

BISH'S SHEET METAL WORKS

SAFETY AND HEALTH

PROGRAM

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**367 WEST 900 NORTH - S.L.C., UTAH 84103
PHONE 801-355-3408 - FAX 801-355-3400**

August 13, 1996

SAFETY AND HEALTH PROGRAM

It is our policy to provide a safe, accident-free, and healthy work environment for everyone. However, excellent safe and healthy conditions do not occur by chance. They are the result of diligent work and careful attention to all company policies by everyone.

Our safety and health program has been developed to assure this company's compliance with federal, state and local regulations with emphasis on the Utah Occupational Safety and Health Rules and Regulations that apply to our operations. Your attention is also directed to the Safety and Health Protection On The Job poster you will find on the bulletin board.

Safety demands cooperation on everyone's part. Thus, it is important that communication be kept open at all times between the management and employees. Worker's who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management must address these concerns and take corrective action when warranted.

Everyone is obligated to be knowledgeable of the standards applicable to their area or job, and just as important, to abide by them. Supervisors must instill a positive attitude and safety awareness in their subordinates through personal adherence, personal contact, training and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves and co-workers. Our safety policies are based on past experience and current standards, and are also an integral part of the company's personnel policies. This means that compliance with the policies is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action or for termination of employment.

Safety and Health are every bit as important in this organization as productivity and quality. In fact, they go hand in hand. Of course the best reason for you to observe these policies is because it's in your own self-interest to do so. Conscientiously following them can help you stay safe, healthy and able to work, play and enjoy life to its fullest.

UTAH OCCUPATIONAL SAFETY AND HEALTH ACT

The Utah Occupational Safety and Health Act (as last amended by Chapter 150, Laws of Utah 1991) provides that every employer engaged in business in the State of Utah shall:

- a. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
- b. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to company business and operations.
- c. Comply with, and require all employees to comply with, occupational safety & health standards and regulations under the Act which are applicable to their actions and situations.
- d. Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Act.

SAFETY AND HEALTH RESPONSIBILITIES

FOREMAN:

- A. Be familiar with and enforces safety and health regulations that apply to company operations.
- B. Coordinates safety and health activities, to include motivation of employees for safe work practices.
- C. Assures that safety devices and proper individual protective equipment are used by persons under his supervision.
- D. Instructs all persons in job health and safety requirements and requires compliance.
- E. Conducts monthly safety meetings with all workers under his supervision, complete with documentation of items discussed and / or training implemented.
- F. Ensures that injuries are treated promptly and reported properly. Report occupational fatalities and serious injuries to UOSHA within 12 hours of occurrence. (801) 530-6901
- G. Investigates all accidents/incidents, obtains all pertinent data, files a complete report with the Office Manager and initiates corrective action.
- H. Conducts frequent and regular safety and health inspections of work areas and ensures that no unsafe conditions exist. Reports to the General Manager on any corrective actions needed which are beyond his control.

OFFICE MANAGER:

- A. Maintains all records, such as the OSHA Form 101 Supplementary Record of Occupational Injuries and Illnesses or equivalent (Report of Occupational Injury or Disease), of accidents that have taken place during company operations. Including OSHA 200 Injury/Illness Log.
- B. Processes all paperwork associated with accidents, on-site inspections and in-house audits. Maintains permanent record for company files.
- C. Maintains all medical and training records.

GENERAL WORKPLACE SAFETY RULES:

- A. Report unsafe conditions to your immediate supervisor.
- B. Promptly report all accidents/injuries/incidents to your supervisor.
- C. Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning and welding, etc.) or from hazardous chemical splashes. Use ear plugs when working near a loud noisy environment (such as near grinders, pneumatic chippers, loud machinery, etc.).
- D. Dress properly. Wear appropriate work clothes, gloves and shoes or boots. Loose clothing and jewelry shall not be worn.
- E. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- F. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to supervisor.
- G. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
- H. Lockout or tagout or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
- I. Do not leave materials in aisles, walkways, stairways, work areas, roadways, or other points of egress.
- J. Practice good housekeeping at all times.
- K. First time training on equipment is required prior to unsupervised operation.

L. Compliance with all governmental regulations/rules and all company safety rules in the following sections is required.

HOUSEKEEPING:

- A. Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.
- B. Material will be stored in a stable manner so that it will not be subject to falling.
- C. Combustible scrap, debris and garbage shall be removed from the work area at frequent and regular intervals.
- D. Stairways, walkways, exit doors, in front of electrical panels, or access to fire fighting equipment will be kept clear of material, supplies, trash, and debris.

FIRE PREVENTION:

- A. All firefighting equipment shall be conspicuously located, accessible, and inspected periodically and maintained in operating condition.
- B. A salamander or other open-flame devices will not be used in confined or enclosed structures without proper ventilation.
- C. Storage of LPG within building is prohibited.

PERSONAL PROTECTION AND RELATED EQUIPMENT:

- A. Employees are expected to utilize proper judgment in their personal habits. When they report to work each morning they must be in fit condition to meet daily obligations.
- B. Goggles, face shields, helmets and other comparable equipment are required to fit the eye and face protection needs of the employee for each job.
- C. Appropriate gloves, aprons, and boots are to be used when necessary for protection from harmful elements that could injure the employees' skin.

COMPRESSED GAS CYLINDERS:

- A. Cylinders must be transported, stored and secured in the upright position. They will never be left laying on the ground or floor, nor used as rollers or supports.

- B. Cylinder valves must be protected with caps and closed when not in use.
- C. All leaking or defective cylinders must be removed from service, promptly tagged as inoperable and placed in an open space removed from the work area.

CRANES:

- A. A record of crane inspections and maintenance shall be maintained.
- B. Rigging equipment shall be inspected by user prior to use. Defective rigging and equipment will be removed from service.
- C. Job or shop hooks or other makeshift fasteners using bolts, wire, etc. will not be used.
- D. Wire rope shall be taken out of service when one of the following conditions exist.
 - 1. In running ropes, 6 random distributed broken wires in one lay or 3 broken wires in one strand or one lay.
 - 2. Wear of one-third the original diameter of outside individual wires.
 - 3. Kinking, crushing, birdcaging, heat damage, or any other damage resulting in distortion of the rope structure.
 - 4. In standing ropes, more than two broken wires in one lay in sections beyond end connections, or more than one broken wire at an end connection.

WELDING AND BRAZING:

- A. Combustible material will be cleared from the area around cutting or welding operations.
- B. Welding helmets and goggles will be worn for eye protection and to prevent flash burns. Eye protection to guard against slag while chipping, grinding and dressing of welds will be worn.
- C. All parts subject to electrical current will be fully insulated against the maximum voltage encountered to ground.
- D. A ground return cable shall have a safe current carrying capacity equal to, or exceeding, the specified maximum output capacity of the arc welding unit that it services.
- E. Cable, leads, hoses, and connections will be placed so that there are no fire or tripping hazards.

POWER TOOLS:

- A. Take special precautions when using power tools. Defective tools will be removed from service.
- B. Power tools (especially grinders) will be turned off and motion stopped before setting tool down.
- C. Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
- D. Power saws, table saws, and radial arm saws will have operational blade guards installed and used.
- E. Portable abrasive grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.
- F. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.
- G. Any employee furnished tools of any nature must meet all OSHA and ANSI requirements.

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DATE: _____

1. What is the main purpose of the document?
 2. What are the key findings of the study?
 3. What are the limitations of the study?
 4. What are the implications of the study?
 5. What are the conclusions of the study?
 6. What are the recommendations of the study?
 7. What are the future research directions?
 8. What are the acknowledgments?
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EMPLOYEES SIGNATURE:

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August 12, 1996

TRAINING INSTRUCTIONS FOR USE OF FORKLIFT

1. Always check for any obstructions around forklift before climbing aboard.
2. After starting forklift, raise the lift blades approximately one foot above the floor.
3. Always look behind you before backing up forklift. Also make sure the back-up signal alarm or the horn is sounded prior to backing up.
4. Drive the unit slow and cautiously.
5. Drive the unit in designated painted lanes.
6. When carrying a load, never raise the lift more than one foot above the floor.
7. Always be alert for pedestrians.
8. When moving outside of designated lanes to pick-up or drop-off materials, appoint another person as a look-out and guide to assist you.
9. Never lift a load above another person.
10. Never carry loads wider than painted lanes without an assistant to help you.
11. Before lifting, ascertain that the load is within the load limit of the forklift.
12. Never lift loads above six feet without the assistance of a look-out.
13. When approaching bumps or uneven surfaces, slow to a crawl speed.
14. Repairs:
 - a. Shut down the forklift immediately.
 - b. Bring the keys to the Shop Foreman.
 - c. Tell the Shop Foreman and write down the nature of the repair needed to be made.
 - d. The Shop Foreman will see to the necessary repairs. The Shop Foreman will place the forklift back in service after a repair.

After reading theses instructions and having been instructed in the use of the forklift, please sign below:

Employee Signature

Date