



# Safety Program

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# SAFETY PROGRAM

## Safety Policy

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Safety is everyone's responsibility. It is the desire of D L Morse and Associates, Inc. to help provide a safe working environment for all employees. To accomplish this, management will provide reasonable safeguards to help ensure safe working conditions and support the safe and efficient development of all work activities, conduct regularly scheduled safety meetings, and provide a safety kit on all job sites. The need also exists for recognizing that ***no job is so important or so urgent that we cannot take time to perform our work safely.***

Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed. Safety equipment shall not be destroyed or abused. The joint cooperation of employees and management in observance of this policy will help provide safe working conditions, help reduce work related accidents and will be to the mutual advance of all. Therefore, your cooperation and support is imperative.

## Responsibilities and Duties

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### MANAGEMENT:

*Responsibilities:* (1) Safety begins with management's commitment and participation. (2) Set goals, establish accountability and be actively involved. (3) A poor safety record is a management problem. (4) Establish, implement and maintain the Company safety program.

*Duties:* (1) Communicate safety commitment and policy. (2) Attend Company safety functions. (3) Review accident reports and safety activity. (4) Make needed appropriations. (5) Set a good example.

### SAFETY COORDINATOR:

*Responsibilities:* (1) Schedule monthly (or minimally quarterly) safety meetings to be attended by all staff. *Duties:* (1) Develop written safety policies and procedures. (2) Coordinate activities with management. (3) Inform management of proposed safety and health recommendations. (4) Compile and distribute safety and health information to employees. (5) Provide safety training for employees, Immediate Supervisors and Managers. (6) Arrange for training of new employees. (7) Conduct routine workplace safety inspections. (8) Review Injury/Incident reports. (9) Monitor and evaluate the effectiveness of safety and health programs. (10) Assure compliance with government regulations. (11) Prepare progress reports on programs for management, if requested.

### IMMEDIATE SUPERVISORS AND TEAM LEADERS:

*Responsibilities:* (1) Immediate Supervisors have a direct responsibility for a working group. (2) Help build safety into the work process and be alert for safety and health problems.

*Duties:* (1) Train new employees. (2) Re-train present employees. (3) Make job site inspections. (4) Prepare Injury/Incident reports. (5) Enforce safety rules. (6) Correct unsafe acts and conditions. (7) Notify subcontractors of job-site safety kit location and its contents.

### TEAM MEMBERS:

*Responsibilities:* (1) Learn the hazards of their jobs and abide by safety rules. *Duties:* (1) Abide by safety rules. (2) Report hazardous conditions or concerns. (3) Communicate safety to fellow employees. (4) Make suggestions to help improve safety.

## **Construction Site Safety**

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- **PERIMETER BARRICADES:** The entire construction site should be secured to prevent unauthorized persons from intentionally or unintentionally entering the work site. When working in public areas, such as mall corridors, safety tape must be used. Two employees must be present during work being performed; one being on the ground to protect area from pedestrians.
- **INTERNAL BARRICADES:** Barricades will help warn workers of hazardous areas where dangerous conditions might exist.
- **TOOLS:** Tools should be well maintained. They should be properly stored when not in use. The correct tool should always be used for the job.
- **EXCAVATIONS:** Excavations should get special attention and a detailed Company procedure should be followed.
- **ABOVE GROUND WORK:** Ladders and scaffold should be regularly inspected for damage and weakness. Specific safety rules should be adopted for these devices.
- **ELECTRICITY:** Electrical power sources not necessary for construction should be shut off. Insulate all wiring and post warnings around live wires. Fuses, circuit breakers, and ground fault interrupters should be used to help prevent shock injury. Be aware of the dangers of overhead wires.
- **HOUSEKEEPING:** All debris, tools, and equipment should be picked up and either stored or disposed of in the proper location.
- **FIRES:** Fire protection equipment should be made available and employees trained in proper use.
- **PERSONAL PROTECTIVE EQUIPMENT:** Safety equipment such as shoes, gloves, hard hats and eye protection should be provided to all employees at the site. All employees should use and maintain these items.

## **Electrical**

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- No electrical work is to be done by any employee unless authorized by the on-site Immediate Supervisor.
- All portable electrical tools and equipment should be grounded or double insulated type.
- Extension cords should have grounded conductors and insulation in good condition.
- Use of metal ladders is prohibited in areas where the ladders or the person using the ladder should come in contact with energized parts or equipment, fixtures or circuit conductors.
- Exposing wire and cords with frayed or deteriorated insulation should be repaired or replaced.
- All cord, cable and raceway connections should be intact and secured. All unused openings in electrical enclosures should be closed with appropriate covers, plugs or plates. Electrical enclosures such as switches, receptacles, or junction boxes should be provided with tight fitting covers or plates.
- Ground fault circuit interrupters should be installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed.
- Electrical insulation in hazardous dust or vapor areas should meet the National Electrical Code (NEC) for hazardous locations Class I, Division 1.
- Inspect all electrical equipment before using. Use only equipment in good condition.

- Start and end electrical equipment with switch in “OFF” position. Do not leave the switch in the “ON” position and use the plug to turn the equipment ON and OFF.
- Installation work should be in compliance with the National Electrical Code Standards, OSHA, local building codes and ordinances. This work should be performed by a qualified and fully licensed electrician.
- Fixtures, appliances and equipment used should be listed or labeled by Underwriters Laboratories or another nationally accepted testing organization.
- When electrical equipment or lines are to be serviced, maintained or adjusted, necessary switches should be opened, locked-out and tagged-out whenever possible.

## **Eye Protection**

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In all operations where striking and struck tools are used, or where the cutting action of a tool causes particles to fly, eye protection is needed by the user of the tool and by others who may be exposed to the flying particles.

- Protective equipment, including personal protective equipment for eyes and face, shall be provided, used and maintained in a sanitary and reliable condition. This protection should be provided whenever it is necessary by reason of hazards of processes or entrainment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.
- Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.
- Protective eye and face equipment shall be required where there is a reasonable probability of injury that can be prevented by such equipment. In such cases, employers shall make conveniently available a type of protector suitable for the work to be performed, and employees shall use such protectors.
- Persons whose vision requires the use of corrective lenses in spectacles, and who are required by this standard to wear eye protection, shall wear goggles or spectacles of the following types: spectacles whose protective lenses provide optical protection or goggles that can be worn over corrective lenses mounted behind the protective lenses.
- Safety goggles or face shields should be worn when woodworking or cutting tools, such as chisels, brace bits, planes, scrapers, and saws are used and there is a chance of particles falling or flying into the eyes.
- Eye protection should be worn when working with grinders, buffing wheels and scratch brushes.
- Jobs such as cutting wire and cable, hand drilling, removing nails, chipping concrete, shoveling material or working under objects where particles of materials may fall require eye protection.
- Wear eye protection, keep it clean and fit for use, wear the right protection for the job.

## **First Aid for Eye Injuries**

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All employees should know: the location of an eyewash station, sink and lens cleaning station and how to use them; what to do in an eye emergency until help arrives; and the name of the person who is trained in first aid.

The following is a list of basic first aid procedures for various types of eye injuries:

Small particles, specs or dust:

- Don't rub the eye. Hold eye open and flush with water at nearest eyewash station. Can also try pulling upper lid out and down over lower lid, causing the eye to tear and particle to wash out.

Blow to the eye:

- Apply an ice cold compress for fifteen minutes in order to reduce pain and swelling. Have a doctor examine the eye as soon as possible to make sure there is no internal injury.

Chemical splash:

- Flush immediately with water at nearest eyewash station or shower for at least fifteen minutes. Do not rub or squeeze eye shut. Seek medical attention immediately.

Object embedded in eye:

- Do not try to remove the object. Cover both eyes to help prevent movement of injured eye. If object is large and protruding, cover it with a paper cup or something similar. Seek medical attention immediately.

Light burns:

- Symptoms include redness, swelling, light sensitivity and a gritty feeling in the eyes. Symptoms may not be apparent until 3-12 hours after injury. Keep eyes closed and seek medical attention immediately.

## **Fire Extinguishers**

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- A fire extinguisher, rated not less than 2A, 10B:C, should be provided for each 3,000 square feet of the protected building area or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.
- One or more fire extinguishers should be provided for each floor. In multi-story buildings, at least one fire extinguisher should be posted adjacent to the stairway.
- Fire extinguishers should be conspicuously located and readily accessible at all times. They should be periodically inspected and maintained in operating condition.
- Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited.
- Each fire extinguisher is considered professional equipment and its effectiveness in protecting property depends on knowing: What it can and cannot do, how to use it, where to install it, how to maintain it, knowledge of classes or types of fires, what class or classes of fire the extinguisher is capable of extinguishing.
- Training should be provided for the use of fire extinguishers.

Classes of fires:

- Class A — Fires in ordinary combustible materials (wood, paper, cloth)
- Class B — Fires involving flammable liquids, gases and greases.
- Class C — Fires which involve energized electrical equipment.
- Class D — Fires in combustible metals.

## **Flammable and Combustible Liquids**

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A flammable liquid is defined as any liquid whose flash point, the temperature in which vapors can ignite when there is a spark, flame or static electricity, is below 100 degrees F. At higher concentrations and higher temperatures the vapors of the liquid can ignite or explode with a spark. Most flammable liquids are volatile, evaporating quickly and reaching a concentration in the air that could lead to an explosion. Some highly volatile flammable liquids are gasoline, acetone and alcohol. These flammable liquids must be marked with a red label. To work safely with flammable liquids the three potential hazards: temperature, concentration of vapor and ignition sources must be controlled. A combustible liquid is defined as any liquid whose flash point is at or above 100 degrees F.

- Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids.
- No more than 60 gallons of flammable or combustible liquids shall be stored in any one storage cabinet. No more than three storage cabinets may be located in a single storage area.
- Inside storage rooms for flammable and combustible liquids shall be a fire resistive construction, have self closing fire doors at all openings, four inch sills or depressed floors, a ventilation system that provides at least six air changes within the room per hour, and electrical wiring and equipment approved for Class 1, Division 1 locations.
- Storage in containers outside buildings shall not exceed 1,100 gallons in any one pile or area. The storage shall be graded to divert possible spills away from building or other exposures, or shall be surrounded by a curb or dike. Storage areas shall be located at least twenty feet from any building and shall be free from weeds, debris and other combustible materials not necessary to the storage.
- “No Smoking” signs shall be posted in service and refueling areas.
- Flammable liquids in bulk drums shall be grounded and bonded before and during dispensing into containers.
- All flammable and combustible liquid wastes shall be kept in fire-resistant, covered containers.
- Appropriate fire extinguishers shall be mounted within 50 feet of outside areas containing flammable liquids and within ten feet of any inside storage area for such materials.
- Safety containers shall be used for the dispensing of flammable or combustible liquids.
- All spills of flammable or combustible liquids shall be cleaned up promptly.
- All flammable or combustible liquid storage tanks shall be adequately vented to prevent the development of excess vacuum or pressure as a result of filling, emptying or atmosphere temperate changes.
- All flammable or combustible liquid storage tanks shall be equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure.

- Flammable liquids shall be stored separately from other chemicals, especially reactives such as oxidizers.
- All containers containing a flammable or combustible liquid shall be labeled correctly and clearly.

### **Aerial Work Platform**

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Forklifts can haul and dump tubs of material, carry items and transport pallets of heavy products. A forklift can be adapted to almost any lifting and transporting task. Forklifts and aerial work platforms can be dangerous to people and property when operated incorrectly. Most forklift and aerial work platform accidents result from operator error, increasing the importance of operator training. Suggested requirements for drivers are: above average vision, hearing and health, a mature attitude, a good vehicle driving record, a positive safety attitude, and a completion of a forklift and aerial work platform operator training course each two years.

- It is the Immediate Supervisor's decision as to who is authorized to operate said equipment.
- Anyone operating an aerial work platform must have an up to date permit in their possession when operating said equipment.
- Always use a proper dock board when loading a vehicle from the dock. Keep the forklift away from the edge of the loading dock.
- Make sure the parking brake is set and the wheels are chocked on the vehicle being loaded.
- Place the forks all the way under the load. Space forks apart so they fit the load being lifted. This will help to maintain proper balance and prevent the load from falling. Never lift a load that appears to be unstable. Use belts to secure the load onto the forks.
- Do not carry any riders unless the truck is specifically designed for them. Always keep hands and feet inside. Never speed or allow unauthorized persons to drive a forklift or aerial work platform.
- Use a properly secured safety platform when the truck is to be used as a lifting device.
- When the forklift is parked, fully lower the forks, put the controls in neutral, turn off the engine, set the parking break and remove the key.
- At blind corners, stop the forklift and sound the horn.
- Know where low clearances, pipes, sprinklers or low doorways are located.
- A complete inspection of the forklift and aerial work platform should be made prior to any operation of the unit.
- If you find anything wrong, report it to your Immediate Supervisor.

### **Hand Safety**

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Sources of injury to the hands include: burns, cuts, electrical shock, absorption of chemicals, pinching, crushing, cold, vibration and repetitive motion. Analyze the work place for hazards to the hands. Look at each job and consider the possible hazards to the hands. Make sure all tools and machines are well maintained. Make sure all guards are in place.

Ways to prevent hand injuries:

- Use protective gloves or other protection whenever necessary. There are gloves to protect against heat, cold, sharp objects, chemicals, electricity and a wide variety of other hazards.
- Gloves should not be worn around tools and machinery with rotating or moving parts, such as grinders, drills, lathes or milling machines.
- Watches, rings, bracelets, or other jewelry should be removed and loose fitting clothing avoided.
- Use tools and equipment only for the job they were designed for.
- The work place should be clean and well organized, and the tools and equipment well maintained.
- Tools and equipment should have their guards in place.

### **First Aid for Hand Injuries**

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#### Bleeding:

- Control bleeding by gently applying direct pressure with a dry, sterile dressing. If it becomes saturated, do not remove it. Add another dressing.
- If possible, wear latex gloves or use other methods to protect against transmission of infection.
- Do not remove any impaled objects. Immobilize the object instead.
- Seek medical attention immediately.

#### Fractures:

- Symptoms: swelling, deformity, pain and tenderness, loss of use.
- Avoid moving the injured hand if at all possible. Check for symptoms.
- Control bleeding, but do not attempt to push protruding bones back beneath the skin.
- Seek medical attention immediately.

#### Amputations:

- Control bleeding by applying direct pressure. Elevate extremity.
- Contact emergency medical service immediately.
- Recover and clean amputated body part by rinsing with water.
- Wrap amputated body part with sterile gauze or a dry, clean cloth, put in a waterproof container, such as a plastic bag, and place on a bed of ice. Transport to hospital with victim.

### **Ladders**

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A ladder is an appliance usually consisting of two side rails joined at regular intervals by crosspieces called steps, runs or cleats, on which a person may step in ascending or descending. There are variations called step ladder, single ladder, extension ladder, fixed ladder, job-made ladder, platform ladder, and sectional ladder. Ladders are constructed of wood, metal, aluminum or fiberglass.

- Select a ladder of proper duty to support combined weight of user and materials.
- Select a ladder of proper length to safely reach the desired height.
- Inspect thoroughly for missing or damaged components. Never use a damaged ladder and never make temporary repairs.



- Inspect thoroughly for loose fasteners. Make sure all working parts are in good working order. Lubricate if necessary.
- Clean ladder of all foreign material (wet paint, mud, snow, grease, oil, etc)
- Notify the job Immediate Supervisor if ladder is damaged, worn or exposed to fire or chemicals, for proper disposal.

Before using a ladder, consider the following:

- Metal ladders conduct electricity. Keep away from electrical circuits or wires.
- Consult manufacturer for use in chemical or other corrosive environments.
- Use ladder only as outlined in instructions. Ladders are designed for one person only.
- Do not use in high winds or during a storm.
- Keep shoes clean. Leather shoes should not be used.
- Never leave ladder set up or unattended.

Use proper set up:

- Do not place on unstable, loose or slippery surfaces. Do not place in front of unlocked doors. Ladders are not intended to be used on scaffolds.
- Secure base section before raising ladder to upright position. Do not raise or lower with fly section extended.
- Extend and retract fly section only from the ground when no one is on the ladder.
- Do not overextend. A minimum overlap of section is required as follows:
  - Ladder size up to and including 32 feet – 3 foot overlap
  - Over 32 feet up to and including 36 feet – 4 foot overlap
  - Over 36 feet up to and including 48 feet – 5 foot overlap
  - Sizes over 48 feet – 6 foot overlap
- Position ladder against upper support surface. Make sure ladder does not lean to the side. Ladder must make a 75 degree angle with the ground.
- Erect ladder approximately three feet beyond upper support point.
- Check that top and bottom of ladder are properly supported. Make sure runlocks are engaged before climbing.
- Face ladder when climbing up or down. Maintain a firm grip. Use both hands in climbing.
- Keep body centered between side rails. **Do not over reach.** Get down and move ladder as needed.
- Fly section must have safety shoes if used as a single ladder.

### Portable Hand Tools

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- The correct tool should be utilized for the job and used in a correct manner.
- If a job requires excessive force or bending of the wrist creating stress, a powered tool or a differently shaped tool should be used.
- Tools should be kept in good working condition. Damaged, worn or defective tools can cause injuries and should not be used.
- Keep tools in a safe place. Do not leave tools on the floor or above work areas.
- Sharpened tools should not be carried in pockets or left in tool boxes with cutting edges exposed.
- Appropriate personal protective equipment, such as safety goggles and gloves, should be worn to protect against hazards that may be encountered while using hand tools.

- Keep impact tools, such as chisels or punches, free of mushroomed heads.
- Keep wooden handles free of splinters or cracks, and assure a tight connection between the tool head and the handle.

## **Power Tools**

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- Electric power operated tools should either be approved double insulated, be properly grounded, or used with ground fault circuit interrupters.
- Power tools should not be used until proper instruction has been given and authorization given by an Immediate Supervisor.
- Guards on machinery and equipment should not be removed without authorization.
- The power tool should be off and motion stopped before the tool is set down.
- Disconnect the tool from power source before changing bits or blades, or attempting any repair or adjustment. Never leave a running tool unattended.
- Inspect electrical extension cords and other wiring to be certain they are properly insulated and grounded. Do not use frayed or damaged tools.
- A power tool must never be used with a safety guard removed.
- All fixed power driven woodworking tools should be provided with a disconnect switch that can either be locked or tagged in the off position.
- Never operate power actuated tools in, near or around water.

## **Safe Lifting**

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Most back injuries are the result of improper lifting techniques. The worst lifting situations occur when the body is extended over the load. Keep the back straight to shift the weight of the load being lifted onto powerful leg muscles, thus reducing the lever effect caused when the body is extended over the load.

- Lift with the load close to the body. The closer the load is to the spine, the less force it exerts on the back. This is one of the most important rules in lifting.
- Keep in good physical condition. Difficult lifting tasks should not be attempted if not accustomed to vigorous exercise.
- Think before lifting. Make certain there is adequate space and clear aisle ways. Also, plan for a place to set the load down.
- Maintain a good grip on the load by using the palms of the hand.
- Test the load before handling. If it appears to be too heavy or bulky, get help or some type of mechanical aid.
- Place the feet close to the load. The feet should be far enough apart for stability, have one foot slightly ahead of the other and pointed in the direction of the movement.
- Tighten stomach muscles. Abdominal muscles support the spine when lifting, offsetting the force it exerts on the back.
- Lift with your legs. The stronger leg muscles are better suited for lifting than the weaker back muscles.
- Keep the back straight, head up whether lifting or putting down the load. Avoid twisting; it can cause injury.

**THINK BEFORE YOU LIFT**

Mental lifting — Lift the load twice, by first lifting the load mentally.

Find a better way — Mechanical help can be used to avoid heavy loads, twisting motions, repetitive motions, bulky loads, vertical lifting and uneven surfaces. Pushcarts, conveyors, two wheeled carts, hoists or forklifts are good examples of material handling devices that can be used.

Push, Don't Pull — Twice as much can be pushed than pulled, while running less risk of back injury.

Watch your footing — Wear proper footwear, take small steps, go slowly and clear a proper pathway free from tripping hazards.

Hand safety when lifting:

- Inspect materials for splinters, jagged or sharp edges, burrs, rough or slippery surfaces.
- Grasp the object with a firm grip.
- Keep fingers away from pinch and shear points, especially when setting down materials.
- When handling pipe, lumber or other long objects, keep hands away from the ends to help prevent them from being pinched.
- Wipe off greasy, wet or dirty objects before trying to handle them.
- Keep hands free from oil and grease.

## **Scaffolding**

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- Scaffolds, by their very nature, present a danger of falling or being struck by something falling. Because this possibility exists, certain safety precautions must be kept in mind when working on or around scaffolds.
- When erecting a scaffold, be sure it is capable of supporting at least four times the maximum load, including the weight of materials, workers and the scaffold itself. The height must not exceed four times the minimum base dimensions as well. Footings should be sound and rigid.
- Check the scaffolding for damages prior to use. Damaged scaffolding should not be used.
- Planking should be at least 2x10's of scaffold grade, placed together to help keep materials and tools from falling. Choose planks that are straight grained and free of shakes, large or loose knots or other defects. Extend the planks beyond the center line of supports from six to twelve inches, and clear or otherwise fasten so the planking stays in place.
- Always use a safe means of access when climbing a scaffold, such as a fixed or portable ladder, ramp, runway or stairway. Climbing on cross braces is never acceptable.
- While using a mobile scaffold, be certain to lock the wheels before beginning use. Do not ride or allow anyone to ride on scaffolding while it is being moved, unless the scaffolding is constructed of a specific alloy designed for occupied horizontal travel. All material and equipment should be removed or secured before moving the scaffold. Do not try to move a rolling scaffold without sufficient help. Be aware of holes in floor and overhead obstructions.
- While working on a scaffold, do not allow tools and materials to accumulate in a manner that creates a hazard.
- While working on a scaffold ten feet or more above ground, it must be equipped with guardrails including a toe board. Wear a safety belt and life line if a railing is impractical. When working near overhead electrical power lines, a minimum of ten feet of clearance must be maintained. (Clearance will increase depending on voltage.)

- Always wear hard hats and other appropriate personal protective equipment.

## **Slips and Falls**

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Slips, trips and falls can happen to anyone, anytime, anywhere. No single method can be used to prevent all slips and falls. The most common causes of slips and falls include: unsafe use of ladders, jumping on or off lift gates, slippery surfaces, inappropriate footwear, poor lighting, obstacles on walkways, inattention and haste.

- Mop floors in area of spills immediately and post a sign stating “Wet Floor”. Never leave spills unattended.
- An oil absorbing material should be used to control small oil spills.
- During inclement weather keep rugs, mats and floors dry. Snow and ice should be removed from all sidewalks, drives and access points used by the general public or employees. Post “Wet Floor” signs.
- Keep all floors, stairs, ladders, walkways, sidewalks and driveways in good repair.
- Be aware that electrical cords cause many tripping injuries.
- Good housekeeping is a must in accident prevention.
- Stairs, aisles and walkways should be clearly marked and kept free of any material.
- Look at each job and work area to consider the possible hazard.

## **Slips and Falls First Aid Procedures**

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All employees should know what to do in the event of an injury until help arrives. The following is a list of basic first aid procedures and policies which may differ from those listed.

Fractures:

- Symptoms: Swelling, deformity, pain and tenderness, loss of use.
- Gently remove clothing from area around injury. Avoid moving the injured area if at all possible. Check for symptoms.
- Control bleeding, but do not attempt to push any protruding bones back beneath the skin.
- Seek medical attention immediately.

Bleeding:

- Control bleeding by gently applying direct pressure with a dry sterile dressing. If it becomes saturated, do not remove it, add another dressing.
- If possible, wear latex gloves or use other methods to protect against transmission of infection from the person’s blood.
- Do not remove any impaled objects. Immobilize the object instead.
- Seek medical attention immediately.

Neck and spinal injuries:

- Symptoms: Painful movement of the arms and/or legs, numbness, tingling, or weakness in arms or legs, loss of bowel or bladder control, paralysis to arms or legs, deformity of head and neck.
- Check heart rate and breathing; administer CPR if necessary, but do not use head tilt.
- *Do not move victim* unless he is in immediate danger.

- Stabilize victim to prevent any movement. Immobilize head and neck by placing objects on either side.
- Protect victim against shock or hypothermia.
- *Do not attempt to splint a victim.* Await professional EMS help.

### **Return to Work & Light Duty Job Policy**

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Employees have the responsibility to return to work at the earliest possible time, commensurate with your health and safety. D L Morse and Associates, Inc. will actively seek to return disabled employees covered by worker's compensation to productive work as quickly as possible, in cooperation with the employee's physician or health care provider. A physician's release must be obtained by the Company prior to returning to work.

If necessary, a temporary job may be provided for you that is within your physical capabilities, consistent with Company needs. Even working at a partial capacity will assist your fellow employees in completing the work. Efforts will be made to return you to your previous job, when possible.

Listed below are some examples of light duty jobs which D L Morse and Associates, Inc. has available for you to do, depending upon your injury, capabilities, and Company need:

- Light duty clean-up
- Painting
- Light duty demolition
- Transporting materials

## **ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM**

### **Policy**

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It is the policy of D L Morse and Associates, Inc. to establish and implement an assured equipment grounding conductor program on all construction projects covering the following. It is the Immediate Supervisor's responsibility to acquaint every employee of this program and see that it is implemented as intended.

- All cord sets (temporary wiring) and receptacles which are not a part of the permanent wiring of the buildings.
- All equipment and tools connected by extension cords and plugs and used by D L Morse and Associates, Inc. employees.

This policy shall apply to all projects except where local or state jurisdiction makes it mandatory to use ground fault circuit interrupters (GFCI).

It is assumed that all temporary wiring for use on the project will be installed in accordance with the National Electric Code (NEC) requirement and be inspected as follows:

- Before using any part of the temporary wiring system, it shall be tested for grounding and continuity of all receptacles that will be used by our employees. A record must be kept of this inspection.
- Periodic testing shall be made to assure that each receptacle is properly grounded and that it is electrically continuous.
- On any outlets of 220 volts or higher, the outlet will be marked in red "220V" and the entire panel will be marked with a decal "Danger: High Voltage."
- If any time a defective outlet, cable or cord is noted, it must be tagged and NOT used until repaired, re-tested or re-marked, as noted above.

### **Electrical Equipment and Tools**

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- All electrical equipment and electrical tools will be identified by the DL Morse and Associates, Inc. identification number and then recorded by item and serial number on a log.
- Each item and subsequent purchases will be tested for electrical continuity, grounding, leakage, and proper male plug. The cord must show no visual breaks in insulation or repairs, unless equal to a new cord.

### **Extension Cords**

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- Use only (minimum requirements) Heavy Duty, type ST-14/3. UL listed, outdoor type, with molded rubber and/or nylon attachment caps and plugs.
- The job Immediate Supervisor will inspect each cord set, attachment cap, plug and receptacle of cord sets before it is shipped to the job site.

## **LOCKOUT / TAGOUT PROGRAM**

### **Purpose and Scope**

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The purpose of the lockout/tagout program at D L Morse and Associates, Inc. is for employee safety. It is designed to protect individuals who might be involved in, or affected by, the servicing or maintenance of machines and equipment, from injuries resulting from unintended machine motion or unintended release of energy.

This program covers all such equipment servicing and/or maintenance activities and shall include the work of outside contractors to the degree described here after. Also, certain routine adjusting, cleaning or set up activities performed by employees may be subject to these procedures.

### **Management**

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The Safety Coordinator shall have the responsibility for the overall management of the lockout/tagout program, including providing for the training of D L Morse and Associates, Inc. staff, periodic program revisions as they may become necessary, and annual inspections to determine the effectiveness of the procedure. The safety coordinator shall maintain a list of trained, authorized individuals. Immediate Supervisors shall ascertain that only authorized persons who have received proper training are initiating lockout/tagout procedures. They shall make sure that adequate communication between affected persons takes place when lockout/tagout is being used.

### **Definitions**

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Lockout is the procedure of blocking the source of energy to a machine or piece of equipment, and keeping it out, in order to perform maintenance or repairs. Lockout is accomplished by placement of a lockout device at the power source of equipment so that the equipment powered by that source cannot be operated until the lockout device is removed.

Tagout is the procedure of placing a tag on the power source. It is a special tag which acts as a warning to others the dangers of starting up the equipment. It is not a physical restraint. Tags must be applied by hand and clearly state that the equipment being controlled cannot be operated until the tag is removed.

### **Rules**

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- If an outside contractor is called in to perform work, it shall be the responsibility of the Company Immediate Supervisor involved to advise the contractor of any locks or tags which might affect the contractor and/or his employees. Whenever a Company Immediate Supervisor actively directs the work of any such workers, it shall be the responsibility of that Immediate Supervisor to apply lockout/tagout procedures if they are necessary. If an outside contractor creates a hazardous condition for D L Morse and Associates, Inc. employees by failure to observe or execute proper lockout/tagout procedures, it shall be immediately reported to the safety coordinator or Company Immediate Supervisor.

- Lockout/tagout shall be applied when maintaining or servicing any powered equipment or machinery, whether mechanical, electrical, pneumatic, natural gas, water pressure, hydraulic, thermal, or gravity.
- The Immediate Supervisor and/or the mechanic working on the equipment shall direct the lockout/tagout procedure. In the event there is more than one person working on the equipment, each shall put his/her lock and/or tag on the equipment, as directed by the procedure.
- If work on equipment, which has been locked out/tagged, continues to another shift, the Immediate Supervisor shall notify any persons on subsequent shifts who might be affected.
- Job Immediate Supervisors only are responsible for coordinating the electrical portion of any job including lockout/tagout procedures. They shall enforce lockout/tagout procedures and rules. Violations of these rules are considered serious and must be followed with disciplinary action.



## BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

### Purpose

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The purpose of the exposure control plan is to limit occupational exposure to blood and other potentially infectious materials. Since any exposure could result in transmission of blood borne pathogens, which could lead to disease or death. This plan includes engineering work practice control, personal protective equipment, housekeeping, Hepatitis B Virus (HBV) vaccination, post-exposure evaluation and follow-up information training and record keeping that, coupled with employee education, will help reduce on-the-job risks for all employees exposed to blood or other body fluids.

### Engineering, Work Practice Controls and Personal Protection Equipment (PPE)

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Engineering and work practice controls will be utilized to eliminate or minimize exposures to Company employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

The following engineering controls will be utilized:

- Disposable latex/vinyl gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, non-intact skin, mucous membranes or other potentially infectious material.
- The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Personal protection equipment (PPE) is readily accessible to each employee. The PPE will be kept in first aid kits maintained by each job Immediate Supervisor.
- The Immediate Supervisor will be responsible to oversee that after the removal of personal protective gloves, the employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible, with soap and water.

PPE Accessibility — All personal protective equipment used at the job site will be provided without cost to employees.

PPE Use — The Immediate Supervisor shall oversee that the employees use the appropriate PPE. If the Immediate Supervisor shows that the employee temporarily and briefly declines the use of PPE, when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

## **Proper Disposal**

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The Immediate Supervisor will follow approved disposal methods for handling regulated waste which has been used in an exposure incident. Local procedures will be used for disposal. Regular waste refers to the following categories of waste which require special handling at a minimum:

- Liquid or semi-liquid blood or other potentially infectious materials;
- Items contaminated with blood or other potentially infectious materials and which would release substances in a liquid or semi-liquid state if compressed;
- Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling;
- Any contamination of equipment surfaces shall be cleaned and disinfected using a 1:10 bleach solution. Hard surfaces – 1:10 bleach solution. Carpeted surfaces – Absorbent bleach material i.e. Zep Chlor-retain);
- All other non-regulated waste shall be disposed of in a lined waste container.

## **Post Exposure Evaluation and Follow-Up**

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All exposure incidents shall be reported, investigated and documented. When an employee incurs an exposure incident, it shall be reported to the job Immediate Supervisor who will forward the information to the Safety Coordinator before the end of the workday.

All employees who experience an exposure will be offered a confidential post exposure evaluation and follow-up in accordance with OSHA standards at no charge to the employee.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up. The scheduling and cost of testing will be the Company's responsibility. The follow up will include at least the following elements:

- Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- Identification and documentation of the source individual, unless it can be established that identification is not feasible or prohibited by state or local law.
- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and Human Immunodeficiency Virus (HIV) infectivity. If consent is not obtained, the coordinator shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- When the source individual is already known to be infected with HBV, or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

The coordinator evaluating the employee after an exposure and circumstances under which the care professional responsible for the employee's Hepatitis B vaccination is provided the following information:

- Written documentation of the route of exposure and circumstances under which the exposure occurred. Use Exposure Incident Report.
- Results of the source individual's blood testing, if available.
- All medical records relevant to the appropriate treatment of the employee, including vaccination status.

The coordinator shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within fifteen (15) days of the completion of the evaluation.

### **Information and Training**

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The coordinator shall ensure that training is provided, and then repeated within twelve (12) months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. A record will be kept of when training is provided and who attended.

## HAZCOM PROGRAM

### Written Hazard Communication Program

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D L Morse and Associates, Inc. has developed a program to establish procedures for working with and handling hazardous chemical substances. This program supports compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standards as found in 29 CFR 1910.1200. This program applies to all Company employees.

### Container Labeling

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It is the policy of D L Morse and Associates, Inc. that no container of hazardous substances will be released for use until the following information is verified:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted.
- The name and address of the manufacturer are listed.

### Material Safety Data Sheets (MSDS)

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Copies of MSDS for hazardous substances to which employees may be exposed will be kept with the job Immediate Supervisor at the job site. The Safety Coordinator will be responsible for obtaining and maintaining the data sheet system for the Company.

The Safety Coordinator will review incoming data sheets for new and significant health and safety information. The Safety Coordinator will see that any new information is passed on to the affected employees.

MSDS will be reviewed for completeness by the Safety Coordinator. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. MSDS are available to employees in their work area for review during each work shift. If MSDS are not available or new hazardous substance(s) in use do not have MSDS, please contact your Immediate Supervisor immediately.

# RESPIRATORY PROTECTION PROGRAM

## Purpose

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OSHA Part 1910, Section 134 requires all employers to establish and administer an effective respiratory protection program. D L Morse and Associates, Inc. has adopted this program to reduce employee exposure to harmful dusts, fumes, gases and vapors. The primary purpose of this program is to prevent exposure to these contaminants. Whenever possible, exposure to contaminants will be removed by engineering controls such as general and local ventilation, enclosures, isolation, or use of a less hazardous process or material. Administrative controls are often effective in preventing the release of contaminants in the work place. When effective engineering or administrative controls are not possible, the use of personal respirators may be required to achieve this goal.

## Responsibilities

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- It is the responsibility of management to determine what specific operations require the use of respirators. Management must also provide proper respirators to meet the needs of each specific application. Employees must be provided with adequate training and instruction of all equipment.
- Immediate Supervisors are responsible for ensuring that all employees under their supervision have complete knowledge on the respirator protection requirements for the areas in which they work. They are also responsible for ensuring that their subordinates follow all aspects of the respirator program, including respirator inspection and maintenance.
- It is the responsibility of each employee to be aware of the respirator requirements for their work area and for wearing appropriate respirators according to proper instructions. Employees are also responsible for maintaining their respirators in a clean and operable condition.

## Monitoring

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Although not specifically required, monitoring should be conducted periodically to assure the respirator protection program is adequate and to provide a continuing healthful environment for employees.

## Respirators

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**Selection** — Respirators are selected and approved by management. The selection is based on the physical and chemical properties of air contaminants and the concentration likely to be encountered by the employee. Each job Immediate Supervisor will make a respirator available immediately to each employee placed in a job which requires protection.

**Issuance** — Employees assigned to an area where it has been determined that a health hazard may exist will be assigned the appropriate respirator. Use of an assigned respirator is mandatory. In addition, an employee requesting a respirator for any reason will be assigned one. The use of a requested respirator is mandatory, but when used, the wearer is subject to all the appropriate rules and procedures.

Employee Training — Each employee, upon assignment to an area requiring respirators, must be instructed of their responsibilities in the respirator program. They will also be re-instructed in the need, use, limitations and care of the respirator.

Fit Testing — Employees required to wear a respirator must be fitted properly and tested for a face seal prior to use of the respirator in a contaminated area. Qualitative fit testing is acceptable for most hazards in the workplace. If it is determined that any employee cannot obtain an adequate fit or face seal with a negative pressure respirator, a powered respirator may be required.