

# SHIEL SEXTON ORIENTATION

1. Introductions
2. Owner
3. Safety Doug – there will be a test

## GENERAL SAFETY RULES OF THE SHIEL SEXTON SAFETY PROGRAM

1. The rules may differ from project to project as the owners we work with may have additional or stricter rules than we are going to discuss today. What we are going to review today are the rules you must follow at a minimum while working for Shiel Sexton.
- Housekeeping
    1. During each job, after completing each job, and at the end of the day.
    2. Keep the following areas clean and free of obstructions at all times:
      - A. Isle ways
      - B. Walk ways
      - C. Stairway landings
      - D. Emergency exitsNote: Rolling material such as pipe or conduit must be picked up immediately
  - Ladders
    1. Step ladders:
      - A. Must be fully open when in use, do not fold them up and lean them against a wall
      - B. Do not stand on or above where it says **“DO NOT STAND ON OR ABOVE THIS STEP”**
      - C. Do not stand on the side that has braces and no treads
      - D. Do not straddle the top of your ladders
    2. Extension ladders:
      - A. Must be tied off
      - B. Ladder must extend 3’ past the area you are accessing
      - C. Please remember to keep ladders at a 4:1 angleNote: for every 4’ high you need to be 1’ from the base
    3. Remember that you must maintain 3 points of contact at all times or have additional fall protection.
  - Scaffolding
    1. All scaffolding must be erected and dismantled under the supervision of a competent person
    2. This competent person is to determine the feasibility and safety of providing fall protection for employees during erection and dismantling. Employees are required to have fall protection during erection and dismantling unless it is determined by the competent person that such protection creates a greater hazard.
    3. Fall protection is required on all scaffolding above 10’
      - A. Handrail 42”
      - B. Midrail 21”
      - C. And ToeboardsNote: if handrails are not possible a personal fall arrest system should be used
    4. All working levels should be fully planked
    5. Minimum working surface is 18”
  - Fire Prevention
    1. Employees should know where their closest fire extinguisher is located at all times.
    2. Fire extinguishers are required to be located in your:
      - A. Gangbox
      - B. Truck
      - C. Trailers
      - D. Present during all hot work operations – that means anything that produces an external spark or flame
  - Fall Protection
    1. All employees are required to have some means of fall protection above 6’
      - A. Handrail, Midrail, and Toeboard or;
      - B. 5-point harness with a shock-absorbing lanyard, attached to an attachment point that can withstand 5000 force lbs.Note: this does not include allthread, unistrut, ceiling grid, conduit, pipe, and things along those lines
    - C. All attachment points should be above your head
    - D. And designed for fall protection

2. 100 % tie off in Articulating Boom Lifts  
Note: even if you are just moving it and 1" off the ground
  3. Scissor lifts, feet must remain on platform at all times. Fall protection in the form of a harness is required if this is not possible.
- Holes
    1. A hole is defined as any opening over 2" at its least dimension in a floor, roof, or walkway
    2. All covers must be able to withstand twice the intended weight of employees, equipment, and material that may be imposed on it.
    3. All holes need to be marked "HOLE" or "COVER", "Do Not Remove"
  - GFCI's
    1. Required on all temporary power
  - Confined Space Entry
    1. Any area not intended for human occupancy
    2. Having limited egress or entry
    3. Or limited ventilation

Note: Stop work immediately and seek the direction of your superintendent
  - Weekly/Daily Safety requirements
    1. Required weekly field safety meeting to be performed by site foremen
    2. Daily task analysis to be filled out by foreman is to be read and signed by all SSC employees
  - Excavations
    1. Competent person must be present at all times
    2. Competent person to determine soil classification
    3. All excavations over 5' in depth require sloping and shoring
    4. Ladders are required in all excavations over 4' in depth
    5. Ladder to be accessible to all employees within 25'
    6. Foreman to complete a daily excavation and trenching form
  - Powered industrial trucks – fork lifts
    1. Must be trained by SSC before you can operate
    2. Always wear your seat belt
    3. Always watch where you are going
    4. If you don't have a clear line of site STOP
  - Compressed gasses
    1. Must be stored in an upright position at all times and secured
    2. Accelerants (oxygen) and fuel gasses (acetylene) must be separated by 20 feet or a 5' tall half hour fire wall
  - Lock out tag out
    1. All energized or moving equipment must be locked out
    2. All equipment with moving parts
    3. Never work on anything live or not locked out
    4. Never make a guard inoperable
    5. Never alter the intended use of equipment or tools
    6. Locks will be provided by your superintendent
    7. Only you can lock out what you are working on you have to hold the key give it to no one
  - Describe the use of any personal protective equipment required for the job.
    - Hard Hats
      1. Must be worn forwards at all times
      2. Must be in good working order
    - Safety Glasses
      1. Must be worn at all times
      2. Clear glasses only inside the buildings
      3. Side shields for all prescription glasses
    - Gloves
      1. Must be worn when performing any material handling operations with sharp objects
      2. While performing housekeeping operations
      3. While performing demolition operations
    - Footwear
      1. Leather boot are required
      2. No sneakers allowed
    - Face Shields
      1. Must fit over hard hat
      2. Must be worn in addition to you Safety glasses

3. And must be worn at all times while utilizing the following tools:
  - A. Chopsaw
  - B. Cutoff saw
  - C. Any type of abrasive wheel
  - D. Any type of compressed disc
  - E. Grinders
  - F. Powder actuated tools
  - G. Brick Saw, wet or dry cutting
  - H. Jackhammers
  - I. During demolition operations
- Welding hoods
  1. Must fit you hard hat
  2. Must be worn during all welding operations
  3. Shade of glass 11 or 12
- Cutting torches
  1. Employees must wear tinted face shields or goggles with a shade of 5 or 6
- Ear Plugs
  1. Required for all operations over 90 dbl.
- Clothing
  1. No shorts
  2. Sleeves on shirts
- Review the Hazard Communication Section of the Shiel Sexton Safety Program
  1. Material Safety Data Sheets (MSDS book) – is a book listing all the chemicals you can be exposed to while working on Shiel Sexton sites, the hazards associated with these products, and what you are required to do to protect yourself from them
  2. MSDSs are located in the Shiel Sexton trailer on site – if there is no trailer it will be located in the superintendents vehicle.
  3. Review your MSDS before utilizing any product
  4. Follow all requirements for personal protective equipment – if you do not have what you need stop and get your superintendent
- Respiratory protection
  1. Some chemicals require respiratory protection
  2. This info will be located on your MSDS
  3. You may not wear a respirator until you have been trained, fit tested, medical evaluated. Not even voluntarily or if it is a personally owned respirator.
- Lead and asbestos
  1. Any time you encounter either product STOP immediately and contact your superintendent
  2. Even if you are not sure stop!
  3. Asbestos is often found in:

|   |  |
|---|--|
| Cement Pipes  | Elevator Brake Shoes                               |
| Cement Wallboard  | HVAC Duct Insulation                               |
| Cement Siding   | Boiler Insulation                                  |
| Asphalt Floor Tile  | Breeching Insulation                               |
| Vinyl Floor Tile  | Ductwork Flexible Fabric Connections               |
| Vinyl Sheet Flooring  | Cooling Towers                                     |
| Flooring Backing  | Pipe Insulation (corrugated air-cell, block, etc.) |
| Construction Mastics (floor tile, carpet, ceiling tile, etc.) | Heating and Electrical Ducts                       |
| Acoustical Plaster  | Electrical Panel Partitions                        |
| Decorative Plaster  | Electrical Cloth                                   |
| Textured Paints/Coatings                                      | Electric Wiring Insulation                         |

|   |                        |
|---|------------------------|
| Ceiling Tiles and Lay-in Panels                 | Chalkboards            |
| Spray-Applied Insulation                        | Roofing Shingles       |
| Blown-in Insulation                             | Roofing Felt           |
| Fireproofing Materials                          | Base Flashing          |
| Taping Compounds (thermal)                      | Thermal Paper Products |
| Packing Materials (for wall/floor penetrations) | Fire Doors             |
| High Temperature Gaskets                        | Caulking/Putties       |
| Laboratory Hoods/Table Tops                     | Adhesives              |
| Laboratory Gloves                               | Wallboard              |
| Fire Blankets                                   | Joint Compounds        |
| Fire Curtains                                   | Vinyl Wall Coverings   |
| Elevator Equipment Panels                       | Spackling Compounds    |

- Lead poisoning research suggests that the primary sources of lead exposure are:
  1. Deteriorating lead-based paint
  2. Lead contaminated dust
  3. Lead contaminated soil.
  
- If you are in a position of authority not only do you have to follow these rules but you must ensure that the individuals under your control are following them as well. **YOU MAY BE HELD ACCOUNTABLE FOR THE ACTIONS OF THE INDIVIDUALS WORKING UNDER YOUR CONTROL!!!!!!!!!!!!!!**

### **EMERGENCY RESPONSE**

- Identify who the jobsite contacts in case of an emergency
  1. 911 – unless identified differently on site
  2. SSC superintendent on-site
  3. SSC safety Director – Doug Condon
- Blood borne pathogens
  1. Do not ever touch a bodily fluid – STOP and get your superintendent
  2. Salvia, blood, semen, urine, fesses, and bile
- Review the emergency procedures.
  1. Air horn blasts
    - A. Short blasts – Evacuate
    - B. Long continuous blast – Seek shelter
- Review the evacuation procedures in case of emergency.
  1. Every job has a evacuation rally point and a severe weather rally point
  2. Please see the Superintendent or Emergency Action Plan stand located on your job for this information
- Identify the designated rally point
- There are first aid kits located on the jobsite please be aware of their location – see super

### **ACCIDENT/INCIDENT REPORTING for work related injuries**

#### Introduction Kris

- Review the Shiel Sexton accident/incident reporting procedure.
  1. **Must be reported at the time of the injury! IMMEDIATELY!**
  2. If your accident is not reported immediately your claim could be denied!
  3. Foreman or superintendents must provide a report to the safety director within 24hrs
  4. Employees must go to the designated clinic for each job
  5. Clinic locations will be posted in Shiel Sexton trailer on each job
  6. If you go to your own doctor for a work related injury you are in violation of the Shiel Sexton's written policy and risk denial of your claim

7. All medical treatment must be approved by the safety director or ??????
- Review the disciplinary policy.
    1. Verbal
    2. Written – meeting w/ Foreman
    3. Probation – meeting w/Aaron Dilts or your supervisor
    4. Suspension from work w/o pay - meeting w/Aaron Dilts or your supervisor and mandatory retraining
    5. Termination
    6. You can be immediate removed for actions threatening your own life or the lives of employees around you
    7. All violations go into your file and impact you yearly reviews
  - Review Substance Abuse/Drug Screening Policy.
    1. Pre-employment
    2. Post-accident
    3. Random
    4. Annual
    5. Suspicion