitions Applicable to this Subpart
  - §1926.501—Duty to have Fall Protection
  - §1926.502—Fall Protection Systems Criteria and Practices
  - §1926.503—Training Requirements
  - Appendix A, Determining Roof Widths—Non-mandatory Guidelines for Complying with 1926.501(b)(10)
  - Appendix B, Guardrail Systems—Non-mandatory Guidelines for Complying with 1926.502(b)
  - Appendix C, Personal Fall Arrest Systems—Non-mandatory Guidelines for Complying with 1926.502(d)
  - Appendix D, Positioning Device Systems—Non-mandatory Guidelines for Complying with 1926.502(e)
  - Appendix E, Sample Fall Protection Plan—Non-mandatory Guidelines for Complying with 1926.502(k)

RESPONSIBILITIES

Employer Responsibilities

William Molnar Roofing Inc will provide at no cost to employees fall protection such as guard rails, safety nets or personal fall arrest systems whenever employees are potentially exposed to falls to lower levels from heights of six (6) ft. or greater. This includes work near and around bins, tanks and excavations. Exception: When the standard methods of protection are not feasible or a greater hazard would be created, the employer will develop and implement a fall protection plan in accordance with § 1926.502(k). The exposure determination will be made without regards to the use of PPE.

William Molnar Roofing Inc is responsible for:

- Ensuring that safety inspections of the facility occur on a regular basis.
- Training personnel in the selection and use of fall protection equipment.
- Responding quickly to eliminate workplace hazards.
- Ensuring all equipment is kept in good repair.
- Ensuring employees follow safe job procedures.
- Reviewing job hazard analysis whenever there is a significant change to any element of the job or when an injury or illness occurs.
- Ensuring that the PPE provided properly fits

Designated Safety Coordinator Responsibilities

Designated Safety Coordinator is the Program Administrator – designated qualified person responsible for managing the Fall Protection Program. Designated Safety Coordinator will specify a fall protection system for each worksite, supervise its implementation and inspect the system before use.

Safety Committee Responsibilities

- Assist in fall protection program as necessary.
- Assist in training employees to identify and minimize workplace hazards.
- Monitor the workplace for hazards.
- Encourage employees to report hazards.
- Implement appropriate controls.
- Ensure corrective action is taken promptly.

Employee Responsibilities

Employees will always comply with the fall protection program when working at heights of six (6) ft. or above and will wear appropriate personal protective equipment (PPE).

NOTE: The fall protection system used will be appropriate for the specific work location or situation using best practices.

All employees are expected to: Assist in job hazard analyses, follow safe job procedures, and report hazards to a supervisor immediately.

TRAINING

Designated Safety Coordinator will ensure that all employees who participate in work where fall hazards are present are trained in recognition of fall hazards, fall protection procedures, equipment and work practices. Written certification records will be maintained showing who was trained, types of training, dates of training, signature of person providing training and the date training was determined to be adequate. Employees will be certified upon completion of training in the following areas:

- The nature of fall hazards in the work area.
- The correct procedures for erecting, maintaining, disassembling and inspecting the fall protection systems to be used.
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones and other protection to be used.
- The role of each employee in the safety monitoring system when this system is used.
- The limitations on mechanical equipment during the performance of roofing work on low-sloped roofs.
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
- The role of employees in the fall protection work plan.

Employee re-training in fall protection will be provided when: previous training is deemed deficient; changes in work environment occur which would necessitate additional training; changes in fall protection equipment or systems occur; employee is observed applying unsafe work practices.

PROCEDURES

Before the start of work, Designated Safety Coordinator will make an initial survey of the types of fall hazards which are expected to be encountered and develop a plan relative to providing the kind and number of safeguards that will protect against these fall hazards. Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is six (6) ft. or more above a lower level will be protected from falling by the use of guardrail systems, safety nets or personal fall arrest systems.

- All accidents and serious incidents involving William Molnar Roofing Inc employees will be reported immediately to the supervisor for the work location. All accidents/incidents will be investigated under the guidelines of the company Accident Investigation Program. Changes will be implemented to the Fall Protection Plan as necessary.
- William Molnar Roofing Inc will provide for prompt rescue of employees in the event of a fall or will assure the employees are able to rescue themselves.
- All materials and equipment purchased and used at William Molnar Roofing Inc for fall protection will comply to OSHA, ANSI and ASTM standards required for that material or equipment.

Fall Protection Locations

Fall protection is required wherever the potential to fall six (6) ft. Or more exists. Fall protection is not needed if an employee or employees are on a low sloped roof for inspection/observation if they do not approach within eight (8) ft. of the roof’s edge.

Fall Protection Work Plans

Designated Safety Coordinator will develop and implement a written fall-protection work plan including each area of the workplace where employees are assigned and where fall hazards of six (6) ft. or more exist. It is recommended that the written plan be upgraded as conditions change. The fall-protection work plan will:

- Identify all fall hazards in the work area as the project work progresses.
- Describe the method of fall arrest or fall restraint to be provided.
- Describe the procedures for assembly, maintenance and disassembly of the fall-protection system.
- Describe procedures for the handling, storage and securing of tools and materials.
- Describe the method of providing overhead protection for employees who may be in or pass through, the area below the work site.
- Be available on the job site for inspection.
- Ensure that employees are trained and instructed.
- Include inspection of fall protection devices (FPD) and systems to ensure compliance with applicable parts of this procedure.

Fall Restraint and Fall-Arrest Systems

Designated Safety Coordinator will ensure that fall-restraint or fall-arrest systems are provided, installed and implemented according to the following requirements. Fall-restraint and arrest protection will consist of:

Standard Guardrails

- Top rail 39 to 45 inches above the working surface and will be smooth and of a shape to permit grasping easily.
- Midrail (center between riser and top rail), screen or mesh (continuous) or intermediate vertical members (not more than 19 inches apart) will be provided between the top rail and working surface.
- Guardrail systems will be capable of supporting 200 lb. in the downward or outward direction at any point along the top edge.
- Midrail will support a 150 lb. load in the downward or outward direction.
- Top rails and mid-rails will be at least 1/4 inch nominal thickness. Plastic or steel banding will not be used.
- Chain gates will be used to cover hoisting areas and the guardrails will extend six (6) ft. minimum on either side of the opening.
- Rails will be so constructed so as not to deflect under test loads. If cable or rope is used it will have tension-adjusting capability and remain taut at all times.
- Wood Railings: Wood components will be minimum 1500 lb.-ft. / $in.^2$ fiber (stress grade) construction grade lumber. Posts will be at least two (2) inches by 4 inches (5 cm x 10 cm) lumber spaced not more than eight (8) ft (2.4 m) apart on centers. The top rail will be at least two (2) inches by 4 inches (5 cm x 10 cm) lumber; the intermediate rail will be at least one (1) inch by 6 inches (2.5 cm x 15 cm) lumber.
- Pipe Railings: Post, top rails and intermediate railings will be at least 1 and 1/2 inches nominal diameter (schedule 40 pipe) with posts spaced not more than eight (8) ft. (2.4 m) apart on centers.
- Structural Steel Railings: Posts, top rails and intermediate rails will be at least 2 inches by 2 inches (5 cm x 10 cm) by 3/8 inch (1.1 cm) angles, with posts spaced not more than 8 ft. (2.4 m) apart on centers.

Portable Guardrails

- Portable guardrails may be used in locations where permanent guardrails are not feasible
- Top rail 39 to 45 inches above the working surface and will be smooth and of a shape to permit grasping easily.
- Mid-rail (center between riser and top rail), screen or mesh (continuous) or intermediate vertical members (not more than 19 inches apart) will be provided between the top rail and working surface.
- Guardrail systems will be capable of supporting 200 lb. in the downward or outward direction at any point along the top edge.
- Mid-rail will support a 150 lb. load in the downward or outward direction.

Harness, Lanyards, Lifelines and Anchor Points

- An approved Class III full-body harness will be used.
- All full-body harness and lanyard hardware assemblies will be capable of withstanding a tensile loading of 3,600 lb. without cracking, breaking or taking a permanent deformation.
- Anchorage points used for fall restraint will support four (4) times the intended load.
- Restraint protection and positioning devices will be rigged to allow the movement of employees only as far as the sides and edges of the walking / working surface.
- Full-body harnesses will be attached to securely rigged restraint lines.
- Rope-grab devices are prohibited for fall-restraint applications unless they are part of a fall-restraint system designed specifically for the purpose by the manufacturer and used in strict accordance with the manufacturer's recommendations and instructions.
- Designated Safety Coordinator will ensure component compatibility.
- Body-harness systems or components subject to impact loading will be immediately removed from service and will not be used again for employee protection unless inspected and determined by a competent person to be undamaged and suitable for reuse.
- All safety lines and lanyards will be protected against being cut or abraded.
- Body-harness systems will be rigged to minimize free-fall distance with a maximum free-fall distance allowed of six (6) ft. and ensure that employees will not contact any lower level.
- Hardware will have a corrosion-resistant finish and all surfaces and edges will be smooth to prevent damage to the attached body harness or lanyard.
- When vertical lifelines (droplines) are used, not more than one employee will be attached to any one lifeline.
- Full-body harness systems will be secured to anchorages capable of supporting 5,000 lb. per employee, except when self-retracting lifelines or other deceleration devices are used which limit free fall to 2 ft.; in this case, anchorages will be capable of supporting 3,000 lb.
- Independent lifelines (droplines) will have a minimum tensile strength of 5,200 lb., except those self-retracting lifelines and lanyards, which automatically limit free-fall distance to 2 ft. or less, will have a minimum tensile strength of 3,000 lb.
- Horizontal lifelines will have a tensile strength capable of supporting a fall-impact load of at least 5,200 lb. per employee using the lifeline, applied anywhere along the lifeline.
- Lanyards will have a minimum tensile strength of 5,000 lb.
- All components of body-harness systems whose strength is not otherwise specified in this section will be capable of supporting a minimum fall-impact load of 5,000 lb. applied at the lanyard point of connection.
- Snap-hooks will not be connected to loops made in webbing-type lanyards.
- Snap-hooks will not be connected to each other.
- Not more than one snap-hook will be connected to any one (1) Dee-ring.
- Independent lifelines used on rock-scaling operations or in areas where the lifeline may be subjected to cutting or abrasion, will be a minimum of 7/8 inch wire core manila rope. For all other lifeline applications, a minimum of 3/4 inch manila rope or its equivalent, with a minimum breaking strength of 5,000 lb., will be used.

- Safety harnesses, lanyards and lifelines, independently attached or attended, will be used while performing the following types of work when other equivalent protection is not provided:
  - Work in hoppers, bins, silos, tanks or other confined spaces.
  - Work on hazardous slopes or dismantling safety nets.
  - Working on poles or from boatswains' chairs at elevations.
- Fall protection will be used when working at heights greater than 6 (six) ft., on swinging scaffolds or other unguarded locations and work on skips and platforms used in shafts by crews when the skip or cage does not include the opening to within one foot of the sides of the shaft, unless cages are provided.
- Full-body harness systems will be inspected before each use for mildew, wear, damage and other deterioration and defective components will be removed from service if their function or strength has been adversely affected.

Safety Nets

- Safety nets will be installed as close as practicable under the walking/working surface on which employees are working, but in no case more than 30 ft. (9.1 m) below such level. When nets are used on bridges, the potential fall area from the walking/working surface to the net will be unobstructed.
- Safety nets will extend outward from the outermost projection of the work surface as follows:

Vertical distance from working level to horizontal plane of net	Minimum required horizontal distance of outer edge of net from the edge of the working surface
Up to 5 feet	8 feet
More than 5 feet up to 10 feet	10 feet
More than 10 feet	13 feet

Vertical distance from working level to horizontal plane of net	Minimum required horizontal distance of outer edge of net from the edge of the working surface
Up to 5 feet	8 feet.
More than 5 feet up to 10 feet	10 feet.
More than 10 feet	13 feet.

- Safety nets will be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test specified in the full-body harness section.
- Safety nets and their installations will be capable of absorbing an impact force equal to that produced by the drop test specified in the full-body harness section.
- Safety nets and safety-net installations will be drop-tested at the job site before being used as a fall-protection system. The drop-test will consist of a 400 lb. bag of sand 30±2 inches in diameter dropped into the net from the highest walking / working surface on which employees are to be protected, but not from less than 42 inches above that level. Exception: when the employer can demonstrate that a drop-test is not feasible or practicable, the net and net installation will be certified by a qualified person to be in compliance with the provisions of this section.
- Safety nets will be inspected weekly for mildew, wear, damage and other deterioration and defective components will be removed from service.
- Materials, scrap pieces and tools which have fallen into the safety net will be removed as soon as possible from the net and at least before the next work shift.

- The maximum size of each safety net mesh opening will not exceed 36 square inches nor be longer than six (6) inches on any side measured center-to-center of mesh ropes or webbing. All mesh crossings will be secured to prevent the enlargement of any mesh opening.
- Each safety net (or section of it) will have a border rope for webbing with a minimum breaking strength of 5,000 lb.
- Connections between the safety-net panels will be as strong as integral net components and will be spaced not more than 6 (six) inches apart.

Catch Platforms

A catch platform will be installed within 10 ft. (vertical) of the work area. The catch platform's width will equal the distance of the fall but will be a minimum of 45 inches wide and will be equipped with standard guardrails on all open sides.

Guarding of Low-Pitched Roof Perimeters

During the performance of work on low-pitched roofs with a ground-to-eaves height greater than 6 (six) ft., Designated Safety Coordinator will ensure that employees engaged in such work be protected from falling from all unprotected sides and edges of the roof as follows:

- By the use of a fall-restraint or fall-arrest system, as defined in applicable OSHA or state regulations.
- Mechanical equipment will be used or stored only in areas where employees are protected by a warning line system or fall-restraint or fall-arrest systems as described in applicable OSHA or state regulations. Mechanical equipment may not be used or stored where only protection is provided by the use of a safety monitor.
- The general provisions section of this section does not apply at points of access such as stairways, ladders and ramps or when employees are on the roof only to inspect, investigate or estimate roof-level conditions. Roof-edge materials handling areas and materials storage areas will be guarded as provided in the roof-edge materials handling section of this section.
- Employees engaged in built-up roofing on low-pitched roofs less than 50 ft. wide may use a safety system without warning lines where the use of hot tar poses additional hazards.

Warning-Line Systems and Access Paths

- When mechanical equipment is not being used, the warning line will be erected not less than six (6) ft. (1.8 m) from the roof edge.
- When mechanical equipment is being used, the warning line will be erected not less than six (6) ft. (1.8 m) from the roof edge which is parallel to the direction of mechanical equipment operation and not less than 10 ft. (3.1 m) from the roof edge which is perpendicular to the direction of mechanical equipment operation.
- Points of access, materials handling areas, storage areas and hoisting areas will be connected to the work area by an access path formed by two warning lines.
- When the path to a point of access is not in use, a rope, wire, chain or other barricade, equivalent in strength and height to the warning line, will be placed across the path at the point where the path intersects the warning line erected around the work area or the path will be offset such that a person cannot walk directly into the work area.
- Warning lines will be erected around all sides of the work area for work six (6) to 10 ft. from the roof edge.

- A warning-line system as prescribed in 29 CFR 1926.500 and supplemented by the use of a safety-monitor system as prescribed in 29 CFR 1926.500 to protect any employee engaged in duties between the forward edge of the warning line and the unprotected sides and edges, including the leading edge, of a low-pitched roof or walking/working surface.
- Warning line and safety monitor systems as described in 29 CFR 1926.500 are prohibited on surfaces exceeding a 4/12 pitch and on any surface whose dimensions are less than 45 inches in all directions.
- The warning line will consist of a rope, wire or chain and supporting stanchions
- The rope, wire or chain will be flagged at not more than 6 (six) ft. intervals with high-visibility material.
- The rope, wire or chain will be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches from the roof surface and its highest point is no more than 39 inches from the roof surface.
- After being erected, with the rope, wire or chain attached, stanchions will be capable of resisting, without tipping over, a force of at least 16 lb. applied horizontally against the stanchion, 30 inches above the roof surface, perpendicular to the warning line and in the direction of the roof edge.
- The rope, wire or chain will have a minimum tensile strength of 500 lb., and after being attached to the stanchions, will be capable of supporting, without breaking, the loads applied to the stanchions.
- The line will be attached at each stanchion in such a way that pulling of one section of line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.
- Access paths: points of access, materials-handling areas and storage areas will be connected to the work area by a clear access path formed by two warning lines.
- When the path to a point of access is not in use, a rope, wire or chain, equal in strength and height to the warning line, will be placed at the point where the path intersects the warning line erected around the work area.

Roof-edge Materials-Handling Areas & Materials Storage

Employees working in a roof-edge materials-handling or materials storage area location on a low-pitched roof with a ground-to-work-area height greater than six (6) ft. will be protected from falling along all unprotected roof sides and edges of the area.

- When guardrails are used at hoisting areas, a minimum of four (4) ft. of guardrail will be erected on each side of the access point through which materials are hoisted.
- A chain or gate will be placed across the opening between the guardrail sections when hoisting operations are not taking place.
- When guardrails are used at bitumen pipe outlets, a minimum of four (4) ft. of guardrail will be erected on each side of the pipe.
- When safety-harness systems are used, they will not be attached to the hoist.
- When fall-restraint systems are used, they will be rigged to allow the movement of employees only as far as the roof edge.
- Materials will not be stored within six (6) ft. of the roof edge unless guardrails are erected at the roof edge.

Leading-Edge Control Zone

When performing leading-edge work, Designated Safety Coordinator will ensure that a control zone is established according to the following requirements:

- The control zone will begin a minimum of six (6) ft. back from the leading edge to prevent exposure by employees who are not protected by fall-restraint or fall-arrest systems.
- The control zone will be separated from other areas of the low-pitched roof or walking/working surface by the erection of a warning-line system.
- The warning-line system will consist of wire, rope or chain supported on stanchions or a method which provides equivalent protection.
- The spacing of the stanchions and support of the line will be such that the lowest point of the line (including sag) is not less than 34 inches from the walking / working surface and its highest point is not more than 39 inches from the working / walking surface.
- Each line will have a minimum tensile strength of 500 lb.
- Each line will be flagged or clearly marked with high-visibility materials at intervals not to exceed six (6) ft.

Safety-Monitor System

The employer will designate a competent person to monitor the safety of other employees and the employer will ensure that the safety monitor complies with the following requirements:

- Be competent to recognize fall hazards.
- Warn the monitored employee(s) when it appears, they are unaware of a fall hazard or is acting in an unsafe manner.
- The safety monitor will be on the same walking/working surface and within visual sighting distance of the employee(s) being monitored.
- The safety monitor will be close enough to communicate orally with the employee(s) being monitored.
- The safety monitor will have no other responsibilities that will take his/her attention from the monitoring function.
- The safety monitoring system will not be used as a fall protection system for any work other than roofing work on roof slopes of 2 in 12 (vertical to horizontal) or less.
- Use of a safety monitoring system alone (i.e., without the warning line system) is not permitted on roofs more than 50 ft. (15.25 m) in width.
- When selected, the employer will ensure that the safety-monitor system will be addressed in the fall-protection work plan, include the name of the safety monitor(s) and the extent of their training in both the safety-monitor and warning-line systems and will ensure that the following requirements are met:
    - The safety-monitor system will not be used when adverse weather conditions create additional hazards.
    - A person acting in the capacity of a safety monitor will be trained in the function of both the safety-monitor and warning-lines systems.

    - The safety monitor will:
        - Be a competent person as defined in 29 CFR 1926.32(f).
        - Have control authority over the work as it relates to fall protection.
        - Be instantly distinguishable from members of the work crew.
        - Engage in no other duties while acting as safety monitor.
        - Be positioned in relation to the employees under their protection, so as to have a clear, unobstructed view and be able to maintain normal voice communication.
        - Not supervise more than eight (8) exposed employees at one time.
- Control zone employees will be distinguished from other members of the crew by wearing a high-visibility vest only while in the control zone.

General Safety Considerations

The company will ensure prompt rescue of employees in the event of a fall or will assure that employees are able to rescue themselves.

Fall arrest systems will be inspected before each use for wear, damage and other deterioration and defective components will be removed from service.

If Fall protection plans are utilized, site specific plans will be prepared or modified by a Qualified Person and maintained at the job site. The plan will be under the supervision of a Competent Person and the plan will address why the use of conventional fall protection is infeasible or why their use would cause a greater hazard.

If fall protection plans are utilized, Designated Safety Coordinator will post a written notice of how is designated to work in controlled access zones. No other employees may enter controlled access zones.

Areas will be designated as controlled access zones if other methods of fall protection are not utilized and a safety monitoring system will be implemented.

If Fall protection plans are utilized and in the event an employee falls or some other related, serious incident occurs, (e.g., a near miss) the company will investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed (e.g., new practices, procedures or training) and will implement those changes to prevent similar types of falls or incidents.

All affected employees will undergo training to recognize fall hazards and how to minimize these hazards. Retraining will occur when the following conditions occur it is determined that employees already trained do not have the necessary understanding or skill, workplace changes and/or fall protection systems or equipment changes that render previous training obsolete. This training is documented and the latest training certification is maintained.

Hole Covers

Covers located in roadways and vehicular aisles will be capable of supporting at least twice the maximum axle load of the largest vehicle expected to cross over the cover without failing.

All other covers will be capable of supporting, without failure, at least twice the weight of employees, equipment and materials that may be imposed on the cover at any one time.

In order to prevent accidental displacement by the wind, equipment or employees, all covers will be secured when installed.

All covers will be color coded or be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

NOTE: This provision does not apply to cast iron manhole covers or steel grates used on streets or roadways.

Training Record

Trainer:	
Signature:	
Date:	
Content of Training	
Attendees	
Print Name:	**Signature:**

POLICY

William Molnar Roofing Inc has implemented this policy to ensure proper safe work practices and procedures are followed for the protection of our employees against fire/explosion hazards. The following work practices, procedures, and engineering controls will be enforced as an integral part of our Company safety policy.

RESPONSIBILITIES

Designated Safety Coordinator is designated as the supervisor to manage the Fire Prevention Program. William Molnar Roofing Inc will have and maintain an employee alarm system. The employee alarm system will use a distinctive signal for each purpose. Designated Safety Coordinator will ensure that all employees are informed and trained in the following minimum elements for Emergency Action Plans:

- Designated Safety Coordinator will ensure all employees are trained in the proper operation of all types of fire extinguishers provided by the company.
- As warranted by the project, William Molnar Roofing Inc will provide a trained and equipped organization (Fire Brigade) to assure adequate protection to life.
- Procedures for reporting a fire or other emergency.
- Procedures for emergency evacuation for all areas of work, including type of evacuation and exit route assignments.
- Safe assembly areas designated for all work areas in the event of evacuation.
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
- Procedures to account for all employees after evacuation.
- Procedures to be followed by employees performing rescue or medical duties.
- The members in the chain of command who may be contacted by employees who need more information or an explanation of their duties under the emergency action plan.
- All materials will be stored, handled, and piled with regard to their fire characteristics.

TRAINING

William Molnar Roofing Incwill designate and train employees to assist in the safe and orderly evacuation of other employees.

Designated Safety Coordinator will review the Fire Prevention Plan with each employee covered by the plan: when each plan is developed or an employee is initially assigned to a job; when the employee's responsibilities under the plan change; when any element of the plan is changed.

Fire Protection/Prevention training will be required on initial hiring and annually thereafter. Employees will be trained in fighting class A, B, C, D, and K fires using the PASS method.

All employees will be trained in the hazards involved in using fire extinguishers for incipient stage firefighting and escape purposes. Employees are instructed to ensure the local Emergency Medical Service (EMS), a fire department, is notified before attempting to extinguish any fire and that if a fire is not immediately extinguished using one fire extinguisher, or the fire recurs, to evacuate immediately.

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Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer will also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.

The employer will provide training upon initial employment and at least annually thereafter.

SAFE PRACTICES

The employer will assure that portable fire extinguishers are subjected to monthly checks and an annual maintenance check. The employer will record the annual maintenance date and retain this record for one (1) year after the last entry of life of the shell, whichever is less. The record will be made available to the Assistant Secretary upon request.

All fire extinguishers and firefighting equipment will be inspected by Designated Safety Coordinator on a monthly basis; this inspection will be recorded and documented, with the required annual maintenance check. Defective equipment will be replaced immediately. Records of inspection will be kept on file in the office.

Procedures are instructions for accomplishing specific tasks. Emergency procedures are important because they tell employees exactly what to do to ensure their safety during an emergency to accomplish each of the following tasks:

- Report emergencies to local fire and police departments.
- Inform the emergency chain of command of an emergency.
- Warn employees about an emergency.
- Conduct an orderly, efficient workplace evacuation.
- Assist employees with disabilities or injuries during an evacuation.
- Shut down critical equipment, operate fire extinguishers, and perform other essential servicesduring an evacuation. Account for employees at a designated safe area after an evacuation
- Perform rescue and first aid that may be necessary during an emergency.

FIRE CLASSES

Not all fires are the same. Different fuels create different fires and require different types of fire extinguishing agents. The fire types are listed below:

- Class A – Ordinary combustibles such as wood, paper, cloth, trash, and plastics.
- Class B – Flammable liquids such as gasoline, petroleum oil, and paint. Also includes flammable gasses such as propane and butane.
  - Class B does NOT include fires involving cooking oils and grease.
- Class C – Energized Electrical Equipment such as motors, transformers, and appliances.
  - If the power is removed, Class C fires become one of the other classes of fire.
- Class D – Combustible metals such as potassium, sodium, aluminum, and magnesium.
- Class K – Cooking oils and grease such as animal fats and vegetable fats.

SELECTION AND DISTRIBUTION

Portable fire extinguishers will be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.

William Molnar Roofing Inc will distribute portable fire extinguishers for use by employees on Class A fires so that the travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.

William Molnar Roofing Inc may use uniformly spaced standpipe systems or hose stations connected to a sprinkler system installed for emergency use by employees instead of Class A portable fire extinguishers, provided that such systems meet the respective requirements of 1910.158 or 1910.159, that they provide total coverage of the area to be protected, and that employees are trained at least annually in their use.

William Molnar Roofing Inc will distribute portable fire extinguishers for use by employees on Class B fires so that the travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.

William Molnar Roofing Inc will distribute portable fire extinguishers used for Class C hazards on the basis of the appropriate pattern for the existing Class A or Class B hazards.

William Molnar Roofing Inc will distribute portable fire extinguishers or other containers of Class D extinguishing agent for use by employees so that the travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less. Portable fire extinguishers for Class D hazards are required in those combustible metal working areas where combustible metal powders, flakes, shavings, or similarly sized products are generated at least once every two weeks.

INSPECTION, MAINTENANCE, AND TESTING

Designated Safety Coordinator will be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace.

Portable extinguishers or hose used in lieu thereof will be visually inspected monthly.

William Molnar Roofing Inc will assure that:

- Portable fire extinguishers are subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. The employer will record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record will be available to the Assistant Secretary upon request.
- Stored pressure dry chemical extinguishers that require a 12-year hydrostatic test are emptied and subjected to applicable maintenance procedures every six (6) years. Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement. When recharging or hydrostatic testing is performed, the 6-year requirement begins from that date.
- Alternate equivalent protection is provided when portable fire extinguishers are removed from service for maintenance and recharging.

Hydrostatic Testing

William Molnar Roofing Inc will assure that hydrostatic testing is performed by trained persons with suitable testing equipment and facilities.

William Molnar Roofing Inc will ensure that portable extinguishers are hydrostatically tested at the intervals listed in the table below, except under any of the following conditions:

- When the unit has been repaired by soldering, welding, brazing, or the use of patching compounds.
- When the cylinder or shell threads are damaged.
- When there is corrosion that has caused pitting, including corrosion under the removable name plate assemblies.
- When the extinguisher has been burned in a fire; or
- When a calcium chloride extinguishing agent has been used in a stainless-steel shell.

In addition to an external visual examination, the employer will assure that an internal examination of cylinders and shells to be tested is made prior to the hydrostatic tests.

Type of Extinguishers	Test Interval (Years)
Soda Acid (Soldered Brass Shells) (until January 1, 1982)	(1)
Soda Acid (Stainless Steel Shells)	5
Cartridge Operated Water and/or Antifreeze	5
Stored Pressure Water and/or Antifreeze	5
Wetting Agent	5
Foam (Soldered Brass Shells) (January 1, 1982)	(1)
Foam (Stainless Steel Shells)	5
Aqueous film forming foam (AFFF)	5
Loaded Steam	5
Dry Chemicals with Stainless Steel	5
Carbon Dioxide	5
Dry chemical, Stored Pressure, with Mild Steel, Brazed Brass, or Aluminum Shells	12
Dry chemical, Cartridge or Cylinder Operated, with Mild Steel Shells	
Halon 1211	12
Halon 1301	
Dry Powder, Cartridge, or Cylinder Operated with Mild Steel Shells	12
	1212

Extinguishers having shells constructed of copper or brass joined by soft solder or rivets will not be hydrostatically tested and will be removed from service by January 1, 1982; (Not permitted).

William Molnar Roofing Inc will assure that:

- Portable fire extinguishers are hydrostatically tested whenever they show new evidence of corrosion or mechanical injury, except under the conditions listed in paragraphs (f)(2)(i)-(v) of this section.
- Hydrostatic tests are performed on extinguisher hose assemblies which are equipped with a shut-off nozzle at the discharge end of the hose. The test interval will be the same as specified for the extinguisher on which the hose is installed.

- Carbon dioxide hose assemblies with a shut-off nozzle are hydrostatically tested at 1,250 psi (8,620 kPa).
- Dry chemical and dry powder hose assemblies with a shut-off nozzle are hydrostatically tested at 300 psi (2,070 kPa).

Hose assemblies passing a hydrostatic test do not require any type of recording or stamping. William Molnar Roofing Inc will assure that:

- Hose assemblies for carbon dioxide extinguishers that require a hydrostatic test are tested within a protective cage device.
- Carbon dioxide extinguishers and nitrogen or carbon dioxide cylinders used with wheeled extinguishers are tested every five (5) years at 5/3 of the service pressure as stamped into the cylinder. Nitrogen cylinders which comply with 49 CFR 173.34(e)(15) may be hydrostatically tested every ten (10) years.
- All stored pressure and Halon 1211 types of extinguishers are hydrostatically tested at the factory test pressure not to exceed two (2) times the service pressure.
- Acceptable self-generating type soda acid and foam extinguishers are tested at 350 psi (2,410 kPa).

Air or gas pressure may not be used for hydrostatic testing.

Extinguisher shells, cylinders, or cartridges which fail a hydrostatic pressure test, or which are not fit for testing will be removed from service and from the workplace.

The equipment for testing compressed gas-type cylinders will be of the water jacket type. The equipment will be provided with an expansion indicator which operates with an accuracy within one percent of the total expansion or 0.1 cc (.1mL) of liquid.

The equipment for testing non-compressed gas-type cylinders will consist of the following:

A hydrostatic test pump, hand or power operated, capable of producing not less than 150 percent of the test pressure, which will include appropriate check valves and fittings.

A flexible connection for attachment to fittings to test through the extinguisher nozzle, test bonnet, or hose outlet, as is applicable; and

A protective cage or barrier for personal protection of the tester, designed to provide visual observation of the extinguisher under test.

William Molnar Roofing Inc will maintain and provide upon request to the Assistant Secretary evidence that the required hydrostatic testing of fire extinguishers has been performed at the time intervals shown in the table above. Such evidence will be in the form of a certification record which includes the date of the test, the signature of the person who performed the test, and the serial number or other identifier, of the fire extinguisher that was tested. Such records will be kept until the extinguisher is hydrostatically retested at the time interval specified in the table above or until the extinguisher is taken out of service, whichever comes first.

Training Record

Trainer:
Signature:
Date:
Content of Training:
Attendees

Print Name:	Signature:

POLICY

It is the policy of William Molnar Roofing Inc that training in first aid response is not a requirement for employment, but that local Emergency Medical Services are utilized for emergency medical care. Designated Safety Coordinator is designated as the administrator of the Medical Services Program.

- Medical services for employee evaluations, employment requirements, and special conditions of work are provided to employees at no cost, as specified in OSHA requirements.
- A person(s) who has a valid certificate in first aid training, the American Red Cross, or equivalent will be available at work sites to render emergency first aid.
- Provisions will be made prior to commencement of a project for prompt medical attention in case of serious injury.
- First aid supplies will be easily accessible when required.
- Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary ambulance service, will be provided.
- Designated Safety Coordinator is the designated first aid provider and certified in cardiopulmonary resuscitation (CPR),and is responsible for rendering first aid in the event of an injury requiring immediate response when emergency medical services are not available and will also be responsible for first aid training of any required employee.
- Injured employees are to be transported to medical facilities by emergency medical services. If emergency medical service is not available in a timely manner, the injured employee will be transported to the nearest medical service in a company vehicle by the job foreman.
- In areas where 911 service is not available, employees will be notified of phone numbers to contact local emergency response medical services. Designated Safety Coordinator will be responsible for posting of emergency phone numbers at all job sites. The phone numbers will be conspicuously posted in all work locations.
- Designated Safety Coordinator is responsible for the accessibility of first aid kits and for checking the contents of all first aid kits before being sent out to each job and at least weekly on each job to ensure that the expended items are replaced.
- A valid certificate in first aid training will be obtained from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence.
- Medical and first aid facilities will be made available and in the absence of facilities, Designated Safety Coordinator will ensure a person trained to render first aid will be available at the work site.
- Prior to employees sent to a work site, William Molnar Roofing Inc ensures that arrangements to transport an injured or ill employees from the work site to the nearest health care facility are in place.
- William Molnar Roofing Inc ensures that an ambulance service is readily available to the work site when travel conditions are normal.
- When an ambulance service is not readily available or if travel conditions are not normal, William Molnar Roofing Inc ensures that other transportation is available that:
    - is suitable, considering the distance to be travelled and the types of acute illnesses or injuries that may occur at the work site
    - protects occupants from the weather
    - has systems that allow the occupants to communicate with the health care facility to which the injured or ill worker is being taken
    - can accommodate a stretcher and an accompanying person if required

- First aid kits are readily available in all company vehicles and in the company office. First aid kits will consist of appropriate items and be stored in a weatherproof container, with individual sealed packages of each type of item, and will stock a minimum of the following items:

PPE for First Aid:	Antiseptics & Ointments:
Three (3) pairs of latex gloves	Alcohol
Surgical masks	Burn gel or cream
Clear eye protection or face shield	Alcohol swabs
Dust masks or another needed face protection	Peroxide
Mouth-to-mouth barrier	Antiseptic spray and ointment
Large, sterile gauze pads: six (*6) each: 2X2", 3X3" and 4X4"*	Pain relief tabs
Compress dressings *(4X8), three (3) each*	Six (6) burn treatment single-use packages: (*0.5 g each)*
Rolled gauze bandages: *2" and 3" wide, three (3) each*	Good quality eye-wash solution with eye cup
Large box assorted "Band-Aids"	One (1) eye covering bandages (for two eyes)
Two elastic wrap bandages (ace)	Self-activating cold packs(*4x5 inches)*
Cotton balls and Q-tips	Liquid antiseptic hand soap
Surgical or athletic tape: *1" & 2" wide, 2 rolls each*	Blunt-nose surgical scissors

- Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities will be provided within the work area for quick drenching or flushing of eyes or body.
- Eye wash bottles are available wherever eye wash stations are not available, for any employee required to work in an environment where exposure to eye hazards may exist. Wash facilities or drench barrels are available at each jobsite for employees.
- Procedure for flushing eyes: Eye membranes absorb chemicals quickly. This can lead to eye damage within minutes. Flood the eye with lukewarm (never hot) water poured from a large glass two (2) to three (3) inches from the eye. Continue for 15 minutes. Blink the eye as much as possible during the flooding. Do not force the eyelid open and do not allow the eyes to be rubbed. If lukewarm water is not available, rinse the eye quickly using a gentle stream from a hose for at least 15 minutes.
- Procedure for drenching skin: If poisons come in contact with the skin, they must be removed as quickly as possible. Remove contaminated clothing and flood the skin area with water for 10 minutes. Then gently wash the skin area with soap and water and rinse. Later, destroy contaminated clothing. For a chemical skin burn, rinse the area with lots of water, remove the clothes, and cover with a soft, clean cloth. Do not apply grease or ointments.
- William Molnar Roofing Inc ensures that medical personnel will be readily available for advice and consultation in the matters of occupational health.
- It is the policy of William Molnar Roofing Inc that all of the requirements of OSHA §1926.50 will be met.

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

William Molnar Roofing Inc has implemented this policy to ensure no employee is exposed to hazards caused by improper or unsafe use of hand and portable powered tools. William Molnar Roofing Inc will provide instruction and training by a Competent Person for each employee using any such tool. The program will enable each employee to recognize hazards related to hand and portable powered tool use, and will train each employee in the procedures to be followed to minimize these hazards.

REFERENCES

- §1910.241—Hand and Portable Powered Tools and Other Hand-Held Equipment
- §1926.300—Tools - Hand and Power

RESPONSIBILITIES

Employer Responsibilities

William Molnar Roofing Inc is responsible for:

- Ensuring that hand tools and portable powered equipment outside of the facility are inspected on a regular basis
- Ensuring each employee has been trained or instructed by a Competent Person in the following areas, as applicable:
  - All hand and power tools and similar equipment, whether furnished by William Molnar Roofing Inc or the employee, will be maintained in a safe condition.
  - Tools will comply with any applicable the Occupational Safety and Health Administration (OSHA) requirements.
  - Defective tools will be identified as unsafe and will be tagged, or the controls will be locked to render it inoperable, or they will be physically removed from their place of operation.
  - When power-operated tools are designed to accommodate guards, they will be equipped with such guards when in use.
  - Guards will always be in place and be operable while the tool is in use. The removal of guards is forbidden. The guard may not be manipulated in such way that will compromise its integrity or the protection in which it is intended. Guarding will meet the requirements set forth in American National Standards Institute (ANSI), B15.1 – 1953 (R1958), Safety Code for Mechanical Power-Transmission Apparatus.
  - Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases will be provided with the appropriate and properly fitting personal protective equipment (PPE) necessary to protect them from the hazard.
  - Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment will be guarded if such parts are exposed to contact by employees or otherwise create a hazard.
  - One (1) or more methods of machine guarding will be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks. The point of operation of machines whose operation exposes an employee to injury will be guarded.
  - All fuel-powered tools will be stopped while being refueled, serviced, or maintained. When fuel-powered tools are used in enclosed spaces, the applicable PPE requirements for hazardous atmospheres will apply. Responding quickly to eliminate workplace hazards; ensuring all equipment is kept in good repair; ensuring employees follow safe job

procedures; and reviewing job hazard analysis (JHA) whenever there is a significant change to any element of the job or there has been an injury or illness.

Safety Committee Responsibilities

It is the responsibility of the Safety Committee to:

- Assist in hand tool and portable powered equipment inspections
- Assist in training employees to recognize and control workplace hazards
- Monitor the workplace for hazards
- Encourage employees to report hazards
- Implement appropriate controls
- Ensure corrective action is taken promptly

Employee Responsibilities

All employees are expected to:

- Inspect hand tool and portable powered equipment before use
- Remove defective hand tool and portable powered equipment
- Follow safe job procedures
- Report hazards to a supervisor immediately

SAFE PRACTICES

General Power Tool Use

- Do not allow employees to use power tools if they have not been properly instructed and approved in the processes of safe operation.
- Be familiar with your power tools. When using a new tool, or one that is foreign to you, take some time to “test-run” it and get a feel for its performance. Read and understand the operator’s manual and follow its instructions. Prior to its use, do a visual and operational inspection to ensure safe mechanical function.
- Eye protection is extremely important and will always be worn when using power tools. When operations present potential eye injuries, adequate and appropriate protection will be selected. Use a face shield, protective goggles, or approved safety glasses depending on the job performed.
- Hearing protection is required due to the extreme noise levels generated, especially during extended operating sessions.
- Depending on the material being cut, gloves can be helpful, and a respirator or dust mask may be required.
- Wear clothing appropriate for power tools use; avoid long, loose shirtsleeves, neckwear, or untied long hair.
- Check that the electrical circuit to be used is of the proper rating and that cords, plugs, and fittings are intact and secure. All power tools will be grounded unless they are double-insulated.
- Use only extension cords that are free of splices, taps, bare wires, or frayed and deteriorated insulation. Use three (3)-prong adapters.
- Ensure all power tools are equipped with proper shields and guards, as recommended by the manufacturer. The guards are designed and engineered for the operator’s safety.
- Operate only properly maintained equipment. Check that the spring-loaded on/off trigger switch functions properly.
- If any operational problems are noted, remove the power tools from service and get it repaired immediately.

- When repairing tools, changing blades, bits and/or cutters, always disconnect the power source.
- Remove chuck-keys or arbor wrenches before using the tool.
- When possible, always secure your work on a stable platform using clamps or vises.
- Unsafe practices and inadequate housekeeping create potentially dangerous work-zones; keep the work area free of trip hazards such as tangled power cords, cluttered material, scraps, bricks, or other obstacles and obstructions.
- Be aware of your surroundings and always on the lookout for hazards. Avoid using power tools in a wet environment.
- Always use the proper tool for the job. Store tools in a dry, secure location.

Powder-Actuated Tools

William Molnar Roofing Inc employees are required to follow these general requirements for safe powder-actuated tool use:

- Operators and assistants using tools will use eye, head, and face protection as required by working conditions.
- Inspect the tool before use to ensure that it is clean, that all moving parts are free, and that the barrel is free of debris or obstructions.
- The muzzle end of the tool will have a guard at least 3 1/2 inches in diameter to confine any flying fragments that might create a hazard.
- If a tool is defective, it will be taken out of use until it is properly repaired.
- Tools are to remain unloaded until they are to be used.
- Never point a tool, loaded, or unloaded, at anyone.
- In case of a misfire, the tool will be held in the operating position for at least 30 seconds, tried a second time, then wait another 30 seconds before unloading it in strict accordance with the manufacturer’s instructions. Never leave a tool unattended where it would be available to unauthorized personnel.
- Fasteners will not be driven into exceptionally hard materials such as cast iron, glazed tile, hardened steel, glass block, or rock.
- A backing will be used on soft materials to prevent the fastener from passing completely through and becoming a flying hazard.
- Fasteners will not be driven through an existing hole unless means of positive alignment is available.
- Fasteners may not be driven into a cracked or fractured area caused by a previous fastener.
- Tools will not be used in an explosive or flammable atmosphere.

Requirements for loads and fasteners:

- There will be a standard means of identifying the power level of loads being used in the powder-actuated tools.
- No load may be used more than design specifications for a low velocity tool.
- Fasteners used in tools will be only those designed to be used in such tools.

Circular Saws

William Molnar Roofing Inc employees are required to follow these safety guidelines when using a circular saw:

- Eye protection is extremely important and will always be worn when using circular protection. Protective goggles, a face shield, or approved safety glasses will be selected depending on the job to be performed.

- Hearing protection may be required due to the extreme noise levels generated, especially during extended use.
- A respirator or dust mask may be required, depending on the material being cut.
- Do not wear loose clothing, work aprons, long-sleeves, or gloves while operating a circular saw.
- Check that the electrical circuit to be used is of the proper rating and that cords, plugs, and fittings are intact and secure.
- Circular saws will be grounded unless they are double insulated.
- Use only extension cords that are free of splices, taps, bare wires, or frayed and deteriorated insulation. Do not use extensions over 100 ft. long due to the power drop. Operate only properly maintained equipment. Check that the spring-loaded on/off trigger switch functions properly. If any operational problems are noted, remove the circular saw from service and get it repaired immediately.
- Be aware of your surroundings and always on the lookout for hazards. Avoid using circular saws in a wet environment.
- Always cut material on an elevated work platform. Never attempt to cut any material lying on the ground or by simply holding the material in your opposite hand.
- Be aware of the position of the cord. Always clear the cord before making the cut.
- Inspect all material prior to cutting. Look for defects such as knots in the wood, nails, screws, or any obstruction that may impede the cut.
- Always inspect the saw prior to operation, ensuring the blade is tight, and guards are fully functional.
- Never pin back or otherwise disable the retractable guard.
- Unplug the saw when changing blades or adjusting for depth or angle.
- After tightening the blade or making other adjustments, be sure to remove wrench before operating the circular saw.
- Maintain the saw and use only sharp blades or non-defective abrasive wheels free of distortion, cracks, or heat damage. A ring test will be performed on blades prior to installation to determine soundness.
- Always store and discard saw blades in a safe, responsible manner.
- When the saw is not in use, unplug the saw and place the saw out of the way with the blade facing down.
- Always use the proper tool for the job. When not in use, store circular saws in a dry, secure location.

Miter Saws

William Molnar Roofing Inc employees are required to follow these safety guidelines when using a miter cut-off (chop) saw:

- Do not, under any circumstances, allow anyone to use a chop saw that has not been properly instructed and approved in the processes of its safe operation.
- Prior to its use, do a visual and operational inspection to ensure safe mechanical function of the saw:
  - Make certain all blade guards are in place and working smoothly. Removing or pinning back guards is not only extremely hazardous; it is considered a serious safety violation.
  - Check the blade to be sure that it is straight, and the arbor bolt is tight.
  - Ensure the “constant-pressure” trigger switch operates properly.
  - Check that the electrical cords, plugs, and fittings are intact and secure. Frayed cords are not permissible.

  - Be sure that arbor wrenches or keys were not inadvertently left behind on the machine during a blade change.
- When setting up the cutting station, it is important that the saw is positioned in a manner that the workpiece's point of contact with the cutting edge can be easily viewed without straining or stooping.
- Make sure the work-zone is level and free of trip hazards such as tangled power cords, cluttered material piles, scraps, stones, bricks, or other obstacles and obstructions. Avoid unsafe distractions by setting up away from high-traffic areas.
- Ensure the saw's table or platform being used is stable and does not wobble. Be sure that accessory benches (for cutting long stock) are steady and sturdy; get assistance when needed.
- During cuts, keep blade speeds at recommended levels; overpressure on cuts will create hazardous situations.
- Hearing protection is required due to the extreme sonic and acoustical levels generated, especially during extended cutting.
- Eye protection will always be worn when using a chop saw.
- Depending on the material being cut, a dust mask may be required.
- Wear clothing appropriate with chop saw use; avoid long, loose shirt sleeves, neckwear, or untied long hair.
- If any operational problems are noted, remove the saw from service and get it repaired immediately.
- Proper care and maintenance will always be given the saw. Damage usually occurs during careless transport, handling, and storage of the tool.
- Allow only qualified personnel to make repairs to the saw.

Drills

- Do not allow anyone to use an electric drill that has not been properly trained in the processes of safe portable drilling operations.
- Operate only properly maintained equipment. Before use, carefully inspect the machine for defects that will cause malfunctions. Ensure the power cord is secure and intact, trigger switch functions properly, and that fasteners and attachments are tight and fitted. Operate the tool using both hands and follow the manufacturer's operating instructions.
- Eye protection will always be worn when doing overhead operations. When operations present potential eye injuries, appropriate protection will be selected. Depending on the task, use a face shield, protective goggles, or approved safety glasses.
- When using a new or unfamiliar tool, take time to "test-run" it.
- Wear clothing appropriate for drilling or boring; avoid long, loose shirtsleeves or work aprons, neckwear, or long untied hair.
- Ensure the electrical circuit is properly rated and that cords, plugs, and fittings are intact and secure.
- Use only extension cords that are free of splices, taps, bare wires, or frayed and deteriorated insulation. Use three (3)-prong adapters.
- Select the correct drill and bit for the job and mount it securely in the chuck. Avoid using bits that are dull or bent.
- When possible, always secure your work on a stable platform using clamps or vises. The workpiece will be secured so it does not move.
- Prior to beginning drilling operations, inspect each work piece for nails, knots, or flaws that will cause the tool to buck or jump.
- Turn on the switch for a moment to see if the bit is properly centered and running true.
- With the switch off, place the point of the bit in the punched layout or pilot hole.

- Hold the drill firmly in one (1) or both hands and at the correct drilling angle.
- Turn on the switch and feed the drill into the workpiece. The pressure required will vary with the size of the drill, the diameter of the drill bit, and the kind of material being drilled.
- During operation, keep the drill aligned with the direction of the hole. Keep your free hand away from the point of operation.
- If any operational problems are noted, remove the drill from service and get it repaired immediately.
- Maintain work zones; keep the work area free of trip hazards such as tangled power cords, cluttered material, scraps, stones, bricks, or other obstacles. When repairing tools or changing bits, always disconnect the power source.
- Unsafe practices and inadequate housekeeping may create potentially dangerous obstructions.
- Be aware of your surroundings and always on the lookout for hazards. Avoid using electric drills in a wet environment.

Portable Abrasive Wheels

William Molnar Roofing Inc employees are required to follow these safety guidelines when using handheld grinders or other portable abrasive wheels:

- Employees using grinding tools and/or are exposed to the hazards of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, or vapors will be provide with, and compelled to use, the PPE necessary to protect them from the hazard. This equipment includes eye and face, respiratory, hearing, and hand protection and will be properly maintained to meet all applicable standards and regulations.
- All power grinding tools will be maintained in safe condition. When these tools are designed to accommodate guards, they will be in place when the tool is in use. Safety guards will be strong enough to retain flying fragments and withstand the effects of a bursting wheel.
- All grinding machines will be supplied with sufficient power to maintain safe spindle speeds under normal operating conditions.
- All abrasive wheels will be carefully inspected and “ring-tested” before mounting to ensure that they are free from cracks or defects. To perform a sound or ring test, wheels will be tapped gently with a light, non-metallic instrument. If they sound cracked or dead, they will fly apart during operations and will be discarded. An intact, undamaged wheel will give a clear metallic tone or “ring.”
- Only portable grinders with wheels two (2) inches in diameter or less may be equipped with a positive on/off control switch. Portable grinders with wheels larger than two (2) inches in diameter, including hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders, disc sanders, belt sanders, reciprocating saws, saber saws, and similar operating powered tools, will be equipped with a momentary contact "on-off" control. Additionally, they may have lock-on control, provided that the lock-off function can be achieved with a single motion of the same finger or fingers used to activate the tool. This safety requirement ensures the safe operation of these power tools and reduces the risk of unintended activation.
- Grinders will be used on a three (3)-wire grounded circuit or be of the approved double-insulated type. Using the tool’s power cord for hoisting or lowering will not be permitted.
- All grinding/cutting wheels will fit freely on the spindle and will not be forced on. The spindle nut will be tightened only enough to hold the wheel in place.
- When grinding metal, it is easy to leave razor-sharp edges; be sure you take them off before walking away from a work piece.

Pneumatic Nailers and Staplers

- Never allow anyone to operate these tools without proper instruction in its safe use.
- Appropriate PPE will be worn when using compressed air tools and equipment.
- Pneumatic-powered tools will be secured to the hose by some positive means to prevent the tool from becoming accidentally disconnected.
- All pneumatically powered nailers, staplers, or other similar equipment with automatic feed, that operate at over 100 psi at the tool will have a safety device on the muzzle to prevent the tool from cycling and ejecting fasteners unless the muzzle is in contact with the work surface.
- Do not use compressed air for cleaning purposes except when the pressure is reduced to less than 30 psi, provided that effective chip guarding and personal protective equipment are utilized. The 30 psi requirement does not apply in cases involving concrete form, mill scale, and similar cleaning purposes. The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings will not be exceeded.
- Always avoid horseplay when using "air guns."
- Leave all safety features intact.
- Always wear appropriate eye protection when using any air gun.
- Hearing protection is often required depending on the noise level.
- Read the owner's manual and operate the tool according to the manufacturer's guidelines.
- Ensure that tools are properly maintained and are in good working condition.
- Never exceed the manufacturer's recommended working pressures, and never use more pressure than necessary (seldom more than 90 – 95 psi). Excessive pressure exerts more force, causing harder cycles. It is hard on tools and generates more flying debris.
- Always keep the nose of the tool pointed toward the workpiece or downward when air charged. Never point the tool towards yourself or others.
- During use, hold the nose of the gun firmly against the workpiece.
- Ensure all safety features are intact and operational.
- Always disconnect tool from air supply when clearing a jam or when not in use. Keep hoses and fittings in good condition.
- Never carry an air gun with your finger on the trigger to prevent accidental discharge and potential injuries. Tie-off and secure the air hose when working on a roof or scaffold to prevent the tool from falling on others.
- Always move forward when working with a nailer or stapler on a roof so you do not inadvertently trip or fall from the roof.
- Never use volatile bottled gas to operate pneumatic fasteners or operate air guns around flammables; sparks may cause a fire.
- Keep your free hand clear of the air gun's nose during use.
- Safety clips or retainers will be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

Air Compressors

William Molnar Roofing Inc employees are required to follow these safety guidelines while operating air compressors:

- Every air receiver will be equipped with a pressure indicator gauge with one (1) or more spring-loaded safety valves.
- Pressure gauges will be located to be readily visible.
- The pressure relief safety valves may not exceed the rated working pressure of the air receiving tank.
- No valve of any type may be placed between the safety valve and the air receiver.

- Safety valves, pressure gauges, regulators, and other controlling devices will be designed and installed so that they cannot be easily rendered inoperative by any means, including weather elements.
- All safety valves will be tested at frequent intervals to determine proper operating condition.
- A drainpipe and valve will be installed at the lowest point of any air receiver to provide for the frequent and complete removal of accumulated oil and water.
- Never install compressors on an unrated air receiver tank. The air receiver tank will be rated equal to or higher than the original equipment.
- If pressure gauges or pressure relief valves are damaged, replace them with compatible equipment before using the compressor.
- If a compressed air storage tank is dented, deeply gouged, or badly rusted, the compressor must be removed from service.
- Do not use compressed air to pressurize barrels, pipes, or other containers not designed or intended as pressure vessels.
- If an air receiver is equipped with a quick connect/release fitting, make sure the lock collar is fully engaged when the hose is connected. When the hose is released from the fitting, firmly grasp the hose close to the fitting before releasing the lock collar.
- Before servicing a compressor, disconnect it from the power source and bleed the pressure from the tank. Use appropriate lockout/tagout (LOTO) procedures.
- Pulleys and belts on compressor motors and pumps will be properly guarded.
- If using a gas-powered compressor, the engine will be shut off before refueling.
- If an electric-powered compressor, check the power cord for cuts and abrasions. If the cord, plug, or any components are damaged, replace before use.

Hand Tools

- Damaged, worn-out, or defective tools will be tagged and removed from service.
- Do not perform "make-shift" repairs to tools.
- Never use a tool if its handle has splinters, burrs, cracks, splits, or if the head of the tool is loose.
- Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges down and away from yourself and the other person.
- Carry all sharp tools in a sheath or holster. Do not carry sharp or pointed hand tools such as screwdrivers, utility knives, scribes, snips, scrapers, chisels, or files in your pocket unless the tool is sheathed. Transport hand tools only in toolboxes or tool belts.
- Use tied-off containers to keep tools from falling off scaffolds and other elevated work platforms.
- Avoid carrying tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.
- Do not throw tools from one location to another or from one employee to another.

Hammers:

- Never strike another hardened steel tool or surface, such as a cold chisel, with a claw hammer.
- Avoid striking nails or other objects with the "cheek" of the hammer.
- Do not strike one hammer against another hammer.
- Never use a hammer as a wedge or a pry bar.

- Do not use a hammer if your hands are oily, greasy, or wet.

Hand Saws:

- Do not use an adjustable blade saw, such as a hacksaw or a coping saw, if the blade is not taut.
- When using a handsaw, hold the workpiece firmly against the worktable.
- Avoid using any saw with a dull blade; always keep blades clean and sharp.
- Keep hands and fingers away from the point of cut when using any saw.
- Never carry a hand saw by the blade.

Screwdrivers:

- Do not use a screwdriver if your hands are wet, oily, or greasy.
- Always match the size and type of screwdriver blade to fit the head of the screw.
- Never hold the workpiece against your body while using a screwdriver.
- Avoid putting your fingers near the blade of the screwdriver when tightening a screw.
- Use a drill, nail, or an awl to make a starting or pilot hole for screws.
- Do not force a screwdriver by using a hammer or pliers on it.
- Never use a screwdriver as a punch, chisel, pry bar, or nail puller.
- When performing electrical work, ensure the screwdriver has a properly insulated handle.

Pliers:

- Do not use pliers that are cracked, broken, or sprung.
- Never use pliers as a wrench or a hammer.
- Do not attempt to force pliers by using a hammer on them.
- When you are performing electrical work, use pliers that have properly insulated handles.
- When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air.

Wrenches

William Molnar Roofing Inc employees are required to follow these safety guidelines when using wrenches:

- Inspect the wrench carefully before use and do not use if damaged.
- Discard any wrench that has spread, nicked, or battered jaws, or if the handle is loose, broken or bent.
- Always use the proper size wrench for the job. A slipping wrench can damage bolt heads and nuts and cause personal injury. Do not use a shim to make a wrench fit the fastener.
- Use a wrench that gives a straight, clean pull. If you will push the wrench, use the heel of your hand; do not wrap your fingers around the tool.
- Do not cock the wrench in a manner that puts a strain on the points of contact; this can lead to tool failure. Keep the wrench flush with bolt head.
- Avoid using a pipe or other “cheater bars” to extend the length of a wrench. Under excessive force, the wrench or bolt can slip or break.
- Do not use a hammer with a wrench unless the wrench has been specifically designed for this purpose.
- Replace cracked, worn, or “tweaked” wrenches.
- Do not attempt to straighten a bent wrench. It will only weaken it further.
- Do not substitute slip-joint pliers for a wrench; the pliers can slip and damage the bolt heads and nuts and cause hand injuries.

- Sockets designed for use with hand wrenches will not be interchanged on air or impact wrenches; this can result in damage or injury.
- When using air impact or other air wrenches, use only heavy-duty hardened sockets. Wear eye protection to safeguard against blowing debris.
- Use a torque wrench for tightening only. Never use torque wrenches to break nuts or bolts loose; they are designed to measure tightness.
- Be sure the jaws on your pipe wrenches are still sharp, as unexpected slippage can cause injury.

Jacks - Lever and Ratchet, Screw, and Hydraulic

William Molnar Roofing Inc employees are required to follow these safety guidelines when using jacks:

- The manufacturer's rated capacity will be legibly marked on all jacks and will not be exceeded.
- All jacks will have a positive stop to prevent overtravel.
- When it is necessary to provide a firm foundation, the base of the jack will be blocked or cribbed. Where there is a possibility of slippage of the metal cap of the jack, a wood block will be placed between the cap and the load.
- After the load has been raised, it will be cribbed, blocked, or otherwise secured at once.
- Hydraulic jacks exposed to freezing temperatures will be supplied with an adequate antifreeze liquid.
- All jacks will be properly lubricated at regular intervals.
- Each jack will be thoroughly inspected at times that depend upon the service conditions. Inspections will be not less frequent than the following:
    - For constant or intermittent use at one (1) locality, once every six (6) months.
    - For jacks sent out of shop for special work, when sent out and when returned.
    - For a jack subjected to abnormal load or shock, immediately before and immediately afterward.
    - Repair or replacement parts will be examined for possible defects.
    - Jacks which are “out of service” will be tagged accordingly and will not be used until repairs are made.

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

William Molnar Roofing Inc has implemented this program to ensure employees are informed of any chemical hazards and hazardous or toxic substances in their workplace.

William Molnar Roofing Inc will develop, implement and maintain at each workplace a written Hazard Communication Program that describes how labels and other forms of warning, safety data sheet (SDS), and employee information will be accomplished.

A copy of the Company's Hazard Communication Program is available to all employees and will be kept at each jobsite by the foreman in charge, or the office. Translations of the Hazard Communication Program are available to non-English-speaking employees upon request from Designated Safety Coordinator.

Employees will be notified of any hazardous substances used by any company other than William Molnar Roofing Inc in the workplace and make SDS available to employees.

A list of all chemicals known to be used at the workplace by company employees will be available for review at the jobsite and in the office. SDS for all chemicals used in the workplace by William Molnar Roofing Inc are available to employees at the worksite from the job foreman or in the office.

Changes in job assignments, changes in materials used, or any non-routine tasks involving hazardous substances or conditions will require notification and/or retraining of affected employees. Designated Safety Coordinator will inform or retrain employees of any new or additional hazards, detail methods of hazard abatement or elimination, and provide proper personal protective equipment or engineering controls necessary for the job. Notifications and retraining will be documented as to the name of the employee, date, description of the action taken and verification by Designated Safety Coordinator.

DEFINITIONS

Combustible dust means finely divided solid particulates of a substance or mixture that pose a flash-fire hazard or explosion hazard when dispersed in air or other oxidizing media.

Exposure or exposed means that an employee is subjected in the course of employment to a hazardous chemical and includes potential (e.g., accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g., inhalation, ingestion, skin contact, or absorption.)

Gas means a substance which: at 122ºF (50°C) has a vapor pressure greater than 43.51 PSI (300 kPa) (absolute); or is completely gaseous at 68ºF (20°C) at a standard pressure of 14.69 PSI (101.3 kPa).

Hazardous chemical means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, or a hazard not otherwise classified.

Immediate outer package means the first package enclosing the container of hazardous chemicals.

Liquid means a substance or mixture which at 122ºF (50°C) has a vapor pressure of not more than 43.51 PSI (300 kPa (3 bar)), which is not completely gaseous at 68ºF (20°C) and a standard pressure of 14.69 PSI (101.3 kPa), and which has a melting point or initial melting point of 68 ºF (20°C) or less at a standard pressure of 14.69 PSI (101.3 kPa).

Physical hazard means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, liquids, or solids); aerosols; oxidizer (gases, liquids, or solids); self-reactive; pyrophoric (liquids or solids); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas; or desensitized explosive.

Solid means a substance or mixture which does not meet the definitions of liquid or gas.

CONTAINER LABELING

Designated Safety Coordinator will ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the following information:

- Identity of the hazardous chemical(s)
- Pictograms
- A signal word
- Hazard and precautionary statements
- The product identifier
- Supplier identification

Designated Safety Coordinator will ensure labels or other, written warning forms, are legible and prominently displayed on the container, or readily available in the work area throughout each work shift. When William Molnar Roofing Inc has employees whose primary language is not English, information will be presented in their language as well.

No container will be released for use until this information is verified. *Designated Safety Coordinator* will ensure that all containers are labeled with a copy of the original manufacturer's label or a label that has the appropriate identification and hazard warning.

SDS

An SDS will be gathered and made available for every hazardous material at the worksite.

SDS are readily available for review to all William Molnar Roofing Inc employees and cover all hazardous chemicals used in the workplace. SDS are kept with the hazard communication plan at the office location listed above. The SDS are updated and managed by Designated Safety Coordinator. If an SDS is not available for a hazardous chemical, before use, notify Designated Safety Coordinator, and an SDS will be obtained for the chemical to be used.

William Molnar Roofing Inc will maintain in the workplace copies of the required SDS for each hazardous chemical and will ensure that they are readily accessible during each work shift to employees when they are in their work area(s). When employees will travel between workplaces during a work shift (i.e., when their work is carried out at more than one geographical location), the SDS may be kept at the primary workplace facility.

MULTI-EMPLOYER WORKPLACES

William Molnar Roofing Inc will use the following methods when working on multiemployer worksites or employees are on multiple worksites where hazardous chemicals are produced, used, or stored:

- On-site access to SDS for each hazardous chemical that other employer(s)' employees may be exposed to.
- Inform other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies
- Inform other employer(s) of the labeling systems used in the workplace

A copy of the written Hazard Communication Program is available to employees, their designated representatives, the Assistant Secretary, or the Director upon request, in accordance with the requirements of 29 CFR 1910.1020 (e).

Where employees will travel between workplaces during a work shift (i.e., their work is carried out at more than one geographical location), the written Hazard Communication Program may be kept at the primary workplace facility. If there is no primary site, the program will be sent with employees.

TRAINING

Required Hazard Communication Training

If you have employees who may be exposed to hazardous chemicals, you will inform them about the chemicals and train them when they are hired and whenever they are exposed to a new chemical hazard or a process change. Required employee training includes:

- An overview of the requirements in OSHA's CFR 29 1910.1200 Hazard Communication.
- The written hazard-communication plan, and where it may be reviewed.
- Hazardous chemicals are present in their workplace.
- The operations where hazardous chemicals are used.
- Physical and health effects of the hazardous chemicals.
- Methods used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment (PPE).
- Where to find and how to read the hazard-communication plan, the list of hazardous chemicals, and SDS.
- The physical and health hazards of hazardous chemicals used by employees.
- The meaning of warning labels on hazardous chemical containers and on pipes that contain hazardous substances.
- Emergency procedures to follow if an employee is exposed to these chemicals.
- How to use PPE.

Label Elements Training

William Molnar Roofing Inc will ensure all employees know the following elements of the labels: product identifier, signal word, pictogram, hazard statement, precautionary statement, and name, address, and phone number of chemical manufacturers, distributor, or importer.

Employees will also be trained on how to use the labels, to ensure proper storage and quickly locate first-aid information.

They also need to know how the elements work together on a label.

- The different pictograms to indicate multiple hazards.
- Where there are similar precautions, the one with most protective information will be on the label.

SDS Training

Employees will be trained in the standardized 16-section format and the type of information found in each one.

Training will also explain how the SDS information is related to the label information.

After attending the training, each employee will sign a company training form verifying they understand the above topics and how the topics are related to the hazard communication plan.

General Safety Considerations

Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed will additionally ensure that the hazard communication programs developed and implemented include the following:

- Methods the employer will use to provide the other employer(s) on-site access to SDS.

- Precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies.
- The labeling system used in the workplace.

The Company may not remove or deface existing labels on incoming containers of hazardous chemicals unless the container is immediately marked with the required information.

Hazardous Chemicals List

The following list identifies all hazardous chemicals used at this workplace. Detailed information about the physical and health effects of each chemical is included in a SDS. The identity of each chemical on the list matches the identity of the chemical on its SDS. SDS are readily available to employees in their work areas.

Product or Brand Name	Manufacturer	Hazardous Ingredient

Hazardous Non-Routine Tasks

Before employees perform non-routine tasks that may expose them to hazardous chemicals, they will be informed by their supervisors about the chemicals' hazards. Their supervisors will also inform them about the safe work practices necessary to control exposure and what to do in an emergency. Examples of non-routine tasks that may expose employees to hazardous chemicals include the following:

Task	Hazard

Hazardous Chemicals in Labeled or Unlabeled Pipes, Closed, or Hidden Systems

Before working in areas where hazardous chemicals are transferred through labeled or unlabeled pipes or where pipes are insulated with asbestos-containing material, employees will contact Designated Safety Coordinator for the following information: the chemicals in the pipes, the physical or health effects of the chemicals or the asbestos insulation and the safe work practices to prevent exposure.

Notification of Contractors

It is the responsibility of the assigned job foreman to provide any workplace-associated contractors and their employees with the following information if they may be exposed to hazardous chemicals in our workplace:

- The identity of the chemicals, how to review SDS, and an explanation of the container and pipe labeling system.
- Safe work practices to prevent exposure.

This job foreman will also obtain an SDS for any hazardous chemical a contractor brings into the workplace to which an employee of William Molnar Roofing Inc may be exposed.

The Hazard Communication Program will be made available, upon request, to employees, their designated representatives, the Assistant Secretary, and the Director.

Hazard Communication in the Workplace

The essence of hazard communication is a warning. We use thousands of chemical products throughout our lives, at home, and at work. However, most of us would be hard-pressed to distinguish safe products from hazardous ones without a warning (the familiar skull-and-crossbones, for example). The warning tells us the product is hazardous, that it can harm us if we use it improperly.

In the workplace, hazard communication ensures workers who may be exposed to hazardous chemicals know about the chemicals' hazards and understand how to protect themselves from exposure.

The Hazard Communication Process

Hazard communication begins when chemical manufacturers and importers evaluate their products to determine each product's chemical hazards. Next, they prepare an SDS for each product. An SDS includes detailed information about the product's hazards. Manufacturers and importers will include an SDS and a warning label with each container of product they ship to a customer.

The part of the process that affects your workplace is the "*Written Hazard Communication Plan*." The plan identifies hazardous chemicals at your workplace and describes how you will use SDS, warning labels, and training to protect employees and keep informed about the product's chemical hazards.

The labeling system, location of SDS, routine precautions, and emergency procedures will be provided to other employers and employees affected by hazardous chemicals produced, used, or stored at the worksite.

Definition of a Hazardous Chemical

OSHA's hazard-communication rule, 1910.1200, defines a hazardous chemical as "any element, chemical compound, or mixture that is a physical hazard or a health hazard."

Chemicals that are Physical Hazards

Chemicals that are physical hazards are unstable and, when handled improperly, can cause fires or explosions. A chemical that is a physical hazard has one of the following characteristics:

- Is a combustible liquid
- Is a compressed gas
- Is explosive
- Is flammable
- Is water-reactive
- Starts or promotes combustion in other materials
- Can ignite spontaneously in air

Chemicals that are Health Hazards

Chemicals that are health hazards can damage an exposed person's tissue, vital organs, or internal systems. Generally, the higher the chemical's toxicity, the lower the amount or dose necessary for it to have harmful effects. The effects vary from person to person, ranging from temporary discomfort to permanent damage, depending on the dose, the toxicity, and the duration of exposure to the chemical.

Health effects range from short-duration symptoms that often appear immediately (acute effects) to persistent symptoms that may appear after longer exposures (chronic effects). Health effects can be classified by how they affect tissue, vital organs, or internal systems:

- Agents that damage the lungs, skin, eyes, or mucous membranes
- Carcinogens cause cancer
- Corrosives damage living tissue
- Hematopoietic agents affect the blood system
- Hepatotoxins cause liver damage
- Sensitizers cause allergic reactions & Irritants cause inflammation of living tissue
- Nephrotoxins damage cells or tissues of the kidneys
- Neurotoxins damage tissues of the nervous system
- Reproductive toxins damage reproductive systems, endocrine systems, or a developing fetus

How to Determine Whether a Chemical is Hazardous

A chemical is hazardous if it is listed in any of the following documents:

- OSHA Division 2, Subdivision Z safety and health rules, Toxic and Hazardous Substances; Division 3, Subdivision Z, Toxic and Hazardous Substances (Construction); Division 4, Subdivision Z, Chemical/Toxins (Agriculture).
- Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment (latest edition)., published by the American Conference of Industrial Hygienists (ACGIH).
- The Registry of Toxic Effects of Chemical Substances, published by the National Institute for Occupational Safety and Health (NIOSH).
- The container label of the product will issue a warning of hazardous effects.

Commonly Used Hazardous Chemicals

Listed below are chemicals among those most commonly used in U.S. workplaces:

Hazardous Chemical	Harmful Effects
1,1,1-Trichloroethane	May cause mutations in cells; can irritate the skin and eyes and cause unconsciousness and death. High exposures may damage the liver and kidneys.
Acetone	Can irritate the skin, eyes, nose, and throat. High concentrations can cause dizziness and loss of consciousness.
Aluminum oxide	Can irritate the eyes, nose, and throat. Repeated high exposure can cause scarring of the lungs and shortness of breath.
Ammonia	Can irritate the lungs and burn the eyes and skin. Long-term exposure can cause irritation of the eyes, nose, mouth, and throat.
Benzene	A cancer-causing agent that has been shown to cause leukemia. May also cause headaches and irritation of the eyes, nose, and throat. High exposure can cause convulsions and death.
Ethylbenzene	Can irritate the eyes, nose, and throat. Repeated contact can cause drying and scaling of skin and may cause liver damage. High concentrations may cause dizziness and loss of consciousness.
Ethylene glycol	Can irritate the eyes, nose, or throat and cause nausea, vomiting, and headaches. Repeated or high exposure levels can cause kidney damage or stones and brain damage. May cause birth defects.
Freon 113	May cause skin irritation and rashes as well as drowsiness.
Glycol ethers	Can irritate the eyes, nose, and throat and may cause birth defects. Repeated or high exposure can cause kidney damage or stones. Brain damage also may occur.
Hydrochloric acid	Can irritate the lungs. High exposure can cause buildup of fluid in the lungs, which can cause death.
Lead	Can cause weakness and insomnia. Higher exposure can result in damage to the nervous and reproductive systems.
Methanol	Irritates the eyes, nose, mouth, and throat and can cause liver damage.
Methyl ethyl ketone	Can cause dizziness, headaches, blurred vision, and loss of consciousness. May cause birth defects.
Methyl isobutyl ketone	Irritates the skin, eyes, nose, and throat, and may cause dizziness, nausea, diarrhea, and loss of consciousness. Long-term exposure may damage the liver and kidneys.
Phenol	Can irritate the mouth, nose, throat, and eyes. Long-term exposure may damage the liver and kidneys and lead to genetic damage. May be a cancer risk. Major skin contacts or inhaling it can cause death.
Sodium hydroxide	Breathing the dust or droplets can irritate and burn the lungs. Contact can cause severe skin burns.
Sulfuric acid	Can severely burn the skin and eyes. Repeated long-term exposure can cause bronchitis, shortness of breath, and emphysema.
Tetrachloroethylene	A suspected human carcinogen that has caused liver cancer in animals. It may damage the liver and kidneys after low but repeated exposure. It can cause dizziness and loss of consciousness.
Xylene	Can irritate the eyes, nose, and throat; high levels can cause loss of consciousness and death. It may damage fetuses. Repeated exposure may damage bone marrow and eyes and cause stomach problems.

Using Safety Data Sheets

An SDS contains detailed information about a hazardous chemical product's health effects, physical and chemical characteristics, and safe practices for using it.

Responsibilities of Chemical Manufacturers, Importers, and Distributors

Chemical manufacturers and importers will prepare an SDS for each hazardous chemical product they produce. Distributors are responsible for ensuring that you have a SDS for each hazardous chemical product they sell to you.

What to do if You Use Hazardous Chemical Products at your Workplace

You will have a current SDS for each product. Employees will be able to review the SDS in their work area at any time. You can keep SDS in a notebook or on a computer, though employees will be able to obtain the information immediately in an emergency. One person will be responsible for managing all the SDS at your workplace. The person will ensure the list of hazardous chemicals is current, that the identity of each chemical on the list matches its identity on its SDS, and that incoming hazardous chemical containers have SDS.

What to do When You No Longer Use a Hazardous Chemical at Your Workplace

When you no longer use a hazardous chemical, you do not need to keep its SDS. However, you do need to keep a record of the chemical's identity, the locations, and the calendar years it was used in your workplace, for at least 30 years. For more information about record-keeping requirements, see the "Access to employee exposure and medical records" section of 1910.1020.

Information required on Safety Data Sheets

Chemical manufacturers and importers will prepare an SDS for each hazardous chemical product they ship to you. The following information will appear on each sheet:

- Section 1, Identification: Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
- Section 2, Hazard(s) identification: Includes all hazards regarding the chemical; required label elements.
- Section 3, Composition/information on ingredients: Includes information on chemical ingredients and trade secret claims.
- Section 4, First-aid measures: Includes important symptoms/effects, both acute and delayed; required treatment.
- Section 5, Fire-fighting measures: Lists suitable extinguishing techniques, equipment and chemical hazards from fire.
- Section 6, Accidental release measures: Lists emergency procedures; protective equipment and proper methods of containment and cleanup.
- Section 7, Handling and storage: Lists precautions for safe handling and storage, including incompatibilities.
- Section 8, Exposure controls/personal protection: Lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; PPE.
- Section 9, Physical and chemical properties: Lists the chemical's characteristics.
- Section 10, Stability and reactivity: Lists chemical stability and the possibility of hazardous reactions.
- Section 11, Toxicological information: Includes routes of exposure; related symptoms, both acute and chronic effects; numerical measures of toxicity.

- Section 12, Ecological information.
- Section 13, Disposal considerations.
- Section 14, Transport information.
- Section 15, Regulatory information.
- Section 16, Other information: includes the date of preparation or last revision.

OSHA does not require compliance with sections 12 through 15, as these areas are outside of OSHA's jurisdiction.

Using Container Warning Labels

The purpose of a container warning label is to warn employees about the container's contents and to refer employees to an appropriate SDS for more information about the chemical's physical and health hazards. Manufacturers, importers, and distributors will ensure that each hazardous chemical product sold to you has a label that includes the chemical's identity, a hazard warning, and a name and address for additional information about the product. If you use hazardous chemicals at your workplace, you will ensure that each hazardous chemical container has a legible label in English that identifies the chemical and warns of its hazards.

Containers that Will be Labeled

Original containers of hazardous chemicals from a manufacturer, importer, or distributor will have warning labels. Do not remove or deface them. If you transfer a hazardous chemical from a labeled container to an unlabeled container, label the container.

Contents of a Warning Label

A warning label will identify the chemical – a common chemical name or a code name is acceptable – and display a hazard warning such as 'DANGER' or the familiar skull-and-crossbones.

- The identity of the chemical on the label, on its SDS, and on your hazardous chemical sheet will match.
- If you are not sure a hazardous chemical container is properly labeled, contact the manufacturer or supplier.
- Make someone at your workplace responsible for ensuring all hazardous-chemical containers are properly labeled.

William Molnar Roofing Inc will ensure that workplace labels or other forms of warning are legible, in English, and prominently displayed on the container or readily available in the work area throughout each work shift. If William Molnar Roofing Inc has employees who speak other languages, the company may add the information in their language to the material presented, as long as the information is presented in English as well.

Example of Original Container GHS Label

SAMPLE LABEL

CODE _____
Product Name_____

Product Identifier

Hazard Pictograms

Company Name_____
Street Address_____
City_____ State____
Postal Code_____Country____
Emergency Phone Number_____

Supplier Identification

Signal Word
Danger

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measures against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO_2) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

Precautionary Statements

Highly flammable liquid and vapor.
May cause liver and kidney damage.

Hazard Statements

Supplemental Information

Directions for Use

_____
_____
_____

Fill weight:_____ Lot Number:_____
Gross weight:_____ Fill Date:_____
Expiration Date:_____

OSHA 3492-02 2012

Secondary/Portable Containers

Secondary containers are used to hold material transferred from the manufacturer's original container. These are required to be labeled if:

- It is not used within the work shift by the individual who makes the transfer.
- The worker who made the transfer leaves the work area.
- The container has been moved to another work area and is no longer in the possession of the person who filled the container.

Labels for secondary containers will include:

- The identity of the chemical and appropriate hazard warnings will be shown on the label.
- The hazard warning that provides users with an immediate understanding of the primary health and/or physical hazard(s) of the chemical through the use of words, pictures, symbols, or any combination of these elements.
- The name and address of the manufacturer, importer, or other responsible party.

The hazard label message will be legible, permanently displayed, and written in English

Portable containers are intended for immediate use of a chemical by the person who makes the transfer. Labels on portable containers are not required if the worker who made the transfer uses all of the contents during the work shift, or the chemical is returned to a labeled primary or secondary container at the end of the shift, or when work is completed.

Confirmation of Employee's Hazard Communication Training

I, _____, have been informed about the hazardous chemicals that I may be exposed to during my work, and I have received training on the following topics:

- An overview of the requirements in OSHA's hazard communication rules.
- Hazardous chemicals present in the workplace.
- The written hazard-communication plan.
- Physical and health effects of the hazardous chemicals.
- Methods to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use
- of exposure controls/work practices and personal protective equipment.
- Steps we have taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow if exposed to these chemicals.
- How to read labels and review Safety Data Sheets.

Note to Employee: This form becomes part of your personnel file; read and understand it before signing.

By signing below, I attest and verify that I have received training in the above areas of hazard communication, and that I understand the content of that training.

_____ _____

Employee Date

_____ _____

Trainer Date

POLICY

William Molnar Roofing Inc has implemented this policy to ensure no employee is exposed to hazards caused by improper or unsafe use of ladders and/or stairways. William Molnar Roofing Inc will provide a training program for each employee using ladders and stairways. The program will enable each employee to recognize hazards related to ladders and stairways and will train each employee in the procedures to be followed to minimize these hazards.

REFERENCES

- §1926.1050 – Ladders and Stairways

RESPONSIBILITIES

Ladder and stairway safety are a responsibility shared between the Company and its employees.

Employer Responsibilities

- Providing and installing all stairway and ladder fall protection systems required by this subpart and will comply with all other pertinent requirements of this subpart before employees begin the work that necessitates the installation and use of stairways, ladders and their respective fall protection systems
- Ensuring that visual safety inspections of ladders and stairways occur on a regular basis
- Training employees
- Responding quickly to eliminate workplace hazards
- Ensuring all equipment is kept in good repair
- Ensuring employees follow safe job procedures
- Reviewing job hazard analysis whenever there is a significant change to any element of the job or there has been an injury or illness

Safety Committee Responsibilities

- Assist in job site ladders and stairways as necessary
- Assist in training employees to recognize and control workplace hazards
- Monitor the workplace for hazards
- Encourage employees to report hazards
- Implement appropriate controls
- Ensure corrective action is taken promptly

Employee Responsibilities

- Assist in job site ladder and stairway inspections
- Follow safe job procedures
- Report hazards to a supervisor immediately

TRAINING

Designated Safety Coordinator will ensure each employee has been trained by a competent person in the following areas as applicable: the nature of fall hazards in the work area; the correct procedures for erecting, maintaining and disassembling the fall protection systems to be used; the proper construction, use, placement and care in handling of all stairways and ladders; the maximum intended load-carrying capacities of ladder; and the standards contained in §1926.1050 – Ladders and Stairways.

Retraining will be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through previous training required for OSHA compliance.

SAFE PRACTICES

A stairway or ladder will be at all access points with a break-in elevation of 19 in. or more without a ramp, runway, sloped embankment, or personnel hoist.

- Employees will not use any spiral stairways that will not be a permanent part of the structure on which construction work is being performed.
- A double-cleated ladder or two (2) or more separate ladders will be provided when ladders are the only means of access or exit from a working area for 25 or more employees, or when a ladder is to serve simultaneous two-way traffic.
- When a building or structure has only one (1) point of access between levels, that point of access will be kept clear to permit free passage of employees. When work will be performed or equipment will be used such that free passage at that point of access is restricted, a second point of access will be provided and used.
- When a building or structure has two (2) or more points of access between levels, at least one (1) point of access will be kept clear to permit free passage of employees.

Ladder Use

Designated Safety Coordinator will ensure the following requirements are adhered to concerning the use of all ladders:

- When portable ladders are used for access to an upper landing surface, the ladder side will extend at least three (3) ft. above the upper landing surface to which the ladder is used to gain access or, when such an extension is not possible because of the ladder's length, then the ladder will be secured at its top to a rigid support that will not deflect and a grasping device, such as a grabrail, will be provided to assist employees in mounting and dismounting the ladder. In no case will the extension be such that ladder deflection under a load would, by itself, cause the ladder to slip off its support
- Ladders will be maintained free of oil, grease and other slipping hazards.
- Ladders used by employees will meet OSHA/ANSI specifications.
- Ladder rungs, cleats and steps will be parallel, level and uniformly spaced when the ladder is in position for use.
- Ladders will not be loaded beyond the maximum intended load for which they were built or beyond their manufacturer's rated capacity. Ladders need to have the load capacity needed for the task.
- Rungs, cleats and steps of portable ladders (except as provided below) and fixed ladders (including individual rung/step ladders) will be spaced not less than 10 in. (25 cm.) apart, nor more than 14 in. (36 cm.) apart, as measured between center lines of the rungs, cleats and steps.

- Rungs, cleats and steps of step stools will be not less than eight (8) in. (20 cm.) apart, nor more than 12 in. (31 cm.) apart, as measured between center lines of the rungs, cleats and steps.
- Rungs, cleats and steps of the base section of extension trestle ladders will not be less than eight (8) in. (20 cm.) nor more than 18 in. (46 cm.) apart, as measured between center lines of the rungs, cleats and steps.
- The rung spacing on the extension section of the extension trestle ladder will be not less than six (6) inches (15 cm) nor more than 12 inches (31 cm), as measured between center lines of the rungs, cleats and steps
- The minimum clear distance between the sides of individual rung/step ladders and the minimum clear distance between the side rails of other fixed ladders will be 16 in. (41 cm.).
- The minimum clear distance between side rails for all portable ladders will be 11 1/2 inches (29 cm).
- The rungs of individual rung/step ladders will be shaped such that employees' feet cannot slide off the end of the rungs.
- The rungs and steps of portable metal ladders will be corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize slipping.
- Ladders will be used only for the purpose for which they were designed.
- Non-self-supporting ladders will be used at a 75º angle.
- Wood job-made ladders with spliced side rails will be used at an angle such that the horizontal distance is one-eighth the working length of the ladder.
- Fixed ladders will be used at a pitch no greater than 90º from the horizontal.
- Ladders will be used only on stable and level surfaces unless secured.
- Ladders will not be used on slippery surfaces without slip-resistant feet unless secured. Slip-resistant feet will not be used as a substitute for care in placing, lashing, or holding a ladder that is used upon slippery surfaces, including flat metal or concrete surfaces that are constructed so they cannot be prevented from becoming slippery.
- Ladders placed where they can be displaced by workplace activities or traffic, such as in passageways, doorways, or driveways, will be secured to prevent accidental displacement or a barricade will be used to keep the activities or traffic away from the ladder.
- The area around the top and bottom of the ladders will be kept clear.
- The top of a non-self-supporting ladder will be placed with the two (2) rails supported equally unless it is equipped with a single support attachment.
- Ladders will not be moved, shifted, or extended while occupied.
- Ladders will have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized electrical equipment.
- The top or top step of a stepladder will not be used as a step.
- Cross-bracing on the rear section of stepladders will not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- Ladders will be inspected by a competent person before initial use in each work shift and more frequently as necessary, and after any occurrence that could affect their safe use to identify any visible defects that could cause employee injury.
- Portable ladders with structural defects will either be immediately marked in a manner that readily identifies them as defective or be tagged with "DO NOT USE" or similar language and will be withdrawn from service until repaired.
- Fixed ladders with structural defects, such as broken or missing rungs, cleats, or steps, broken or split rails, or corroded components, will be withdrawn from service until repaired. The defective ladder will be withdrawn from service in the following manner: immediately tagged with "Do Not Use" or similar language; marked in a method that readily identifies it as defective; blocked from further use, such as with a plywood attachment that spans several rungs.

- Before the damaged or defective ladder may be returned to service, repairs will be made to restore the ladder to its original design specifications.
- Single-rail ladders will not be used.
- When ascending or descending a ladder, the user will face the ladder.
- Each employee will use at least one (1) hand to grasp the ladder when progressing up and/or down the ladder.
- An employee will not carry any object or load that could cause the employee to lose balance and fall.
- Extension ladders will be placed one (1) unit away from the vertical surface for every four (4) units high.

Stairways

Designated Safety Coordinator will ensure the following requirements are applied to all stairways:

- Stairways that will not be a permanent part of the structure on which construction work is being performed will have landings of not less than 30 in. in the direction of travel and extend at least 22 in. in width at every 12 ft. or less of vertical rise
- Stairs will be installed between 30º and 50º from horizontal.
- Riser height and tread depth will be uniform within each flight of stairs, including any foundation structure used as one or more treads of the stairs. Variations in riser height or tread depth will not be over 1/4 in. in any stairway system.
- Where doors or gates open directly on a stairway, a platform will be provided and the swing of the door will not reduce the effective width of the platform to less than 20 in.
- Metal pan landings and metal pan treads, when used, will be secured in place before filling with concrete or other material.
- All parts of stairways will be free of hazardous projections, such as protruding nails.
- Slippery conditions on stairways will be eliminated before the stairways are used to reach other levels.
- Except during stairway construction, foot traffic is prohibited on stairways with pan stairs where the treads and/or landings are to be filled in with concrete or other material at a later date unless the stairs are temporarily fitted with wood or other solid material at least to the top edge of each pan. Such temporary treads and landings will be replaced when worn below the level of the top edge of the pan.
- Except during stairway construction, foot traffic is prohibited on skeleton metal stairs where permanent treads and/or landings are to be installed later unless the stairs are fitted with secured temporary treads and landings long enough to cover the entire tread and/or landing area.
- Treads for temporary service will be made of wood or other solid material and will be installed at the full width and depth of the stair.
- Stairways having four or more risers or rising more than 30 in., will be equipped with at least one (1) handrail and one (1) stair rail system along each unprotected side or edge.
- Winding and spiral stairways will be equipped with a handrail offset sufficiently to prevent walking on those portions of the stairways where the tread width is less than 6 in.
- The height of stair rails will be as follows be not less than 36 in. from the upper surface of the stair rail system to the surface of the tread, in line with the face of the riser at the forward edge of the tread..
- Mid-rails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members, will be provided between the top rail of the stair rail system and the stairway steps.

  - Mid-rails will be located at a height midway between the top edge of the stair rail system and the stairway steps
  - Screens or mesh will extend from the top rail to the stairway step and along the entire opening between top rail supports
  - When intermediate vertical members, such as balusters, are used between posts, they will be not more than 19 in. apart
  - Other structural members will be installed such that there are no openings in the stair rail system that are more than 19 in. wide
- Handrails and the top rails of stair rail systems will be capable of withstanding, without failure, a force of at least 200 lbs. applied within two (2) in. of the top edge, in any downward or outward direction, at any point along the top edge.
- The height of handrails will be not more than 37 in. or less than 30 in. from the upper surface of the handrail to the surface of the tread.
- When the top edge of a stair rail system also serves as a handrail, the height of the top edge will be not more than 37 in. or less than 36 in.
- Stair rail systems and handrails will be so surfaced as to prevent injury to employees from punctures or lacerations and to prevent snagging of clothing.
- Handrails will provide an adequate handhold for employees grasping them to avoid falling
- The ends of stair rail systems and handrails will be constructed so as not to constitute a projection hazard.
- Handrails that will not be a permanent part of the structure being built will have a minimum clearance of 3 in. between the handrail and walls, stair rail systems and other objects
- Unprotected sides and edges of stairway landings will be provided with guardrail systems

Inspections

- Ladders used by employees will meet OSHA/ANSI specifications
- Inspect ladders for damage or wear prior to use
- Ladders will be free of oil, grease and other slipping hazards
- A metal spreader or locking device will be provided on each stepladder to hold the front and back sections in an open position when the ladder is being used
- Ladder components will be constructed to prevent injury from punctures or lacerations and prevent snagging of clothing
- Wood ladders will not be coated with any opaque covering, except for identification or warning labels, which may be placed only on one (1) face of a side rail
- Ladders will have nonconductive side rails if they are used where the worker or the ladder could contact exposed energized electrical equipment
- Ladders with conductive metal sides will be marked with the words “WARNING — Do not use around energized electrical equipment” and will not be used around energized electrical equipment.
- Ladder rungs, cleats and steps will be parallel, level and uniformly spaced, when the ladder is in position for use to meet all OSHA/ANSI specifications
- Ladders will be inspected by a competent person for visible defects periodically and after any incident that could affect their safe use
- In addition to each pre-use inspection, a semi-annual inspection of all ladder components will be performed.

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

William Molnar Roofing Inc has implemented this safety program to ensure the protection of employees from hazards on the job which may be safeguarded against by the proper use of personal protective equipment (PPE).

Designated Safety Coordinator is the supervisor responsible for ensuring the following work practices are enforced.

PPE with proper fitting will be provided at no cost for all work required by William Molnar Roofing Inc and employees are required by company policy to always use only proper company PPE when required on the job or on company property. Failure to use PPE will result in disciplinary action against the violating employee.

- Designated Safety Coordinator will ensure that if employee-owned PPE is used, William Molnar Roofing Inc is responsible that it will be adequate for the application, properly maintained, and kept in sanitary condition.
- PPE will be issued and fitted to each affected employee individually. Employees will demonstrate proficiency in donning and doffing equipment, and proper techniques of cleaning and maintaining their respective equipment.
- Defective or damaged PPE will not be used. Defective or damaged PPE will be immediately tagged “out of service”, removed from service, and replaced with serviceable equipment. PPE will be inspected by the individual employee at the beginning of each work shift.
- PPE will be used, stored, and maintained in a sanitary condition. All PPE will be cleaned and/or disinfected and stored according to manufacturer’s recommendations.

TRAINING

Designated Safety Coordinator will ensure all employees are properly trained in the recognition and assessment of hazards, the proper selection and use of PPE required for the hazard and how to control the hazards.

PPE training will include when it is necessary; what is necessary; how to don, doff, adjust, and wear PPE; the limitations, proper care, maintenance, useful life and disposal of PPE.

Retraining of employees is required 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.

Employees will be trained on initial hiring to use, maintain, clean and disinfect, store, and service PPE properly. Employees will receive refresher training on PPE at least annually, or as work requirements, changing job assignments, changing equipment, or environment warrants it. Any employee who demonstrates a lack of knowledge or understanding of any aspect of PPE use or maintenance will be re-trained. An employee will verify his/her understanding of training content as a condition of employment.

All training will be documented and will include the employee’s name, the dates of training and the certification subject.

HAZARD ASSESSMENT

Designated Safety Coordinator will perform a hazard assessment of each jobsite before work begins to ascertain if hazards are present or likely to be encountered, what engineering controls may be implemented to minimize hazards, and what PPE is necessary for the performance of the job. The hazard assessment will include the certifier's name, signature, date(s), and identification of assessment documents. Affected employees will be notified of hazards, engineering controls needed, and PPE required.

GENERAL REQUIREMENTS

PPE devices will be relied on as the final protection against hazards, used in conjunction with guards, engineering controls, and sound manufacturing practices. It is necessary to consider certain general guidelines for assessing the foot, head, eye and face, and hand hazard situations that exist in an occupational operation or process, and to match the protective devices to the hazard. It is the responsibility of Designated Safety Coordinator to exercise common sense and appropriate expertise to accomplish these tasks.

After completion of a hazard identification and risk assessment (HIRA), the general procedure for selection of protective equipment is to:

- Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do, i.e., splash protection, impact protection, etc.
- Compare the hazards associated with the environment, i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment.
- Select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards.
- Fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of all warning labels for and limitations of their PPE.

PERSONAL WORK CLOTHING

The minimum work clothing acceptable is long pants, good work shoes or boots, and a shirt that completely covers the employees' shoulders (minimum four (4) inch sleeves) and provides adequate protection against such hazards as concrete splash, abrasions to the skin, oil or grease spills, and slag from welding or cutting.

Welders will be cautioned against wearing any type of highly flammable clothing, such as polyesters, double-knits, etc. Wool and specially treated cotton are two (2) natural fibers that are fire-resistant and comfortable. Heat-resistant material, such as leather, is used to protect against dry heat, flames, and molten material. Fire-resistant clothing also protects from high workplace temperature and electrical operations.

For the most part, construction employees will wear clothing that is reasonably snug, particularly about the neck, wrists, and ankles. Employees will not wear loose clothing, rings, watches, necklaces, or long hair, all of which may catch in power driven equipment.

Rubber and rubberized fabrics, neoprene and plastics protect against some acids and chemicals. Disposable chemical suits are used to protect against dusty materials and materials that splash. For materials that have are extremely toxic, a fully encapsulated suit may be necessary.

Arc rated clothing will be worn during work activities that have been identified to present an arc flash potential. The clothing will be rated for the arc flash potential of the task. Such clothing may include long sleeved flame resistant (FR) shirts, FR pants, face shield, and appropriate class rubber gloves. The employee will not wear synthetic fiber clothing under FR clothing. Refer to the electrical safety and arc flash policy for clothing required for arc flash potential posed by the task and equipment.

EYE AND FACE PROTECTION

To prevent possible eye and face injuries suitable eye protection will be worn. Potential eye and face injuries occur from flying objects, liquid chemicals, acids or caustic liquids, molten metal, chemical gases or vapors, and light radiation. Eye protection will provide adequate protection, be reasonably comfortable, fit snugly, be durable, capable of being disinfected and cleaned, kept sanitary and in good repair. When selecting eye and face protection consider what kind and degree of hazard is present.

Eye or face protection will comply with American National Standards Institute (ANSI) Z87.1. If you have questions about eye or face protection, ask your supervisor or refer to the manufacture instructions.

FOOT AND LEG PROTECTION

Most foot injuries occur from employees not wearing protective footwear. The typical foot injury is caused from objects falling fewer than four (4) ft. For protection from falling or rolling objects, sharp objects, molten metal, hot surfaces, and slippery surfaces, employees will use appropriate foot guards, steel toe safety shoes, steel toe safety boots, metatarsal guards and leggings. Leggings protect the lower leg and feet from molten metal and welding sparks.

Leather work shoes/boots are required, and safety shoes are recommended for use by all employees. Safety shoes will be sturdy, have an impact resistant toe, and have puncture resistant soles. Protective footwear will comply with ANSI Z41.

When working with wet concrete, employees will wear rubber boots.

Shoes and boots will be kept in good repair, and those with worn heels of thin or worn soles will not be permitted. In addition, the wearing of sneakers, sandals, or shoes that have been slit or have holes cut in them will not be permitted.

HAND AND ARM PROTECTION

Arm and hand protection are used to prevent skin contact and absorption with potentially harmful materials, to prevent burns and electrical shock. Where needed, employees will wear work gloves in good condition, which are suited to the type of work involved. Some of the factors considered when gloves were selected are the toxic properties of chemicals handled by employees, the degree of dexterity required, duration, frequency, degree of exposure to the hazards, and physical stress that will be applied. The company relies on the manufacturers' standard test procedures for hand and arm protection performance characteristics.

Employees who are required to operate or work around drill presses, power saws and similar rotating machinery will not wear gloves.

Special type gloves such as neoprene or rubber to handle chemicals will be issued to those employees who have a need for them. Welders will wear gloves during settling operations.

HEAD PROTECTION (HARD HATS)

Employees will wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Protective helmets designed to reduce electrical shock hazard will be worn by each such affected employee when near exposed electrical conductors which will contact the head.

All employees that wear company issued hard hats will always wear them when working on construction projects or areas of an existing facility, which has been designated as a "hard hat area." This includes visitors, subcontractors, engineers, inspectors, and anyone else who has authorization to be on the project site.

Head protection will be worn properly with the brim in front. Hard hats which have been altered by drilling or cutting will not be permitted, nor will those hat which have been altered by the addition of any items on the outside of the hat other than safety, or site stickers. When it is necessary to use additional PPE, which will be attached to the hard hat, only those hard hats designed for this purpose may be used.

Protective hard hats will meet ANSI requirements personal protection-protective headgear for industrial workers Z89.1. Electrical employees will wear hard hats that are rated for the voltage of the equipment where work is being performed.

RESPIRATORY PROTECTION

Company issued respiratory protective devices, appropriate for the hazard, will be used where airborne contaminates, such as fibers, dust, smoke, vapors and mist exist and may exceed acceptable levels. Respiratory protective devices will be used in accordance with NIOSH requirements.

HEARING PROTECTION

Hearing protection will be worn in areas that exceed 85 dBA. Refer to 28, occupational noise exposure program.

FULL BODY HARNESS AND LANYARDS

Harnesses with lanyards in use will be worn by all employees who are working at elevated levels which are not protected by standard handrails, or when working from suspended scaffolds. Employees are required to wear and use full body harnesses to protect them from falling when they are exposed to falls from heights of six (6) ft. or more. If they are working on powered platforms or over machinery, moving equipment or objects posing an impalement hazard, or in the case of entering a confined space, with an attended lifeline, 100% full protection is required. This might include the need for two (2) lanyards per belt. All harnesses and lanyards will be inspected, and each inspection documented with the harness serial number. Inspections will be performed by supervision. Quick release belts will only be used when working over bodies of water. Lanyards will have locking snaps that require two (2) actions to open. Refer to the fall protection program for complete requirements.

FLOTATION VESTS

US Coast Guard approved flotation vests will be worn by all employees when working on barges, floating pipelines, or plants, or on structures extending over water, that are not protected by adequate standard handrails. In addition, any employee who is working over the side of a vessel or structure, which is extended over water, or in any area where a drowning hazard exists, will wear an approved flotation vest.

TRAFFIC VESTS

Employees will wear, as a minimum, an ANSI Class II fluorescent orange or lime traffic safety vest when working within 15 ft. of a roadway or in a parking lot. Vests will also be used when directing traffic on a construction site.

ELECTRICAL PROTECTION

- Employees working in areas where there are potential electrical hazards will be provided with, and use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.
- Equipment will be maintained in a safe, reliable condition and will be periodically inspected and/or tested. If the insulating capability of protective equipment may be subject to damage during use, the insulating material will be protected (e.g., an outer covering of leather used for the protection of rubber insulating material).
- Employees will wear nonconductive head protection wherever there is a danger of head injury from electric shock or burns due to contact with exposed energized parts.
- Employees will wear protective equipment for the eyes or face wherever there is danger of injury to the eyes or face from electric arcs or flashes or from flying objects resulting from electrical explosion.
- Each employee will use insulated tools or handling equipment if they might contact conductors or parts. If the insulating capability of insulated tools or handling equipment is subject to damage, the insulating material will be protected. Ropes and handlines used near exposed energized parts will be nonconductive.
- Protective shields, protective barriers, or insulating materials will be used to protect each employee from shock, burns, or other electrically related injuries while that employee is working near exposed energized parts.

When normally enclosed live parts are exposed for maintenance or repair, they will be guarded to protect unqualified people from contact with the live parts. Designated Safety Coordinator utilizes alerting techniques used to warn and protect employees from hazards which will cause injury due to electric shock, burns or failure of electric equipment parts. (Alerting techniques can take the form of safety signs and tags, barricades and attendants.)

Training Record

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

POLICY

This policy applies to rigging and slings used in conjunction with other material handling equipment for the movement of materials by hoisting. The types of rigging and slings covered include those made from alloy steel chain, wire rope, metal mesh, natural or synthetic fiber rope and synthetic web.

REFERENCES

- §1926.251 – Rigging Equipment for Material Handling
- §1926.1400 – Cranes and Derricks in Construction

RESPONSIBILITIES

William Molnar Roofing Inc will enforce the following work practices and procedures to ensure that no employee will be exposed to hazards during rigging and hoisting operations.

Designated Safety Coordinator is the Competent Person in authority over all rigging and hoisting operations. Designated Safety Coordinator will ensure all safety measures and systems are in place, all safety procedures are adhered to and regular inspections of the operational site and rigging equipment are conducted.

Employees are responsible for inspecting ropes, slings and hoisting devices before each use and when necessary, removing damaged goods for inspection and permanent removal from service and performing pre-shift visual inspection of curves.

TRAINING

William Molnar Roofing Inc will only train and utilize qualified riggers. William Molnar Roofing Inc's qualified rigger training program combines classroom instruction and exams with hands-on training. The training program will include familiarization with rigging hardware, slings and the basics of rigging, along with the procedures and precautions of lifting loads and lift planning safety.

William Molnar Roofing Inc employees need to demonstrate proper inspection, use, selection and maintenance of loose gear such as slings, shackles and hooks. Rigging hardware can include sheaves and blocks, hooks and latches, rings, links and swivels, shackles, turnbuckles, spreader and equalizer beams, cable drops, pad eyes, eyebolts and other points of attachment.

Sling training includes the sling configuration, angle and rated load. Types of slings can include chain, wire rope, metal mesh, natural fiber rope, synthetic fiber rope or synthetic web.

William Molnar Roofing Inc employees need to know the procedures and precautions of load control and taglines, lift planning including load weight and center of gravity, sling inspection and criteria for rejecting damaged slings, unbinding loads, proper employees transfer and sling handling and storage.

Basic rigging aspects like pinch points and body position, personal protective equipment (PPE), signals and communication, and load stability are also part of the training.

DEFINITIONS

Angle of loading: The inclination of a leg or branch of a sling measured from the horizontal or vertical plane, provided that an angle of loading of five (5) degrees or less from the vertical may be considered a vertical angle of loading.

Basket hitch: A sling configuration whereby the sling is passed under the load and has both ends, end attachments, eyes or handles on the hook or a single master link.

Braided wire rope: A wire rope formed by plaiting component wire ropes.

Bridle wire rope sling: A sling composed of multiple wire rope legs with the top ends gathered in a fitting that goes over the lifting hook.

Cable-laid endless sling-mechanical joint: A wire rope sling made endless by joining the ends of a single length of cable-laid rope with one or more metallic fittings.

Cable-laid grommet-hand tucked: An endless wire rope sling made from one (1) length of rope wrapped six (6) times around a core formed by hand-tucking the ends of the rope inside the six (6) wraps.

Cable-laid rope: A wire rope with six (6) wire ropes wrapped around a fiber or wire rope core.

Cable-laid rope sling-mechanical joint: A wire rope sling made from a cable-laid rope with eyes fabricated by pressing or swaging one or more metal sleeves over the rope junction.

Choker hitch: A sling configuration with one end of the sling passing under the load and through an end attachment, handle or eye on the other end of the sling.

Coating: An elastomer or other suitable material applied to a sling or to a sling component to impart desirable properties.

Cross rod: A wire used to join spirals of metal mesh to form a complete fabric.

Female handle (choker): A handle with a handle eye and a slot that permits the passage of a male handle, thereby allowing the use of a metal mesh sling in a choker hitch.

Handle: A terminal fitting to which metal mesh fabric is attached.

Handle eye: An opening in a handle of a metal mesh sling shaped to accept a hook, shackle or other lifting device.

Hitch: The manner in which a sling is fastened to an object or load, either directly to it or around it.

Link: A single ring of a chain.

Male handle (triangle): A handle with a handle eye.

Master coupling link: An alloy steel welded coupling link used as an intermediate link to join alloy steel chain to master links.

Master link or gathering ring: A forged or welded steel link used to support all members (legs) of an alloy steel chain sling or wire rope sling.

Mechanical coupling link: A non-welded, mechanically closed steel link used to attach master links, hooks, etc., to alloy steel chain.

Proof load: The load applied in performance of a proof test.

Proof test: A non-destructive tension test performed by the sling manufacturer or an equivalent entity to verify the construction and workmanship of a sling.

Rated capacity or working load limit: The maximum working load permitted by the provisions of this section.

Reach: The effective length of an alloy steel chain sling measured from the top bearing surface of the upper terminal component to the bottom bearing surface of the lower terminal component.

Spiral: A single transverse coil that is the basic element from which metal mesh is fabricated.

Strand laid endless sling-mechanical joint: A wire rope sling made endless from one (1) length of rope with the ends joined by one or more metallic fittings.

Strand laid grommet-hand tucked: An endless wire rope sling made from one (1) length of strand wrapped six (6) times around a core formed by hand tucking the ends of the strand inside the six wraps.

Strand laid rope: A wire rope made with strands, usually six (6) or eight (8), wrapped around a fiber core, wire strand core or independent wire rope core (IWRC).

Vertical hitch: A method of supporting a load by a single, vertical part or leg of the sling.

TYPES OF SLINGS

- Alloy Steel Chain Slings
- Wire Rope Slings
- Metal Mesh Slings
- Natural and Synthetic Fiber Rope Slings
- Synthetic Web Slings
- Synthetic Round Slings

SAFE PRACTICES

Improper rigging of a load or a rigging failure can expose riggers and other employees nearby to a variety of potential hazards. Riggers have been injured or killed when loads have slipped from the rigging or when the rigging has failed. Therefore, all loads will be safely rigged, including adequate welds on pad eyes (page C-8) before a lift.

The following topics that will be discussed with employees before beginning rigging operations:

- Hazards associated with rigging operations
- Roles and responsibilities of each rigger's assigned task
- Establishing a goal for the day
- Weight of material and equipment being hoisted
- Identifying the various shapes on the surface of equipment being hoisted
- Lifting limitations of gear and hoisting devices
- Communication used by all employees
- Disconnecting techniques used to complete the task

NOTE: A planning meeting will be held with the operator and the other employees who will be in the area of the equipment or load to review the location of the power line(s) and the steps that will be implemented to prevent encroachment or electrocution.

Rigging Equipment

Rigging equipment will not be loaded in excess of its recommended safe working load, as prescribed for the specific equipment and load rating identification will be attached to the rigging apparatus or equipment. Employers will not use chains, wire ropes, synthetic or metal web slings, shackles or any other lifting attachments without permanently affixed and legible identification markings prescribed by the manufacturer.

- Rigging equipment, when not in use or when found to be defective, will be removed from the immediate work area so as not to present a hazard to employees
- Tag lines will be used unless their use creates an unsafe condition
- Hooks with self-closing safety latches or their equivalent will be used to prevent components from slipping out of the hook

Working Under Suspended Loads

All employees will be kept clear of loads about to be lifted and of suspended loads. Routes for suspended loads will be pre-planned to ensure that no employee is required to work directly below a suspended load except for:

- Employees engaged in the initial connection of the steel
- Employees necessary for the hooking or unhooking of the load

When working under suspended loads, the following criteria will be met:

- Materials being hoisted will be rigged to prevent unintentional displacement
- Hooks with self-closing safety latches or their equivalent will be used to prevent components from slipping out of the hook
- All loads will be rigged by a qualified rigger

General Safety Considerations

- Lifting equipment with missing or illegible labels will be removed from service
- Wire rope U-bolt clips are the correct size and spaced properly
- Slings and other detachable rigging hardware will be stored in an area where they will not be subjected to mechanical damage, corrosive action, moisture, extreme temperatures, sunlight (primarily synthetic materials) or kinking
- Alloy steel chain slings will have permanently affixed, durable identification stating the size, grade, rated capacity and reach
- The use of makeshift links or other fasteners formed from bolts or rods is prohibited
- Slings will be of original length without the use of knots, bolts or other devices to shorten them
- If a basket hitch is used, the load will be balanced to prevent slippage
- Slings will be padded or otherwise protected from sharp edges of their loads
- The repair of fiber rope slings is prohibited

Training Record

Trainer:	
Signature:	
Date:	
Content of Training	
Attendees	
Print Name:	**Signature:**

POLICY

William Molnar Roofing Inc has adopted this policy to ensure the safety of employees who use scaffolding in doing their work.

REFERENCES

- §1926 Subpart L – Scaffold:
  - §1926.450 – Scope, application and definitions applicable to this subpart
  - §1926.451 – General requirements
  - §1926.454 – Training requirements
- William Molnar Roofing Inc Fall Protection Policy

RESPONSIBILITIES

The following engineering controls, training requirements and safe work practices will be enforced by Designated Safety Coordinator to protect our employees from hazards associated with the erecting and use of scaffolds:

- Training of all employees that work on scaffolds is conducted by "qualified" persons.
- An inspection of the scaffold will be conducted by a competent person and deemed safe before being used.

Competent Person

The competent person will be trained in accordance with the Occupational Safety and Health Administration (OSHA) and responsible for:

- Directing employees who erect, dismantle, move or alter scaffolding
- Determining if it is safe for employees to work from a scaffold during storms or high winds, and ensure that a personal fall arrest system (PFAS) is in place
- Training employees involved in erecting, disassembling, moving, operating, repairing, maintaining or inspecting scaffolding to recognize associated work hazards
- Inspecting scaffolds and scaffold components for visible defects before each work shift, after any occurrence which could affect the structural integrity and to authorize prompt corrective action
- Inspecting ropes on suspended scaffolds before each work shift and after every occurrence that could affect the structural integrity and to authorize prompt corrective actions
- Suspension scaffolds: Evaluating direct connections to support the load to be imposed
- Erectors and dismantler’s: Determining the feasibility and safety of providing fall protection and access
- Scaffold components: Determining if a scaffold will be structurally sound when intermixing components from different manufacturer’s and determining if galvanic action has affected the capacity when using components of dissimilar metals

Qualified Person

Qualified persons will be responsible for:

- Designing and loading scaffolds in accordance with design specifications
- Training employees working on the scaffolds to recognize the associated hazards and understand procedures to control or minimize those hazards
- For suspension scaffolds:
  - Designing platforms on two-point adjustable suspension types that are less than 36 inches wide to prevent instability
  - Making swaged attachments and spliced eyes on wire suspension ropes
  - Designing components in accordance with design specifications

TRAINING

Before use, each William Molnar Roofing Inc employee who performs work erecting, disassembling, moving or working with scaffolds in any way is trained under the supervision of Designated Safety Coordinator, who is designated as the qualified person for William Molnar Roofing Inc, to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. Retraining will occur when conditions change or as needed.

The training program, at a minimum, addresses the following hazards:

- Assessment of any electrical hazards, fall hazards and falling object hazards in the work area
- The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the scaffolding and fall protection systems and falling object protection systems being used
- Proper use of the scaffold and the proper handling of materials on the scaffold
- Maximum intended loads and the load carrying capacities of the scaffolds used
- The nature of scaffold hazards
- The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting and maintaining the type of scaffold being used
- The design criteria, maximum intended load carrying capacity and intended use of the scaffold
- Any other safety topics deemed pertinent to the particular worksite, scaffold system or fall protection systems being used
- Retraining is required when scaffold application, type of scaffold used or when job conditions change

When William Molnar Roofing Inc has reason to believe that an employee lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, William Molnar Roofing Inc will retrain each such employee so that the requisite proficiency is regained. Retraining is required in at least the following situations:

- Where changes at the worksite present a hazard about which an employee has not been previously trained
- 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
- Where inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

DEFINITIONS

Adjustable suspension scaffold means a suspension scaffold equipped with a hoist(s) that can be operated by an employee(s) on the scaffold.

Bearer (putlog) means a horizontal transverse scaffold member (which may be supported by ledgers or runners) upon which the scaffold platform rests and which joins scaffold uprights, posts, poles and similar members.

Boatswains' chair means a single-point adjustable suspension scaffold consisting of a seat or sling designed to support one (1) employee in a sitting position.

Body belt (safety belt) means a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline or deceleration device.

Body harness means a design of straps which may be secured about the employee in a manner to distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders, with means for attaching it to other components of a PFAS. Brace means a rigid connection that holds one (1) scaffold member in a fixed position with respect to another member, or to a building or structure.

Bricklayers' square scaffold means a supported scaffold composed of framed squares which support a platform.

Carpenters' bracket scaffold means a supported scaffold consisting of a platform supported by brackets attached to building or structural walls.

Catenary scaffold means a suspension scaffold consisting of a platform supported by two (2) essentially horizontal and parallel ropes attached to structural members of a building or other structure. Additional support may be provided by vertical pickups.

Chimney hoist means a multi-point adjustable suspension scaffold used to provide access to work inside chimneys. (See multi-point adjustable "suspension scaffold.")

Cleat means a structural block used at the end of a platform to prevent the platform from slipping off its supports. Cleats are also used to provide footing on sloped surfaces such as crawling boards.

Competent person means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them.

Continuous run scaffold (run scaffold) means a two-point or multi-point adjustable suspension scaffold constructed using a series of interconnected braced scaffold members or supporting structures erected to form a continuous scaffold.

Coupler means a device for locking together the tubes of a tube and coupler scaffold.

Crawling board (chicken ladder) means a supported scaffold consisting of a plank with cleats spaced and secured to provide footing, for use on sloped surfaces such as roofs.

Deceleration device means any mechanism, such as a rope grab, rip-stitch lanyard, specially woven lanyard, tearing or deforming lanyard, or automatic self-retracting lifeline lanyard, which dissipates a substantial amount of energy during a fall arrest or limits the energy imposed on an employee during fall arrest.

Double pole (independent pole) scaffold means a supported scaffold consisting of a platform(s) resting on cross beams (bearers) supported by ledgers and a double row of uprights independent of support (except ties, guys, braces) from any structure.

Equivalent means alternative designs, materials or methods to protect against a hazard which the employer can demonstrate will provide an equal or greater degree of safety for employees than the methods, materials or designs specified in the standard.

Exposed power lines mean electrical power lines which are accessible to employees, and which are not shielded from contact. Such lines do not include extension cords or power tool cords.

Eye or Eye splice means a loop with or without a thimble at the end of a wire rope.

Fabricated decking and planking means manufactured platforms made of wood (including laminated wood, and solid sawn wood planks), metal or other materials.

Fabricated frame scaffold (tubular welded frame scaffold) means a scaffold consisting of a platform(s) supported on fabricated end frames with integral posts, horizontal bearers and intermediate members.

Failure means load refusal, breakage or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

Float (ship) scaffold means a suspension scaffold consisting of a braced platform resting on two parallel bearers and hung from overhead supports by ropes of fixed length.

Form scaffold means a supported scaffold consisting of a platform supported by brackets attached to formwork.

Guardrail system means a vertical barrier, consisting of, but not limited to, top rails, midrails, and posts, erected to prevent employees from falling off a scaffold platform or walkway to lower levels.

Hoist means a manual or power-operated mechanical device to raise or lower a suspended scaffold.

Horse scaffold means a supported scaffold consisting of a platform supported by construction horses (sawhorses). Horse scaffolds constructed of metal are sometimes known as trestle scaffolds.

Independent pole scaffold (see "Double pole scaffold").

Interior hung scaffold means a suspension scaffold consisting of a platform suspended from the ceiling or roof structure by fixed length supports.

Ladder jack scaffold means a supported scaffold consisting of a platform resting on brackets attached to ladders.

Ladder stand means a mobile, fixed-size, self-supporting ladder consisting of a wide flat tread ladder in the form of stairs.

Landing means a platform at the end of a flight of stairs.

Large area scaffold means a pole scaffold, tube and coupler scaffold, systems scaffold or fabricated frame scaffold erected over substantially the entire work area. For example: A scaffold erected over the entire floor area of a room.

Lean-to scaffold means a supported scaffold which is kept erect by tilting it toward and resting it against a building or structure.

Lifeline means a component consisting of a flexible line that connects to an anchorage at one (1) end to hang vertically (vertical lifeline), or that connects to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a PFAS to the anchorage.

Lower levels mean areas below the level where the employee is located and to which an employee can fall. Such areas include, but are not limited to, ground levels, floors, roofs, ramps, runways, excavations, pits, tanks, materials, water and equipment.

Masons' adjustable supported scaffold (see "Self-contained adjustable scaffold").

Masons' multi-point adjustable suspension scaffold means a continuous run suspension scaffold designed and used for masonry operations.

Maximum intended load means the total load of all persons, equipment, tools, materials, transmitted loads and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.

Mobile scaffold means a powered or unpowered, portable, caster or wheel-mounted supported scaffold.

Multi-level suspended scaffold means a two-point or multi-point adjustable suspension scaffold with a series of platforms at various levels resting on common stirrups.

Multi-point adjustable suspension scaffold means a suspension scaffold consisting of a platform(s) which is suspended by more than two (2) ropes from overhead supports and equipped with means to raise and lower the platform to desired work levels. Such scaffolds include chimney hoists.

Needle beam scaffold means a platform suspended from needle beams.

Open sides and ends mean the edges of a platform that are more than 14 inches (36 cm) away horizontally from a sturdy, continuous, vertical surface (such as a building wall) or a sturdy, continuous horizontal surface (such as a floor), or a point of access. Exception: For plastering and lathing operations the horizontal threshold distance is 18 inches (46 cm).

Outrigger means the structural member of a supported scaffold used to increase the base width of a scaffold in order to provide support for and increased stability of the scaffold.

Outrigger beam (Thrust out) means the structural member of a suspension scaffold or outrigger scaffold which provides support for the scaffold by extending the scaffold point of attachment to a point out and away from the structure or building.

Outrigger scaffold means a supported scaffold consisting of a platform resting on outrigger beams (thrust outs) projecting beyond the wall or face of the building or structure, the inboard ends of which are secured inside the building or structure.

Overhand bricklaying means the process of laying bricks and masonry units such that the surface of the wall to be jointed is on the opposite side of the wall from the mason, requiring the mason to lean over the wall to complete the work. It includes mason tending and electrical installation incorporated into the brick wall during the overhand bricklaying process.

PFAS means a system used to arrest an employee's fall. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline or combinations of these.

Platform means a work surface elevated above lower levels. Platforms can be constructed using individual wood planks, fabricated planks, fabricated decks and fabricated platforms.

Pole scaffold (see definitions for "Single-pole scaffold" and "Double (independent) pole scaffold").

Power operated hoist means a hoist which is powered by other than human energy.

Pump jack scaffold means a supported scaffold consisting of a platform supported by vertical poles and movable support brackets.

Qualified means one (1) who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work or the project.

Rated load means the manufacturer's specified maximum load to be lifted by a hoist or to be applied to a scaffold or scaffold component.

Repair bracket scaffold means a supported scaffold consisting of a platform supported by brackets which are secured in place around the circumference or perimeter of a chimney, stack, tank or other supporting structure by one (1) or more wire ropes placed around the supporting structure.

Roof bracket scaffold means a rooftop supported scaffold consisting of a platform resting on angular-shaped supports.

Runner (ledger or ribbon) means the lengthwise horizontal spacing or bracing member which may support the bearers.

Scaffold means any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage), used for supporting employees or materials or both.

Self-contained adjustable scaffold means a combination supported and suspension scaffold consisting of an adjustable platform(s) mounted on an independent supporting frame(s) not a part of the object being worked on, and which is equipped with a means to permit the raising and lowering of the platform(s). Such systems include rolling roof rigs, rolling outrigger systems and some masons' adjustable supported scaffolds.

Shore scaffold means a supported scaffold which is placed against a building or structure and held in place with props.

Single-point adjustable suspension scaffold means a suspension scaffold consisting of a platform suspended by one (1) rope from an overhead support and equipped with means to permit the movement of the platform to desired work levels.

Single-pole scaffold means a supported scaffold consisting of a platform(s) resting on bearers, the outside ends of which are supported on runners secured to a single row of posts or uprights, and the inner ends of which are supported on or in a structure or building wall.

Stair tower (Scaffold stairway/tower) means a tower comprised of scaffold components and which contains internal stairway units and rest platforms. These towers are used to provide access to scaffold platforms and other elevated points such as floors and roofs.

Stall load means the load at which the prime-mover of a power-operated hoist stalls or the power to the prime-mover is automatically disconnected.

Step, platform, and trestle ladder scaffold means a platform resting directly on the rungs of step ladders or trestle ladders.

Stilts means a pair of poles or similar supports with raised footrests, used to permit walking above the ground or working surface.

Stonesetters' multi-point adjustable suspension scaffold means a continuous run suspension scaffold designed and used for stone setters' operations.

Supported scaffold means one (1) or more platforms supported by outrigger beams, brackets, poles, legs, uprights, posts, frames or similar rigid support.

Suspension scaffold means one (1) or more platforms suspended by ropes or other non-rigid means from an overhead structure(s).

System scaffold means a scaffold consisting of posts with fixed connection points that accept runners, bearers and diagonals that can be interconnected at predetermined levels.

Tank builders' scaffold means a supported scaffold consisting of a platform resting on brackets that are either directly attached to a cylindrical tank or attached to devices that are attached to such a tank.

Top plate bracket scaffold means a scaffold supported by brackets that hook over or are attached to the top of a wall. This type of scaffold is similar to carpenters' bracket scaffolds and form scaffolds and is used in residential construction for setting trusses.

Tube and coupler scaffold mean a supported or suspended scaffold consisting of a platform(s) supported by tubing, erected with coupling devices connecting uprights, braces, bearers and runners.

Tubular welded frame scaffold (see "Fabricated frame scaffold").

Two-point suspension scaffold (swing stage) means a suspension scaffold consisting of a platform supported by hangers (stirrups) suspended by two (2) ropes from overhead supports and equipped with means to permit the raising and lowering of the platform to desired work levels.

Unstable objects mean items whose strength, configuration or lack of stability may allow them to become dislocated and shift and therefore may not properly support the loads imposed on them. Unstable objects do not constitute a safe base support for scaffolds, platforms or employees. Examples include, but are not limited to, barrels, boxes, loose brick and concrete blocks.

Vertical pickup means a rope used to support the horizontal rope in catenary scaffolds.

Walkway means a portion of a scaffold platform used only for access and not as a work level.

Window jack scaffold means a platform resting on a bracket or jack which projects through a window opening.

SAFE PRACTICES

- Stationary scaffolds over 125 ft. in height and rolling scaffolds over 60 ft. in height will be designed by a professional engineer
- An inspection of the scaffold will be conducted by a competent person and deemed safe before being used
- Damaged or deteriorated equipment will not be used
- All scaffolding systems, components and fall protection systems used will be inspected by Designated Safety Coordinator prior to use, before each work shift begins, after erecting or moving, and periodically through the work day to ensure the system is erected properly, that there is no damage to components of the system, and that the system is being used properly and safely
- Modifications of scaffold by non-qualified employees is prohibited. Only qualified and competent employee are allowed to modify scaffolding systems. Disciplinary action for non-qualified modifications will be enforced
- Any system or component of a system which is found to have a defect in manufacturing or design, damage, excessive wear, weathering, or corrosion, will be immediately removed from service and tagged to indicate that it is not to be used with a prominent tag, as shown below, which states:

- Employees are prohibited from working on scaffolds covered in snow, ice, or other slippery materials, except as necessary for the removal of such materials
- Work on scaffolds is prohibited during high winds or storms unless a competent person has determined that it is safe for employees to be on the scaffold and those employees are protected by a PFAS or wind screens

- Unsafe equipment or conditions will be tagged out by a competent person and tags will be complied with
- Any repairs or modifications to a scaffold system or component of a system will be approved by Designated Safety Coordinator before implementation
- Any violation of the above policy, misuse of scaffolds or misconduct while working on scaffolds will be subject to disciplinary action within the scope of Company policy, up to and including termination of employment

Capacity/Loads

Each scaffold and scaffold component will be capable of supporting, without failure, its own weight and at least four (4) times the maximum intended load applied or transmitted to it. Scaffolds and scaffold components will not be loaded in excess of their maximum intended loads or rated capacities, whichever is less.

Platforms

Each platform on all working levels of scaffolds will be fully planked or decked between the front uprights and the guardrail supports as follows.

- Platforms will be entirely planked and decked with space not more than one (1) inch wide between the platforms and uprights
- The platform will not deflect more than 1/60 of the span when loaded
- All platforms will be kept clear of debris or other obstructions
- Wood planks will be inspected to see that there are graded for scaffold use, are sound and in good condition, straight grained, free from saw cuts, splits and holes
- Platforms and walkways will be at least 18 inches in width. When the work area is less than 18 inches wide, guardrails and/or PFAS will be used
- Where platforms are overlapped to create a long platform, the overlap will occur only over supports, and will not be less than 12 inches unless the platforms are nailed
- The front edge of all platforms will not be more than 14 inches from the face of the work without guardrails or PFAS
- A platform greater than ten (10) ft. in length will not extend over its support more than 18 inches, unless it is designed and installed so that the cantilevered portion of the platform is able to support employees without tipping, or has guardrails which block employee access to the cantilevered end
- Do not cover wood with opaque finishes, other than the edges for making identification
- Coatings will not obscure the top or bottom wood surfaces
- Each end of the platform, unless cleated or otherwise restrained by hooks or equivalent means, will extend over the centerline of its support at least six (6) inches
- Scaffold components manufactured by different manufacturers will not be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained. Scaffold components made of dissimilar metals will not be used together unless a competent person has determined that galvanic action will not reduce the strength of any component

Support Scaffolds

Supported scaffolds are platforms supported by legs, outriggers beams, brackets, poles, uprights, posts, frames or similar rigid support. The structural members, poles, legs. posts, frames and uprights will be plumb and braced to prevent swaying and displacement.

Supported scaffolds with a height to base width ratio of more than 4:1 will be restrained by guying, tying, bracing or an equivalent means.

The following placements will be used for guys, ties and braces.

- Install guys, ties, or braces at the closest horizontal member to the 4:1 height and repeat vertically with the top restraint no further than 4:1 height from the top
- Vertically – every 20 ft. or less for scaffolds less than three (3) ft. wide and every 26 ft. or less for scaffolds more than three (3) ft. wide
- Horizontally – at each end; at intervals not to exceed 30 ft. from one (1) end

Supported scaffold poles, legs, posts, frames and uprights will bear on base plates and mud sills or other adequate firm foundation and will include the following:

- Footings will be level, sound, rigid and capable of supporting the loaded scaffold without settling or displacement
- Unstable objects will not be used to support working platforms
- Front-end loaders and similar pieces of equipment will not be used to support scaffold platforms unless specifically designed by the manufacturer for such use
- Forklifts will not be used to support scaffold platforms unless the platform is attached to the fork and the fork-lift is not moved horizontally while the platform is occupied

Supported scaffold poles, legs, posts, frames and uprights will be plumb and braced to prevent swaying and displacement.

Suspended Scaffolds

A suspension scaffold contains one (1) or more platforms suspended by ropes or other non-rigid means from an overhead structure, 1926.450(b), such as the following scaffolds: Single-point, multi-point, multi-level, two-point, adjustable, boatswain's chair, catenary, chimney hoist, continuous run, elevator false car, go-devils, interior hung, masons' and stone setters.

- All support devices will rest on surfaces that can support four (4) times the scaffold load when operating at the rated load of the hoist, or at least one-and-a-half (1 ½) times the load imposed on them by the scaffold at the stall capacity of the hoist, whichever is greater
- A competent person will evaluate all direct connections before use to confirm that the supporting surfaces are able to support the imposed load
- Suspension scaffolds will be secured to prevent them from swaying
- Guardrails, a PFAS or both will protect each employee more than ten (10) ft. (3.1 m) above a lower level from falling

- A competent person will inspect ropes for defects before each work shift and after every occurrence that will affect a rope's integrity
- When scaffold platforms are more than two (2) ft. (0.6 m) above or below a point of access, ladders, ramps, walkways, or similar surfaces will be used
- When using direct access, the surface will not be more than 24 inches (61 cm) above or 14 inches (36 cm) horizontally from the surface
- When lanyards are connected to horizontal lifelines or structural members on single-point or two-point adjustable scaffolds, the scaffold will have additional independent support lines equal to the suspension lines and have automatic locking devices
- Outrigger beams will be placed perpendicular to their bearing support
- Emergency escape and rescue devices will not be used as working platforms, unless designed to function as suspension scaffolds and emergency systems
- Tiebacks will be secured to a structurally sound anchorage on the building or structure. Sound anchorages do not include standpipes, vents, other piping systems or electrical conduit. A single tieback will be installed perpendicular to the face of the building or structure. Two (2) tiebacks installed at opposing angles are required when a perpendicular tieback cannot be installed
- Only those items specifically designed as counterweights will be used
- Counterweights will be secured by mechanical means to the outrigger beams
- Vertical lifelines will not be fastened to counterweight
- Sand, masonry units or rolls of roofing felt may not be used for counterweights
- The suspension ropes will be long enough to allow the scaffold to be lowered to the level below without the rope passing through the hoist or the end of the rope configured to prevent the end from passing through the hoist
- Repaired wire may not be used
- Drum hoists will contain no less than four (4) wraps of the rope at the lowest point
- Employers will replace wire rope when the following conditions exist: Kinks; six (6) randomly broken wires in one (1) rope lay or three (3) broken wires in one (1) strand in one (1) lay; one third (1/3) of the original diameter of the outside wires is lost; heat damage; evidence that the secondary brake has engaged the rope; and any other physical damage that impairs the function and strength of the rope
- Suspension ropes supporting adjustable suspension scaffolds will be a diameter large enough to provide sufficient surface area for the functioning of brake and hoist mechanisms
- Suspension ropes will be shielded from heat-producing processes
- Power-operated hoists used to raise or lower a suspended scaffold will be tested by a qualified testing laboratory
- The stall load of any scaffold hoist will not exceed three (3) times its rated load
- The stall load is the load at which the prime-mover (motor or engine) of a power-operated hoist stalls or the power to the prime-mover is automatically disconnected
- Gasoline power-operated hoists or equipment are not permitted

- Drum hoists will contain no less than four (4) wraps of suspension rope at the lowest point of scaffold travel
- Gears and brakes will be enclosed
- An automatic braking and locking device, in addition to the operating brake, will engage when a hoist makes instantaneous change in momentum or an accelerated overspeed.
- Manually operated hoists used to raise or lower a suspended scaffold will be tested a listed by a qualified testing laboratory
- These hoists require a positive crank force to descend

Welding can be done from suspended scaffolds when:

- A grounding conductor is connected from the scaffold to the structure and is at least the size of the welding lead
- The grounding conductor is not attached in series with the welding process or the work piece
- An insulating material covers the suspension wire rope and extends at least four (4) ft. (1.2 m) above the hoist
- Insulated protective covers cover the hoist
- The tail line is guided, retained or both, so that it does not become grounded
- Each suspension rope and any other independent lines are insulated from grounding

Access Requirements

Access will be provided when scaffold platforms are more than 24 inches above or below the point of access. Direct access is acceptable when the scaffold is not more than 14 inches horizontally and not more than 24 inches vertically from the other surfaces. Cross braces will not be used as a means of access.

Type of access which are permitted: Portable ladders tied off to the structure; hook-on ladders; attachable ladders; stairways; stair towers; ramps and walkways; or integral prefabricated frames.

When erecting or dismantling supported scaffolds, a safe means of access will be provided when a competent person has determined the feasibility and analyzed the site conditions.

FALL PROTECTION

Fall protection includes guardrail systems and PFAS.

Guardrails

All scaffolds more than six (6) ft. above the lower level will protect employees with guardrails on each open side of the scaffold. Guardrails will be installed along the open sides and ends before releasing the scaffold for use by the employees other than erection or dismantling crews.

Guardrails are not required when:

- The front end of all platforms are less than 14 inches from the face of the work
- When employees are plastering and lathing 18 inches or less from the front edge

Materials such as steel or plastic banding will not be used for top rails or mid-rails.

Fall Arrest Systems

PFAS include harnesses, components of the harness/belt such as Dee-rings, and snap hooks, lifelines, and anchorage point. Employees working on scaffolds ten (10) ft. or more above ground/floor level will use fall protection in accordance with William Molnar Roofing Inc's Fall Protection Program.

The following chart illustrates the type of fall protection required for specific scaffolds.

Type of Scaffold	Fall Protection Required
Aerial lifts	PFAS
Boatswains' chair	PFAS
Catenary scaffold	PFAS
Crawling board (chicken ladder)	PFAS, or a guardrail system, or 3/4inch (1.9 cm) diameter grabbling or equivalent handhold securely fastened beside each crawling board
Float scaffold	PFAS
Ladder jack scaffold	PFAS
Needle beam scaffold	PFAS
Self-contained scaffold	Both a PFAS and a guardrail system
Single-point and two-point suspension scaffolds	Both a PFAS
Supported scaffold	PFAS or guardrail system
All other scaffolds not specified above	PFAS or guardrail systems that meet the required criteria

Clearance Distances between Scaffolds and Powerlines

The following table provides the clearance distances between scaffolds and powerlines, or any other conductive material, while being erected, used, dismantled, altered or moved.

Insulated Lines Voltage	Minimum Distance	Alternatives
Less than 300 V	Three (3) ft.	
300 to 50 kv	Ten (10) ft.	
More than 50 kv	Ten (10) plus 0.4 inches for each 1 kv over 50 kv	Two (2) times the length of the line insulator, but never less than ten (10) ft.
Uninsulated Lines Voltage	**Minimum Distance**	**Alternatives**
Less than 50 kv	Ten (10) ft,	
More than 50 kv	Ten (10) ft, plus General Rule: 0.4 inches for each 1 kv over 50 kv	Two (2) times the length of the line insulator, but never less than ten (10) ft.

However, scaffolds can be moved closer if it is necessary for the performance of work, provided the power lines are de-energized or protective coverings are installed to help prevent accidental contact.

SCAFFOLD CONSTRUCTION

Designated Safety Coordinator has been designated as the qualified person responsible for designing scaffolds. Scaffolds will be built to meet the design made by the qualified person.

Different types of scaffolds will be built to meet certain capacity requirements.

Scaffolds that directly connect to roofs and floors and counterweights used to balance adjustable suspension scaffolds, the load capacity will be capable of resisting at least four (4) times the tipping moment imposed by the scaffold operating at the rated load of the hoist or 1.5 (minimum) times the tipping moment imposed by the scaffold operating at the stall load of the hoist, whichever is greater.

For non-adjustable suspension scaffolds, the suspension rope (including connection hardware) will be able to support at least six (6) times the maximum load applied or transmitted to that rope.

For adjustable suspension scaffolds, the suspension rope (including connecting hardware) will be able to support at least (six) 6 times the maximum load applied or transmitted to that rope or at least two (2) times the stall load of the hoist, whichever is greater.

For other types of scaffolds, the scaffold and its components will be able to support its own weight and at least four (4) times the maximum intended load applied or transmitted to it.

Generally, scaffold platforms and walkways will be at least 18 inches (46 cm) wide. If conditions where the scaffold platforms and walkways are built does not allow for this, then the walkways and platforms will be as wide as possible.

The only exceptions to this requirements are ladder jack scaffolds, top plate bracket scaffolds, roof bracket scaffolds and pump jack scaffolds which all will be at least 12 inches (30 cm) wide.

Generally, the maximum distance from the front edge of any scaffold platform will not be more than 14 inches (36 cm) from the face of the work being done. Outrigger scaffolds will a maximum distance of three (3) inches (8 cm) while those used for plastering and lathing will be no more than 18 inches (46 cm) from the face.

However, if guardrail systems are built along the front edge or PFAS are used, then the maximum distance can be greater.

Each end of a platform that is ten (10) ft. or less in length will not extend more than 12 inches over the edge of its support unless the cantilevered portion of the scaffold is able to support employees and/or materials without tipping or has guardrails to prevent employees from accessing the cantilevered end.

Each end of a platform that is greater than ten (10) ft. in length will not extend more than 18 inches over the edge of its support unless the cantilevered portion of the scaffold is able to support employees and/or materials without tipping or has guardrails to prevent employees from accessing the cantilevered end.

On scaffolds where planks are abutted to create a long platform, each abutted end will rest on a separate support surface. Common support members such as "T" sections or the use of hook on platforms are also permitted.

Fall Hazard Assessment

Job Name:		Location
Date Assessed:	Related Operating Procedures Reviewed: ☐ Yes ☐ No	Location Marked and Entry Controlled: ☐ Yes ☐ No

Fall Hazard Assessment Checklist		
1. Can an employee enter the area without restriction and perform work?	☐ Yes	☐ No
2. Are fall prevention systems such as cages, guardrails, toe boards and manlifts in place?	☐ Yes	☐ No
3. Have slipping and tripping hazards been removed or controlled?	☐ Yes	☐ No
4. Have visual warnings of fall hazards been installed?	☐ Yes	☐ No
5. Can the distance a worker could fall be reduced by installing platforms, nets, etc.?	☐ Yes	☐ No
6. Are any permanently installed floor coverings, gratings, hatches, or doors missing?	☐ Yes	☐ No
7. Does the location contain any other recognized safety and or health hazards?	☐ Yes	☐ No
8. Is the space designated as a Permit Required Confined Space?	☐ Yes	☐ No
9. Have anchor points been designated and load tested?	☐ Yes	☐ No

Assessment Information: (indicate specifics with initials)

Initials	Hazard	Remarks/Recommendations
	Total potential fall distance	
	Number of workers involved	
	Frequency of task	
	Obtainable anchors point strength	
	Required anchor point strength (not less than 5000 lbs.)	

Additional Requirements:

Potential environmental conditions that could impact safety:

Initials	Condition	Remarks/Recommendations

Possible required structural alterations:

Initials	Alteration	Remarks/Recommendations

Possible task modification that may be required:

Initials	Task	Remarks/Recommendations

Training requirements:

Initials	Requirement	Remarks/Recommendations

Personal protective equipment required:

Initials	Requirement	Remarks/Recommendations

Comments:

☐ Approved **Authorization**:

I certify that I have conducted a Fall Hazard Assessment of the above designated location and have detailed the findings of the assessment on this form. *Further detailed on attachment: ☐ Yes ☐ No

Title:	Date:	Time:
Name:	Signature:	

Training Record

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	**Signature:**

DISCLAIMER

Your Success is Our Priority

We are committed to simplifying compliance, making safety effortless, and exceeding your expectations — all with a genuine love for your people and their success. This manual has been carefully crafted to serve as a comprehensive guide to help your organization foster a safer, more compliant workplace.

However, because every work environment is unique, this manual is intended to provide general guidance and may require additional customization to align with your specific operational needs, local regulations, and industry standards. We encourage you to review and adapt these materials in collaboration with your internal safety leadership and, where necessary, consult legal or regulatory experts.

SSC is always available to assist with personalized support, including custom manual development and site-specific compliance consultations. Our team is here to help you maximize the effectiveness of your safety and compliance efforts.

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At SSC, we believe in empowering your success by providing trusted, reliable resources. Please note that this manual is offered based on information you provided during your purchase and is not a replacement for professional legal or regulatory advice that may be required for your specific job site and/or circumstances disclosed or undisclosed to Safety Services Company at the time of purchase. Because safety regulations and operational environments continually evolve, we recommend combining the efforts of a qualified job site expert with our customization team to ensure full compliance with all applicable laws.

While we are proud to partner with you on your compliance journey, SSC is not liable for actions taken solely based on this manual. Ultimate responsibility for compliance rests with your organization, which is why we encourage you to regularly validate that your safety practices match these policies and procedures.

Need Help Customizing Your Manual?
Contact your SSC Client Success Manager or call us at (866) 204-4786.

Together, we can build a workplace where safety and success go hand in hand.