



# Great Lakes Aggregates

## SAFETY PROGRAM

Quarry

**DEDICATED TO SAFE PRODUCTION**

Implemented February 2011

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# INTRODUCTION

Great Lakes Aggregates is documenting its safety program in order to provide our employees with a written record of our company's emphasis on safety and health, and serve as a basic guideline for making safety an integral part of our company culture.

Our goal is, as always, to "supply each employee with a safe and secure work environment and provide them with all of the tools necessary to meet those objectives..." and that's our first order of business. Without safe and secure employees, the company cannot be productive and successful.

However, the company is not alone in the responsibility of safety and health. Each employee also has responsibilities; to the company, to other employees, to the public, to the customers to themselves and their families.

Safety is and always will be everyone's responsibility. We all have a duty to work safely.

This basic safety program explains those responsibilities in detail and provides some important tools to build a culture of safety.

## SAFETY MISSION STATEMENT

There should be nothing more important to your company, family and yourself than being able to work in an environment that is accident free. No job is so important that it cannot be accomplished without injury. Our goal is to provide all employees with a safe and secure place to work and provide everyone with the proper tools necessary to meet these objectives.

No one is immune to accidents and injuries on or off the job. However, we have the means to minimize or eliminate accidents by focusing on accident prevention and awareness. With proper planning, constant communication, and positive coworker interaction at all times, this can be achieved.

The foundation for a safety culture starts with knowing and following basic safety rules that are designed to reduce accidents. In order to help achieve our safety and production goals, we will follow this plan for safety and document our progress in order to, at a minimum, adhere to the requirements but more importantly, minimize the possibility of accidents and injuries on or off the job.

Our constant mission is to always remain "DEDICATED TO SAFE PRODUCTION"

# **SAFETY MANAGEMENT**

Managing safety requires attention and focus to minimize risk to our employees. Our basic safety program starts with established rules and is enhanced with employee involvement, thorough training and continuous improvement.

## **MANAGEMENT RESPONSIBILITY**

- Provide employees with a safe and healthful work environment
- Be fair and consistent
- Provide in-depth, positive training
- Communicate safety every day in a positive way
- Educate everyone on basic safety rules and their importance
- Eliminate at-risk behavior
- Discipline to correct behavior
- Plan all jobs for safety
- Investigate all accidents and incidents and implement corrective actions
- Look for and recognize safe behavior
- Communicate with all employees on a daily basis
- Lead by example
- Always care

## **EMPLOYEES RESPONSIBILITY**

- Learn, understand and follow basic safety rules
- Always look out for each other on the job
- Use all required personal protective equipment and maintain it in good condition
- Perform all work in a manner that prevents injuries and illnesses
- Participate in training
- Report all accidents, injuries or property damage no matter how minor
- Never compromise safety

# **MINING CARDINAL RULES**

- ✓ Never allow yourself or anyone else to work unsafely or work in unsafe conditions
- ✓ Never shortcut or alter safety equipment or procedures
- ✓ Personal Protective Equipment (PPE) must be used at all times where required
- ✓ No smoking in prohibited areas
- ✓ Do not operate any equipment or machinery without the appropriate guards in place
- ✓ Always follow Lockout/Tagout procedures and never remove a lock that is not yours
- ✓ Never operate any equipment without authorization and proper training
- ✓ Always wear your seatbelt

# **ENFORCEMENT OF SAFETY AND HEALTH RULES**

Safety and health are important to every job at Great Lakes Aggregates. Everyone shares in the responsibility to work safely. Therefore, safety and health rules and regulations will be followed and enforced at all company locations.

It's up to each employee, once trained, to know and comply with the applicable federal rules and regulations dealing with safety and health. Employees failing to comply with safety and health rules and regulations may receive progressive disciplinary action, up to and including discharge.

## **IDENTIFYING HAZARDOUS CONDITIONS**

Hazardous conditions can be a real danger to anyone who may knowingly or unknowingly encounter them. Every Great Lakes Aggregate employee must be constantly alert for hazards in their work environment through constant awareness and pre-job assessment.

Any time a hazard is identified, it must be eliminated as soon as possible. If the person finding the hazard can correct the problem at that time, that's what should be done.

If the employee finding a hazard doesn't have the resources to eliminate the problem, some form of warning must be put up to protect others from harm and then their supervisor must be notified.

It's important to notify your supervisor about all hazards that are identified. The supervisor may be able to take steps to ensure that the hazard can't reoccur or is eliminated.

The identification and correction of workplace hazards is a routine task of all supervisors and employees. Since the employees are the most familiar with their job and the worksite, they may be the first to encounter the majority of the hazardous conditions that may occur.

Supervisors are expected to ensure that any identified, serious hazardous conditions are corrected immediately. Any other identified hazardous conditions may be dealt with as conditions warrant as long as the safety or health of an employee is not at risk.

## **SAFETY AND HEALTH HAZARD REPORTING SYSTEM**

The company has instituted a hazard reporting system to enable employees to report existing safety or health hazards to the appropriate supervisor. This report may be signed by the employee(s) or be made in an anonymous manner. The report asks for specific information on the hazard, how it affects people or property, the location of the hazard and suggested solutions. A copy of the Safety and Health Report follows at the end of this section.

Each hazard report will be evaluated by location management, acted upon, and addressed during the monthly safety meeting. If location management decides that the reported hazard does not exist, the reported hazard, and the reason it was not considered a hazard, will be reported during the meeting.

If the employee(s) is not satisfied with the response from location management, the employee(s) can submit a hazard report to the Safety Committee for action. The employee(s) must provide their name(s) so the Committee can respond back to the concerned person(s). The Safety Committee will decide whether to act and report to the employee(s) on their recommendation. If the Safety Committee decides to act, they will follow the matter through until its conclusion.

## **RECORDKEEPING**

Great Lakes Aggregates will handle MSHA/MIOSHA recordkeeping responsibilities.

All occupational injury and illness investigation reports are submitted to the Plant manager for review. The Safety Committee may also conduct investigations as required.

The local supervisor for every reported case will conduct occupational injury and illness investigation. These investigations shall provide answers to the routine questions of; Who? What? Where? When? Why? and How? Information on prevention or corrective action will also be part of the report.

Great Lakes Aggregates will conduct, or have conducted, any occupational health monitoring or survey required because of regulations or occupational conditions. The company will maintain the results of these surveys for the time period required by regulation.

The results of any occupational health monitoring or survey will be available under the requirements stated in the Federal standards.

## **POSTING OF REQUIRED DOCUMENTS**

The management at each location is responsible for posting the various safety and health documents required by the company or governmental mandates. These documents may not be removed without permission from management. Removing, defacing or destroying these documents may be cause for disciplinary action.

At a minimum, the following documents must be posted for employee review:

- |  |                                     |
|--|-------------------------------------|
| 1. MIOSHA SAFETY AND HEALTH PROTECTION ON THE JOB POSTER | ALL YEAR                            |
| 2. RIGHT TO KNOW LAW                                     | ALL YEAR                            |
| 3. NEW OR REVISED MSDS                                   | FOR FIVE DAYS AFTER RECEIPT OF MSDS |
| 4. OSHA LOG 300 for preceding year                       | MONTHS OF FEBRUARY THRU APRIL       |

## **REPORTING AND INVESTIGATING ACCIDENTS**

All workplace injuries must be reported to your immediate supervisor as soon as practical. The supervisor shall file a written report, regardless of whether a doctor or hospital visit is necessary. This protects the employee if medical conditions change and medical treatment is required. This also allows the company to track statistics on injuries to help identify corrective actions and prevention. In the event of a work related injury, proper first aid or medical attention must be sought immediately. If the employee is not sure if the injury or illness is severe enough to warrant a visit to the clinic, they should be encouraged to go anyway. It is always better to seek treatment for something small or minor than wait and have it develop into a major problem. The supervisor/manager will accompany any injured employee to the clinic for initial treatment.

A clear, concise report that includes all the important facts of the incident should be properly documented so that later, the employee does not have to trust their memory.

A thorough investigation by the supervisor must be conducted for every reported injury or illness to determine root cause and identify key corrective actions. The most important aspect of any investigation is the prevention of any similar events. Always remember that the purpose of the investigation is not to place blame but to prevent recurrence of similar incidents.

It is also in the employee's best interest to be back on the job as soon as possible. Therefore, the company has set up a return to work program for returning employees. If the doctor has placed restrictions on the employee's return to work, the employee is matched to a position that the doctor agrees the employee can handle. Throughout this process, the employee will still receive necessary medical treatment and advice until full recovery is achieved.



# **SAFETY COMMITTEE**

The various locations within Great Lakes Aggregates will maintain a joint employee-management group called the Safety Committee. This committee exists to review and act on safety and health issues within the dictates of their charter. Please see the following Safety Committee Charter for specific details.

## **SAFETY COMMITTEE CHARTER**

### **MEMBERSHIP**

If possible, the Safety Committees should be composed of three officers (Chairman, Vice-chairman and Secretary) and should have enough members to represent all aspects of the mining operation. Safety Committee membership should be on a rotating basis. Committee members will serve a minimum of one year. Each of the three officers will be selected from the membership of the committee.

### **MEMBER RESPONSIBILITIES**

Safety Committee members have the following responsibilities:

- Communicate safety suggestions from the plant
- Participate in safety inspections
- Participate in safety training, when required
- Help investigate accidents to determine cause and corrective action
- Contribute ideas and suggestions for safety improvements
- Assist in training new employees
- Set examples and influence other employees to work safely

Responsibilities of the committee chairperson include:

- Arrange the location of meetings
- Confirm meeting times
- Plan meeting agendas
- Act as facilitator for meetings and follow agenda and meeting guidelines

### **COMMITTEE ACTIVITIES**

The Safety Committee responsibilities include:

- Implementation and coordination of the Company Policy on Safety
- Aiding and advising facility and corporate management on matters of safety and health
- Helping to plan and implement the facility safety program and making safety and health recommendations to management
- Conducting site inspections and reporting to management on the condition of buildings, grounds, and equipment
- Conducting or assisting with accident investigations to determine the causes, and then suggesting corrective measures
- Promoting safety and health issues and implementing employee training

## **MEETINGS**

### Schedule:

Meetings of the Safety Committee will be held as frequently as required, but no less than once per calendar quarter. Meetings are to be scheduled so that a majority of the current Safety Committee members can attend.

Formal, routine meetings will have a written agenda including the following:

- Review of the Minutes of past month's meeting
- Review of accident or close call reports including cause, corrective actions taken, and methods suggested to prevent a reoccurrence
- Status of ongoing projects and action item lists
- Recommendations for new projects with target dates for completion

### Note:

- Each meeting will be conducted in a positive manner and will not be used to embarrass an employee or “lecture” the group as a whole
- Complaints or criticisms will be handled away from the meeting site, in private, with only the involved employee(s) present
- Each meeting will follow a format using records of content and attendance

The activities of the Safety Committee will be reviewed on an annual basis. This review is intended to ensure that the Safety Committee is functioning as intended.

## **TRAINING**

All employees shall receive safety training on a regular basis. This training may be standards based or pertain to the specific hazards of a job or location.

Any training must be documented and include the following information at a minimum:

- Date of training
- Subject
- Name of Person conducting the Training
- Names and signatures of those receiving the training
- What, if any, audio/visual material was used

Standards based training shall be taught by a person knowledgeable in the standard and the subject. Subjects for standards based training should include topics such as Lockout, Machine Guarding, Fall Protection and Hazard Communication. The local supervisor or knowledgeable employees may teach or help with training on specific hazards.

New employees will receive an Orientation Program including safety and health training before they will be allowed to work at the job site. At the job site, the supervisor and experienced employees will provide additional training focusing on specific job and location hazards, hazard recognition and safe job procedures. Training will be documented on the “New Employee Training” Form and kept in a training file or the employee file.

# SAFETY INCENTIVE PROGRAM – QUARRY

Employees will be given safety incentive/recognition awards for their safety performance. There are three types of awards.

**Individual award:** checks will be given out in December of the calendar year.

**Group award:** a gift will be given out twice a year: July and January.

**MSHA award:** checks for citation-free inspections

## 1. INDIVIDUAL AWARDS --- Requirements for qualifying

The year starts January 1<sup>st</sup>. Employee must work a minimum of 6 (six) months.

Employee must work without a *lost time injury, MSHA reportable injury, property damage accident* or a *documented safety reprimand*.

Each employee starts out with \$200.00 for the completion of the first year, if the above requirements are met.

Each year an additional \$100.00 will be added, per year, with a cap of \$500.00.

If an employee has a *lost time injury, MSHA reportable injury*, or a *documented safety reprimand* during the year **NO Individual Award** will be given.

They will start over the next January with the base amount of \$200.00.

If an employee meets the criteria for an award the following will apply:

Year 1	\$200.00
Year 2	\$300.00
Year 3	\$400.00
Year 4	\$500.00 (Cap)

The goal is to give an employee an incentive to work safely, year after year!

## 2. GROUP AWARDS -- Requirements for qualifying

The entire work group that you are involved with, plant location or portable plant work group must work 6 (six) months (January thru June) without a **LOST TIME ACCIDENT**. If this goal is achieved, then the group will have a safety luncheon and awards will be given out in July.

If a **LOST TIME ACCIDENT** occurs during the first 6 (six) months (January thru June), no group award will have been earned. A new period will start July thru December of the same calendar year. An award can still be earned for this calendar year.

If there are no **LOST TIME ACCIDENTS** the entire year, then two awards will be given, one in July and the other in January.

### **3. MSHA AWARD** -- Requirements for qualifying

If the operation has a citation free inspection, each employee will receive an additional \$50.00. (This additional \$50.00 will be available for each inspection conducted, not to exceed two per year.)

For every citation written during the inspection, \$50.00 will be deducted from the \$50.00 that is available under this paragraph for each of the two inspections per year.

If more than 2 (two) citations are received in a given year, \$50.00 for each subsequent citation will be deducted from the employees "INDIVIDUAL AWARD" in paragraph 1. Any citations issued for administrative issues, such as training deficiencies or record keeping issues shall not count against the employee's "INDIVIDUAL AWARD".

Any 104 (d) citations issued in a given year shall be cause for the loss of all safety incentive payments for the entire operation in that particular year.

## **GENERAL SAFETY RULES**

The Great Lakes Aggregate General Safety Rules are a compilation of safety rules and information to be used and followed by all employees. The primary purpose of these Safety Rules is to provide general instruction and guidance. The following Safety Rules are not all inclusive, but do provide the basics to minimize employee risk and comply with federal regulations.

Revisions to the General Safety Rules shall be made at least once every three years, or as changes in the standards make it necessary.

Each employee will be given a copy of the latest revision of these General Safety Rules along with a training session on the contents. The sign-in sheet for the training session will be used as an acknowledgement of receipt of the newest edition of these basic rules. A copy of the sign-in sheet will be retained at the work site.

All new employees will receive a copy of the General Safety Rules during Orientation. The sign-in sheet for the training session will be used as an acknowledgement of receipt of the newest edition of the general rules. A copy of the sign-in sheet will be retained in the employee's file.

# **SAFETY AND HEALTH POLICY STATEMENT**

Employees are our company's greatest asset. We are concerned about employee health and well being. Therefore, we do all we can to protect our employees from injuries and illnesses. This is accomplished by providing safe equipment, proper training and safe methods and procedures. No job is so important that it cannot be accomplished without injury.

Safety is a joint responsibility. Management and employees must work together for the common goal of preventing accidents and providing a safe place to work. All employees are responsible for safety and health. Safety equipment must not be damaged, removed, altered or abused. Employees must observe safety rules and procedures, and adhere to Company Policies.

Supervisors must see that rules, procedures, approved practices and policies are observed by their crews. They are responsible for maintaining safe working conditions.

Everyone must accept an interest in the safety and health program. Together we can control hazards and prevent accidents. We require full cooperation and help in making our company's Safety Program successful.

## **MISSION STATEMENT**

*Great Lakes Aggregates will:*

- Supply our employees with a safe and secure work environment and equip them with the tools to enable them to meet their individual responsibilities.
- Enrich our culture through trust, teamwork, individual initiative, high expectations, active involvement, and open communications.
- Promote innovation and harvest ideas at all levels of the organization to foster personal growth and continuous corporate improvement.
- Grow our business through marketing, research, and technological advances, while recycling and using the earth's natural resources in a manner which advances the quality of life.
- Observe standards of moral and ethical conduct, which will easily withstand any public or private scrutiny.
- Always treat others the way we would wish to be treated and work hard to gain the same treatment from them.

# INTRODUCTION

This booklet has been adopted to help you in assuring the general safety, health and well being of yourself and all others who may come in contact with our company. This booklet does not cover all specific rules, regulations, and policies found at our individual work sites but is a general guideline for accident reduction and prevention.

You, as an employee, are not only responsible for your own safety, but also the safety of other employees around you. Last, but not least, you are also responsible for the safety of the public, who may find themselves in your area, unknowing of the hazards that exist.

By signing the acknowledgment page of this booklet, you agree to comply not only with the Safety Rules and Safe Practices contained herein, but also any Federal, State and Local codes, whenever applicable.

## GENERAL SAFETY RULES

- 1.1 For your own safety and the safety of those around you, **KNOW AND FOLLOW THESE GENERAL SAFETY AND HEALTH RULES**. If you always plan and think of how to safely do your job, you will always act and work safely. Safety is everyone's responsibility - on and off the job.
- 1.2 All accidents, incidents or injuries, no matter how slight, must be reported to your supervisor immediately.
- 1.3 Anticipate possible dangers in your operation and make every effort to avoid these dangers or hazards.
- 1.4 All unsafe conditions, tools, equipment, work areas and structures are to be reported to your supervisor immediately. These conditions shall include all existing and predictable physical, health, and ergonomic hazards.
- 1.5 Watch out for the safety of visitors, new employees, and co-workers. Never hesitate to tell them if they are not working safely.
- 1.6 Observe all safety rules and warning signs in the area or plant where you work.
- 1.7 Get full instructions on work to be performed before starting the job.
- 1.8 Make sure you know the Emergency Plan for each plant site you work at.
- 1.9 Never remove or make safety devices inoperable.
- 1.10 Horseplay, practical jokes, throwing of objects, scuffling, fighting, or distracting another employee is strictly prohibited.
- 1.11 Inspect daily all equipment to which you are assigned to make certain that it is in safe operating condition.

- 1.12 Leave repair work to those who are trained and qualified to make repairs.
- 1.13 Never lean against or sit on unstable structures or hand railings of any kind (temporary or permanent).
- 1.14 Rain, snow, ice or over-hanging icicles may represent slipping or struck-by hazards. When such hazards exist in your work area, take care of them or report them immediately.
- 1.15 PA systems and two-way radios are to be used for business purposes only. Non-essential communication and inappropriate language is prohibited.
- 1.16 Use of headphones with portable radios, disk players and/or tape players are strictly prohibited.
- 1.17 Personal cell phone use is prohibited while working, except in an emergency. If you must talk on a phone, stop the equipment and pull off to the shoulder to make or answer a call.
- 1.18 All personnel must wear protective apparel appropriate to the tools or equipment being used.
- 1.19 Smoking
  - 1.19.1 No person shall smoke or use an open flame within 25 feet of any flammable liquid, material, gas or explosive.
  - 1.19.2 No one shall smoke in a restricted area or in an area where there is a possibility of a combustible or explosive mixture of vapors or gases (e.g., gas pumps, cylinder storage areas, solvent and paint storage areas.)
  - 1.19.3 Smoking is allowed in designated areas only. Dispose of materials in proper receptacles.
- 1.20 Always lift correctly. Use your legs to take the strain, not your back. Never lift beyond your capacity. If in doubt, get help or use a lifting device.
- 1.21 Stay clear of blind spots around equipment, loaders, trucks, cranes, conveyors and pot haulers.
- 1.22 It is the duty of every employee to see that their work area meets the best standards of safety, cleanliness and neatness.
- 1.23 Check all cords on electrical tools to be sure they are properly grounded and not frayed or broken. Do not use if found to be defective.
- 1.24 Know where fire extinguishers are located and how to use them.
- 1.25 Secure in an upright position all tanks and cylinders of oxygen, acetylene, propane or other compressed gases.
- 1.26 Transport all tanks of oxygen, acetylene, propane or other compressed gases upright with the gauges removed and safety caps on the tanks.
- 1.27 Check all hand tools for safe condition before using them. If defective, do not use.
- 1.28 Do not use defective ladders.

- 1.29 Ladders should be stored properly and not be placed in passageways or any other location where they may be displaced, unless protected by barricades or guards.
- 1.30 Be alert for moving vehicles.
- 1.31 Never hitch a ride or pick up riders on moving equipment.
- 1.32 Always use the right tool for the job. The engineering department must approve of any makeshift, improvised, or modified tool.
- 1.33 Never adjust or service equipment that is in operation, unless it has adequate safeguards to permit such work safely.
- 1.34 Do not store or transport cans of gasoline or other flammable liquids in the cab of any equipment or motor vehicle. Store flammable liquids only in approved containers. Portable gasoline cans must be metal, not plastic, with spring closing type lids.
- 1.35 After a job is finished, replace guards, clean up debris, return any left over parts and put tools away.
- 1.36 When using an overhead hoist or crane, make sure you know how to operate the equipment safely, and watch out for other personnel in the area. Any area with an overhead crane in operation is a hardhat required area.
- 1.37 Never direct compressed air towards yourself or anyone else. Compressed air for cleaning purposes shall not exceed 30 PSI, and then only with proper guarding and personal protective equipment.
- 1.38 Equipment should be operated only by a qualified and authorized employee, and in a safe and efficient manner.
- 1.39 Do not pass under any suspended load or bucket.
- 1.40 Do not work under any piece of equipment held only by a jack. The equipment must be stable and rest on hard wood blocking, cribbing, fixed stands, or similar configurations.
- 1.41 Any equipment capable of being raised must stay a minimum of 10 feet from any overhead wire. **Note:** Higher voltage requires distances greater than 10 feet to be maintained 10 feet minimum for the first 50,000 volts, and 1 additional foot for each 30,000 volts thereafter.
- 1.42 Controlled substances are strictly prohibited while in the employ of the company. This includes the manufacturing, distribution, possession, testing positive for, use of, or being under the influence of any controlled substance. The term “controlled substance” refers to drugs and chemical substances such as, but not limited to, alcohol, marijuana, cocaine, opiates, amphetamine, phencyclidine, etc.
  - 1.42.1 Employees having prescribed drugs in their possession, or who must use prescribed drugs, are required to inform their supervisor.
  - 1.42.2 The employer reserves the right to deny any employee permission to work if, in the opinion of the supervisor, the employee's condition may adversely affect his or other’s work performance or safety.



1.42.3 Violation of this policy shall be cause for immediate dismissal.

### **CLOTHING/ JEWELRY**

- 2.1 The wearing of shorts, cutoffs, sleeveless T-shirts, etc. is against company policy. Light colored, loose weave clothing that promotes evaporative cooling and protects the extremities from abrasions, cuts, sunburn, etc. is recommended.
- 2.2 Pants must extend at least to the ankle.
- 2.3 Shirts must cover the shoulder. Where burning, cutting and welding are taking place, and in any other operations where plant rules specify, flame resistant clothing shall be worn. Do not wear synthetic clothing when performing any hot work.
- 2.4 Do not wear loose fitting, torn or ragged clothing to avoid being caught on projections or being caught in moving machinery. Do not wear gloves or loose clothing around moving machinery.
- 2.5 Do not wear finger rings, loose-fitting bracelets, or exposed dangling necklaces and earrings in operating areas.
- 2.6 In all operating facilities, open toe, platform, and high heel shoes are not permitted.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 3.1 Personal protective equipment includes clothing and other work accessories designed to create a barrier against workplace hazards. Personal protective equipment should not be used as a substitute for engineering, work practice, and/or administrative controls.
- 3.2 Personal protective equipment should be used in conjunction with engineering controls to provide for employee safety and health in the workplace.
- 3.3 Personal protective equipment can only be effective if the equipment is:
  - selected based on its intended use,
  - employees are trained in its use,
  - the equipment is properly tested and maintained,
  - the equipment is worn.
- 3.4 You are responsible for the proper use and care of all personal protective equipment issued to you. Any alteration of personal protective equipment is prohibited. Always check your equipment before each use and replace, if needed. Report defects to your supervisor immediately.
- 3.5 All persons must wear suitable hard hats at any plant location, construction site, or where company policy requires. The only exceptions are when in an office area, or in a vehicle.
- 3.6 Protective hard hats conforming to ANSIZ-89.1 Industrial Standard must be worn:
  - a) With bill to the front, unless otherwise authorized by your supervisor.
  - b) Without altering or wearing anything that would effect the suspension system.

- c) Without painting, drilling, or otherwise altering helmet shell.
- d) With long hair tied back or tucked up and worn under the hard hat. Hair shall be considered long when it hangs to the shoulder.

Cracked, chipped, burnt, or otherwise damaged hard hats shall be taken out of service and replaced immediately.

- 3.7 All employees must wear suitable protective footwear when working in an area where a potential hazard exists which could cause injury to the feet. In the plants or maintenance garage, only approved, hard toed leather safety boots, over the ankle may be worn. They must conform to the ANSI Z-41 Industrial Standard and be in good condition.
- 3.8 All employees must wear suitable eye protection while working in an area where a hazard exists which could cause an injury to unprotected eyes.
  - 3.8.1 Only approved safety glasses can be worn in the plant. Safety glasses with permanently attached side shields must meet the ANSI Z.87 Industrial Standard. The safety department will specify which frame styles are acceptable for non-prescription and prescription safety glasses. Additional eye protection, such as face shields, welding helmets, goggles, etc., may be required for specific jobs. Always wear the eye protection prescribed for the job.
  - 3.8.2 Sunglasses such as Tru Color, Photogrey or photo-sun, etc. are not permitted for inside enclosed buildings without a medical condition documented in writing by the employee's doctor and approved by Plant Medical, the Plant designated physician and/or the Safety Department. Employees performing jobs requiring dark lenses will be provided the appropriate clip-ons, goggles, face shields, or hoods.

## **HEARING CONSERVATION**

- 4.1 The purpose of the Hearing Conservation Program is to protect employees and visitors from occupationally related hearing loss.
- 4.2 Noise-monitoring tests results will determine which areas are required to be included in the Hearing Conservation Program. All work areas having sound levels above 85 dBA for a full shift dose shall be posted with signs indicating "Hearing Protection Required".
- 4.3 Everyone entering these "Hearing Protection Required" areas must wear approved hearing protection, which can be obtained from the supervisor.
- 4.4 In addition to specific work areas, specific tasks or jobs (like operating a pneumatic jackhammer) require the use of hearing protection. The hearing protection requirement is included in the written work instructions for the task or job.
- 4.5 All employees working in the Hearing Conservation Program identified areas must have yearly audiometric exams.
- 4.6 Employees must choose hearing protection from the equipment approved for the job or task. The company will furnish a list of the various types of hearing protection, with suitable noise reduction, for each level of noise exposure.

- 4.7 Employees are responsible for the maintenance of their hearing protection equipment.
- 4.8 If hearing protection is not required, individuals may choose to use hearing protection on a voluntary basis. Employees who voluntarily wish to use hearing protection will be provided with approved equipment.

Additional information may be found under the Hearing Conservation Program in the Safety Program Policy, Program & Forms Manual.

## **ACCIDENT PREVENTION TAGS**

### **5.1 Danger Signs**

Danger signs are used where immediate hazards exist to warn of specific hazards and indicate special precautions are necessary. Example: **DANGER HIGH VOLTAGE**

### **5.2 Caution Signs**

Caution signs warn of potential hazards or unsafe practices and indicate that proper precautions should be taken. Example: **CAUTION TRUCK TRAFFIC**

### **5.3 Safety Instruction Signs**

Safety Instruction signs are used where there is a need for general instructions relative to safety. The sign background is white and the panel is green with white letters. Letters used on the white background are black. The word(s) in the panel may say "Think", "Be Careful", "Safety First", etc. Example: **SAFETY FIRST**

**EYEWASH**

### **5.4 Accident Prevention Tags**

Temporary warning tags may be used on valves, switches on equipment found to be unsafe, etc. They are not intended to be a substitute for other established safety precautions, e.g. lock-outs. In areas where health or safety hazards exist that are not immediately obvious, barricades and/or signs must be posted at all area approaches. Example: **DANGER! DO NOT OPERATE**

## **WALKWAYS, ROADWAYS, HANDRAILS & STAIRS**

- 6.1 Walkways will be kept clean and orderly at all times.
- 6.2 Where walkways are adjacent to conveyors, all nip points and pinch points must be guarded.
- 6.3 Handrails are required along elevated walkways and must have a top rail positioned at 42 inches and a mid-rail. A toe-board is also required if there is a potential for tools, equipment, materials, etc. to fall from an elevated walkway onto traffic below.
- 6.4 Follow designated walkways and aisles to and from your work area. Do not use shortcuts. Walk forward, not backward, and do not run. Look where you are going and glance at the walking surface ahead of you. Look both ways before crossing haulage roads or railroad tracks and be alert for moving vehicles.
- 6.5 Driving your car on company premises is a privilege. Do not abuse the privilege by making unauthorized trips, speeding, reckless operation, or parking in an unauthorized area. The driver and all passengers must wear safety seat belts while driving in the plant and whenever driving outside of the plant while on company business. For your own safety, wear your seat belt at all times while driving.
- 6.6 Use stairways and walkways as provided. Do not take shortcuts through any posted restricted areas. Go around or use crossover walkways where they have been provided. Do not climb over handrails or equipment.
- 6.7 When walking on or alongside roadways, walk facing oncoming traffic. Move to the side; do not force a vehicle to swerve to avoid striking you.
- 6.8 Use handrails when going up or down stairs. If carrying an object, one hand must be free for the handrail. Walk, do not run. Do not go up or down more than one step at a time.
- 6.9 When walking along conveyor ramps and inclines maintain your balance and use handrails to assure that you do not come in contact with moving machinery or belts.
- 6.10 Always look both ways before stepping onto the roadway and when coming out of buildings adjacent to roadways.
- 6.11 Immediately report any unsafe conditions to your supervisor.

## **HOUSEKEEPING**

- 7.1 Handling materials and equipment in a neat and orderly way is one of the best ways to avoid accidents. Every operation will give the employee(s) specific details on their housekeeping assignments.
- 7.2 Keep your work area clean and clear. Pick up and dispose of debris as it accumulates. Return hand tools and equipment to their proper storage places when finished with them.

- 7.3 All work areas including passageways, storage areas and service rooms are to be maintained in a clean and orderly manner, free of debris and in a sanitary condition.
- 7.4 Keep all walkways, aisles, stairs, and platforms clear of obstructions. Do not pile materials in any area where people must walk. Be sure that materials, which are stacked or piled near walkways, do not project into aisles, stairs or platforms and that they are properly stacked so they will not topple or fall.
- 7.5 Do not obstruct access to emergency exits, fixed ladders, stairways, electrical switches, and safety eyewash fountains or safety showers. Do not store any material in, on, or in front of switch boxes or other electrical equipment.
- 7.6 Keep floors and travel areas clean and clear. Clean up oil, grease, water and other liquids which can cause slips or falls.
- 7.7 When you have completed repair, construction, or maintenance work of any kind, take time to clean the area. Pick up and remove all waste and salvaged materials. Return all hand tools and equipment to proper storage. Remove all loose objects after completing overhead work. Replace all covers, guards and/or access panels.
- 7.8 Oily, greasy rags must be deposited in designated and properly marked, closed containers to prevent spontaneous combustion. Never dispose of oily rags in paper or trash containers.
- 7.9 Containers shall be provided for the collection and separation of waste, trash, and other refuse. Containers used for garbage, oily, flammable, or hazardous waters (such as caustics, acids, etc.) shall be equipped with covers and labeled. Garbage and other waste shall be disposed of at frequent and regular intervals.
- 7.10 Construction materials of all kinds will be stored in an orderly manner while work is in progress. Scrap lumber, pieces of pipe, conduit, metal, and all other debris shall be kept clear of work areas, passageways, stairs, and from around buildings or other plant structures.

### **WELDING, BURNING & CUTTING**

- 8.1 Only trained and authorized personnel are permitted to use gas cutting or electric welding equipment.
- 8.2 Warn employees in the area before starting. Check above, below and around you.
- 8.3 Appropriate welders' hoods, goggles, and/or face shields must be worn for protection from flashes or sparks. An approved flame retardant jacket, burning/welding gloves, ear protection, and flame retardant clothing that covers both the upper and lower body must be worn when burning or welding.
- 8.4 Work must be shielded when welding or burning to protect others from the arc, flash, or ultraviolet rays.

- 8.5 Provide adequate ventilation and avoid inhalation of metallic fumes or acetylene. Local exhaust ventilation is required when burning or welding in enclosed buildings.
- 8.6 Always check burning equipment for leaks before use.
- 8.7 Make periodic soap tests for leaks on all connections.
- 8.8 Repair of cutting and welding equipment must be done only by authorized personnel.
- 8.9 When torches are not in use, all pressure shall be bled from the lines and regulator by closing the tank valve first, then opening the torch valve and finally opening the regulator valve.
- 8.10 Maximum acetylene pressure through the gauge is 15 p.s.i.g.
- 8.11 Keep hoses coiled and off the ground to avoid damage, contamination, and tripping hazards.
- 8.12 Hoses, which are damaged shall be cut in two and taken out of service to prevent injury. Branching or using T-fittings in oxygen or fuel gas hoses is prohibited.
- 8.13 Hot Work Permit – Specific areas will be designated for hot work such as burning, welding, and grinding. If an area is not designated for hot work, a hot work permit must be filled out before hot work can begin. The permit may require the use of fire blanket, other means of spark containment, removal of fire hazards, air quality tests, fire watch, etc. to protect other employees and surrounding property.
- 8.14 Supervision will designate an individual responsible for authorizing burning, welding, grinding, and other hot work operations in areas not specifically approved for such operations. The work area must be inspected, and the hot work permit signed before work can begin.
- 8.15 If it is necessary for you to be in an area where welding or cutting is being done, exercise caution. Never look directly at the intense light generated by welding or cutting. Check your clothing to be sure you are not carrying sparks, which might set your clothing afire. Grease and/or oil on your clothes are especially dangerous if you are working around oxygen. Oxygen can cause the grease or oil to ignite.
- 8.16 Cylinders Containing Compressed Gases – Oxygen, acetylene, and other compressed gases must be considered dangerous fire hazards because they support or increase the rate of combustion. When handling cylinders containing any kind of compressed gas, observe the following rules and specific instructions of your supervisor. If clothes are contaminated with grease, oil, or solvents, they must be changed before performing any burning or welding.
  - 8.16.1 **Transporting cylinders:**
    - 8.16.1.1 Suitable carts shall be provided and used for conveying cylinders.
    - 8.16.1.2 Caps shall be in place on compressed gas cylinders unless they are in use. Always replace the caps on full or empty cylinders after regulators have been removed. It is especially important to have the caps in place while transporting cylinders to protect the valve.

8.16.1.3 Compressed gas cylinders must be transport in special containers or carriers provided for that purpose. At a minimum the carriers shall have toe guards and a retainer system to secure the cylinder from falling during transport. Do not handle cylinders with crane slings or magnets. Use good judgment when handling or moving cylinders and do not lift beyond your capabilities.

8.16.1.5 Compressed gas cylinders must always be securely tied off in a vertical position.

#### **8.16.2 Storage:**

8.16.2.1 Compressed gas cylinders shall be stored with regulators removed and the cylinder caps installed and tightened.

8.16.2.2 Compressed gas cylinders shall not be stored near any source of heat or any area where unexpected contact with electrical equipment or conductors if they should slip, roll, or fall. Do not store cylinders in entrance/exit areas, or in stairwells.

8.16.2.3 Oxygen cylinders must not be stored in a confined or enclosed space with acetylene, liquid flammables, oils, or grease. A leaking cylinder can cause spontaneous combustion of these materials.

8.16.2.4 Acetylene cylinders must always be stored vertically and used vertically with the valve end up.

8.16.2.5 Oxygen shall be separated from fuel-gas cylinders or combustible materials at a minimum of 20 feet or by a noncombustible barrier at least five feet high having a one-half hour fire resistance rating.

8.16.2.6 Storage areas shall have signs posted stating "NO SMOKING", "AUTHORIZED USE ONLY", and "ACETYLENE", "OXYGEN" to identify each area.

#### **8.16.3 Using Cylinders:**

8.16.3.1 Never use oil or grease to lubricate any part of an oxygen, acetylene or other gas cylinder or regulator. Do not touch them if you have oil or grease on your hands or gloves.

8.16.3.2 If a leaking cylinder is found, remove it to the outside immediately and keep it away from any flames or combustible materials. Notify your supervisor.

8.16.3.3 Hoses for Acetylene-Oxygen Rigs – GREEN hose is for oxygen; RED hose is for all fuel gas. Never use compressed air to blow out these hoses. To prevent tripping hazards and hose damage, keep excess hose lengths coiled and lines arranged in orderly fashion.

8.16.3.4 Never bring cylinders into or store cylinders in confined spaces, unventilated rooms, or other closed quarters. Storage areas must be open or ventilated to prevent a buildup of gas.

8.16.3.5 All torches must have either flashback arrestors built into the torch or units connected between the hoses and the torch.

## **FIRE PREVENTION & FIREFIGHTING**

### **9.1 Fire Prevention**

- 9.1.1 Follow fire prevention rules for your area and be alert to potential fire hazards throughout the plant. Know the proper way of responding to a fire and know the emergency escape routes and designated assembly points should evacuation of a building become necessary.
- 9.1.2 All mobile equipment must have an approved fire extinguisher mounted on the vehicle.
- 9.1.3 All work areas, buildings, offices, etc., are to have approved fire extinguishers readily available. All work areas includes outside areas, such as around conveyors, electric generators, etc.
- 9.1.4 All fire extinguishers shall be placed in an accessible location and proper signage displayed indicating its location.
- 9.1.5 Articles shall not be placed on, or in front of, any fire fighting equipment or in a position that will obstruct its accessibility or hinder its use.
- 9.1.6 Never use water on or near electrical equipment.
- 9.1.7 Fire Department phone numbers shall be conspicuously posted at all telephones.
- 9.1.8 Always obey smoking regulations. Smoking is permitted in approved smoking areas only. Smoking is not permitted within 50 feet of any flammable liquid or gas storage area.
- 9.1.9 Do not allow rubbish or flammable materials to accumulate. Oily waste, rags, gloves, etc., shall always be placed in receptacles provided for them.
- 9.1.10 Never pour gasoline, kerosene, oil, etc., or other flammable liquids down drains or sewers. Flammable liquids are to be kept in self-closing, properly labeled containers. Never use flammable liquids on materials around open flames.
- 9.1.11 Change your clothes immediately if they become soaked with oil, gasoline, kerosene, naphtha, or other flammable or combustible materials. Stay far away from salamanders, heating stoves, welding sparks, hot metal, and other sources of fire if your clothing has been exposed to flammable or combustible liquids.
- 9.1.12 Do not light oil or gas furnaces, stoves, salamanders, or other heating equipment unless you have been properly instructed and authorized. Never deviate from specific written procedures when lighting furnaces, stoves, salamanders, and heaters.
- 9.1.13 Flammable liquids (flash point under 100°F) may be used only where there are no open flames or other sources of ignition within any possible path of a vapor trail. Do not dispense a flammable liquid into another container unless the nozzle and container are properly grounded. Flammable liquids shall be dispensed from approved safety cans only.
- 9.1.14 Flammable liquids must be stored in a building, cabinet, or area specifically designed and approved for such storage and remote from general access or traffic. The storage area must be properly identified and have a fire extinguisher readily accessible.

### **9.2 Firefighting Equipment**

- 9.2.1 Firefighting Equipment must not be used for any purpose except to put out fires. Do not obstruct aisles or block the paths to fire plugs, extinguishers, and other firefighting equipment.



- 9.2.2 Learn the location of the nearest fire extinguisher in the area where you work. Learn how to operate them and which type of fire extinguisher to use on different types of fires, in the incipient or early stages.
- 9.2.3 All Fire Extinguishers must have metal tops and be mounted with metal brackets. Plastic tops and brackets are not approved for use.
- 9.2.4 Use the PASS method when using a fire extinguisher – Pull, Aim, Squeeze, & Sweep.
- 9.2.5 If there are flammable liquids in containers, or pipe lines supplying gas or oxygen in the area where a fire breaks out, make every effort within the bounds of safety to remove the containers and shut off the valve controlling the gas or oxygen supply to keep the fire from spreading or exploding.
- 9.2.6 If a fire extinguisher is used, do not replace it on a hanger or in a cabinet. Notify your supervisor, who will have the extinguisher checked and refilled.
- 9.2.7 Automatic sprinkler systems: If you are in an area protected by a sprinkler system, do not tamper with the equipment. Do not pile materials close to the sprinkler valves or heads.

### 9.3 Fire Classes:

- 9.3.1 **Class A** fires involve ordinary combustibles like paper, wood, cloth. Water is recommended, but any extinguisher rated A B C can be used with reasonable success.
- 9.3.2 **Class B** fires involve grease, flammable liquids, and flammable gas. They require the use of a blanketing or smothering type of extinguisher such as foam, carbon dioxide(CO<sub>2</sub>), dry chemical, or water fog. Use any extinguisher rated B or multipurpose A-B-C. **Caution: Never pour water from containers or use an ordinary water hose on these fires.**
- 9.3.3 **Class C** fires involve electrical equipment. Use non-conductive extinguishers such as dry chemical or carbon dioxide (CO<sub>2</sub>). Use any extinguisher rated C or multipurpose A-B-C. **Caution: Never use foam or water; they can be very dangerous and may cause electrocution. If possible, always pull the main electrical control switch before fighting any electrical fire.**
- 9.3.4 **Class D** fires involve combustible metals such as magnesium, Titanium, certain suspended metal powders, or finely divided iron or steel dust. Use only extinguishers rated D. (Special Dry Compound extinguishing agents.)

### 9.4 In case of fire:

- 9.4.1 Only do what you can do safely to control or contain the fire. Notify your supervisor as soon as possible and alert other personnel in the area of the situation. Call the fire department immediately, if there is any doubt about the situation.
- 9.4.2 Be sure to give the exact location, speak clearly, and answer any questions that may be asked. Do not hang up until the communication is complete and you are told to do so.
- 9.4.3 If possible, send someone to the roadway or door of a building to direct the firemen when they arrive. In a major fire event, go to a prearranged known safe area and report to your supervisor.
- 9.4.4 If your clothing should catch fire STOP, DROP and ROLL. If possible, smother the flame with a blanket, coat, or anything available.

## **CONVEYORS**

- 10.1 Only designated, authorized persons are allowed to operate conveyors.
- 10.2 Conveyor systems shall be equipped with an audible warning siren. When the operator does not have a full view of the conveyor, the audible warning siren must be sounded 30 seconds prior to starting the conveyor,
- 10.3 Conveyors should not be loaded or put into motion until:
  - a) A check is made to verify that all employees are clear of the conveyor.
  - b) All guards are in place.
- 10.4 All conveyors with walkways shall be equipped with guards to enclose all nip or pinch points.
- 10.5 At any area where employees or equipment passes under a conveyor, suitable guards shall be provided to protect employees from falling material.
- 10.6 All conveyors with adjacent travelways shall be equipped with emergency stop cords or a railing positioned to prevent persons from falling on or against the conveyor. Railings shall be constructed and maintained as to not create a hazard and able to with stand the shock, vibrations, and wear of normal operations.
- 10.7 Conveyors shall be locked out and tagged out with a “Do Not Operate” tag during repairs and when operation is hazardous to employees performing maintenance work.
- 10.8 Never attempt to oil, grease, or clean parts while a conveyor is in use unless grease fittings are piped to an area away from guarded nip points.
- 10.9 The use of or purchase of belt dressing of any type is prohibited.
- 10.10 Never operate machinery without all guards in place and in good repair.
- 10.11 All machine guards must be replaced after removal for repair before machine is re-started.
- 10.12 Never ride or walk on a moving conveyor belt.
- 10.13 Always stop belts to adjust skirts and scrapers.
- 10.14 All walkways must be kept clean and free of debris.

## **LADDERS**

- 11.1 Always inspect ladders before use. Defective ladders shall be tagged and immediately removed from service. Notify your supervisor for a replacement.
- 11.2 Only portable ladders of industrial quality and meeting ANSI standards may be used.
- 11.3 Portable metal ladders including aluminum shall not be approved for use.
- 11.4 Never paint or use painted wooden ladders. Paint hides cracks, knots, rot, or other defects.
- 11.5 Use only company provided ladders. Never construct one or use contractor's ladders.
- 11.6 Inspect the safety feet before using the ladder and be sure the safety feet are positioned on a firm level surface.
- 11.7 Straight, portable ladders, extension ladders or non self-supporting portable ladders, shall extend at least three feet above the top access level and be placed so the distance from the base of the ladder to the wall or other supporting structure is about one-quarter the length of the ladder from the floor

to the top support point. These ladders are to be tied in place, or held by a coworker whenever someone is working on the ladder.

- 11.8 Only one (1) man at a time should be on a ladder and only the required tools should be taken to the overhead repair area.
- 11.9 Another person does not need to hold a stepladder if they are used with all 4 legs on a level and even surface. The legs of stepladders shall be fully opened and locked. Never stand on top of a stepladder. Work from a point at least two feet or two steps from the top.
- 11.10 When climbing any ladder (portable or stationary), hold on with both hands and always face the ladder. Use a hand line to raise or lower tools that you will need. Do not overreach. Move the portable ladder as work progresses or, if necessary, use another ladder to avoid overreaching. Never exceed the maximum intended load of the ladder.
- 11.11 Never place a ladder against equipment, which may move or rotate unexpectedly or in the path of equipment that may move unless such equipment is locked out.
- 11.12 Never extend an extension ladder full length. The overlap should be at least four rungs.
- 11.13 Wherever practical, rope off the areas at the base of a ladder while in use.
- 11.14 Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
- 11.15 Ladders shall not be placed on boxes, barrels or other unstable bases to obtain additional height.
- 11.16 When raising or lowering an extension ladder, take extreme care to keep your hands and fingers clear of pinch points.
- 11.17 Ladders must be stored properly when not in use.

## **SCAFFOLDING**

- 12.1 Employees who perform work while on a scaffold shall be trained by a qualified person to recognize the hazards associated with the type of scaffold being used, the nature of any electrical hazards, fall hazards, and falling object hazards in the work area.
- 12.2 A qualified person shall assemble scaffolds and their components.
- 12.3 Scaffolds and their components shall be capable of supporting without failure at least four times the maximum intended load.
- 12.4 Any damaged or weakened scaffold shall be immediately repaired or replaced and shall not be used until repairs have been completed.
- 12.5 Scaffolds shall not be loaded in excess of the working load for which they are intended.
- 12.6 Tools, materials, and debris shall not be allowed to accumulate in quantities to cause a hazard when working on a scaffold.
- 12.7 All scaffold planking must be approved and identified as scaffold grade.
- 12.8 Access to a scaffold shall be by secured ladder, or an equivalent safe access shall be provided. Climbing the side of scaffolding is not permitted.
- 12.9 Scaffolding greater than four feet in height must be equipped with handrails, mid-rails, toe boards, and be tightly planked.

- 12.10 Fall protection equipment, including a body harness and deceleration devices, shall be worn and connected to an approved anchorage point or lifeline when working on any scaffold platform greater than four feet in height and not equipped with standard top rails and mid-rails.

### **FALL PROTECTION**

- 13.1 Employees must wear a fall protection harness when working in an area where a fall from a height, entrapment, or engulfment hazard exists. Employees working at any elevation greater than 6 feet above the floor, deck, platform, or ground level, and not protected by standard top rails, mid rails, toe boards, and/or equivalent protection shall be required to use personal fall protection. Employees working in an aerial lift or on scaffolding not equipped with standard top rails, mid rails, and toe boards shall be required to use personal fall protection.
- 13.2 Personal fall protection is a system used to arrest an employee in a fall from a working level. Fall protection consists of: a body harness, a deceleration device, and an anchorage point or lifeline, with approved hooking devices.
- 13.3 Travel Limiting is a system consisting of a body harness, lanyard, and anchorage that prevents a person from an exposure to a fall. The length of the lanyard must prevent the person from reaching the free fall hazard.
- 13.4 Work Positioning is a system consisting of: a body harness, lanyards, and anchorage devices rigged to allow a person to be supported on an elevated vertical surface, such as a wall or fixed ladder, and work with both hands free.
- 13.5 All fall protection equipment shall be visually inspected for damage and defects prior to each use. Employees are responsible for the care and maintenance of their personal fall protection.
- 13.6 Fall protection equipment shall be adjusted to minimize the drop in case of a fall. The potential free fall distances should never exceed 6 ft. The anchorage point for tie off should be at or above the D-ring level on the body harness whenever possible.
- 13.7 In considering the most desirable anchorage for tie-off, avoid any sharp object that the lanyard may contact while at the work location or during a possible fall. Lanyards must never be tied off to shafts or other parts of machinery, which are subject to movement or rotation.
- 13.8 Anchorage Points must be capable of supporting 5,000 lb. per attached employee. If there is any doubt about the strength of the anchorage point, do not tie off; notify your supervisor and find an alternative anchorage point.
- 13.9 Anchorage locations should: reduce possible free fall distance, prevent swing fall hazards, and provide clear space in the potential fall path to avoid striking an object.
- 13.10 Use caution while wearing a body harness and lanyard when you are not tied off. Wear the lanyard in such a manner that it will not get caught on or in equipment, structures, or moving machinery.
- 13.10.1 All adjustment straps of the body harness shall be kept snug against the body.
- 13.10.2 No part of the lanyard shall be allowed to dangle freely when not tied off. The lanyard shall be secured tightly against the user's body.

Additional information may be found in the Fall Protection Policy in the Safety Program Policy, Program & Forms Manual.

## **PERSONAL FLOTATION DEVICES**

- 14.1 While working where there is a danger of falling into water, employees must wear a Coast Guard approved flotation device. A life ring with rope attached (or similar rescue device) must be accessible in the immediate area.

## **RESPIRATORS**

- 15.1 Respirators should always be worn when spray painting or in any other operation that may contaminate the air with dust or fumes and foreign particles. Consult your supervisor if in doubt.
- 15.2 If wearing a respirator is required, you must be medically evaluated, fit tested and properly trained. Facial hair, including stubble, is never permitted between the sealing surface and the skin on tight fitting respirators. Anyone using a paper dust mask must receive a copy of the Appendix D 1910.134, which regards voluntary use of respiratory equipment. (The facial hair policy does not apply to the use of paper dust masks.)

For additional information see the Respiratory Protection Program in the Safety Program's Policy, Program & Forms Manual.

## **MOBILE EQUIPMENT OPERATION**

- 16.1 Only trained and qualified operators shall operate mobile equipment.
- 16.2 Seatbelts shall be worn at all times while operating mobile equipment that is designed with a seat and seatbelt and equipped with a roll over protective structure (R.O.P.'s).
- 16.3 All mobile equipment shall have an operating back up alarm that can be heard above surrounding noise. Strobe lights shall only be used for night work when authorized.
- 16.4 Before operating any piece of equipment, perform a walk around inspection and immediately report any problems found to the mechanic. After the shift is complete, use form provided for any work to be done on equipment.
- 16.5 Employees performing maintenance or repairs on mobile equipment shall remove the ignition key, chock the wheels, lower all hydraulics, and tag the steering mechanism to prevent accidental starting or moving of the equipment.
- 16.6 On any equipment used in a warm or hot operation, check for oil leaks, hydraulic leaks, etc. every time you get in the vehicle.
- 16.7 All road trucks will have mud flaps and/or rock ejectors on rear wheels. These are to be anchored so no rocks can be thrown out from between dual tires.
- 16.8 Speeding, recklessness, thoughtless actions or horseplay will not be permitted under any circumstances. Transporting of passengers on the outside of mobile equipment, in buckets, fenders, in platforms, or on crane or hoist lines will not be permitted.
- 16.9 Cabs of mobile equipment shall be kept free of pop cans, bottles, starting fluid containers, etc.
- 16.10 Never walk on the blind side of running mobile equipment.
- 16.11 Operators of mobile equipment shall sound horn before moving mobile equipment, any place where vision is obscured, or any time a warning is appropriate.
- 16.12 Never get on or off a moving machine.

- 16.13 When mounting equipment, always follow the three-point system (i.e., 2 hands and 1 foot, 2 feet and 1 hand in contact with equipment).
- 16.14 All mobile equipment with hydraulic seats shall be tethered to prevent over extension with the exception of maintenance checks.
- 16.15 Extreme care shall be used by vehicles dumping on storage piles to make sure that material has not been loaded out below, which would cause the top edge of the pile to slough off and upset the equipment.
- 16.16 Always operate mobile equipment perpendicular to a cut bank or stockpile and never parallel.
- 16.17 Never operate equipment or allow foot traffic in a bank or stockpile that has a vertical face or overhanging material.
- 16.18 When backing up to any elevated dumpsite, a properly placed berm, spotter, or both shall be used. When using a ground guide, confirm before operating the equipment what type of signals you will use and who will be giving them. Use only one ground guide.
- 16.19 Never work directly under loader buckets or raised truck beds unless they are securely blocked.
- 16.20 Loader buckets are not to be used as a work platform.
- 16.21 Front-end loader buckets, dozer blades, crane buckets, etc. shall rest on the ground when not in use.
- 16.22 No riders are allowed on any moving equipment unless the equipment has a seat designed for that purpose.
- 16.23 Only authorized and trained employees who have successfully completed the Forklift Operator Safety Training Program shall be authorized to operate a powered industrial truck or forklift.

### **HOIST SAFETY**

- 17.1 Hoisting, if done improperly, presents hazards to the operator and other workers in the vicinity. If proper precautions and techniques for operation, inspection, maintenance, and repair are followed, the risks can be controlled.
- 17.2 Hoist operators should:
  - 17.2.1 Know and not exceed the safe load limit of hoisting equipment. Each hoist and crane must be labeled with its lifting capacity and the label must be visible from the ground.
  - 17.2.2 Check controls to verify proper function.
  - 17.2.3 Check pendant cables for cuts, kinking, or signs of wear.
  - 17.2.4 Check swaged sockets for damage and pins for excessive wear.
  - 17.2.5 Visually check hoist cables for fraying, kinking, crushing and twisting of the cables between the cable and the drum.
  - 17.2.6 Visually inspect the hook for cracks, bending or distortion.
  - 17.2.7 Do not attempt to lengthen or repair the load chain.
  - 17.2.8 Position the hoist directly over the load.
  - 17.2.9 Avoid the swinging of a load or hook when moving the hoist.
  - 17.2.10 Pull in a straight line so neither hoist body nor load chain or rope is angled around anything.

- 17.2.11 After the hook is placed in the lifting ring, apply slight pressure to the hoist to ensure that the lifting ring is seated in the bottom of the hook and that the hook is properly aligned.
- 17.2.12 Between lifts check to see that the rope is properly reeved on the drum.
- 17.2.13 Attach sufficient guide ropes to control the unit being moved.
- 17.2.14 Check the intended movement path to see that it is clear of people and obstructions and to see if the intended destination is ready to receive the load.
- 17.2.15 Do not make any repairs or adjustments on any part of the hoist unless you are authorized.
- 17.2.16 Check brakes for excessive drift.
- 17.2.17 Be positioned on the pendant side of the hoist to get maximum clearance from the load and to prevent entanglement of cables.
- 17.2.18 Avoid sudden starts, stops, or reverses to avoid shock loading.
- 17.2.19 Raise the load only high enough to avoid obstructions.
- 17.2.20 Do not hoist loads over workers, wait until the area is clear.
- 17.2.21 Do not permit the operator or guide rope handlers to become distracted.
- 17.2.22 Be alert for any variation of operation.
- 17.2.23 Alert supervision of any malfunctions and tag hoists stating malfunction.
- 17.2.24 Never leave a load suspended in the air unless it is attended.
- 17.2.25 Do not allow unqualified personnel to operate hoists.
- 17.2.26 Never carry anyone on the hook or load.
- 17.2.27 Never use the hoist rope or chain as a sling.
- 17.2.28 Never use hoist chain or rope as a ground for welding nor touch a live welding electrode to the chain or rope.
- 17.2.29 Chains and slings must be tagged with their weight capacity.
- 17.2.30 Inspection records must be kept on chains, hooks, etc. in accordance with Federal guidelines.
- 17.2.31 Never replace a clevis pin with a bolt.

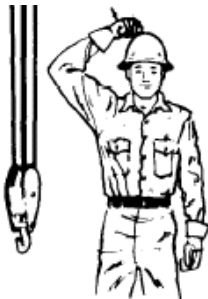
## STANDARD HAND SIGNALS FOR CONTROLLING CRANE OPERATIONS



**HOIST:** With forearm vertical, forefinger pointing up, move hand in small horizontal circles.



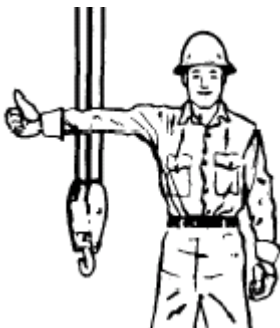
**LOWER:** With arm extended downward, forefinger pointing down, move hand in small horizontal circles.



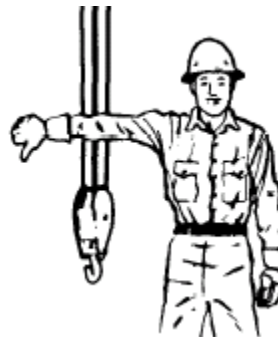
**USE MAIN HOIST:** Tap fist on head, then use regular signals.



**USE WHIPLINE (Auxiliary Hoist):** Tap elbow with one hand, and then use regular signals.

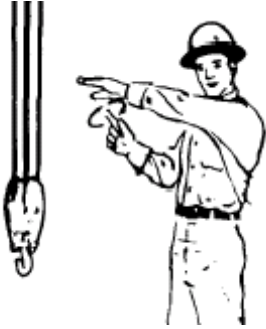


**RAISE BOOM:** Arm extended, fingers closed, thumb pointing upward.



**LOWER BOOM:** Arm extended, fingers closed, thumb pointing downward.

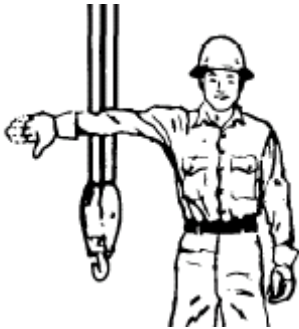




**MOVE SLOWLY:** Use one hand to give any motion signal and place other hand motionless in front of hand giving the motion signal.



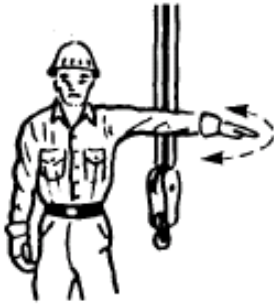
**RAISE THE BOOM & LOWER THE LOAD:** With arm extended, thumb pointing up, flex fingers in and out as long as load movement is desired.



**RAISE THE BOOM & LOWER THE LOAD:** With arm extended, thumb pointing up, flex fingers in and out as long as load movement is desired.



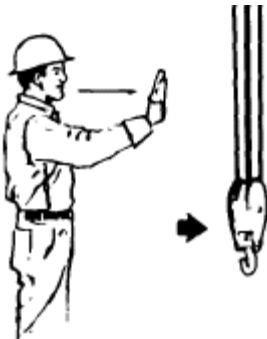
**SWING:** Arm extended, point with finger in direction of swing of boom



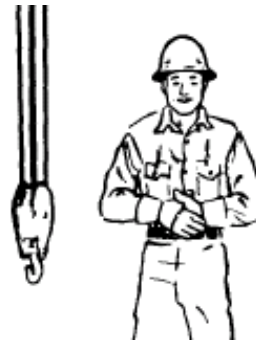
STOP: Arm extended, palm down, move arm back and forth horizontally.



EMERGENCY STOP: Both arms extended, palms down, move arms back and forth horizontally.



TRAVEL: Arm extended forward, hand open and slightly raised, make pushing motion in direction of travel.



DOG EVERYTHING: Clasp hands in front of body.



TRAVEL (Both tracks): Use both fists in front of body, making a circular motion about each other, indicating direction of travel, forward or backward (Land cranes only)





TRAVEL (One track): Lock the track on side indicated by raised fist. Travel opposite track in direction indicated by circular motion of other fist, rotated vertically in front of the body (Land cranes only)



EXTEND BOOM (Telescoping booms): Both fists in front of body with thumbs pointing outward.



RETRACT BOOM (Telescoping booms): Both fists in front of body with thumbs pointing toward each other.

Size of Cable		Average Weight per Foot in Pounds	Rated Capacity – Tons	
			1– sling vertical	1 sling choker hitch
				
6' x 19' Construction	1/4"	.10	1/2	3/8
	5/16"	.16	3/4	1/2
	3/8"	.23	1 1/4	3/4
	7/16"	.31	1 1/2	1 1/4
	1/2"	.40	2	1 1/2
	9/16"	.51	2 1/2	1 3/4
	5/8"	.63	3 1/4	2 3/8
	3/4"	.90	4 1/2	3 3/8
	7/8"	1.23	5 5/8	4 1/4
	1"	1.23	7 3/8	5 1/2

## **CONFINED SPACE ENTRY**

- 18.1 Never enter any confined space unless you are authorized to do so. All identified permit-required confined spaces shall be labeled, and will require Entry Permits to be completed and filed.
- 18.2 "Permit Only" confined spaces require corrective action before they can be entered.
- 18.3 Do not enter any "Permit Only" confined space when an engulfment hazard or an oxygen deficient atmosphere exists.
- 18.4 If any process is performed, such as welding, burning, grinding, cleaning, etc., that may change the atmosphere within the confined space, continuous monitoring is required.
- 18.5 Never enter any confined space that has not had the energy controls locked out.
- 18.6 Do not enter any "Permit Only" confined space without an attendant stationed outside in communication with you.

## **USE & CARE OF HAND TOOLS**

- 19.1 Hand tools must be inspected each time before use. Mushroomed, cracked, or chipped heads and rough, splintered or badly worn handles must be turned in for repair or replacement. Never use a defective tool or leave defective tools where others might use it.
- 19.2 If you use your own personal tools, repair or replace them as soon as they become worn or defective. All tools are subject to periodic inspection by supervision and must be replaced or repaired if found to be unsafe.
- 19.3 Use the right tool for the job and keep tools clean.
- 19.4 Tools shall be transported in toolboxes, tool belts, tool pouches, etc. Do not carry hand tools in pants or shirt pockets.
- 19.5 Never throw tools, equipment, or parts from one location to another, from one employee to another, or from one level to another level.
- 19.6 Do not leave tools, equipment, or materials in elevated places from which they may fall or be knocked off.
- 19.7 To prevent falls, if the tool suddenly moves or slips from its bite, maintain secure footing and balance while applying pressure on a wrench or other tool. If possible, grasp something secure with your free hand to assist in maintaining your balance. If necessary, reposition yourself and coworkers out of the working path of the tool.
- 19.8 Do not force tools beyond their capacity or use "cheaters" to increase their capacity.
- 19.9 Do not fabricate hand tools. Do not modify or alter the design of existing hand tools.
- 19.10 Only approved lock blade pocketknives are permitted in the plant. Always cut in the direction away from yourself. Kevlar gloves or Kevlar lined leather gloves must be worn when cutting with a pocketknife.
- 19.11 Wire stripping tools shall be used when preparing electrical wire.
- 19.12 Alternate tools, other than open blade knives, shall be used to cut materials when possible.

## POWERED HAND TOOLS & EQUIPMENT

- 20.1 All powered tools and equipment must be inspected before each use. All tools must be physically and mechanically sound, and appropriate for the job. If any defects are detected, the tool must be removed from service immediately. ***Only properly trained and authorized personnel are permitted to operate these types of equipment power tools.***
- 20.2 Electric tools or equipment with broken three-prong grounding plugs must be replaced or repaired before use.
- 20.3 All power tools must either be double insulated or have a proper ground plug.
- 20.4 Double insulated portable electric tools must be identified as double insulated so they will not be confused with grounded tools. All portable cord and plug electric tools must be connected to G.F.C.I. (Ground Fault Circuit Interrupter).
- 20.5 Electrical power tools are not to be used in hazardous locations as defined by the National Electric Code, unless the tool is approved for service in that environment.
- 20.6 Guards or Shields specifically designed for portable power tools must be installed before use. Never use tools and equipment when guards or shields are defective or have been removed. Report the condition to your supervisor immediately.
- 20.7 Temporary electric extension cords must be of the three-wire type and shall be designed for industrial usage.
  - 20.7.1 Temporary electric cords must be inspected before use for kinks, worn insulation, and exposed strands of wire.
  - 20.7.2 Temporary electric cords must be protected from physical damage and installed to be out of walkways, stairways, aisles, and areas where they present a trip hazard.
  - 20.7.3 Temporary electric cords must be protected by G.F.C.I.
  - 20.7.4 Temporary work lighting must be protected by G.F.C.I. and protected from accidental contact or breakage.
- 20.8 Pneumatic Power Tools and Hose. Tools shall be secured to the hose by a positive means to prevent the tool from becoming accidentally disconnected. Safety clips or retainers shall be installed on pneumatic tools to prevent the attachments from flying off. When you are finished with air-powered tools, disconnect the air hose, and release the air in the tool by pressing the trigger.
  - 20.8.1 All hoses, fittings, and clamps must be of specific design for the use of pneumatic power tools and follow manufacturers' recommendations for their assembly. Automotive radiator type hose clamps are not permitted on air hoses.
  - 20.8.2 Pneumatic hose sections must be wired together at each coupling connection.
- 20.9 Cup-type goggles or mono-goggles or cup-type side shield safety glasses with full-face shield must be worn when using air operated drills, jackhammers, grinders, sanders, and cut-off saws, and power washers.
- 20.10 Compressed Air – Never direct compressed air toward yourself or anyone else for any reason. Never connect, or allow others to connect, to plant air as a source of breathing air unless it is connected through an approved breathing air purification system.

- 20.10.1 Compressed air used for cleaning parts or machinery shall not exceed 30 PSI, and then only with effective chip guarding and personal protective equipment.
- 20.10.2 Never use compressed air to clean your person, clothing being worn, or that of another person.
- 20.11 Never use fixed or portable grinders without the use of protective shielding and proper eye protection (face shield with safety glasses, or goggles). A pedestal grinder tool rest must not be more than 1/8" away from the grinding wheel and the upper tongue guard not more than 1/4" from the grinding wheel.
  - 20.11.1 Prior to mounting, all grinding wheels shall be inspected for damage by a trained and authorized person. When appropriate, this inspection will include a ring test.
  - 20.11.2 The spindle speed of the machine shall be checked before mounting of the wheel to be certain that it does not exceed the maximum operating speed marked on the wheel.
  - 20.11.3 You should not use any grinding wheel unless you have been properly trained in its use and authorized by your supervisor.
  - 20.11.4 Gloves should not be worn when using a pedestal or bench grinder.
- 20.12 Hydraulic powered tools and jacks are required to be visually inspected before and after each use.
  - 20.12.1 Hydraulic powered tools and jacks shall have a documented thorough inspection every 6 months by a competent person. Maintain all documents for at least 2 years.
  - 20.12.2 The rated load shall be legibly and permanently marked in a prominent location on the jack.
  - 20.12.3 Hydraulic powered tools and jacks shall not be used in a manner that will exceed the rated load to any other capacity of the tool.

## **ELECTRICAL SAFETY**

- 21.1 Only qualified and trained personnel are allowed to perform electrical maintenance or repair.
  - 21.2 All portable electrical tools must be fully grounded or be double insulated.
  - 21.3 Inspect any electrical extension cords and portable electric tools prior to use. Do not use if damaged.
  - 21.4 Follow all lockout procedures before performing any work on energized equipment.
  - 21.5 Only authorized and qualified personnel are allowed to make electrical connections or repair electrical equipment and wiring. Before beginning work, always use a testing device to determine if lines or equipment are live. The proper PPE, including dielectric gloves and face shield, must be worn while making these tests. All jewelry and metallic belt buckles are prohibited when working on energized parts.
- Caution:** Make sure the testing device is properly rated for the voltage being tested, and that it is working properly.
- 21.5.1 Only qualified and authorized employees may work in areas containing unguarded, un-insulated energized lines or parts of equipment at 50 volts or more.
  - 21.5.2 Only qualified and authorized employees may work on energized parts that must be worked on in an energized state, or do not have the capability of being locked out.

- 21.6 Consider all wires live until it is positively known that they are dead. Do not touch any exposed or dangling wires. Report exposed wires and open electrical components to your supervisor.
- 21.7 Do not use extension cords that are defective. Examine them carefully for worn insulation and exposed strands of wire before use. Connect extension cords to G.F.C.I. outlets or adapters. Do not place extension cords over sharp edges or across aisles where mobile equipment can damage them. Do not create a tripping hazard with extension cords.
- 21.8 Extension cords may not be used as a substitute for fixed wiring; run through holes in walls, ceilings doors, windows or floors; attached to building surfaces.
- 21.9 Do not overload electric circuits. When fuses blow continually, or circuit breakers kick out, report the condition to your supervisor.
- 21.10 Heed all warning signs and signals concerning the hazards of electrical equipment or lines.
- 21.11 Unauthorized personnel are not permitted to enter rooms or vaults containing live electrical lines or equipment, such as supply stations, substations, motor rooms, control houses, or any room containing high voltage equipment unless instructed to do so by Supervision and accompanied by a trained and authorized individual.

### **LOCKOUT/TAGOUT**

- 22.1 No employee is allowed to adjust, service, repair or perform maintenance on machines or equipment without first bringing the source or sources of energy to a zero energy state, relieving any potential energy and then locking-out the source of energy to prevent accidental start-up.
- 22.2 Review the procedure for lockout and shutdown specific to that piece of equipment before performing the work.
- 22.3 Only employees trained and authorized may perform lockout procedure.
- 22.4 Every employee involved in work on a machine or piece of equipment must be part of the lockout procedure and must use his or her own lock.
- 22.5 The company will supply locks and tags that will be used exclusively for equipment lockout.
- 22.6 Only the employee that installed the lock is allowed to remove it. If it needs to be removed, and that employee cannot be found, attempt to locate the employee who left the lock in place.

See the Lockout/Tagout Policy found in the Safety Program Policy, Program & Forms Manual for detailed information.

### **BLOOD BORNE PATHOGENS**

- 23.1 An inherent risk in rendering first aid is contact with bodily fluids (blood, etc.). When assisting an injured person take precautions to protect yourself by avoiding direct contact with blood, etc. Use approved bandaging materials or cloth to stop bleeding, and an approved CPR rescue mask for rescue breathing.
- 23.2 Wash your hands using soap and water after helping someone and refer to the Blood Borne Pathogen policy book for decontamination of the scene.



## **OFFICE SAFETY**

- 24.1 Be careful going around corners or opening doors.
- 24.2 In multi-drawer file cabinets, place heaviest loads in lower drawers to avoid tipping entire cabinet when top drawer is opened.
- 24.3 Don't leave desk, cabinet, or file drawers open.
- 24.4 Be sure electrical cords and phone lines are secured out of the way of traffic.
- 24.5 Don't lift or carry equipment that is too heavy for you; get help to avoid an injury.
- 24.6 There is no smoking allowed in any office building.

## **MOTOR VEHICLES**

- 25.1 All employees operating Company vehicles must have the appropriate license for the vehicle they are operating. All occupants of any company owned vehicles shall wear seatbelts.
- 25.2 Check your vehicle carefully before leaving the garage or Company location.
- 25.3 Take into account your shortcomings, and those of other drivers on the road. Consider other drivers, anticipate and be prepared for any unsafe act.
- 25.4 Know and observe all motor vehicle laws and traffic regulations on public roads and plant properties.
- 25.5 Speed must be governed by posted limit or existing road conditions. Use extra precautions during wet and icy weather.
- 25.6 Avoid distractions such as eating or using hand held cell phones while driving.
- 25.7 Report all accidents immediately.

## **HAZARD COMMUNICATION PROGRAM**

### **26.1 Policy**

It is the intent of Great Lakes Aggregates to comply with the requirements of the OSHA Hazard Communication Standard as set forth in 29 CFR 1910.1200, 29 CFR 1926.59, MSHA Part 62, and any state or local regulations as applicable.

### **26.2 General**

The Hazard Communication Standard requires employers to inform their employees of any chemical hazards to which they may be exposed during normal working conditions or in a foreseeable emergency. Chemical manufacturers and distributors are required to evaluate the hazards of their products and provide the purchasers with the information necessary to ensure safe handling, use and storage of the chemicals. Employers are required to communicate this information to employees through the use of Material Safety Data Sheets (MSDS), labels and other forms of warning and employee information and training so employees are able to protect themselves.

### **26.3 Hazard Determination**

- 26.3.1 Whenever possible, Great Lakes Aggregates will rely on the hazard evaluation of purchased materials, by the manufacturer or distributor, as required under the standard. This evaluation is to provide information on a chemical's potential to cause adverse health effects or potential to pose a physical hazard.

26.3.2 For those materials that are produced, processed and sold under the company name, the appropriate hazard evaluation will be performed, with proper information and documentation going to all customers in a timely manner.

#### **26.4 Material Safety Data Sheets (MSDS)**

26.4.1 A Material Safety Data Sheet (MSDS) is required for employee access for each potentially hazardous chemical that is used, stored or produced at the workplace. The purchasing department shall ensure that suppliers provide a MSDS on or before delivery of the first shipment of the material.

26.4.2 The plant manager or designated representative is responsible for compiling and maintaining the file of MSDS.

26.4.3 Employees are to have access to any MSDS of a product they may be exposed to while at the job site during their work shift.

26.4.4 The content of a MSDS is specified under the standard. All MSDS in our possession are to meet this standard.

26.4.5 A workplace inventory of hazardous chemicals must be maintained and routinely updated to ensure compliance with this section. Each plant shall compile an inventory of the materials that are used, stored or produced at that location.

#### **26.5 Labels And Other Forms Of Warning**

26.5.1 Containers of hazardous chemicals shall have an appropriate label to ensure employee protection. These labels are to contain the following information:

- Identity of the chemical.
- Name and address of the manufacturer, importer or other responsible party.
- Appropriate hazard warnings.

26.5.2 All incoming and outgoing containers must be labeled. Any containers with damaged or missing labels shall have the labels replaced. Existing containers that have deteriorated or missing labels will also receive new labels.

26.5.3 Company policy requires that all plant piping systems that contain hazardous chemicals be labeled at access points and where piping is 8 feet or closer to employee contact.

#### **26.6 Employee Information and Training**

26.6.1 Employee training is one of the most important parts of the Hazard Communication program. Since this program is performance oriented, as are most under OSHA, employee knowledge and actions provide the feedback to the quality and success of the training.

26.6.2 An employee cannot adequately protect themselves from potential harm from the materials routinely worked with without the necessary information. The training must explain the chemical hazards an employee may be exposed to during normal working conditions or during a foreseeable emergency.

26.6.3 Training must be provided to any employee working in an area where hazardous chemicals are present, when a new hazard is introduced into the work area or when he is transferred to a new job where hazardous chemicals are present.

26.6.4 Training records must be maintained at each site.

- 26.6.5 The training program must be site or work area specific as determined by the materials on hand. All employees must be trained in the following areas:
1. The requirements of the Hazard Communication Standard.
  2. Which operations in their work area may contain hazardous materials.
  3. The location and availability of the written hazard communication program, the list of hazardous chemicals and the location and availability of the MSDS.
  4. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
  5. The physical and health hazards of the chemicals in the work area.
  6. The measures employees can take to protect themselves from these hazards, including information on work practices, emergency procedures and personal protection equipment.
  7. Details of the written Hazard Communication Program, including an explanation of the labeling system, how to read and interpret MSDS and how employees can obtain and use the appropriate hazard information on the labels and in the MSDS.

## **26.7 Trade Secret Information**

- 26.7.1 Chemical information may be withheld from disclosure as a trade secret to protect a competitive advantage. There are a series of requirements that must be met in order to claim the information as a trade secret.
- 26.7.2 This information is to be made available under certain circumstances to various individuals or groups as provided in the standard.

## **26.8 Hazardous Non-Routine Tasks**

- 26.8.1 Each location must compile a list of tasks or activities employees may perform on a non-routine or periodic basis that may expose the employees to potentially hazardous chemicals.
- 26.8.2 The standard requires that any employee performing a hazardous, non-routine task be trained prior to starting the task. The training is to provide the employees with appropriate safety information concerning the hazards involved and how to protect themselves.
- 26.8.3 It is company policy that no employee will begin work in a confined space or on any hazardous non-routine task without first receiving the appropriate safety information from the supervisor.

## **26.9 Education Of Contractors**

- 26.9.1 Any outside contractors and their employees must be informed of any hazardous chemicals to which they might be exposed while working at a GLA location. This information must be presented prior to the contractor's employees entering the location to begin work. The information that must be supplied is as follows:
1. Hazardous chemicals that the contractor's employees may be exposed to while on site.
  2. Measures the contractor's employees may take to lessen the risks of an exposure.
  3. Steps the company has taken to lessen the risks.
  4. The location of the MSDS notebook for the site and any other written materials required under the standard.
  5. Medical or first-aid procedures to follow in the event of an exposure.

6. The labeling system used at the location.
- 26.9.2 If a contractor brings hazardous chemicals onto the site, the contractor must provide the same information to the site manager so our employees can be informed and trained as required.

#### 26.10 **Other Information**

There are other sections contained in our site's written Hazard Communication such as:

1. Personal Protective Equipment (PPE)
2. Emergency Procedures
3. Industrial Hygiene Practices
4. Definitions
5. Workplace List of Hazardous Materials
6. Work Area List of Hazardous Materials
7. Copy of the Standard

See the Hazard Communication Program document found in the Safety Program Policy, Program & Forms Manual for additional information.

## RECEIPT OF GENERAL SAFETY RULES

I acknowledge receiving a copy of the Great Lakes Aggregates Employee Safe Work Guidelines effective \_\_\_\_\_, 20\_\_\_\_.

I understand that I must keep this document and that I must know and follow the safety rules and regulations while performing my job and do all possible to prevent accidents to myself and others.

\_\_\_\_\_  
Date                      Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Job Classification

This receipt will be filed in your personnel file.