



A monthly guide, helping Contractors meet written plan, safety meeting and training requirements for construction work. Topics include:

- Accident Prevention
- Personal Protective Equipment
- Equipment and Motor Vehicle Safety
- Heat Stress and Fire Extinguisher
- Fall Protection
- Ladder and Scaffolds
- Tool and Electrical Safety
- Confined Space
- Excavation and Trenching
- Silica, Lead, and Asbestos
- Hazard Communication



This calendar alone will NOT meet requirements in any standard or regulation and it creates no new legal obligations. The document is advisory in nature, informational in content, and is intended to assist employers in providing a safe and healthful workplace. Please see "Disclaimer" on back cover for more information.

# Monthly Health and Safety Plan



# COMPANY HEALTH AND SAFETY POLICY

Company: \_\_\_\_\_ Date of Adoption: \_\_\_\_\_  
Safety Program Administrator (SPA): \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Safety Policy Statement

### WAC 296-155-110

We have adopted this monthly safety plan as the foundation of our company's health and safety program.

Our company is committed to protecting employees against safety and health hazards at the workplace in accordance with Federal and State law. Each employee has the responsibility to watch for unsafe acts and call them to the attention of the Safety Program Administrator (SPA) or their Supervisor before an injury or accident occurs.

All employees are encouraged to make suggestions for safer operations.

Our company requires all employees to comply with this safety program and to understand that a violation of these rules will be subject to disciplinary action up to and including termination. All employees are authorized to stop work if they see a significant safety or health hazard. Contact your Supervisor or the Safety Program Administrator (SPA) if work has stopped due to a safety or health hazard that cannot be immediately resolved.

All forms referenced in this plan can be found at [nिकासafety.com/safety-plan](http://nिकासafety.com/safety-plan) or

## Reporting of Injuries, Near Misses and Unsafe Conditions

Report all injuries, near misses and accidents to your Supervisor and/or the SPA by the end of your shift. You may use a **Record of Hazard Observed** form to report hazards.

The SPA or Safety Committee will review all incidents and follow up with appropriate action.

## Safety and Health Equipment Available at Each Job Site

- Fire extinguisher
- Potable water
- Restroom with hand washing facility
- First Aid kit
- Eye wash or supplemental wash station, if SDS requires

## General First Aid

- First Aid on a company facility or job site is done on a Good Samaritan basis.
- At a minimum, each Supervisor must have First Aid training, and there must be a First Aid trained person on job sites at all times.
- First Aid kits are stored in each Company truck. Additional First Aid kits can be found \_\_\_\_\_.

Report Injuries to: \_\_\_\_\_  
Report Unsafe Conditions and Practices To: \_\_\_\_\_  
Location of First Aid Kit(s): \_\_\_\_\_

## Training

**It is a best practice to document all safety related training.**

**New Hire Training** – A review of this health and safety program, what to do in an emergency, including how to exit the workplace, and job specific safety training will be conducted before each employee starts work. This training will be documented on a **New Hire Safety Orientation Form.**

- **Safety Meetings** – Weekly Safety meetings must be documented in this health and safety program or on a **Safety Meeting Training Roster.** Supervisors will hold crew safety meetings at the beginning of each job, and at least weekly thereafter. Safety meetings must be tailored to the particular operation of the crew. Safety meetings must include a review of any walk-around safety inspection conducted, any citation received, and an evaluation of any accident investigations conducted since the last meeting. Safety meeting minutes must be kept on file for one year.
- **Job Hazard Analysis** – An injury, safety survey note, or employee report of a hazard will require the Supervisor to do a Job Hazard

Analysis of the task or job that caused the concern. *Use a **Job Hazard Analysis Form.***

- **Construction Safety Checklist** – At the start of each job and weekly thereafter, the Supervisor will do a walk-around safety inspection using a **Construction Safety Checklist Form.** **These must be documented and kept on file until the end of the job.**

## Accident Investigation

A serious accident that results in an injury requiring medical attention, or a near miss that could have caused a serious injury, will be investigated by the SPA or safety committee using an **Incident Investigation Form.**

## Safety Bulletin Boards

Our Safety Bulletin board is found at this location \_\_\_\_\_.

Posted items include:

1. The WISHA poster (F416-081-00)
2. Industrial Insurance poster (F242-191-000)
3. Wage and hour laws (F700-053-000)
4. Citations and Notices (as appropriate)
5. Emergency Action Plan
6. OSHA 300 Summary (posted February 1- April 30 annually)

- Copies of this health and safety plan
- Copies of [WAC 296](#) employee safety standards can be found at [lni.wa.gov](#).

## **Management Responsibilities of Workplace Reporting**

Report the following injuries directly to L&I by calling 1-800-423-7233 or visiting an L&I office:

- A workplace fatality or in-patient hospitalization of any employee within eight (8) hours of the incident.
- A non-hospitalized amputation or loss of an eye(s) of any employee within twenty-four (24) hours of the incident.

## **Management Responsibilities**

- Provide a safe and healthy workplace.
- Develop and implement an adequate, easy to use safety plan.
- Empower employees to think safely, provide proper safety equipment and training, and work in a safe environment.
- Ensure hazards are identified, accidents investigated, and corrective actions are taken.
- Provide training before work is assigned and document training on a [New Hire Safety Orientation](#) form.

- Ensure each employee is competent to complete tasks safely.
- Ensure PPE is available and is used by employees.
- Establish clear, easy to follow safety rules and enforce them.
- Set a good example in following safety rules.

## **Employee Responsibilities**

- Employees must comply with all WAC regulations, company policies and safety tips in the company health and safety program.
- Employees must not work in conditions that are unsanitary, hazardous, or dangerous to their health or safety. Employees may refuse such work and request another assignment.
- Employees must use provided PPE, safety materials, equipment, devices and clothing as intended.
- Employees must follow all prescribed procedures and all instructions from their Supervisor with respect to safety and health.
- Employees must promptly report to their Supervisor or SPA anything that is likely to be hazardous to persons on the job site.
- Employees must cease unsafe work practices until there is an opportunity for corrective action.
- Employees must not attempt any potentially hazardous work if they are not completely physically fit and of sound mind.
- Employees must maintain cleanliness and good personal health habits.
- Absolutely no liquor or prohibited substances are allowed on company property. Workers intoxicated or under the influence of an illegal substance are not permitted on the project grounds. Marijuana usage is also prohibited on all company properties and job sites.
- Employees should only smoke in designated areas and obey all signs and posted notices.
- Employees must report all accidents promptly and completely using guidelines set out in the Accident Procedure section of this policy.
- Employees must cooperate fully with all safety and claims investigations.
- Employees must not remove, displace, damage, destroy, or carry off any safety device, safeguard, notice or warning furnished for use in any area, building, or piece of equipment.

## **Disciplinary Policy**

Serious violations of safety rules will follow this outlined schedule for progressive disciplinary actions:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Our goal is to establish, supervise, and enforce this accident prevention program in a manner that is effective in practice.

## **Safety Committee**

- If our company has 11 or more employees, a safety committee will hold meetings at least monthly to create and maintain a safe and healthy workplace for all employees.
- The safety and health committee will follow the rules established in [WAC 296-800-130](#).
- Document your safety committee meetings.

## **Other Information**

For use and required care of Personal Protective Equipment, see the February section of this plan. The identification of hazardous gases, chemicals, or materials on the job can be found in the October Hazard Communication section of the plan.

**Instructions for an emergency, including how to exit the workplace:**

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# JANUARY IS ACCIDENT PREVENTION MONTH

## Accident Prevention Program

### WAC 296-155-110

Our Accident Prevention Program must meet the requirements of [WAC 296-155-110](#). This health and safety program is part of our overall accident prevention program.

### Training Required

Initial training documented on [New Hire Safety Orientation Form](#) and ongoing training through Safety Meetings.

### Forms Required

- [New Hire Training Form](#)

#### **What's a Competent Person?:**

A designated employee who:

- Has the knowledge to fill out a Job Hazard Analysis.
    - Knows the WAC Safety Standard for work being completed.
    - Has authority to take prompt corrective action.
- A Competent Person is required in a number of standards. When we see this competent person icon on a monthly topic, we need to designate a competent person for each job site with those related activities.



- [Safety Training Roster Form](#)
- [Job Hazard Analysis](#)
- [Construction Safety Checklist](#)

## Reducing Hazards

There doesn't have to be a specific law broken for a someone to get hurt.

If you see an unsafe condition, fix it or get it fixed, even if our company didn't make the hazard.

Safety is our company's priority, and that means getting everyone home alive and uninjured.

A great tool to make sure our accident prevention program works as designed is the [Job Hazard Analysis](#).

This safety form needs to be completed for all tasks in order to reduce the potential for injury or illness.

Once we've identified our job tasks and associated hazards, we will use the hierarchy of controls to protect our employees: elimination, substitution, engineering controls, administrative controls and personal protective equipment.

## The Hierarchy of Controls

**Elimination** – Eliminate the hazard, if at all possible.

**Substitution** – Replace the hazard with a less dangerous option.

**Engineering Controls** – Reduce the hazard using another means.

**Administrative Controls** – Avoid the hazard through policies, training, or limiting the contact with the hazard.

### Personal Protective Equipment –

As a last resort, use personal protective equipment to protect employees from hazards.

## General Accident Prevention Rules

1. Operate equipment only if you have been trained on it and operate it in the way the manufacturer recommends.
2. Correctly use hand and power tools.
3. Clean up spills and remove trip hazards ASAP.
4. Wear appropriate clothing: long or short sleeve shirts (no tank tops), long pants and suitable footwear. All loose clothing and hair must be tied up or secured while working around equipment.
5. Wear safety equipment appropriate to your activity. This can include: hardhats, gloves, eye protection, hearing protection and substantial footwear.
6. Keep electrical items in good repair. Do not use electrical equipment while standing or kneeling on wet surfaces.
7. Remove or bend-over exposed nails in lumber that has been used or removed from a structure.
8. Remove all loose materials from stairs, walkways, ramps and platforms.
9. Do not block aisles, traffic lanes, fire exits, gangways or stairs.
10. Avoid shortcuts. Use ramps, stairs, walkways, ladders, etc.
11. Do not remove, deface or destroy any warnings, danger signs, or barricades; or interfere with any form of protective device or practice provided for your use or that is used by other workers.
12. Keep all tools away from the edges of scaffolding, platforms, and shaft openings, etc.
13. Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
14. Shavings, dust scraps, oil or grease should not be allowed to accumulate.
15. Obey all warning signs.
16. Make sure to comply with local fire regulations when disposing of waste material or debris.
17. Keep all solvent waste, oily rags, and flammable liquids in a fire-resistant, covered container until removed from the work site.
18. Regularly remove all scrap wire, waste material, and rubbish from the immediate work area as the



work progresses. Keep the job site clean.

19. Employees should never take part in any "horseplay" or perform any unsafe act that will place themselves or anyone else in a dangerous position.
20. Use hand trucks or pallet jacks whenever possible to move heavy materials.
21. Tie down anything that might fall, roll, or shift.
22. Lift with proper techniques. Get help with heavy or bulky materials to avoid injury to yourself or damage to the materials.
23. Do not throw objects.
24. Make sure that all materials are stored in a way to prevent sliding, falling, or collapse.
25. Practice proper lifting.

## How to use this Health and Safety Plan

- Use the provided information to help create written programs as required by the WAC listed for each month's safety topic.
- Vary the length and topic of the safety meetings to keep things interesting.
- Schedule training blocks of time for longer topics (HAZCOM, Asbestos Awareness, Fall Protection, etc).
- The Safety Program Administrator should also add project specific topics, as appropriate.
- Use videos, demonstrations, and presentations to help with training and safety meetings.
- Tailor this health and safety plan to meet each company's needs by filling out the Job Hazard Analysis boxes (use additional pages as necessary) for each topic.

## Document your Safety Meetings

SAFETY MEETING/TRAINING ROSTER		
Type of Safety Meeting:	Date:	SAFETY MEETING OR TRAINING
Subject or Topic Detail:	Responsible Safety Meeting Lead:	<input type="checkbox"/> Safety Meeting <input type="checkbox"/> Review of Critical Incidents <input type="checkbox"/> Summary of Accident Investigation <input type="checkbox"/> Other: _____
Signatures of Attendees (Signature)		
1	Signature	Signature
2		
3		
4		
5		
6		
7		
8		
9		
10		
Remarks:		

Safety Meeting Roster Form

## Construction Safety Checklist

Washington State Department of Labor & Industries Division of Occupational Safety & Health		Construction Checklist - Safety			
Employer/Supervisor:					Date:
Completed By (Name):					
<p>Note: This checklist outlines fundamental requirements and is not inclusive of all safety and health requirements for employers in the construction industry. Other requirements can be found in the Washington Administrative Code (WAC) Chapters 296.24, 296.26, 296.28, 296.155, 296.300, 296.303, 296.310, 296.315, 296.316, 296.317, 296.318, 296.319, 296.320, 296.321, 296.322, 296.323, 296.324, 296.325, 296.326, 296.327, 296.328, 296.329, 296.330, 296.331, 296.332, 296.333, 296.334, 296.335, 296.336, 296.337, 296.338, 296.339, 296.340, 296.341, 296.342, 296.343, 296.344, 296.345, 296.346, 296.347, 296.348, 296.349, 296.350, 296.351, 296.352, 296.353, 296.354, 296.355, 296.356, 296.357, 296.358, 296.359, 296.360, 296.361, 296.362, 296.363, 296.364, 296.365, 296.366, 296.367, 296.368, 296.369, 296.370, 296.371, 296.372, 296.373, 296.374, 296.375, 296.376, 296.377, 296.378, 296.379, 296.380, 296.381, 296.382, 296.383, 296.384, 296.385, 296.386, 296.387, 296.388, 296.389, 296.390, 296.391, 296.392, 296.393, 296.394, 296.395, 296.396, 296.397, 296.398, 296.399, 296.400, 296.401, 296.402, 296.403, 296.404, 296.405, 296.406, 296.407, 296.408, 296.409, 296.410, 296.411, 296.412, 296.413, 296.414, 296.415, 296.416, 296.417, 296.418, 296.419, 296.420, 296.421, 296.422, 296.423, 296.424, 296.425, 296.426, 296.427, 296.428, 296.429, 296.430, 296.431, 296.432, 296.433, 296.434, 296.435, 296.436, 296.437, 296.438, 296.439, 296.440, 296.441, 296.442, 296.443, 296.444, 296.445, 296.446, 296.447, 296.448, 296.449, 296.450, 296.451, 296.452, 296.453, 296.454, 296.455, 296.456, 296.457, 296.458, 296.459, 296.460, 296.461, 296.462, 296.463, 296.464, 296.465, 296.466, 296.467, 296.468, 296.469, 296.470, 296.471, 296.472, 296.473, 296.474, 296.475, 296.476, 296.477, 296.478, 296.479, 296.480, 296.481, 296.482, 296.483, 296.484, 296.485, 296.486, 296.487, 296.488, 296.489, 296.490, 296.491, 296.492, 296.493, 296.494, 296.495, 296.496, 296.497, 296.498, 296.499, 296.500.</p>					
<b>Program Requirements, First Aid, and Housekeeping</b>					
Is the written ACP tailored to hazards associated with work activities?	296-110-020	Yes	No	N/A	
Are crew leader safety meetings held at the beginning of job and weekly thereafter?	296-110-050(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are safety meetings tailored to the operations?	296-110-050(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are safety meetings documented and attendance taken?	296-110-050(c) & (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are safety multi-annual inspections conducted at the beginning of the job and weekly thereafter?	296-110-090(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are walk-around inspections documented and available for inspection?	296-110-090(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do those at first aid certified personnel available onsite at all times and at first certification expiration?	296-110-011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the crew leaders and supervisors first aid trained?	296-110-012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is proper housekeeping maintained at the jobsite?	296-220-114(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Chemicals/Hazard Communication Globally Harmonized System (GHS)</b>					
Is a written hazard communication program (HCP) and all of all potentially hazardous chemical or substance available at the jobsite for emergencies and routine use?	296-140-011 & 296-140-012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a Safety Data Sheet (SDS) for each hazardous chemical readily available at the jobsite for emergencies and routine use?	296-140-041	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all employees of hazardous chemicals employer trained?	296-140-020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees provided with effective information and training about all chemical hazards, necessary safety measures and PPE requirements?	296-140-016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do other on-site employees (e.g., subcontractors) know how to access your SDSs and get information about necessary safety measures and your on-site labeling practices?	296-140-015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

F418-008-000 Construction Checklist - 02/2018

**Practice safe lifting of all items!**  
**Use your knees, not your back.**  
**Get help handling heavy or awkward items!**



## Document your Job Hazard Analysis

JOB HAZARD ANALYSIS			
Department:	Date:	Location:	Job Title:
Job Performed by:	Analysis by:	Page:	of
Supervisor:	Approved by:		
Work Process:	Potential for Hazard/Injury Scenario:	Safe Action of Procedure (PPE):	
What are we doing today?	How can we get hurt?	What can we do to prevent injury or illness?	

Job Hazard Analysis Form

# FEBRUARY IS PERSONAL PROTECTIVE EQUIPMENT MONTH

## **Personal Protection Equipment Program**

### **WAC 296-155-Part C**

Our Personal Protective Equipment Program must meet the requirements of [WAC 296-155 Part C](#).

### **Employer Supplied PPE**

All personal protective equipment (PPE), used to comply with [WAC 296-155-Part C](#) is provided at no cost to our employees. This includes replacing PPE when required.

### **Training Required**

Personal protection equipment training is done during our [New Hire Orientation](#) and annually through [Crew Safety Meetings](#).

### **Inspection Required**

All PPE must be inspected before use. All PPE must meet the ANSI standard if quoted in [WAC 296-155-Part C](#). All PPE that is cracked, broken, missing connections, visibly worn or has been subject to an accident must be replaced. Respirators with any distortion on the face-seal shape must be replaced.

### **Additional Requirements**

Substantial footwear (no open-toed or lightweight shoes), long pants (no shorts) and short or long sleeve shirts are required on construction sites. All clothes must fit tightly about the body.

### **Hazard Analysis to Determine PPE**

To determine our required personal protection equipment, Supervisors must

fill out the chart for the tasks our company performs and select the appropriate PPE. Note specific types of PPE we will be using (i.e. safety glasses OR goggles) for each task. If we perform work activities not listed on this chart or not typical to our trade, we need to complete an additional hazard analysis to determine appropriate PPE.

### **Use, Maintenance and Cleaning**

Employees are issued one of each non-disposable PPE item and are required to clean and store them in a safe and consistent place. Disposable PPE and fall protection equipment are provided and stored in the site Supervisor's truck.

### **Cleaning Procedures for PPE**

- Store in a clean, dry place.
- Wash using warm soapy water, rinse and dry thoroughly before use.

### **Maintenance for PPE**

- Have damaged, worn-out or poorly fitting equipment replaced.
- Throw away PPE that has been involved in a fall or accident.
- Follow manufacturers recommendations for cleaning and maintenance procedures for specific PPE, such as fall arrest harnesses, respirators and welding gear.

## **Hearing Protection**

### **WAC 296-817**

If our full day noise assessment shows employees with a 85 dBA or greater TWA<sub>8</sub>, (time weighted average over 8 hours) then we will institute a Hearing

Protection Program that meets the requirements of [WAC 296-817](#).

### **Training Required**

Hearing protection training for our company is done using <https://www.lni.wa.gov/Safety/TrainingPrevention/TrainingKits/HearingProtection/>.

### **Additional Requirements**

- Employee Noise Exposure Assessment
- Noise exposure monitoring
- Annual Audiometric Testing if employee's exposure is over 85 dB TWA<sub>8</sub>

### **Hearing Protection Program**

Our company will conduct employee noise exposure monitoring or use industry gathered materials to determine the employee's actual exposure when reasonable information indicates that any employee's exposure may equal or exceed 85 dBA TWA<sub>8</sub>.

We will reduce employee noise exposure, using feasible controls (such as mufflers, shields, etc), wherever exposure equals or exceeds 90 dBA TWA<sub>8</sub>.

We will make sure employees wear hearing protectors that will provide sufficient protection when exposure equals or exceeds:

- 85 dBA TWA<sub>8</sub> (noise dosimetry, providing an average exposure over an 8-hour time period)

- 115 dBA (slow response sound level meter, identifying short-term noise exposures)
- 140 dBC (fast response sound level meter, identifying almost instantaneous noise exposures)

Our company provides employees with an appropriate selection of hearing protectors: – The selection includes at least 2 distinct types (such as molded earplugs, foam earplugs, earcaps, or earmuffs) for each exposed employee

These must be sufficient to cover:

- Different levels of hearing protection needed in order to reduce all employee exposures to a level below 85 dBA/TWA<sub>8</sub>
- Different sizes
- Different working conditions

Employees whose noise exposure equals or exceeds 85 dBA/TWA<sub>8</sub> will get training.

We will post warning signs and ensure that hearing protectors are required at the entrances or boundaries of all well-defined work areas where employees may be exposed to noise that equals or exceeds 115 dBA.

Our employees will receive audiometric testing as described by [WAC 296-817-400](#) that is supervised and reviewed by one of the following licensed or certified individuals: **An audiologist or an otolaryngologist.**

We will review our program by using audiometric testing to identify hearing

loss, which may indicate program deficiencies and take appropriate actions when found. If there is a threshold shift found in our exposed employees, we will evaluate the following employee noise exposure measurements:

- Noise controls in the work area.
- The selection of hearing protection available and refit employees as necessary.
- Employee training on noise and the use of hearing protection and conduct additional training as necessary.

<i>Select your PPE by task and by job description. Job description helps decide your basic PPE for the job, but specific tasks may require additional PPE.</i>															
Using a Job Hazard Analysis for EACH TASK your workers do, note the specific PPE required for the task. Add tasks in blank lines below or on additional pages if needed.	What are the Hazards requiring PPE ?	Head: Mark Type of Head Protection for Task	Eye and Face: Mark Type of Eye and Face Protection for Task	Ears: Mark Type of Hearing Protection for Task	Hands: Mark Type of Glove for Task	Feet: Mark Type of Boot or Footwear for Task.	Respiratory Protection: Mark Type of Respirator, Cartridge and Filter for Task	Working at Heights: Hardhat Eye Protection Hearing Protection Boots	Construction: Hardhat Eye Protection Hearing Protection Gloves Boots	Flooring: Knee Pads Substantial Footwear Knife Pouch	Roadwork: Hi-Vis Vest or Jacket HI-Vis Pants Sunglasses Gloves Substantial Footwear	Working over Water: Hardhat Safety Glasses Personal Flotation Device Substantial Footwear	Renovation Work: Hardhat Disposable Chemical Protective Clothing Respirator Gloves Boots	Welding: Welding Helmet Leathers Gloves Apron Boots	Arc Flash: NFPA 70E Rated Clothing Gloves Face Shields or Hoods Boots
Using a power tool that makes chips or dust.															
Using any air powered, pneumatic or powder actuated, nailer or stapler.															
Using any kind of saw that makes chips or dust.															
Working around any building materials being delivered or moved by forklift, crane or delivery truck or equipment.															
Spraying any primer, paint or finish.															
Welding, cutting, or doing hot work.															
Working on the building, scaffolding, or any equipment above 4' with fall possibility.															
Working with any chemicals (includes concrete) that might splash on skin or in eyes.															
Working with any chemicals (includes concrete) that might soak through boots.															
Working with insulation in any form.															

**Record Keeping**

Our company will create and retain records documenting noise exposures.

- Exposure measurements required by this chapter for at least 2 years, and for as long as you rely upon them to determine employee exposure.

- Audiometric test records for the duration of employment for the affected employees plus 30 years.
- Hearing protection audits, if you choose to rely upon them, for the duration of employment of the

- affected employees plus 30 years.
- Employees can request and obtain these records from their employer at any time.

**Jobs Requiring Monitoring and Mandatory Hearing Protection**

Using the following equipment will require monitoring and/or hearing protection:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# MARCH IS EQUIPMENT SAFETY MONTH



## **Vehicles**

**WAC 296-155-610 / WAC 296-865**

### **Training Required**

Initial Qualified Operator Training

### **Inspection Required**

Inspect all vehicles before the start of each shift.

### **Additional Requirements**

**RCW 46.25.050, WAC 308-100-010:**

A Commercial Driver's License (CDL) required if vehicle being driven has a GVWR of 26,001 pound or more or while driving a truck pulling a 10,001 pound or more trailer.



## **Heavy Equipment**

**WAC 296-155-615**

### **Training Required**

Initial Qualified Operator Training for each type of equipment operated.

Have qualified operators demonstrate safe inspection and operation of equipment before using.

### **Inspection Required:**

Inspect all heavy equipment before the start of each shift.



## **Forklifts**

**WAC 296-863**

### **Training Required**

Initial Forklift Operator Training with a refresher course every three years.

### **Documentation Required**

Forklift Operator Training Documentation

### **Inspection Required**

Inspect all forklifts before the start of each shift.

## **Vehicle and Equipment Safety Tips**

- Do not operate any motorized vehicle or equipment unless you are specifically authorized and trained to do so by your Supervisor. This includes rental equipment.
- Enforce mandatory seat belt use.
- Prohibit the use of cell phones, tablets, pagers and computers while driving (except for GPS use).
- Develop work schedules that allow employees to obey speed limits.
- Maintain all vehicles and equipment in proper and safe working condition.
- Have safe procedures for vehicle maintenance, including protecting workers from caught-in-between accidents.
- Make sure all required backup alarms are working.
- While backing up, use a spotter whenever possible.
- Provide training to workers operating specialized motor vehicles or equipment.
- Stay at least 10' away from power lines.
- Secure all loads.
- Set parking brake and chock wheels of equipment when on an incline.

- Make an Approved Operators list for each piece of equipment our company uses.

## **Elevated Work Platforms and Scissor Lifts**

**WAC 296-869**

### **Training Required**

Initial Qualified Operator Training on each model used by operator.

### **Inspection Required**

Inspect all Elevated Work Platforms before the start of each shift.

### **Safety Tips**

- Wear harness and attach to approved anchor point when using Elevated Work Platforms. (This is not required on scissor lifts, but is a best practice!)
- Maintain all equipment in proper and safe working condition.
- Conduct a workplace survey for Elevated Work Platform operation hazards.





## Signaling and Flaggers

WAC 296-155-305

### Training Required

Initial Flagger training and recertification every three years.

### Documentation Required

Certified Flagger Card

### PPE Required WAC 296-155-305(5)

Employees working in close proximity to moving vehicles must wear a high-visibility safety vest, shirt, or jacket. (ANSI/ISEA 107-1999 Class 2 required for hours of darkness.)



## Mobile Cranes with over 2000 Pound Lift Capacity

WAC 296-155 Part L

### Training Required

Initial training by an accredited training provider. Requires written and practical testing for each type of crane to be operated, administered by a nationally recognized accredited agency and renewal of certification every 5 years.



Mark the swing radius with cones or barriers to keep people out.

### Certification and Documentation Required

Crane Operator Certification

### Inspection Required

At the start of each shift.

### Crane and Rigging Safety Tips

- Train employees to recognize how equipment operates, including turning radius and capabilities, blind spots, and other hazards not obvious to untrained workers.
- Use tag lines where possible.
- Make sure no one enters the swing radius of a piece of equipment without making eye contact with and getting the go-ahead from the operator.

## Signal Person

WAC 296-155-53302

### Training Required

Initial and every 5 years, which must include an oral or written test and a practical test. All tests must be documented. Training can be done by a third-party qualified evaluator or an employer's qualified evaluator.

### Documentation Required

Qualified Signal Person Training

## Rigging

WAC 296-155 Part

F-1 and

Part L

### Training Required

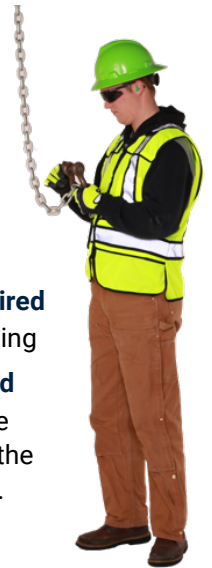
Qualified Rigger Training

### Documentation Required

Qualified Rigger Training

### Inspection Required

All rigging must be inspected before the start of each shift.



## Document your Safety Meetings

SAFETY MEETING/TRAINING ROSTER		
Topic of Safety Meeting:	Date:	SAFETY MEETING OR TRAINING (CHECK ONE)
Supervisor/Topic/Date:	Supervisor or Safety Meeting Lead:	<input type="checkbox"/> New Worker Safety Orientation
	Initiator(s):	<input type="checkbox"/> Review of Citation Received
		<input type="checkbox"/> Evaluation of Incident/Investigation
		Course Length:
Supervisor or Instructor Signature:		
1	Signature	
2		
3		
4		
5		
6		
7		
8		
REMARKS:		
Safety Training Roster Form		

# APRIL IS HEAT STRESS/FIRE EXTINGUISHER MONTH

## Heat Stress

WAC 296-62-095 through  
296-62-09560

Supervisors Trained

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Report Heat Stress Issues to

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Contact Phone Numbers

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Training Required per WAC  
296-62-09560

- Heat stress training for all outdoor workers is done during our **New Hire Orientation** and annually (before May through our **Safety Meetings** program. Training must be done in the language a worker understands.
- Supervisors must have training before they supervise workers working in conditions where heat related illness is a possibility.

### Additional Requirements

- Employers must **provide** and encourage employees to frequently consume **water** or other acceptable beverages to ensure hydration.
- Employees are responsible for monitoring their own personal factors for heat-related illness including consumption of water or other acceptable beverages to ensure hydration.

## Heat Stress Rule

May 1st – September 30th each year, our company institutes this heat-stress plan at these outdoor temperature action levels:

- 52°- Non-breathing clothes including vapor barrier clothing or PPE such as chemical resistant suits
- 77°- When wearing double layer clothing including jackets, sweatshirts and coveralls.
- 89°- For all other clothing.

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

## Heat Exhaustion Symptoms

- Heavy sweating
- Exhaustion, weakness
- Fainting, lightheadedness
- Paleness

- Headache
- Clumsiness, dizziness
- Nausea or vomiting
- Irritability

## Heat Stroke Symptoms

- Sweating may or may not be present
- Red or flushed, hot dry skin
- Heat exhaustion symptoms but more severe
- Confusion / Bizarre behavior
- Convulsions before or during cooling
- Collapse
- Panting/rapid breathing
- Rapid, weak pulse
- *Note:* May resemble a heart attack

## Heat Stroke Test

The telling difference is mental confusion or disorientation in ALL heat stroke victims.

**You can ask these 3 questions:**

- a. What is your name?
- b. What day is this?
- c. Where are we?

**Wrong answers indicate  
HEAT STROKE!**

## Heat Exhaustion Treatment

- Move the worker to a cool, shaded area to rest; **do not leave them alone.**
- Loosen and remove heavy clothing.
- Give cool water to drink, about a cup every 15 minutes.
- Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling.
- Recovery should be rapid. Call 911 if they do not feel better in a few minutes.
- Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks.

## Heat Stroke Treatment (medical emergency)

- Get medical help immediately, call 911 and transport ASAP.
- Move the worker to a cool, shaded area. Remove clothing that restricts cooling.
- Seconds count! – Cool the worker rapidly using whatever methods you can. For example, spray the worker with cool water from a garden hose; sponge the worker with cool water; or, if the humidity is low, wrap the worker in a cool, wet sheet and fan



# MAY IS FALL PROTECTION MONTH

## **Fall Protection**

**WAC 296-155-Part C-1**  
**(WAC 296-880 if adopted)**

### **Training Required**

Fall protection training is done during our **New Hire Orientation** and annually through **Safety Meetings**.

- Initial Fall Protection Competent Person training for those who design fall protection systems. (For a training video see [nicasafety.com/safety-plan](http://nicasafety.com/safety-plan))
- Fall protection methods are reviewed on each site's **Fall Protection Work Plan**.

### **Forms Required**

#### **Fall Protection Work Plan**

completed by a Competent Person on all projects requiring personal fall restraint or arrest to be worn.

#### **Additional Requirements:**

Follow the Manufacturer's Instruction Manual for installation, use, inspection, and disassembly procedures of all fall protection equipment.

#### **Competent Person**

Our company will train and designate a Fall Protection Competent Person to determine

appropriate fall protection systems for all workers on job sites based on [WAC 296-155- Part C-1 requirements](#).

The designated Competent Person will fill out the site specific Fall Protection Work Plan when required.

#### **Fall Protection at any Height**

All surfaces workers stand or walk on must have the strength and structural integrity to support employees safely.

Regardless of the height, our employees must be protected from falls when they are exposed to fall hazards from:

- Holes (1-12 inches)
- Openings (12 inches or more)
- Skylights
- Over or near dangerous equipment
- Impalement hazards

Holes, openings, skylights, or dangerous equipment must be guarded by:



- Setting up a standard guardrail system with toe-boards on all exposed sides.
- Placing a cover (able to withstand the maximum potential load but never less than 800 pounds) that is marked 'cover' or 'hole' and secured against displacement.
- Impalement hazards must be capped.

#### **Fall Protection at a 4' Fall Hazard**

On all walking/working surfaces (including floor decks and roofs of any pitch) with unprotected sides, edges, and openings that could result in falls (such as doors, windows, balconies) workers need to be protected by some form of fall protection.

#### **Forms of Fall Protection**

Personal fall arrest and fall restraint systems are acceptable for use. Fall arrest systems include a harness, connector, lifeline and anchor point. Fall restraint systems include a standard guardrail system, personal harness attached to

securely rigged restraint lines, safety monitor or warning line systems.

#### **Guardrail Systems**

Guardrail systems built on site must be 39" to 45" above the work surface at the top rail, include a 1x6 midrail, and toe board that is nominally 4" and not more than 1/4" off the surface. Post material must be at least a 2x4" material and spaced no more than 8' on center. Guardrails must be able to withstand 200 pounds of pressure on the top rail in any direction and be inspected regularly for damaged or missing components. Commercial built guardrails that meet all applicable [WAC 296-155 Part C-1](#) (or WAC 296-880, if adopted) requirements are acceptable.

#### **Personal Fall Arrest/Restraint Systems**

Fall arrest systems must have anchor points capable of withstanding a 5000 pound shock unless a retractable device is worn and limits the fall distance to 2', in which case a 3000 pound anchor point may be used.





# JUNE IS LADDER AND SCAFFOLD SAFETY MONTH

## LADDER SAFETY

WAC 296-876

### Training Required

Ladder safety training is done during our **New Hire Orientation** and annually during our **Safety Meetings**.

A Competent

Person must train employees on the construction, use, placement, and care in handling ladders. (For ladder training videos see [nिकासafety.com/safety-plan](http://nिकासafety.com/safety-plan))

### Inspections Required

Inspect ladders prior to putting them in service. Periodic ladder inspections by a Competent Person are also required.

## INSPECT ALL LADDERS

Inspect ladders before use. Nothing on the ladder should be loose, missing, bent, slick, or broken.

Ladders found with any defects must be immediately taken out of service and tagged for repair or disposed of.



## SETUP LADDERS SAFELY

Do not place tools or materials on the steps or platform of a stepladder, (unless designed for that purpose by the manufacturer.)

Never 'walk' or 'hop' your ladder.

Always level all four feet of A-Frame ladders and lock spreaders in place.

While moving or using ladders, keep at least 10' from power lines.

Check the duty rating on all ladders to make sure it can hold the load of worker and tools.

Do not use ladders made of conductive material where electrical hazards exist.

Safety feet must be in good working order and in place.



Do not stand on the top two steps of an A-Frame ladder.

Do not lean an A-Frame (unless designed for that purpose by the manufacturer.)

Do not set ladders up in front of doors, unless the doors are locked, blocked open or guarded.

## SELECT THE RIGHT LADDER

Use all multi-function and multi-section ladders according to manufacturer's instructions.

Learn pinch points and proper setup of multi-function ladders.

Make sure all catches and latches are properly engaged.



## USE LADDERS AS DESIGNED

Secure the top of your ladder to the building with a strap or similar device.



Do not climb on the top three rungs.

Get down and move your ladder when your reach becomes unsafe.

Keep the button of your pants between the rails.

Always face the ladder when ascending and descending.

Place ladder on a substantial, level base. Level soil or use ladder leveling accessory.



Extension ladders must extend 3' past the working surface.

Maintain three points of contact while climbing ladders.

Only one person is allowed on a ladder at a time.

Set up the ladder at a 4 to 1 ratio.

Secure your ladder at the bottom by driving feet into ground or lashing to fixed object. Rubber pads on a solid surfaces may also serve as securing.



# JULY IS TOOL AND ELECTRICAL SAFETY MONTH

## **Tool Safety**

### **WAC 296-155 Part G**

#### **Training Required**

Tool Safety training is done during our [New Hire Orientation](#) and annually during our [Safety Meetings](#).

#### **Use of Powder Actuated Tools**

Powder Actuated Tools require specific training and certification not included in this plan. Employees must get powder actuated tool training before using these type of tools.

#### **General Tool Safety**

- Know the correct use of hand and power tools. Use the right tool for the job.
- Keep all tools away from the edges of scaffolding, platforms, shaft openings, etc.
- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads.



**ALWAYS WEAR PROPER PPE WHEN OPERATING TOOLS THAT MAKE CHIPS, DUST OR NOISE!**

- Keep cutting tools sharp and carry all tools in a container or tool belt.
- No "homemade" handles or extensions (cheaters) will be used!
- Do not use any tools without the guards and shields in proper working condition.
- Do not pin back guards on skill saws!
- All electrical power tools and extension cords must be properly insulated.
- Damaged cords on tools must be replaced or properly repaired (electrical tape is not allowed).
- Do not operate any power tool or equipment unless you are trained in its safe operation and authorized by your firm to do so.
- All power cords must be plugged into a Ground Fault Circuit Interrupter (GFCI) outlet on construction sites.



- All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
- Use proper personal protective equipment (PPE) while using power tools.

## **Electrical Safety**

### **WAC 296-155 Part I**

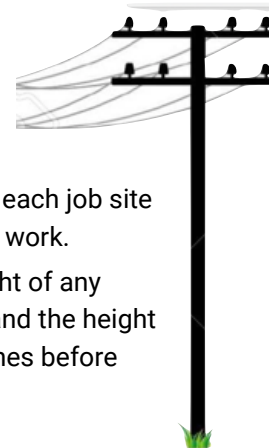
#### **Training Required**

Electrical safety training is done during our [New Hire Orientation](#) and annually during our [Safety Meetings](#).

Employees should be aware of the hazards of working near power lines. Electrical hazards can cause burns, shocks and electrocution (death).

#### **To reduce the risk of electrocution**

- Workers should know locations of all overhead power lines on each job site before starting work.
- Check the height of any vehicle's load and the height of the power lines before you go under.



- Maintain safe working distances from all overhead wires and power transmission lines, at least 10' away from all power lines. For lines rated over 50 kv minimum, clearance between the lines and equipment or load must be ten feet plus 0.4 inch or each 1 kv. over 50 kv.
- Never dig on a construction site without first calling 811 to locate underground utilities.
- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch fallen overhead power lines. Call the electric utility company to report all down electrical lines.
- If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call 911
- Do not wear conductive articles of jewelry and clothing if they might contact exposed energized parts.
- Never operate electrical equipment while you are standing in water.





# AUGUST IS CONFINED SPACE SAFETY MONTH

## **CONFINED SPACE**

### **WAC 298-809**

Our Confined Space Program must meet the requirements of WAC 296-809-30002.

### **Required Annual Review Date:**

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### **Required Program Administrator:**

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### **Forms Required**

#### **Confined Space Alternate Method Assessment and Confined Space Permit.**

Our Alternate Methods Assessment form and Confined Spaced Permit are part of our confined space written program.

### **Training Required**

Competent Person, Supervisor, Attendant and Entrant (Role Specific Training)

### **Training Frequency**

Initial training and retraining for any changes in types of confined spaces, deviations in confined space procedures or if employee knowledge or use of procedures are inadequate.

Confined Space Rescue Teams must have annual training.

### **Identify Confined Spaces**

Our company Confined Space program must include a complete list of

confined spaces at our facilities and work sites.

All confined spaces on job sites, including residential construction, must be identified by a competent person and employees must be informed of the hazards by posting warning signs or equally effective means.

### **Confined space Definition**

A space that is **all** of the following:

- Large enough and arranged so an employee could fully enter the space and work.
- Has limited or restricted entry or exit.
- Not primarily designed for continuous human occupancy.

### **Permit Required Confined Space Definition**

A confined space that has one or more of the following characteristics capable of causing death or serious physical harm:

- (a) Contains or has a potential to contain a hazardous atmosphere;
- (b) Contains a material with the potential for engulfing someone who enters;
- (c) Has an internal configuration that could allow someone entering to be trapped or asphyxiated by inwardly converging walls or by a floor, which slopes

downward and tapers to a smaller cross section;

(d) Contains any physical hazard. This includes any recognized health or safety hazards including engulfment in solid or liquid material, electrical shock, or moving parts;

(e) Contains any other recognized serious safety or health hazard that could either:

- (i) Impair the ability to self-rescue; or
- (ii) Result in a situation that presents an immediate danger to life or health.

### **Alternate Methods Assessment Form**

This form is the site specific job hazard analysis for work done in confined spaces that helps determine whether the space must be entered using the full Confined Space Permit or by using Alternate Methods.

Specific procedures for our company's alternate method entry are found on the **Alternate Methods Assessment**

**Form**, which is part of our written program.

All confined spaces entered using alternate methods must meet the conditions of **WAC 296-809-60002**.

### **Confined Space Permits**

Confined Space Permits must be completed by a Confined Space

trained Supervisor before entry into a Permit Required Confined Space. Completed permits are **kept on file for one year**.

Permits include the following information:

- Permit Duration
- Team members by name
- Communication procedures
- Rescue plan and equipment
- Pre-entry procedures
- Methods to prevent unauthorized entry (secure area)
- Isolation measures for stored energy and engulfment hazards (LOTO)
- Initial and on-going monitoring of the atmosphere for:
  - Oxygen Deficiency
  - Toxic Gases
  - Flammable or Explosive Ranges
- Note: Monitors need to be 'bump tested' daily and calibrated according to manufacturer's recommendations.*
- **Required Equipment:**
  - Retrieval Devices/Winches
  - PPE, Helmet, Harness, Gloves
  - Respirators (if required)
  - Ventilation Equipment
  - Air Monitoring Equipment
  - Intrinsically Safe Tools
  - Lighting

*Note: All equipment listed on the Confined Space Permit must be maintained per manufacturers specifications. Equipment manuals must be available with the Confined Space Written Program.*



### Special Safety Considerations

- Fire Prevention – Hot Work Permit
- SDS Information

### Roles of Confined Space Team Members

#### Supervisor (Competent Persons)

A competent person trained to the Supervisor level must identify all confined spaces on the job site, determine if they are Permit Required, and if they can be entered using alternate methods.

Supervisor's must fill out confined space permits, setup and calibrate monitoring equipment, and mitigate hazards.

**Attendants** must know the hazards, symptoms, and behavioral effects of exposure to hazards in the space, how to use monitoring equipment and retrieval equipment for non-entry rescue, and how to keep in constant communication with the entrant.

**Entrants** must understand the hazards of the space and recognize conditions that would cause them to leave immediately.

**Rescue Teams** must be trained as Supervisors, Attendants, and Entrants and be able to use the equipment necessary to enter a confined space and successfully rescue a victim. Annual training, including performing practice rescues in actual confined spaces or representative spaces, is required for all rescue teams.

### Confined Space Rescue

#### Option 1

The entry Supervisor will contact a **previously evaluated** (see note below) Fire Department or third party rescue service before entry and confirm they are available to do the following:

- Coordinate entry by scheduling an entry date and time.
- Agree to notify the Supervisor immediately in the event that the rescue service becomes unavailable.
- Be able to respond in a reasonable timeframe based on the hazards in the confined space.

*The following is not considered to be adequate rescue and emergency services: Planning to rely on a rescue service and posting a contact number (like "911") without contacting them and completing an evaluation in advance to ensure they meet the criteria of this standard.*

#### Option 2

Our employer trained, evaluated (see note below), Confined Space Rescue Team is available onsite or within a reasonable response time and distance. If non-entry rescue by the attendant is sufficient for rescue in all anticipated situations, this may serve as the rescue plan.

*Note: Rescue plan or team capabilities must be evaluated using [WAC 296-809 Appendix H "Evaluating Rescue Teams or Services"](#).*

### Confined Space Rescue Plan

A site specific rescue plan and team is noted on the [Confined Space Permit](#) by name with current contact information.

Note: Rescue teams must:

- Receive annual rescue training, and be proficient in the use of PPE and equipment necessary for rescue.
- All rescue team members must be proficient as an entrant of permit-required confined spaces.
- All team members must be able to safely perform assigned rescue and emergency duties.
- All rescue team members must have current First Aid/CPR certificates.

### Multi-Employer Work Sites

A copy of our Confined Space Entry Program will be provided to each contractor involved in permit required space entry work at our company. Each contractor will be briefed by the Supervisor on shift on the following:

- The location of the permit spaces at our facility.
- Entry into permit spaces is only allowed by following the written entry program.
- The reasons for listing the space as a permit space, including both of the following:
  - The identified hazards and experience with the particular spaces.
  - Precautions we have implemented to protect

employees working in or near the space.

- The Entry Supervisor on shift will debrief the contractor at the completion of entry operations, or during entry if needed, on whether any hazards were confronted or created during their work.

*Note: Entry into confined spaces by a contractor is only allowed if they meet all the requirements of WAC 296-809.*

Our confined space program administrator will request the same information from the prime contractor before entering another employer's confined spaces.

### Customize your Program:

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## Document your Safety Meetings

SAFETY MEETING/TRAINING ROSTER		
Date of Safety Meeting	Date	SAFETY MEETING OR TRAINING ATTENDANCE
Responsible Team Leader	Responsible Safety Meeting Lead	Responsible Safety Meeting
Responsible or Supervisor Signature:		
1	Signature	Signature
2		
3		
4		
5		
6		
7		
8		
9		
10		
Notes:		

Safety Training Roster Form

# SEPTEMBER IS EXCAVATION AND TRENCHING MONTH

## EXCAVATION

### WAC 296-155-Part N

#### Training Required

Excavation/Trenching Competent Person

#### Training Frequency

Competent Person re-training is recommended every 3 years.

#### Forms Required:

#### Excavation Inspection Form

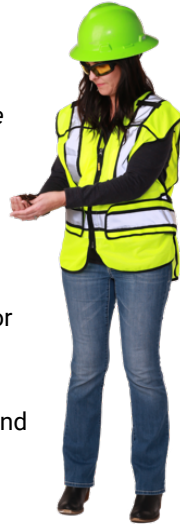
#### Competent Person

A competent person is one who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous and who has the authority to take prompt corrective measures to eliminate them. The person must be knowledgeable in the requirements of WAC 296-155- Part N.

NOTE: \*Soil classification must be performed by a competent person using acceptable visual and manual test such as those described in [WAC 296-155-66401 Appendix A](#).

#### Excavation

Excavation is any man made cut, cavity, trench, or depression in the earth's surface, formed by earth removal. All excavation and trenching will have an employee protective system. The only two exceptions are when the excavation is in entirely stable rock or it is less than 4' deep and there is no indication of potential cave-in after an



inspection by the competent person. The employee protective system will be designed and constructed by the employer or employers designee. This could be the competent person or an engineer.

There are several types of Protection Systems that may be used in trenches 4' or more.

Use an [Excavation Inspection Form](#) to document inspections and trench conditions daily.

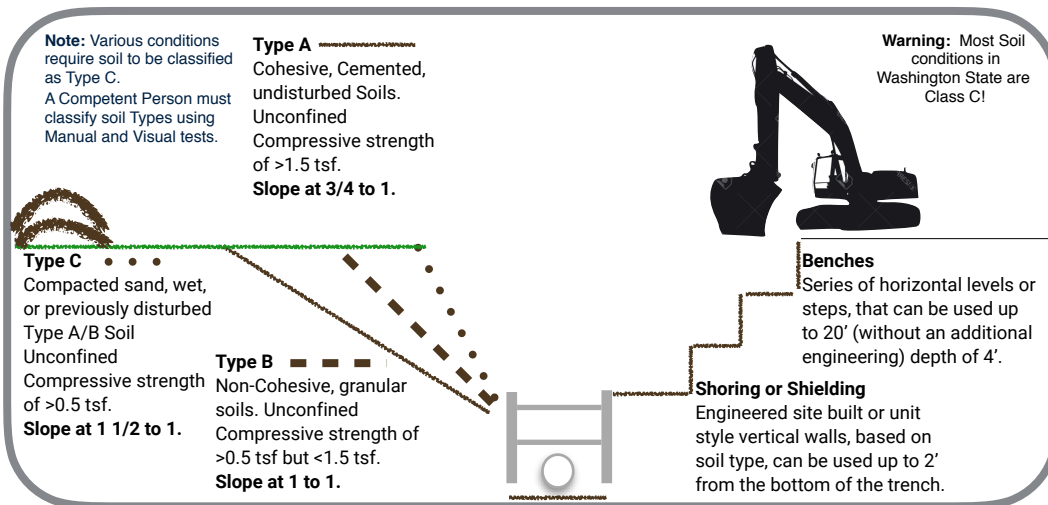
#### Determining the System

The determination design of the supporting system must be based on careful evaluation by the employer or employers designee using WAC 296-155 Part N, the shoring system tabulated data provided by the manufacturer, and other factors, such as:

- a. Depth, cut and soil classification.
- b. Possible variation in water content of the material while excavation is open.
- c. Anticipated changes in materials from exposure to air, sun, water, or freezing.
- d. Loading imposed by structures, equipment, overlaying or stored material.
- e. Vibration from equipment, blasting, traffic, or other sources.

#### Worker Protection Systems

1. Sloping: The walls of the trench are sloped back during excavation to at least 3/4:1 for Class A, 1:1 for Class B, or 1 1/2:1 for Class C.
2. Benching: A series of horizontal steps designed for worker protection, not to exceed a 4' vertical height.  
*Note: Benching is not allowed in type C soils*
3. Shoring: Vertical walls of the trench are shored with lumber or aluminum hydraulic shoring to prevent a cave in. Shoring must be designed by a Competent Person using established shoring charts in WAC based on soil type and depth and/or according to the manufacturers tabulated data.



#### REQUIREMENTS FOR TRENCHES AT 4' DEPTH

1. Excavation protection systems
  - a. Sloping
  - b. Benching
  - c. Shoring
  - d. Shielding
2. Air monitoring requirements where hazards could reasonably exist
  - a. Oxygen
  - b. Hydrogen Sulfide
  - c. LEL of Flammable Gases
3. Egress requirements
  - a. Travel no more than 25'
  - b. Safe ladder or ramp





# OCTOBER IS HEALTH HAZARDS IN CONSTRUCTION MONTH

## Health Hazards

When we are working on new construction and renovation projects we need to be aware of airborne and physical contaminants that our employees may be exposed to. Cutting, grinding, or any activity that makes dust on materials that contain silica, such as rock, sand, stone, masonry, granite, or cement based products can expose our employees to **silica**.

In certain aged buildings, such as pre-1978, we must assume some of the coatings, such as paint, could contain **lead**. But other materials, such as lead pipes or roof flashing may also contain lead.

All renovation projects are required to have an AHERA inspection done by the building owner prior to any construction or renovation projects commencing. That report should be shared with our company.

In pre-1981 buildings, materials such as flooring, surfacing materials, and thermal system insulation are considered presumed **asbestos** containing material (PACM) and other materials such as adhesives and roofing may be asbestos containing materials (ACM). When employees see PACM or materials that could contain asbestos that have not been tested, they should **stop work** and contact the Hazard Communication Program Administrator for further instructions.

## SILICA

### WAC 296-840

Respirable crystalline silica must be addressed in our written Hazard Communication Program. If employees are exposed, our Silica Exposure Control Plan must meet the requirements of WAC 296-840-140.

### Training Required

Initial **Silica Exposure** training including the health hazards associated with exposure to respirable crystalline silica; tasks in the workplace that could result in exposure; specific measures engineering controls, work practices, and respirators to be used to protect workers from exposure; the contents of WAC 296-840; the details of a medical surveillance program; the identity of the company's competent person for silica.

### Required Forms

Silica Exposure Site Specific Plan

### Engineering Practices

Use exposure control methods determined by:

- 1) a control method in Table 1 of the Silica standard WAC 296-840.



- 2) employers can implement the engineering controls, work practices, and respiratory protection determined by actual exposure monitoring

### Medical Surveillance Requirements

Initial, after 30 days exposure above the PEL requiring respirator use, and biannually thereafter.

## LEAD

### WAC 296-155-176 (WAC 296-857 if Adopted)

Lead hazards must be addressed in our written Hazard Communication Program. If employees are exposed to lead, we are required to have a Lead Exposure Control Plan that meets WAC 296-155-17611.

### Training Required

Annual **Lead in Construction** Training must include the contents of the current WAC lead standard, nature of operations that could result in exposure, respiratory requirements, medical surveillance plan details, engineering controls and work practices, compliance plans, instructions on chelations, and employee rights to records.

### Additional Requirements

- Testing for Lead in Suspect Materials

## Resources for Health Hazards Training

- [Ini.wa.gov](http://ini.wa.gov) (search for topic)
- [silica-safe.org](http://silica-safe.org)
- [nicasafety.com](http://nicasafety.com)
- [youtube.com NICA SAFETY CHANNEL](http://youtube.com/NICA_SAFETY_CHANNEL)

- Exposure Monitoring
- Engineering practices per Initial Assessment

### Medical Surveillance Requirements

- Initial Blood Lead Level Sampling
- Medical Surveillance after 30 days exposure above the PEL requiring respirator use, and biannually thereafter.



**STOP! Contractors working in Pre-1978 residential buildings and child occupied facilities must be**

**Department of Commerce**

**Certified Firms with a Certified Renovator on staff.**

# ASBESTOS

## WAC 296-62-07722

Asbestos hazards must be addressed in our company written Hazard Communication Program.

### Training Required

Annual 2 Hour **Asbestos Awareness** for all employees in facilities where ACM and PACM are present. It is best practice to also train employees who might come into contact with ACM or PACM. Training includes the health affects associated with asbestos exposure, the relationship between smoking and asbestos producing lung cancer, instruction on how to recognize damaged and deteriorated asbestos containing building materials, the engineering controls and work practices, locations of PACM, ACM, asbestos-containing flooring materials or flooring materials where the absence of asbestos has not been certified, medical surveillance requirements, information on programs to stop smoking, sign and label requirements and the purpose, proper use, limitations, and other training requirements for respiratory protection.

### Additional Agency Requirements

Regardless of the age of the building, before authorizing or allowing any construction, renovation, remodeling, maintenance, repair, or demolition project, an owner or owner's agent

must perform, or cause to be performed, a good faith inspection to determine whether materials to be worked on or removed contain asbestos. AHERA testing is required by the Department of Labor and Industries and the Washington Department of Ecology (Local Clean Air Authority).

### Projects Containing Asbestos

**STOP! Only Certified Asbestos Contractors can Work on Asbestos Projects.**

### Additional Agency Requirements for Asbestos Projects

- Labor and Industries Asbestos Abatement Contractor Registration and Notification of Projects
- Local Clean Air Agency Office Notification of Projects
- Written Asbestos Exposure Control program per [WAC 296-62-07713](#)
- Medical Surveillance Program

### Document your Safety Meetings

**Contractors are REQUIRED to provide worker safety training and medical surveillance when working in renovations. Depending on the hazards, this may**

- |   |  |
|---|--|
| <input type="checkbox"/> GHS Hazard Communication Training - Initial and as new chemicals are added | <input type="checkbox"/> Asbestos Awareness Training - Annual  |
| <input type="checkbox"/> Lead in Construction Training -Annual                                      | <input type="checkbox"/> Asbestos Worker and Supervisor Training - Annual (Asbestos Projects)                      |
| <input type="checkbox"/> Lead medical surveillance, including blood lead level testing              | <input type="checkbox"/> Asbestos Medical Surveillance including complete physical examination (Asbestos Projects) |
| <input type="checkbox"/> Silica Training - Initial  |  |
| <input type="checkbox"/> Silica Medical Surveillance including physical exam and chest x-ray        |  |
| <input type="checkbox"/> Respiratory Training - Annual  |  |
| <input type="checkbox"/> Medical Evaluations for respirators  |  |
| <input type="checkbox"/> Fit Testing - Annual (for each type of respirator)                         |  |

**These costs need to be figured into project bids as a "cost of doing business."**

**These requirements are based on the 10,000s of workers suffering from occupational diseases like lead poisoning, silicosis, and asbestosis, from working unprotected on projects containing lead, silica, and asbestos.**

### More information about Health Hazards:

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# NOVEMBER IS HAZARD COMMUNICATION MONTH

## HAZARD COMMUNICATION

### WAC 296-901

Our Hazard Communication Program must meet the requirements of [WAC 296-901-14010](#).

### Program Administrator

### Location of SDS Book or Files

### Additional Forms Required

Inventory List of Hazardous Chemicals and copy of SDS for each chemical on file and accessible to all employees.

### Training Required

Employees will be trained yearly on the company's hazard communication program and individually if non-routine tasks apply. The HAZCOM

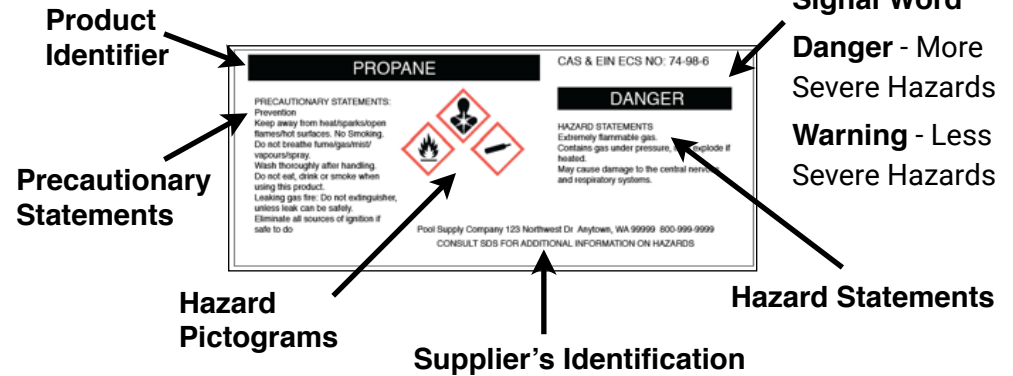
Administrator will make sure that before starting work, each new employee of our company will attend a health and safety orientation that includes information and training on the following:

- An overview of requirements contained in the Hazard Communication standard WAC 296-901.

- Hazardous chemicals present or used at our work places.

- The location of the SDS files and written Hazard Communication Program.

### GHS Labels must have these 6 elements:



**Signal Word**  
**Danger** - More Severe Hazards  
**Warning** - Less Severe Hazards



Exclamation Mark



Health Hazard



Skull and Crossbones



Corrosion



Flame



Flame Over Circle



Gas Cylinder



Exploding



Environmental

Descriptions of what each Pictogram represents can be found WAC 2960901-14026 Appendix C.2.3.2 - Figure C.1  
 Also see NICA SAFETY CHANNEL on YOUTUBE for video.

- How to read SDS with a focus on sections (2) physical and health hazard identification, (4) first aid measures, (6) accidental release procedures, (7) handling and storage procedures (8) PPE requirements for chemicals or groups of chemicals used.
- Symptoms of overexposure to a chemical and procedures to follow if you are overexposed to a chemical, such as contact HAZCOM Administrator and seek immediate medical care.
- How to read a GHS compliant label.
- The meaning of each GHS pictogram.

The introduction of new chemicals will require additional training for employees.

Document this training on a Training Roster and keep on file.

**GHS training PowerPoints and Videos on Pictograms, Labeling, and SDS can be found at [nिकासafety.com](http://nिकासafety.com).**

### Company Policy

Our company is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules, including the Globally Harmonized System (GHS) of Classification and Labeling of chemicals adopted in 2012 by OSHA and Labor and Industries in 2013. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used, the following hazard communication program has been established.





# DECEMBER IS RESPIRATORY PROTECTION MONTH

## **RESPIRATORY PROTECTION WAC 296-842**

Our Respiratory Protection Program must meet the requirements of [WAC 296-842-12005](#).

### **Program Administrator**

### **Training Required**

All employees will be trained before use and annually using the information at [www.lni.wa.gov/safety/trainingprevention/trainingkits/respirators/default.asp](http://www.lni.wa.gov/safety/trainingprevention/trainingkits/respirators/default.asp)

### **Medical Evaluations**

Every employee of this company who must wear a respirator will be provided with a medical evaluation before they are allowed to use the respirator. We will use:

\_\_\_\_\_ as our medical evaluator. Our non-readers or non-English reading employees will be assisted by the Program Administrator. Completed questionnaires are confidential and will be sent directly to the medical provider without review by management. If the medical questionnaire indicates to our medical provider that a further medical exam is required, this will be provided at no cost to our employees by a qualified medical provider. We will get a recommendation from this medical provider on whether or not the employee is medically able to wear a respirator. Additional Medical Evaluation will be done in the following situations:

- Our medical provider recommends it.
- Our Program Administrator decides it is needed.
- An employee shows signs of breathing difficulty.

- Changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

### **Respirator Fit Testing**

All employees who wear tight fitting respirators will be fit-tested before using their respirator. Fit-testing will be repeated annually. Fit-testing will also be done when a different respirator face piece is chosen; when there is a physical change in an employee's face that would affect fit; or when our employees or medical provider notify us that the fit is unacceptable. No facial hair is allowed between the skin and the sealing surface of the mask. Respirators are chosen for

fit-testing following procedures in the [WAC 296-842](#) Respirators Rule. Fit-testing is not required for loose fitting, positive pressure (supplied air helmet or hood style) respirators. We perform fit-testing using one or more of the following fit-testing protocols or quantitative fit-testing instrument: The fit-testing system our company uses is:

Documentation of our fit-test results is kept in your employee file at the office .

### **Respirator Selection**

Employees must only use respirators, cartridges, and filters on the included chart.

If an additional product or activity requiring a respirator is done by an employee, the Competent Person will use a respirator selection guide, the SDS, or the manufacturer's recommendation for the proper respirator cartridge and filter and update the selection and change schedule chart below.

Selection and use software designed by respirator company's, such as 3M can be helpful to complete the selection chart below.

Select Respirator use procedures for:

- Routine activities are listed in the chart below.

Respirator Selection Chart Fill-in General Product used in Routine Activity or foreseeable emergency Below	Fill-In Specific Make and Model of Respirator and Filter and Cartridge to be Used Below	Fill-In Frequency of Filter and Cartridge Changes	Fill-In Frequency of Filter and Cartridge Changes	Fill-In Frequency of Filter and Cartridge Changes	Cartridge Or Filter Becomes Plugged, Damaged or Soaked
		Cool Weather/Normal Work (Change Pre-filter Daily)	Warm Weather/Normal Work (Change Pre-filter Daily)	Hot Weather/Normal Work (Change Pre-filter Daily)	Change Cartridge/ Filter
Spraying Interior Latex Paint		Monthly or Every 4 Houses	Biweekly or Every 3 Houses	Daily or When Vapors can be Smelled	Immediately



