

# MCAA

Mechanical Contractors Association of America

## MCAA Safety Manual for Mechanical Construction Workers

Ninth Edition – 2021



**MCAA**  
Mechanical Contractors Association of America

**MSCA**  
Mechanical Service Contractors of America

**PCA**  
Plumbing Contractors of America

**NCPWB**  
National Certified Pipe Working Bureau

**MCAA**  
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Adding Value to Your Supply Chain

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# Emergency Response/First Aid

## 1. Carefully survey the scene and call for help.

- Look for hazards that could harm you and other responders, such as caved-in excavations, exposed power lines, confined spaces, or fire.



## 2. Do not approach the victim unless it is safe to do so.

## 3. Send someone to call Emergency Medical Services (EMS) immediately.

- Send a second person to call directly after the first.

## 4. Protect yourself with medical exam gloves and safety goggles before approaching the victim.

- This equipment, as well as a CPR breathing barrier, can be found in first aid kits for bloodborne pathogen protection.
- A CPR breathing barrier contains a one-way valve and is designed to prevent the rescuer from coming in contact with the victim's bodily fluids.



## 5. Do not move the victim unless absolutely necessary.

- Moving the victim can cause additional harm. Move the victim only if you cannot provide care in the current position/location or if the scene is unsafe.

## **6. Check the victim for consciousness and breathing.**

- Open the victim's airway by tilting the head back and lifting the chin.
- Bend down over the victim's mouth, facing his chest. Look, listen and feel for breathing for 5 to 10 seconds.

## **7. If the victim is not breathing, begin CPR (see next page for CPR instructions).**

- Continue CPR until an automated external defibrillator (AED) and trained operator arrive, the victim begins to move, or EMS responders arrive.

## **8. If the victim is breathing, check for severe bleeding.**

- Scan the victim from head to toe, looking for signs of severe bleeding.

## **9. Apply direct pressure to wounds to slow the loss of blood.**

- Apply direct pressure with a clean dressing or any clean material until bleeding stops, then wrap with a bandage to keep dressing in place.

## **10. Treat for shock.**

- Lay the victim flat on his back and keep his body temperature in the normal range. You may have to cover the person with a coat or jacket.
- Keep the victim comfortable and do not give him anything to eat or drink.

# **Adult CPR/AED**

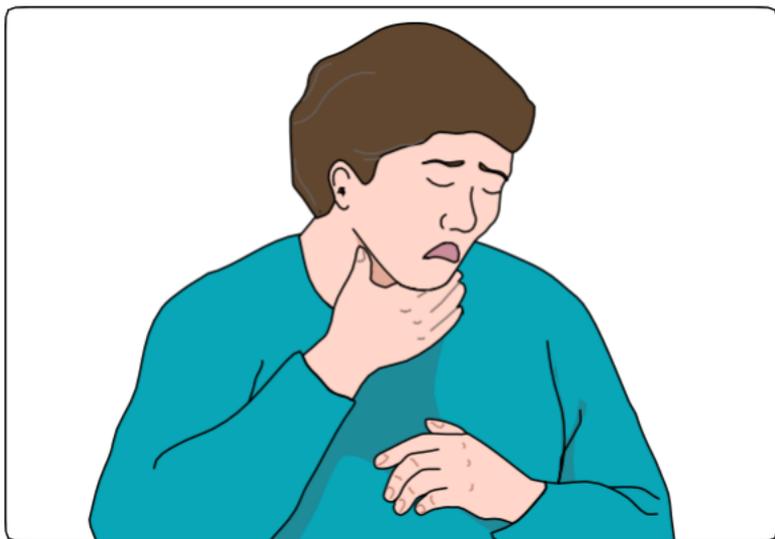
## **If You Are NOT Trained in CPR**

- 1. Make sure the area around the victim is safe.**
- 2. Check the victim for responsiveness.**
- 3. If the victim is not responsive, call 911 for help.**
  - Specifically request an AED.
- 4. Check for signs of breathing.**
- 5. If the victim is not breathing normally or is just gasping:**
  - Send someone for an AED if one is available.
  - Open clothing.
  - Place the heel of one hand in the center of the chest and the heel of the other hand on top of and parallel to the first hand.
- 6. Give 30 chest compressions**
  - Press down at least 2 inches with each one at the rate of 100 to 120 compressions per minute (just more than 1½ compressions per second).
- 7. Continue compressions until the AED arrives.**
  - 100 to 120 compressions per minute (just more than 1½ compressions per second).
- 8. Turn on the AED and follow the instructions carefully.**

## **If You Are Trained in CPR**

- 1. Make sure the area around the victim is safe.**
- 2. Check the victim for responsiveness.**
- 3. If the victim is not responsive, call 911 for help.**
  - Specifically request an AED.
- 4. Check for signs of breathing.**
- 5. If the victim is not breathing normally:**
  - Send someone for an AED if one is available.
  - Open clothing and give 30 chest compressions, pressing down at least 2 inches with each one at the rate of 100 to 120 compressions per minute (just more than 1½ compressions per second).
- 6. Tilt the head back to open the airway.**
  - Look in the mouth to see if there is an object that can be safely removed. If so, remove the object.
  - Give two breaths watching for the chest to rise and resume compressions.
- 7. Give 30 more chest compressions.**
- 8. Continue with two breaths and 30 compressions until the AED arrives.**
- 9. Turn on the AED and follow the instructions carefully.**

## Conscious Choking



### **1. Call Emergency Medical Services (EMS).**

- Send someone to call EMS immediately.

### **2. Approach the victim.**

- Ask the victim if he is choking. If the victim nods “yes” or can’t speak, take immediate action.

### **3. Prepare to give abdominal thrusts.**

- If the victim cannot speak or cough, stand behind him with one foot between his legs.
- Reach around the victim’s abdomen and place your fist, thumb inside, just above the navel but below the ribs. Cover your fist with your opposite hand. (If the victim is pregnant or obese, place your hands in the center of the chest, rather than the abdomen.)

#### **4. Administer abdominal thrusts.**

- Thrust inward and upward firmly and quickly. This puts pressure on the victim's diaphragm, helping to force the obstruction out.

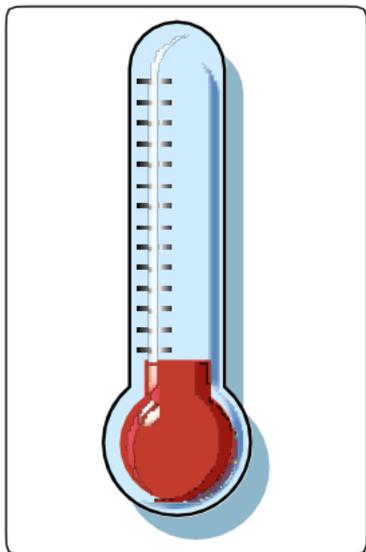
#### **5. Continue abdominal thrusts.**

- Continue giving abdominal thrusts until the object is expelled or the victim loses consciousness.

#### **6. Begin CPR.**

- If the victim loses consciousness, begin CPR immediately.

# Hypothermia



Hypothermia occurs when a person's core body temperature drops well below normal. Symptoms may include uncontrolled shivering, slowed speech, slurred speech, memory lapse and blue lips.

## **1. Call Emergency Medical Services (EMS).**

- As soon as you notice these symptoms, immediately call EMS.

## **2. Begin warming the victim.**

- Take the victim to a sheltered area and remove any wet clothing. Cover the victim with dry clothing, blankets, or other insulating materials.

## **3. Maintain warmth.**

- Insulate the victim's head, underarms, and groin. If available, place a warm hat on the victim's head.

## **4. Give the victim liquids.**

- If the victim is conscious, sitting up and able to drink, give him warm, non-alcoholic liquids.

## **5. Monitor the victim.**

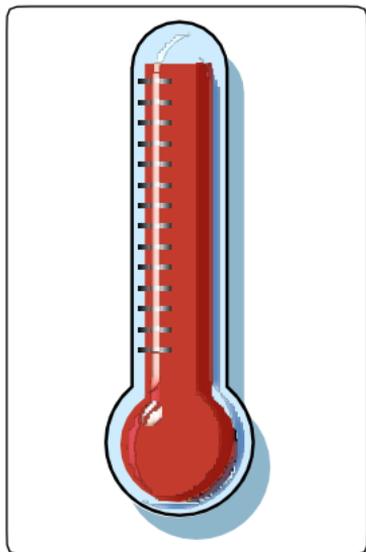
- Carefully monitor the victim's breathing and be prepared to administer CPR.

# Heat Stroke

Heat stroke occurs when the body becomes so overheated that it can no longer function properly. Symptoms may include hot, dry, red skin; a strong pulse; or complete lack of perspiration.

## 1. Call Emergency Medical Services (EMS).

- As soon as you notice these symptoms, send someone to call EMS. **Heat stroke is immediately life threatening.**



## 2. Begin cooling the victim.

- Move the victim to the coolest available location and remove his outer clothing.

## 3. Cool with water.

- Cool the victim by sponging him with cold water, wrapping him in cool, wet clothes, and/or placing ice packs near his neck, underarms, and groin.

## 4. Continue cooling.

- Continue cooling the victim until EMS arrives or the victim's body temperature drops to 100 degrees Fahrenheit.

# Heat Exhaustion

Heat exhaustion occurs when an individual is extremely overheated but does not yet have heat stroke. Symptoms may include: heavy perspiration, pale clammy skin, weakness, nausea and headache. If not cared for early, heat exhaustion can lead to heat stroke.

## **1. Begin cooling the victim.**

- Move the victim to a shady, cool place and loosen any tight clothing. Apply cool, wet cloths to the skin. If available, place ice packs in the underarms and groin area.

## **2. Continue cooling.**

- Fan the victim; if he is conscious and upright, give him cool water to drink.

## **3. Monitor the victim.**

- Watch the victim closely and be prepared to call Emergency Medical Services (EMS) if his condition doesn't quickly improve.

# Burns

## First-degree Burn

The least serious burn, similar to a sunburn.

- No emergency medical treatment required.

## Second-degree Burn

Skin is swollen, intensely red, and may have blotches or weeping blisters. Significantly painful.

- Cool burned skin with room-temperature water for about 10 minutes.
- If necessary, place a wet cloth over the burned skin.
- Promptly remove items such as jewelry and tight clothing that may constrict the area when it starts to swell.
- Cover the burn with a loose dressing.
- Get medical treatment for large burn areas or burns on the face, genitals, hands, or feet.

## Third-degree Burn

Charred or white, leather-like skin. Victim may show symptoms of shock.

- Call Emergency Medical Services (EMS).
- Promptly remove items such as jewelry or tight clothing that may constrict the area when it starts to swell.
- Watch for signs of shock.
- Monitor the victim's breathing and be prepared to administer CPR.

## Chemical Burn

Chemical substance on victim's skin causes a burning sensation.

- Wear gloves to protect yourself from contact with the substance.
- Brush dry chemicals off the skin surface.
- Move the victim away from the spill and wash the burned areas with running water for at least 20 minutes.
- Remove any jewelry or tight clothing that may constrict the area.
- Call for EMS if the victim has signs of shock or the burn occurred on the eyes, hands, feet, face, groin, or buttocks.

## OSHA

In 1970, Congress passed the Occupational Safety and Health Act to protect workers from occupational safety and health hazards. The Act created the Occupational Safety and Health Administration (OSHA), a federal agency established to create and enforce safety and health standards and regulations. The Act also gave employers and employees certain rights and responsibilities regarding workplace safety and health.

Twenty-six states and two U.S. territories have obtained approval from OSHA to establish their own occupational safety and health enforcement agencies. These states are referred to as state plan states, and they are required to establish standards and regulations that are at least as stringent as those established by federal OSHA. Several of these states have implemented standards and regulations that are even more stringent than those established by federal OSHA. The states with OSHA- approved state plans are listed below (CT, IL, ME, NJ, NY, and Virgin Island plans cover state and local governments only). All other states fall under federal OSHA jurisdiction.

Alaska	Iowa	New Jersey	Tennessee
Arizona	Kentucky	New Mexico	Utah
California	Maine	New York	Vermont
Connecticut	Maryland	North Carolina	Virgin Islands
Hawaii	Michigan	Oregon	Virginia
Illinois	Minnesota	Puerto Rico	Washington
Indiana	Nevada	South Carolina	Wyoming

### “Competent Person” Definition

The OSHA “competent person” is an individual who is knowledgeable of applicable standards, able to identify workplace hazards related to the specific operation and has the authority to take appropriate corrective action when necessary.

# OSHA Job Safety & Health Protection Poster



**OSHA**<sup>®</sup>  
Occupational Safety  
and Health Administration

## Job Safety and Health

### All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

### Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state

*This poster is available free from OSHA.*

**Contact OSHA. We can help.**



**TTY 1-877-889-5627**

## **Worker Responsibilities**

- 1. Comply with all applicable occupational safety and health standards, rules, regulations, and orders established by law, collective bargaining agreements and employers' policies.**
  - This includes safety and health rules and safe work practices established by your employer and applicable federal and state occupational safety and health requirements.
- 2. Avoid exposing yourself to conditions or situations that are hazardous.**
  - If you observe unsafe conditions, report them to your supervisor immediately.
- 3. Report any job-related injury or illness to your supervisor as soon as possible after first aid treatment.**
- 4. Keep your work area clean.**
  - Remove scrap material and trash regularly.
- 5. Store materials and equipment in their designated areas.**
  - Use chocks and blocks to keep pipe and other materials from rolling or falling.
- 6. Keep stairways and walkways clear of trip hazards such as tools, equipment, materials, welding hoses and extension cords.**
- 7. Come to work fully rested and never under the influence of alcohol or illegal drugs.**

**8. If you intend to work while under the influence of prescription drugs, inform your supervisor before starting work.**

- Working while under the influence of prescription drugs is acceptable only if:
  - Your health care provider is fully aware of the potential job hazards you will face and authorizes you to perform the work while under the influence of the drug(s).
  - Your supervisor authorizes you to work under these conditions. You must provide your supervisor with written authorization from your health care provider.

# Worker Orientation Statement

**Company Name** \_\_\_\_\_

I \_\_\_\_\_ **(Print Employee Name)** have received the *MCAA Safety Manual for Mechanical Construction Workers* and agree to:

- Read the *MCAA Safety Manual for Mechanical Construction Workers* in its entirety
- Ask my supervisor about anything in the manual that is confusing or unclear
- Comply with all safety and health work practices referenced in the manual
- Immediately report any unsafe and/or unhealthful jobsite work practices, conditions or situations to my supervisor
- Immediately inform my supervisor of any workplace injuries that I sustain

I understand that this manual does not cover every conceivable workplace hazard and occupational safety and health rule, standard or regulation. Therefore, I agree to comply with occupational safety and health work practices and applicable safety and health rules, standards and/or regulations that are not addressed in this manual to protect myself from workplace hazards.

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

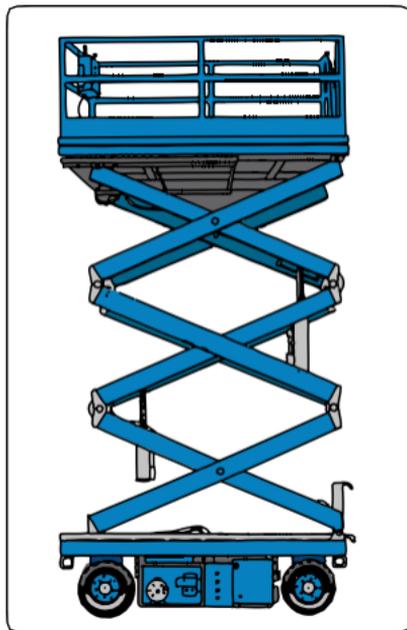
## Aerial Lifts

Aerial lifts are devices used to elevate workers to areas that cannot be reached from walking/working surfaces. They include, but are not limited to, scissor lifts, extensible boom platforms, articulating boom platforms and vertical towers.

## Safe Work Practices

### General:

- Never operate a lift until you have received the proper training.
- Obey operating instructions, warnings and cautions for each lift.
- Visually inspect the lift before using it and test the controls to ensure that it is in good condition and functioning properly.
- Never use a ladder, bucket, or other objects to extend your reach.
- Never step up on the mid-rail or top-rail to extend your reach.
- Always keep both feet planted firmly on the floor of the basket.



- Use a personal fall restraint system whenever the manufacturer recommends it. The system should include a full-body harness and lanyard.
- Never attach the lanyard to anything other than the manufacturer's designated anchorage point on the lift.
- Ensure that gates or chains are properly closed and latched.
- Enter and exit the platform or basket from the ground level only.

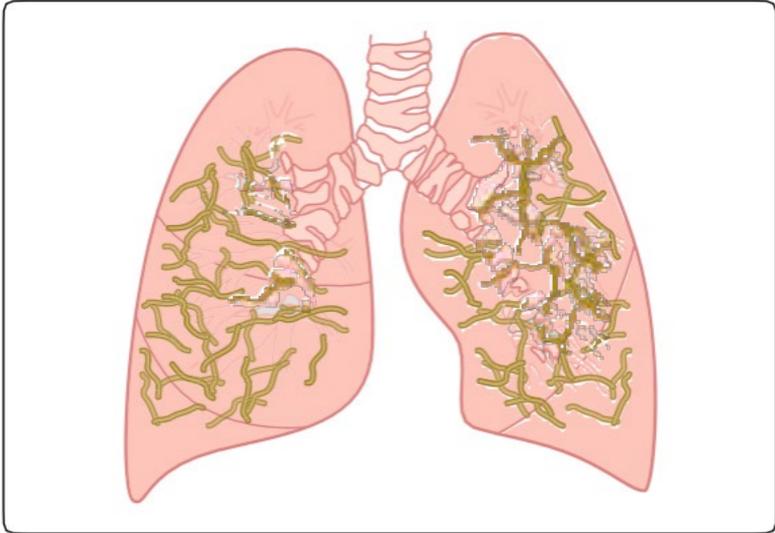
### **Lift Movement:**

- Never operate a lift on soft ground or unlevel surfaces.
- Lower the basket or platform to the ground before moving the lift.
- Never move a lift with the outriggers extended.
- Use a spotter to help you back the lift safely.

### **Operation:**

- Set the brakes.
- Level and stabilize the lift by extending the outriggers.
- Check the area carefully for obstructions before positioning the basket or platform.
- Never exceed boom or basket load limits.

# Asbestos



Asbestos is a mineral-based material that is resistant to heat and chemical corrosion. Prior to 1980 it was used in the production of many building materials such as pipe wrap, boiler wrap, ceiling tiles, floor tiles, fireproofing materials, insulation and wallboard. Asbestos can be harmful to workers if it is inhaled or swallowed.

## Safe Work Practices

### General:

- Assume that building materials installed before 1980 contain asbestos.
- When you come across building materials installed before 1980 that would easily crush, crumble, or come apart, sending particles into the air, leave the area immediately and report the situation to your supervisor.

## **Working Around Asbestos:**

- Before working around suspect building materials, make sure you have the proper training and respiratory protection.
- Do whatever is necessary (i.e., wet method, respirator use, HEPA ventilation systems) to protect yourself from overexposure.
- Wear coveralls and use the appropriate class and type of respirator while working around suspect building materials, unless your company's sample tests or air monitoring results indicate no risk of overexposure.
- Carefully follow the appropriate decontamination procedure before leaving the worksite, including showering, changing clothes, and properly storing contaminated clothing.

## Beryllium

Beryllium is an earth metal used primarily to harden agents in alloys. Workers who are overexposed to the element for a long enough period may develop lung diseases. It is extremely rare for mechanical construction workers to be overexposed to beryllium, unless they are working near abrasive blasting operations where the abrasive blasting medium contains beryllium.

## Safe Work Practices

### General:

- Where abrasive blasting operations are being performed in your immediate work area, obtain a Safety Data Sheet for the blasting medium to determine whether it contains beryllium.
- If the medium contains beryllium, request to move well away from the area until the abrasive blasting operation is completed.
- If you must work close to abrasive blasting operations where beryllium is being used, make sure the area is well ventilated and wear the appropriate respirator.
- Make sure you receive the proper medical evaluation, training, fit testing, etc. before wearing any respirator.

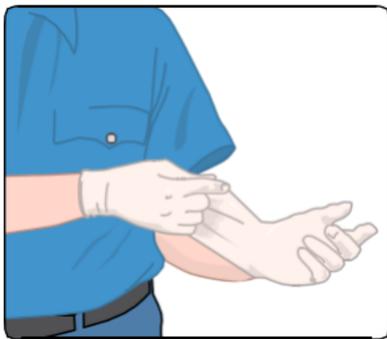
## Bloodborne Pathogens

Bloodborne pathogens are microorganisms in human blood and other body fluids that cause diseases such as hepatitis B (HBV) and acquired immunodeficiency syndrome (AIDS).

### Safe Work Practices

#### General:

- Be aware of bloodborne pathogen hazards when responding to an injury or working in places where human blood or body fluids might be present, such as health care facilities, nursing homes, dental facilities, funeral homes, and wastewater treatment plants.
- Use the appropriate personal protective equipment (PPE) to prevent human blood and body fluids from contacting your eyes, nose, mouth, or open cuts, punctures, or abrasions in the skin. Wear:
  - Safety glasses or goggles.
  - Medical exam gloves (use latex-free gloves if you have a latex allergy).
  - A surgical mask that covers your nose and mouth, or a face shield.
- Thoroughly wash your hands and face with warm, soapy water immediately after exposure to human blood or body fluids.



## Carbon Monoxide

Carbon monoxide is a colorless, odorless, tasteless gas generated by internal combustion gasoline and diesel engines and some hot work operations such as welding.

### General:

- When working around sources of carbon monoxide, ensure that the area is well ventilated.
- If the area does not appear to be well ventilated, leave it immediately and seek fresh air. Your body's senses cannot help you determine whether carbon monoxide is present.

## Common Chemical Substances

Chemical substances, such as caustics, solvents, paints, glues, adhesives and cements, are used for a variety of work tasks.

### General:

- Protect yourself from these substances by ensuring that they do not enter your body.
- Use the proper personal protective equipment such as gloves, goggles, face shields, aprons and, when necessary, respirators to keep from inhaling, ingesting, injecting, or absorbing chemical substances into your body.

## Compressed Air

Compressed air is air forced into containers under extreme pressure.

### General:

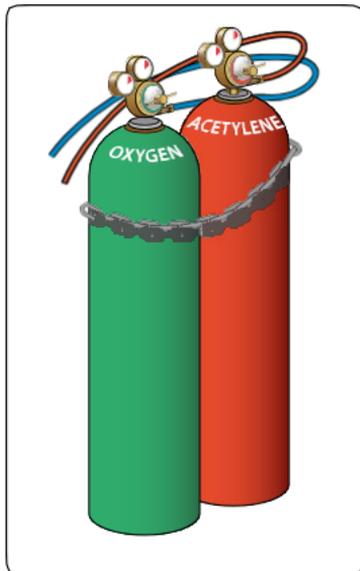
- Before using compressed air for cleaning, ensure there are no hazardous substances that could become airborne when compressed air is released.
- Reduce the pressure to less than 30 pounds per square inch (psi) before using compressed air for cleaning.
- Wear chip guarding and safety glasses when using compressed air for cleaning.

## Compressed Gas Cylinders

Compressed gas cylinders are containers of gases that have been reduced in volume by pressure. Some common compressed gases in the mechanical construction industry are acetylene, oxygen, nitrogen and propane.

### General:

- Protect yourself and others from fire, explosion and struck-by hazards caused by inappropriate use or treatment of compressed gas cylinders.
- Keep compressed gas cylinders secured in an upright position at all times.
- Close the cylinder valves as soon as work is completed, when cylinders are empty, and before transporting, moving, or storing the cylinders.
- Before transporting, moving, or storing compressed gas cylinders, make sure that the valve protection caps are in place.



### Storage:

- Store cylinders in a dry, well-ventilated area at least 20 feet from combustible materials.
- Store oxygen cylinders at least 20 feet from fuel gas cylinders such as acetylene or separate them with a ½-hour non-combustible barrier at least 5 feet high.

- Never store cylinders in gang boxes, lockers, or other poorly ventilated areas.
- Store gas hoses in dry, well-ventilated areas.

### **Operational Use:**

- Keep cylinders away from ignition sources such as sparks, hot slag, and flames, or isolate them with fire-resistant shields.
- Also keep cylinders away from all sources of electricity, so they will never become part of an electrical circuit.
- Keep cylinder valve wrenches in place while the valves are open so they can be shut off quickly if necessary.
- Inspect regulators and torches before each use. Do not use them if they appear damaged.
- Do not use regulators or torches that appear to be malfunctioning. Immediately follow your company's procedure for taking defective equipment out of service.
- Use only friction lighters to ignite torches.

## Confined Spaces

A confined space is any space that can be entered by a worker but is not designed for continuous worker occupancy, and which has limited or restricted entrance and exit ways. Confined spaces include, but are not limited to: pits, process vessels, utility vaults, bins, pipelines, tunnels, shafts, sewers, manholes, boilers and ducts.

### General:

- Find out who your company has designated as the “competent person” (see page xv for definition) for the confined space in which you will be working.
- Never enter a confined space until your supervisor authorizes you to do so. The space must be tested to determine whether the atmosphere inside is hazardous, and whether it can be reclassified as a non-permit required space. The “competent person” will test for oxygen content, toxic gases and flammable/explosive atmospheres.
- Treat every confined space as a permit-required space unless your company’s designated competent person and entry supervisor reclassify the space as non-permit required.
- Never enter any confined space until you have the appropriate confined space entry safety training. Carefully follow the safe work practices and procedures from the training.
- Before entering any confined space, make sure the competent person has tested the atmospheric conditions inside the space and informed you that it is safe to enter.

- Once you enter the space, even if it is a non-permit required space, continuously monitor the atmosphere inside for changes that could render the space unsafe.
- Use monitoring equipment with built-in hazard detection alarms. If an alarm sounds, exit the space immediately and do not re-enter until the competent person informs you that it is safe to do so.
- Remember that welding, cutting or any kind of hot work inside a confined space can create a hazardous atmosphere. Use an adequate ventilation system.
- If a co-worker collapses inside a confined space, do not attempt a rescue unless you have received the proper training and have the equipment you need to perform the rescue safely.

## **Cranes & Derricks**

Cranes and derricks are machines used to lift and move heavy objects. They include, but are not limited to: crawler cranes, truck cranes, tower cranes, overhead gantry cranes and floating derricks.

### **General:**

- Never operate a crane or derrick without the proper qualifications/certifications.

### **Prior to Operation:**

- Check with the designated “competent person” (see page xv for definition) to ensure that appropriate ground preparations have been completed before beginning crane operations.
- Make sure that a qualified person has completed the necessary crane or derrick inspections.
- Ensure that the signal person and the riggers you will be working with are properly qualified.
- Verify that the load capacity of the crane or derrick is posted and visible from the operator’s station.

### **Operation:**

- Extend the outriggers before lifting a load.
- Rope off or barricade the space 360 degrees around the swing radius of the rotating superstructure.
- Never exceed the load capacity.
- Operate the crane or derrick only on firm, level ground. Use mats whenever necessary, and especially when lifting extremely heavy loads.

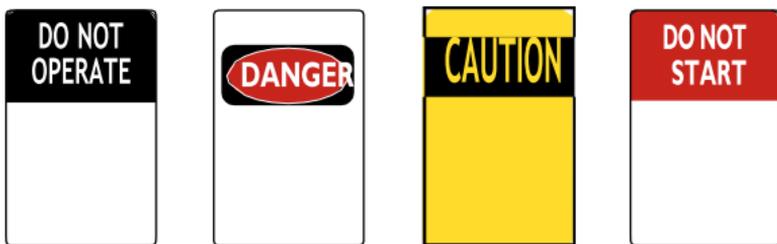
- Make sure that the boom point is centered directly over the load for rigging.
- Any time that any part of the crane or derrick will come closer than 20 feet from a power line pushing up to 1,000 kV, ensure that the power line is de-energized and visibly grounded at the worksite, or a minimum safe distance is established by a competent person based on the line's actual voltage.
- Any time that any part of the crane or derrick must come closer than 20 feet from a power line pushing 1,000 kV or more, ensure that the minimum safe clearance distance for the crane or derrick is established by the utility owner/operator or a qualified, registered professional engineer.

## Damaged Equipment

Damaged equipment is any equipment that is damaged to the extent that it could cause worker injury or property damage.

### General:

- Carefully inspect all equipment before each use.
- If you don't see damage, test the equipment to determine whether it is functioning properly.
- If you do see damage, or if the equipment is not functioning properly, immediately follow your company's procedure for taking defective equipment out of service.
- Identify it as unsafe to use by locking or tagging out the controls, or by tagging and physically removing the equipment from the jobsite.



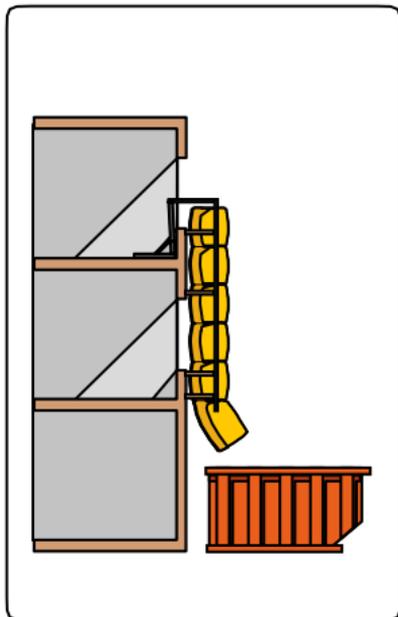
**Damaged Equipment Tags**

## Disposal Chutes

Disposal chutes are inclined channels or passages for disposing of scrap material from upper levels of buildings that are under construction, renovation or demolition. The bottom of the chute is usually positioned directly above a waste dumpster.

### General:

- Use a disposal chute any time you are dropping materials more than 20 feet to a point outside a building.
- Barricade the area underneath floor openings that are not equipped with chutes whenever you must drop materials through the openings to a lower level.
- Barricades should be at least 6 feet from the edges of the opening above and at least 42 inches high.
- Post signs warning others about the overhead falling materials.

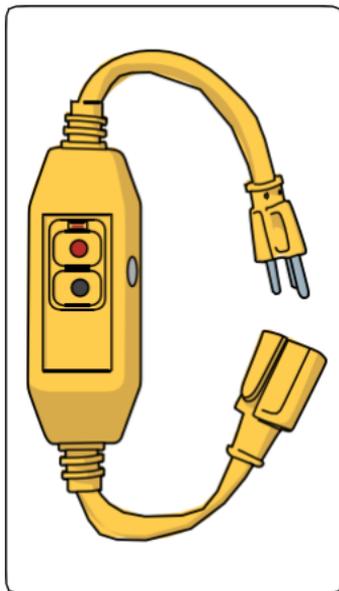


## Electrical Safe Work Practices

Electrical safe work practices are procedures established to protect workers from electrical shock and arc flash hazards when working with or near sources of electricity, or tools and equipment powered by electricity.

### General:

- Implement all safe work practices necessary to protect yourself from electrocution, shock, burns, arc flashes and arc blasts.



### Before Starting Work:

- Use a ground fault circuit interrupter (GFCI) and/or an assured equipment grounding conductor program for all 120-volt, single phase, 15- and 20-amp receptacle outlets that are not part of the permanent wiring of the building or structure.
- Make sure your assured equipment grounding conductor program covers all cord sets, receptacles and equipment connected by cords and plugs.
- When using double insulated tools or appliances in place of grounded tools or appliances, make sure they are clearly marked as double insulated. Look for the words “Double Insulated” or the double insulation symbol, which is a small square

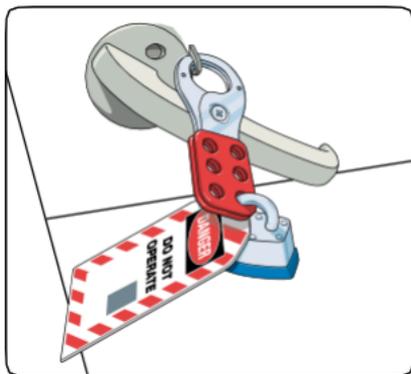
inside a larger square. □

- Verify that the extension cord you will be using is rated to accept the maximum current (amps) pulled by the portable power tool you will be operating.
- Carefully inspect all tool and equipment cords, extension cords and plugs for damage and excessive wear such as broken, cut, frayed, or abraded insulation, broken or exposed wires, and missing ground terminals.
- When you come across damaged electrical cords, tools, or equipment, immediately follow your company's procedure for taking defective equipment out of service.
- Never attempt to repair a damaged cord with electrical tape or any other materials.
- Make sure that portable lights in wet or otherwise conductive locations such as tanks or boilers are protected by a GFCI, or make sure they are pulling no more than 12 volts.
- Do not suspend temporary lights by their cords unless they are designed specifically for that purpose.

### **While Working:**

- Protect extension cords and tool and equipment cords from damage due to vehicle traffic, sharp building materials, pinch points such as doorways, and other potential sources of damage.
- Never attach extension cords to objects with staples, hang them from nails, or suspend them from wire.

- Verify that buried power lines are properly marked before you dig with hand-held tools or mechanized equipment.



- When you must work near electrical circuits where contact with exposed energized electrical conductors or circuit parts is possible, ensure that the source of electricity has been de-energized and locked out by someone who is

qualified to do it safely.

- Make sure you have the required safety training before working near energized electrical conductors or circuit parts.
- For protection from arc flash and electrical shock, maintain flash protection and shock protection boundaries of at least 5 feet from all units or systems pushing 480 volts or less, unless you're wearing all necessary personal protective equipment.
- The shock protection boundary includes any conductive objects that you might be carrying. Conductive objects that you're carrying should never come closer to a unit or system than the established shock protection boundary allows.

continued

- When potential exposure is from circuits pushing 480 volts or less, wear:
  - 8-calorie arc-rated long-sleeved shirt and pants.
  - 8-calorie arc-rated balaclava.
  - Safety glasses.
  - Class E hardhat.
  - 8-calorie arc-rated wrap around face shield.
  - Class 00 rubber gloves.
  - Protective leather gloves over the rubber gloves.
  - Earplugs.
- Footwear that is leather, dielectric, or properly tested to demonstrate that it will not ignite, melt, or drip at the minimum arc rating for the respective arc flash PPE category.
- When potential exposure is from circuits pushing more than 480 volts, extensive training and more sophisticated protective measures and protective equipment are necessary. Do not proceed without the proper additional training and authorization from your supervisor.

## Emergency Action Plans

An emergency action plan is a written set of procedures for responding to emergencies that could occur at a workplace or on a jobsite.

### General:

- Make sure that you are familiar with your company's emergency action plan.
- When working in a plant, industrial process facility or any other established facility, you should be familiar with that facility's emergency action plan as well.

### Specifics:

- Know who to report to and how to report fires, chemical spills, excavation cave-ins, confined space incidents, injuries, and other jobsite emergencies.
- Be familiar with all established emergency evacuation procedures.
- Learn the name of the person who will account for the building or structure's workers and other occupants, and where to meet that person if an emergency occurs.
- Know how to quickly access emergency telephone numbers and the nearest telephone. If mobile telephones do not work on your jobsite, make sure that you know where the closest land line phone is located at all times.
- Learn the address of the workplace and memorize landmarks that will help you guide emergency medical or rescue personnel to a victim.
- Never attempt a rescue in an excavation, confined space, or any other potentially hazardous area.

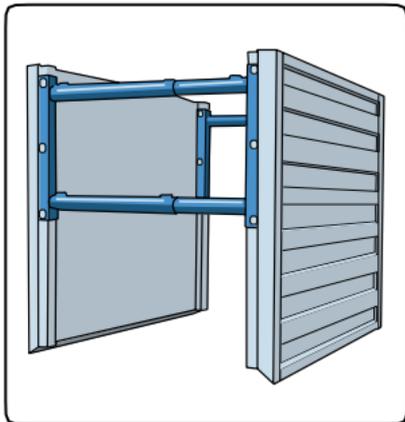
Instead, contact emergency medical and rescue services and direct them to the incident.

## Excavations

An excavation is any manmade cut, cavity, trench or depression in the earth that was formed by the removal of earth.

### General:

- Find out who your company has designated as the “competent person” (see page xv for definition) for the excavation in which you will be working.
- Make sure there is a protective system in place any time you enter an excavation that is 5 feet deep or deeper, unless the excavation is in solid rock and the “competent person” indicates that it is safe to enter.
- Make sure that the “competent person” has determined that the protective system will resist, without failure, all loads that could reasonably be applied to it.
- Ensure that the “competent person” inspects the excavation and surrounding areas before work starts each day, throughout each shift, and immediately after a rainstorm or other potentially harmful occurrence.
- When shoring or bracing is used as a protective system, make sure the “competent person” inspects it before use, daily and immediately after each rainstorm.



- Check that there are adequate barricades, signs, and warning lights to mark the location of the excavation.
- Ensure that there is a system in place such as barricades, hand signals, mechanical signals or stop logs to keep equipment from approaching the excavation.
- When working near the edge of an excavation that is more than 6 feet deep and difficult to see, use a guardrail system, such as fences, barricades or covers, to keep people from falling in.
- Ensure that a guardrail system is in place on any walkways over excavations that are 6 feet deep or deeper.

### **Prior to Excavating:**

- If you are responsible for digging an excavation, make sure to identify and properly mark all underground utilities such as sewer lines, telephone lines, electrical power lines and water lines.

### **Excavating:**

- Keep excavated materials and equipment at least 2 feet away from the side of the excavation.
- Whenever necessary, use retaining devices to ensure that workers in an excavation are not exposed to falling material.
- When approaching the estimated location of an underground utility, use a safe and acceptable method for determining the utility's exact location.
- Protect, support, or remove exposed utilities as necessary to keep workers safe.

## **Working in an Excavation:**

- Before entering an excavation that is more than 5 feet deep, but less than 20 feet deep, ensure that the excavation has a portable trench box or has been shored, braced, or sloped to the angle of repose established for its specific soil type. Deeper excavations may require more sophisticated protective measures. Check with your supervisor before proceeding.
- Before entering an excavation that is 4 feet deep or deeper, ensure that there is a ladder, ramp, stairway, or another safe method to exit the excavation within 25 feet of where you will be working.
- Never put yourself in a position where you could be under an overhead load handled by lifting or digging equipment.
- Never work alone inside an excavation.
- Do not work in an excavation with standing water or one in which water is accumulating unless it has been inspected by the “competent person” and adequate employee protective measures are in place.
- Vacate the excavation immediately any time you observe a potential protective system failure or any other potential hazard.

## **After Completing Work in an Excavation:**

- Remove the protective system by starting at the bottom of the excavation and progressing upward until removal has been completed.
- Backfill the excavation as the protective system is removed.

## Fall Prevention & Protection

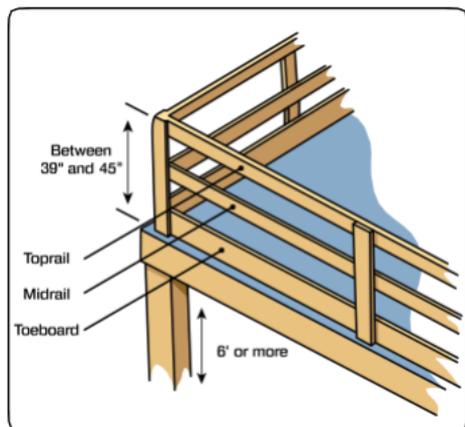
Fall prevention refers to systems that prevent workers from falling such as a guardrail system or hole cover. Fall protection refers to systems that help protect workers from injury when they do fall, such as a personal fall arrest system or a safety net system.

### General:

- When you could potentially fall more than 6 feet to a lower level, make sure you are protected by a guardrail system, personal fall arrest system or hole covers. This 6-foot rule does not apply to ladders or scaffolds.
- Check to ensure that elevated ramps, runways, and other walkways that are 6 feet or more above a lower level have guardrail systems in place.
- Before stepping on elevated walking/working surfaces, make sure they have the strength and structural integrity to support the full weight and force of the workers, equipment and materials that could be placed on them.

### Guardrail Systems:

- Make sure that the top edge members of guardrail systems are between 39 and 45 inches above the walking/working surface.
- Check that mid-rails are between the top edge members and the walking/working surface.



- Make sure that toeboards are installed to keep tools and materials from falling to a lower level.
- Inspect the system to ensure that it can withstand 200 pounds of force in any outward or downward direction.
- When any part of a guardrail system must be removed to facilitate materials handling, and you could potentially fall through the opening by working near it, use a personal fall arrest system.

### **Personal Fall Arrest Systems:**

- When using a personal fall arrest system, verify that you have all of the system parts including:
  - An anchorage point that is not being used to support or suspend a platform, and which can support at least 5,000 pounds of force for each worker tied off to it, or which is part of a complete personal fall arrest system which maintains a safety factor of at least two.
  - Connectors.
  - A full-body harness.
  - A lanyard.
  - A deceleration device.
  - A lifeline.



Use any suitable combination of these system parts.

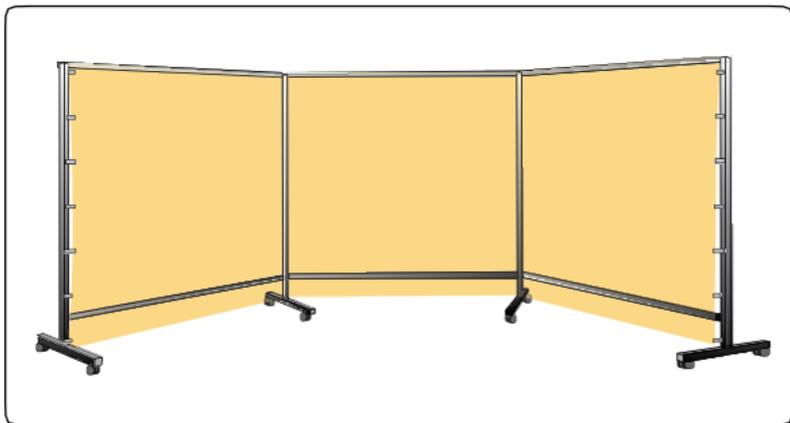
- Only use locking snaphooks.
- Get the proper training before using this system.

### **Hole Covers:**

- Use hole covers on holes in floors, roofs, and other walking/working surfaces only when the holes are small enough to be safely covered.
- When vehicles will be driving over a hole cover, make sure the cover can withstand twice the maximum axle load of the largest vehicle you expect to drive across it.
- Even if a hole cover will not be exposed to vehicular traffic, make sure it can safely support twice the aggregate weight of the workers, equipment and materials that could be placed on it.

## Fire Prevention & Protection

Fire prevention and protection are safe work practices and procedures to help prevent fires from occurring, and to protect workers and property from unnecessary damage if a fire does occur.



### General:

- Smoke only in designated smoking areas.
- Be familiar with all fire exits and fire alarms.
- Remove combustible items from your work area frequently.
- Dispose of oily, greasy, or paint-soaked rags or towels only in approved metal containers with self-closing lids.
- Keep solvents and other flammable/combustible materials in approved, properly labeled containers, and store them in a proper location.
- Keep ignition sources such as sparks, flames, and excessive heat away from solvents and other flammable/combustible materials.

- Erect welding screens if necessary to isolate combustible materials from sparks and hot slag.
- Turn off internal combustion engines used to power vehicles, generators, or other equipment before refueling.
- Report fire hazards to your supervisor immediately.
- Learn the address of the workplace and memorize landmarks that will help you guide emergency personnel to the fire.
- Know how to quickly access emergency telephone numbers and the nearest telephone.

### Fire Protection Equipment:

Letter	Symbol	Type of Material	Examples of Materials
A		Common Combustibles	Wood, Paper, Cloth, etc.
B		Flammable Liquids and Gases	Gasoline, Propane and Solvents
C		Live Electrical Equipment	Computers, Fax Machines, etc.
D		Combustible Metals	Magnesium, Lithium, Titanium, Sodium, Aluminum Powder

- Make sure that firefighting equipment is easy to locate and readily accessible.
- Ensure that you can quickly and easily access a Class ABC fire extinguisher from all work areas.
- Be sure there is a Class ABC fire extinguisher within 50 feet of any area where there is more than 5 gallons of a flammable/combustible liquid or more than 5 pounds of a flammable gas.

- Keep a Class ABC fire extinguisher readily accessible when welding, torch cutting, brazing, soldering, grinding and in other hot work areas.

Multi-Class Fire Extinguishers			
AB			
AC			
BC			
ABC			

### In Case of Fire:

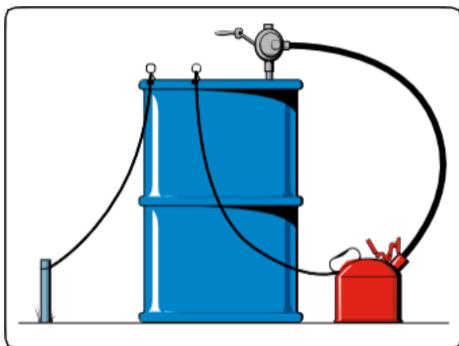
- Warn others in the area about the fire.
- Attempt to extinguish smaller fires with the proper fire extinguisher.
- If the fire is large, sound the fire alarm immediately and evacuate the building or structure.
- Call the fire department and give accurate directions to the fire.
- Post someone to meet the fire department and direct them to the fire.
- Cut off electrical power, but only if it is safe to do so.

## Flammable/Combustible Liquids/Materials

Flammable/combustible materials are materials with low flash points that can easily ignite if exposed to an ignition source.

### General:

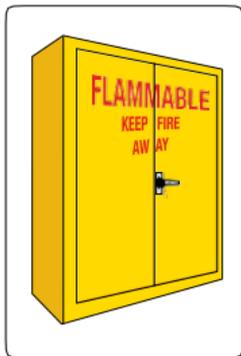
- Post “NO SMOKING” signs in service and refueling areas.
- Store flammable/combustible liquids in approved, properly labeled containers with self-closing lids.
- When transferring a flammable/combustible liquid from a drum to a smaller container, ground the drum first. Then bond the drum and the container by attaching a conductive wire from the drum to the container.
- Make sure that connections on drums and pipe systems for flammable/combustible liquids are airtight.
- Never use flammable liquids within 50 feet of an ignition source.
- Never store more than 25 gallons of a flammable/combustible liquid in a room outside of an approved storage cabinet, and never allow more than three storage cabinets in a single storage area.
- Keep flammable/combustible liquids in closed containers when not in use. Store flammable/



combustible waste materials in approved containers with self-closing lids, and properly dispose of the waste regularly.

### Storage Cabinets:

- Ensure that your company is using only approved storage cabinets designed specifically for flammable/combustible liquid storage.
- Make sure that storage cabinets for flammable/combustible liquids are labeled as follows:  
“FLAMMABLE – KEEP FIRE AWAY.”
- Check the Safety Data Sheets (SDS) to determine whether liquids are potentially flammable or combustible.
- Ensure that no more than 60 gallons of a flammable liquid or 120 gallons of a combustible liquid are stored in a single cabinet.



### Inside Storage:

- Do not smoke around flammable materials storage areas.
- Post signs designating the area as a no smoking area.
- Before storing flammable/combustible materials inside a building, make sure the building is fire resistant, has self-closing doors at all openings, and has at least 4-inch-high sills or depressed floors. Also, be sure the electrical wiring and equipment are approved for flammable materials storage areas.

- Make sure the ventilation system is providing complete air exchanges at least 6 times an hour.

### **Outside Storage:**

- Ensure that flammable/combustible materials are stored to allow a 12-foot-wide access way for emergency fire control equipment.
- Do not store flammable/combustible materials near areas used for exits or near stairways.
- Stack combustible materials in piles no more than 20 feet high.
- Make sure outdoor storage containers contain no more than 60 gallons of flammable/combustible liquids and that no more than 1,100 gallons are stored in any one area.
- Ensure that stacks of flammable/combustible materials are separated by at least 5 feet and are stored at least 20 feet from a building.
- Make sure that outside storage areas for flammable/combustible liquids are graded or diked so that a spill would be diverted away from the building.
- Do not smoke in outside flammable/combustible storage areas.

### **Liquefied Petroleum (LP) Gas Storage:**

- Ensure that “NO SMOKING” signs are displayed on LP storage tanks.
- Turn off equipment before fueling.
- Protect LP gas tanks from vehicular traffic.
- Ensure that all electrical connections including pumps and switches are vapor- and explosion-proof.

## Forklifts & Other Powered Industrial Trucks



Forklifts and other powered industrial trucks are vehicles such as fork trucks, tractors, platform lift trucks, motorized hand trucks and other specialized industrial trucks that are powered by electric motors or internal combustion engines.

### General:

- Be sure that you receive the proper training and are authorized by your company to operate the forklift or other powered industrial truck.
- Always turn off the motor or engine before fueling or recharging the vehicle.

## Operation:

- Never allow the load to obstruct your view.
- Operate the vehicle only at safe speeds.
- Start and stop slowly so the load will not shift.
- Make your turns slowly, smoothly, and gradually.
- Adjust your speed and driving behavior based on the surface conditions.
- If conditions are wet or muddy, slow down even more than you would on a dry surface and allow more time and distance for stopping.
- Maintain at least three vehicle lengths behind the vehicle ahead of you when the surface is dry. Increase this distance on wet or muddy surfaces.
- Use the horn when approaching an intersection, blind spot, or other potentially hazardous location.
- In hazardous locations, mount mirrors on the jobsite to see pedestrians and oncoming traffic.
- Never allow anyone to ride as a passenger on the vehicle.
- Never raise or lower the load while the vehicle is moving.
- Do not exceed the rated load capacity of the vehicle.
- Watch constantly for overhead obstructions.
- Keep well away from overhead power lines.
- Never use a vehicle as an elevator.
- Always turn off the motor or engine if you intend to leave the seat and move more than 25 feet away from the vehicle.

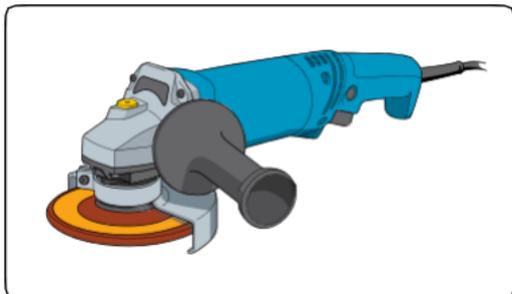
- Keep the vehicle going straight up or straight down ramps. Never turn it sideways on an incline.
- If you must leave a vehicle on an incline, block or chock the wheels.
- Always keep the load on the uphill side. Drive forward when going uphill and backwards when going downhill.
- Never allow a vehicle with an internal combustion engine to operate or idle in an enclosed area.
- Always drive with the load tilted back and the forks raised just enough to clear the load, but not more than absolutely necessary.
- Tie or block round materials that could otherwise roll off.
- Transport compressed cylinders in specially designed racks to protect them and keep them upright.
- Never allow anyone under the elevated portion of a vehicle, even when there is no load.

## Grinding

Grinding is the process of removing particles from an object with a powered, rotating abrasive wheel.

### General:

- Verify that there are guards in place on your bench and stand grinders before using them.
- Ensure that the adjustable work rest is in place on bench and stand grinders, and the rest adjustment does not exceed a clearance of 1/8-inch from the surface of the abrasive wheel.
- Ensure that your portable grinder has guards in place unless the grinding wheel is 2 inches or less or is completely inside the work.
- Ensure that the guards cover spindle ends, nuts, and flange projections.
- Make sure the guards are strong enough to withstand the force of a bursting abrasive wheel by using only those guards provided by the manufacturers.
- Before mounting any abrasive wheel, inspect it carefully and ring test it to ensure that it is not defective.
- Check that abrasive wheels are properly matched to the RPM rating of the grinder so the wheel or disk does not shatter.
- Wear safety glasses and a face shield when grinding.
- Turn off portable grinders and let the moving parts stop before putting the grinder down.



## Hand & Power Tools

Hand and power tools are implements and machines used by workers to complete work tasks.

### General:

- Never bypass a tool manufacturer's safety guard or device.
- Carefully follow the tool manufacturer's instructions for maintenance and tool repair.
- Keep all tools clean and in good condition.
- Carefully inspect all tools before using them.
- If you see damage, immediately follow your company's procedure for taking defective equipment out of service.
- Use only the proper size and type of tool for each job.
- Never use impact tools such as drift pins, wedges, and chisels if they have mushroomed heads.

### Power Tools:

- Before servicing power tools, be sure to remove the battery or unplug them.
- Do not use electrical cords to raise or lower tools from one level to another.
- Never yank on an electrical cord to unplug it. Grasp the plug and carefully remove it from the receptacle.
- Ensure that point of operation guards are properly in place before using the tool.

- Make sure your tools are properly grounded or double insulated before using them. To determine whether a tool is double insulated, look for the words “Double Insulated” or look for the double insulation symbol, which is a small square inside a larger square. 
- Check that the on/off switch is in the “off” position before plugging in any tool.
- Carefully inspect the insulation on electrical cords, including extension cords and welding leads. If insulation is damaged, immediately follow your company’s procedure for taking defective items out of service.
- Use a ground fault circuit interrupter (GFCI) when operating power tools in damp locations.
- Keep moving parts away from your body.
- Ensure that your power tool is off and moving parts have stopped before putting it down.

## Hazard Communication

Hazard communication, also referred to as “Workers’ Right to Know,” is a system established to protect workers from inhaling, swallowing, injecting and absorbing harmful chemicals into their bodies.

### General:

- Understand that you have the right to know about hazardous chemicals that you could be exposed to on a jobsite.
- Pay close attention to your hazard communication training so you will know how to work safely around hazardous chemicals.
- Request a copy of your company’s written hazard communication program and read it carefully. Make sure you know where the program is filed on the jobsite and how to access it quickly.
- Know where to quickly access Safety Data Sheets (SDS) on the jobsite and be sure you can find them quickly.
- Learn how to read an SDS. The most important parts of an SDS:
  - Identify the substance (section 1).
  - Describe the hazards associated with the substance (section 2).
  - Describe first aid procedures in case of exposure (section 4).
  - Describe how to protect yourself from the hazards (section 8).
- Learn how to read hazard warning labels.

## Labeling:

- Make sure that all containers are properly labeled. The only exception to this rule is when you transfer a chemical substance into a secondary container and the substance will be used immediately and entirely. When in doubt, label the container.

## Required Label Safety Components:

- **Hazard Statement**—A hazard statement is a statement assigned to a specific hazard class and category that describes the nature of the hazard.
- **Precautionary Statement**—A precautionary statement is a phrase that describes the recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a chemical, or improper storage or handling of a hazardous chemical.
- **Signal Words**—A signal word is one word used to indicate the severity of a hazard and alert the reader to the potential hazard. The required signal words are “Danger” or “Warning.” “Danger” is used for the more severe hazards. “Warning” is used for less severe hazards.
- **Pictograms**—A pictogram is a symbol and other graphic elements intended to convey specific information about the hazards of a chemical. There are a total of eight pictograms required for labels by OSHA. The environment pictogram is not required since environmental issues do not fall under OSHA’s jurisdiction.

# HAZARD COMMUNICATION

## GHS - Pictograms and Hazards

### Health Hazards

Prolonged exposure to these chemicals may cause health problems like cancer and birth defects.



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

### Flame

Flammable chemicals that can burst into flame.



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides

### Exclamation Mark

Chemicals that can cause immediate health effects like skin rashes or respiratory irritation.



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritation
- Hazards to Ozone Layer (Non-Mandatory)

### Gas Cylinder

Gases under pressure which can explode or propel the cylinder if it is heated, ruptured or leaking.



- Gases Under Pressure

### Corrosion

Chemicals that can seriously damage skin and eyes.



- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals

### Exploding Bomb

Chemicals that can blow up.



- Explosives
- Self-Reactives
- Organic Peroxides

### Flame Over Circle

Chemicals that cause other materials to catch fire or explode.



- Oxidizers

### Skull and Crossbones

Chemicals with acute toxicity which could be fatal or toxic.



- Acute Toxicity (fatal or toxic)

## Heating Devices (Temporary)

Temporary heating devices are heaters used on jobsites to heat areas that are not equipped with permanent heating systems.

### General:

- Make sure that any area where a temporary heating device is being used has an adequate supply of fresh air.
- Ensure that portable heaters fueled by LP gas are equipped with a device that automatically shuts off the gas flow if the flame fails.
- Make sure that solid fuel salamanders are not being used inside buildings or on scaffolds.
- Position temporary heating devices at least 10 feet away from combustible area covers, such as plastic tarps, canvas tarps or other flammable materials.
- Securely fasten covers in place so they will not displace heaters and cause fires in high winds.

## Hexavalent Chromium

Hexavalent chromium is a heavy metal component of stainless steel that can increase the risk of lung cancer if inhaled in significant concentrations. The major concern in the mechanical construction industry is worker overexposure to hexavalent chromium fumes created by welding or torch cutting on stainless steel pipe and ducts.

### General:

- Get the proper training before working around hexavalent chromium.
- Check with your supervisor before you begin hot work on stainless steel to ensure that a hexavalent chromium exposure assessment has been completed.
- Use the ventilation that is provided and make sure it is working properly.
- Position your welding hood so welding fumes will not rise up under it.
- If respiratory protection is required, be sure you have the required training and proper respirator before starting work.

## Hoists for Personnel & Materials

Hoists for personnel and materials are powered machines used to raise or lower personnel or materials from one level to another.

### General:

- Request a copy of the manufacturer's specifications and limitations and follow them carefully.
- Verify that recommended operating speeds, hazard warnings and any special instructions are posted on cars and platforms.
- Ensure that material hoist entrances/exits are equipped with full-length gates or bars that are marked with contrasting colors, such as black and yellow stripes.
- Make sure that personnel hoists have doors or gates that are no less than 6 feet 6 inches and are protected with mechanical locks that cannot be operated from the landing side. The locks should only be accessible to personnel on the car.
- Check that overhead protective coverings have been provided on top of the personnel hoist cage or platform before you enter.

## Housekeeping

Housekeeping is the process of keeping the work area properly organized and clean.

### General:

- Keep materials in the work area properly organized.
- Regularly dispose of scrap materials and trash as the work progresses each day.
- Focus on keeping slip and trip hazards away from stairways, walkways, ladder platforms, scaffolds, and similar areas.
- Do not leave tools lying around. When not using them, put them in your tool belt, bucket or toolbox.
- Put your tools away in a job box as soon as you are finished with them for the day.
- Whenever possible, keep hoses, power cords, welding leads and other trip hazards from lying across heavily traveled work areas or walkways.
- Regularly dispose of greasy or oily rags and other combustible materials in approved containers with self-closing lids.



## Illumination

Proper illumination on the jobsite refers to the amount of light necessary for workers to perform their work tasks safely.

### General:

- Make sure that your work areas are lighted well enough for you to do your job safely.
- If there is not enough light in your work areas, inform your supervisor immediately.
- Refer to the illumination chart below for proper illumination. Illumination is expressed in foot-candles and can be measured with special instruments.

Foot-Candles	Construction Area
5	General construction area lighting
3	General construction areas, concrete placement, excavation and waste areas, access ways, active storage areas, loading platforms, refueling and field maintenance areas
5	Indoors: warehouses, corridors, hallways and exit ways
5	Tunnels, shafts and general underground work areas
10	General construction plant and shops (e.g., batch plants, screening plants, mechanical and electrical equipment rooms, carpenter shops, rigging lofts and active storerooms, barracks or living quarters, locker or dressing rooms, mess halls, and indoor toilets and workrooms)
30	First aid stations, infirmaries, and offices

## Ladders

Ladders are specially designed equipment used by workers to safely reach overhead work areas that cannot be accessed from the walking/working level.

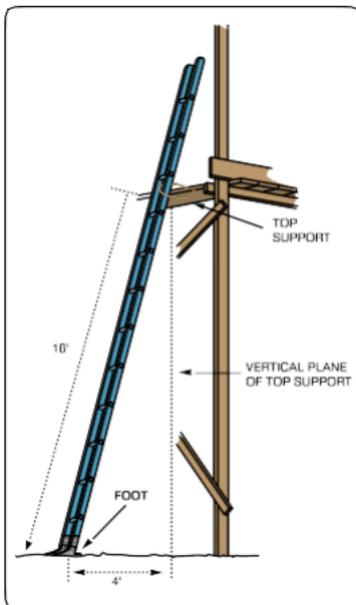
### General:

- Get ladder safety training before using any ladder.
- Carefully inspect each ladder before use.
- If you discover any defects, do not use it. Immediately follow your company's procedure for taking defective equipment out of service.
- Never exceed the ladder's maximum load capacity.
- Always face the ladder when climbing up or down and maintain a constant three-point contact (e.g., two hands and one foot or two feet and one hand on the ladder at all times).
- Never carry tools, materials or equipment in your hands when climbing up or down a ladder.
- Never reach out too far from a ladder. Get down and move it closer to the work.
- Make sure that all ladders are used only for their intended purpose.
- Make sure that there is a ladder or stairway any place there is a break in elevation of 19 inches or more unless there is another suitable means of access available.
- Use ladders with non-conductive side rails, especially when working near sources of electricity.
- Do not let ladders contact overhead power lines.

- Do not use painted ladders—paint can hide ladder defects.
- Protect ladders in doorways and passageways so they will not get bumped or knocked over.

### Portable Straight Ladders:

- Set straight ladders on a firm, level and substantial base.
- Secure the ladders in place.
- In addition to securing the ladders, use slip-resistant feet on slippery surfaces.
- Ensure that the base (foot) is pitched out from the vertical plane of its top support  $\frac{1}{4}$  the length of the ladder, measured from the ground at the foot of the ladder to the top support.



- When using a ladder to access an upper level, make sure that it extends at least 3 feet above the landing surface.
- Never climb higher than the third rung from the top of a straight ladder.

### Portable Stepladders:

- Open stepladders fully and lock them in the open position before using them.
- Never use a stepladder as a straight ladder.
- Do not climb higher than the second rung from the top of a stepladder.

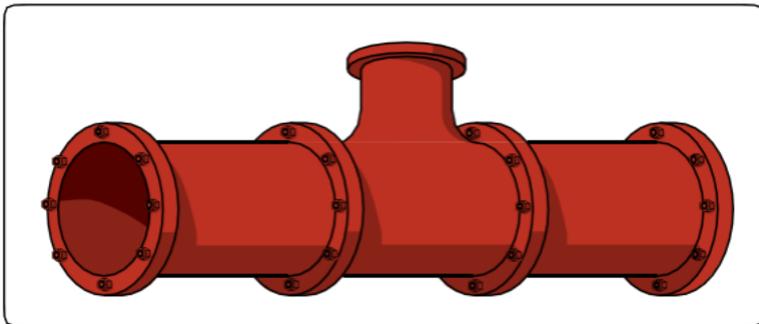
## **Lasers**

Lasers are tools that generate visible radiation used for leveling, measuring and other functions.

### **General:**

- Get the proper training before working with or around lasers.
- Wear the proper anti-laser eye protection whenever you could be exposed to direct or reflected laser light.
- Turn off or block laser beams with beam shutters or caps when the laser is not being used.

## Lead



Lead is a heavy metal that can cause serious health problems if inhaled in significant concentrations. It is a cumulative poison that can stay in the human body for decades. Lead can cause chronic health problems such as birth defects and reproductive system damage, seizures, coma and death. Most lead exposure in the mechanical construction industry comes from soldering, servicing ductwork, and welding, flame-torch cutting or grinding on surfaces painted with lead-based paint.

### **General:**

- Get the proper training before working around lead.
- Learn to identify lead-emitting activities.
- Request a copy of your company's lead compliance program and follow it carefully.
- Use any feasible method available to eliminate lead fumes and keep lead dust from becoming airborne.
- Use the ventilation that is provided for you, and make sure it is working properly.
- If respiratory protection is required, get the proper training and the proper respirator before starting work.

## Liquefied Petroleum (LP) Gas

LP gas is a mixture of gases that change into liquid under moderate pressure. In the mechanical construction industry, it is used to fuel temporary heaters and other equipment.

### General:

- Check containers, valves, connectors, manifold valve assemblies and regulators to ensure they are the proper system components.
- Make sure that each container and vaporizer has approved safety relief valves.
- Verify that LP gas cylinders have an excess flow valve to minimize the flow of gas if the fuel line becomes ruptured.
- Never store LP gas inside buildings.
- Make sure there is a Class ABC fire extinguisher wherever LP gas is stored.

**LIQUEFIED PETROLEUM GAS**

**DANGER**

 **HAZARD STATEMENT**

- Extremely flammable gas
- Gases under pressure – liquefied gas
- Gas may reduce oxygen in confined spaces

 **HAZARD STATEMENT**

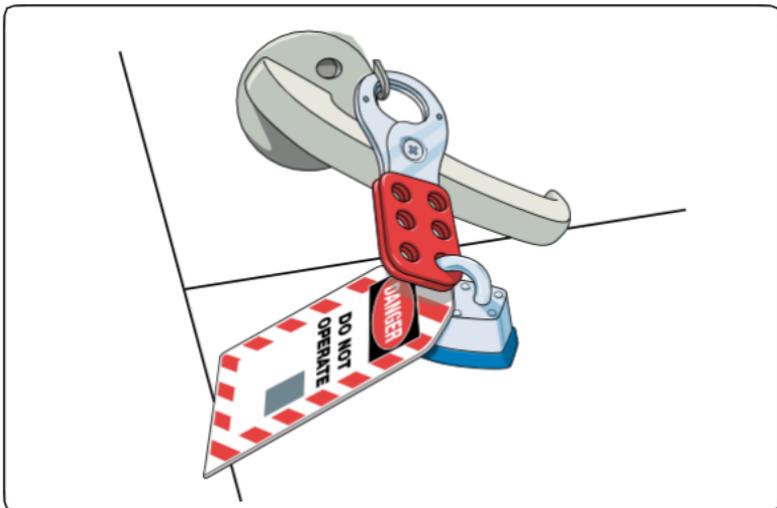
- Gases under pressure – liquefied gas
- Gas may reduce oxygen in confined spaces

**PRECAUTIONARY STATEMENT**

- Keep away from heat/sparks/open flames/hot surfaces – no smoking  
Leaking gas fire: Do not extinguish, unless leak can be stopped safely.
- Eliminate all ignition sources if safe to do so.
- Protect from sunlight. Store in well-ventilated place.

**SEE THE SDS FOR MORE INFORMATION.**

## Lockout/Tagout



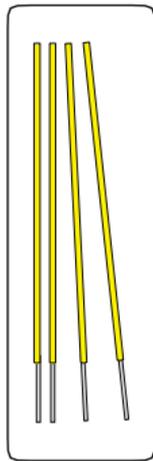
Lockout/tagout is a method of controlling hazardous energy during the servicing or maintenance of machines, power tools and equipment. The types of energy that generate hazards in the mechanical construction industry are electrical, mechanical, thermal, pneumatic and chemical.

### General:

- Make sure that you have the proper training on lockout/tagout before you use the method, and before you work where others could be using it.
- Lockout sources of uncontrolled energy so they cannot be unexpectedly released when servicing or performing repairs or maintenance work on machines, power tools or equipment.
- On the rare occasion where it is not possible to use a lockout device, use an appropriate warning tag in place of the lock.

## Manganese

Manganese is a metal used in many welding rods. There are higher concentrations of manganese in carbon steel rods than in stainless steel rods, but both types can contain small amounts of the metal. Manganese becomes airborne as a part of the welding fumes where it can be inhaled. Overexposure usually takes place in poorly ventilated areas and can lead to problems in the human nervous system, such as tremors, loss of balance, poor memory, slurred speech and sleep disorders.



### General:

- Before beginning a welding operation, always determine whether the welding rods you'll be using contain manganese by checking the appropriate Safety Data Sheet (SDS) and looking at the ingredients in Section #3.

### Operation:

- Make sure the affected work area is well ventilated.
- If necessary, use portable blowers or fans to improve ventilation in the affected area.
- If you can't get the area properly ventilated, you may need to wear a respirator. Before starting the work, check with your supervisor to determine whether respiratory protection is needed.
- Before starting to work while wearing a respirator, you'll need to pass a medical evaluation, receive proper respiratory protection training, and be fit tested to ensure that the respirator you'll be using is sufficiently effective.

## Motor Vehicles & Mechanized Equipment

Motor vehicles and mechanized equipment include all self-propelled vehicles, and self-propelled, mechanized equipment used for earth moving and materials handling.

### General:

- Inspect the vehicle or motorized equipment each day before use. If there are any problems, immediately follow your company's procedure for taking defective vehicles and equipment out of service.
- Never use a motor vehicle or earth-moving or compacting equipment if the rear view is obstructed unless it has a reverse signal alarm or an observer outside the vehicle signals that it is safe to move.
- Lower, block or crib suspended heavy machinery, equipment, and any of their parts so the load won't fall or shift when workers must move under or between them.
- Set parking brakes when vehicles or mechanized equipment are parked or stopped for any period of time.
- Set the parking brake and chock the wheels on equipment stopped on an incline.
- Keep the windows and mirrors clean so that visibility will be as clear as possible.
- Make sure that the driver and all passengers have fastened their seat belts when the vehicle is in motion.
- Fasten your seat belt in mechanized equipment designed for seat belt use.

## Noise

Noise is intermittent on construction sites, but it can be harmful if exposure is excessive for a long enough period. Hearing damage is permanent.

### General:

- When the noise level exceeds the point that you can't understand a normal, conversational speaking voice within 3 feet of where you're working, the noise level may be excessive and potentially harmful.



### Operation:

- When working with power tools or machinery that could generate excessive noise, be sure to use hearing protection, such as earplugs or earmuffs.
- If you're working near any construction operation generating noise levels that could be harmful, be sure to use hearing protection.
- Choose hearing protection that is comfortable to use.
- When using earplugs, make sure they are clean.
- Be sure to replace disposable earplugs immediately after use and replace them with new ones the next time you need them.
- Select hearing protection with a suitable noise reduction rating (NRR), but which does not prevent you from hearing a warning alarm or another person's warning shout.

- When choosing hearing protection devices, check the packaging to determine the NRR.
- Use a noise level meter or noise dosimeter to determine the noise level.
- If measuring instruments are not available, gauge the noise level based on the noise levels of tools, machinery, or equipment that you are familiar with, such as:
  - Air Compressors—around 90 decibels.
  - Circular Saws—around 100 decibels.
  - Gas Powered Lawnmowers—around 100 decibels.
  - Gas Powered Chain Saws—around 100 decibels.
- Make sure that what you choose will reduce the noise level to an acceptable range based on the length of time you anticipate being exposed to it.
- Never exceed noise levels based on the following exposure duration information.

Duration Per Day/Hours	Sound Level in Decibels
8	90
6	92
4	95
3	97
2	100
1½	102
1	105
½	110
¼ or Less	115

## Personal Protective Equipment

Personal protective equipment is designed to protect workers from workplace hazards in situations where engineering controls and other established methods are not feasible or effective.



### Body Protection:

- Wear flame-resistant, long-sleeved shirts and pants.
- Wear an approved coverall or apron when welding or flame torch cutting.
- Wear 8-calorie arc-rated clothing, including a balaclava, when working around exposed energized electrical conductors or circuit parts that are pushing 50 to 480 volts.
- When working where voltage exceeds 480 volts, check with your supervisor for additional training and the appropriate personal protective equipment.

### Eye and Face Protection:

- Wear approved safety glasses or goggles at all times on the jobsite unless you are in a trailer or protected office.
- Wear a face shield to protect your face from flying particles, grinding sparks, chemical splashes, and other potential hazards.

- Wear an 8-calorie arc-rated wrap around face shield when working near exposed energized electrical conductors or circuit parts that are pushing 50 to 480 volts.
- When working where voltage exceeds 480 volts, check with your supervisor about any additional training or personal protective equipment you may need.
- Wear an approved welding helmet when you are welding.
- Always wear safety glasses under your face shield or welding helmet.
- Make sure that you have the properly shaded lens or lenses when exposed to radiant energy (light), such as when welding, torch cutting, soldering, or brazing.

### **Hand Protection:**

- Wear the proper cut resistant gloves when moving materials or working with sharp objects or material such as sheet metal.
- Wear the proper type of impermeable gloves for work around chemicals.
- Wear approved welding gloves whenever welding or flame torch cutting.
- Wear Class 00 rubber insulated gloves when working around exposed energized electrical conductors or circuit parts that are pushing 50 to 480 volts. Wear leather protective gloves over the rubber gloves.
- When working where voltage exceeds 480 volts, check with your supervisor for additional training and the appropriate personal protective equipment.

## **Foot Protection:**

- Wear leather work boots or work shoes with protected toes.
- Use footwear that is leather, dielectric, or properly tested to demonstrate that it will not ignite, melt, or drip at the minimum arc rating for the respective arc flash PPE category when working around exposed, energized electrical conductors or circuit parts that are pushing 50 to 480 volts.
- When working where voltage exceeds 480 volts, check with your supervisor for additional training and the appropriate personal protective equipment.

## **Head Protection:**

- Wear an approved hardhat at all times on the jobsite unless you are in a trailer or protected office.
- Wear a Class E hardhat when working around exposed energized electrical conductors or circuit parts that are pushing 50 to 480 volts. When working where the voltage exceeds 480 volts, check with your supervisor for additional training and the appropriate personal protective equipment.

## **Hearing Protection:**

- Wear approved earplugs or earmuffs whenever you are exposed to loud noise, and always wear earplugs when you are working around exposed energized electrical conductors or circuit parts pushing 50 to 480 volts.

- The noise level next to an operating air compressor or circular saw is too loud to safely endure over extended time without hearing protection. If you cannot hear someone speaking in a normal tone 3 feet or less away from you, consider using hearing protection.
- If you are unsure about the noise level in your work area, wear the approved hearing protection.

### **Respiratory Protection:**

- Ensure you have the proper respiratory protection training before using any respirator.
- Request a copy of your company's respiratory protection program and follow it closely.
- Participate in the respirator selection process to ensure you are using the proper type and class of respirator.

## Pneumatic Tools

Pneumatic tools are tools powered by compressed air.

### General:

- Check the manufacturer's safe operating pressure for each tool or fitting before using it.
- Never exceed the established safe operating pressure for the tool or fitting.
- Properly secure the hose to the compressor before attaching the tool or fitting.
- Properly secure tools to their hoses before using them.
- Use safety clips or retainers on pneumatic impact tools to keep the attachments from being expelled.
- Ensure that the system is equipped with a pressure reduction device at the source of supply or branch line when hoses exceed ½ inch in diameter.

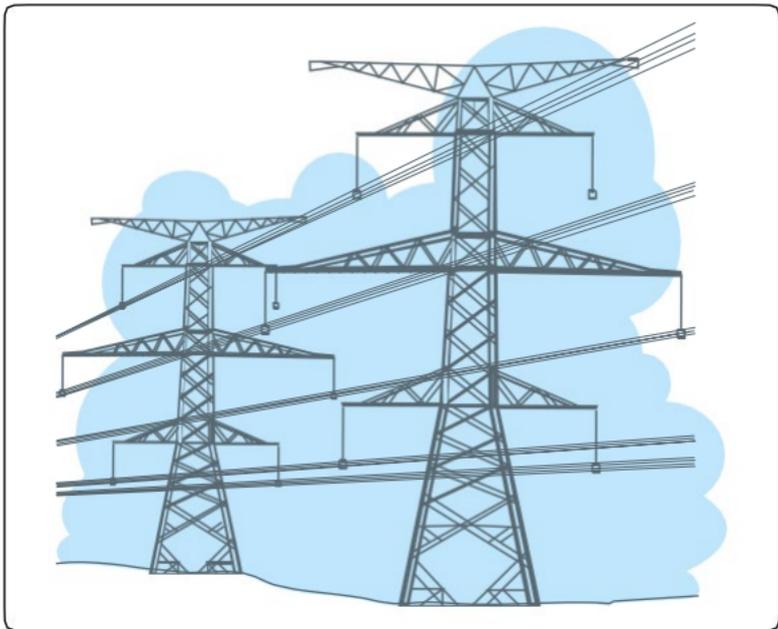
## **Powder Actuated Tools**

Powder actuated tools are tools actuated by explosive powder, which is detonated by a primer.

### **General:**

- Make sure to get the proper training before operating a powder actuated tool.
- Test the tool each day before using it. If any part of the tool is defective, immediately follow your company's procedure for taking defective equipment out of service.
- Never load a powder actuated tool unless it will be used immediately after loading.
- Never leave a loaded powder actuated tool unattended.
- Always keep the point of operation pointed in a safe direction.

## Power Transmission & Distribution



Power transmission and distribution refers to power lines and other energized parts providing electrical service to buildings and facilities.

### General:

- Make sure that an inspection and/or tests have been completed to identify existing conditions before starting work, including, but not limited to:
  - Energized lines and equipment.
  - Condition of poles.
  - Location of circuits and equipment, including power communications, cable television and fire alarm circuits.

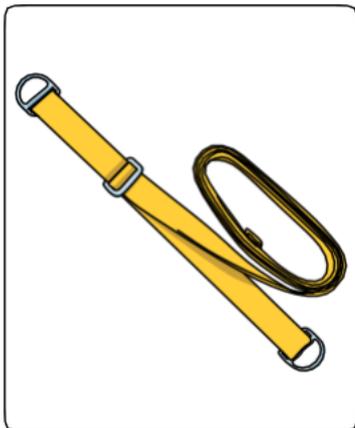
- Treat all electrical equipment and lines as if they are energized until they are determined to be de-energized by tests or other appropriate methods.
- Determine the operating voltages of electrical equipment and lines before working near energized parts.
- Carefully inspect rubber protective equipment each time before using it.
- Make sure that protective equipment made from materials other than rubber provides equal or better protection.

### **Operating Equipment:**

- Check and carefully observe safe clearance distances before operating equipment around power lines.

## Rigging & Materials Handling

Rigging and materials handling and storage is the process of lifting, moving, carrying, placing and storing construction materials and equipment.



### General:

- Check weather conditions before deciding when to lift a load.
- Check the area for power lines and other obstructions.
- Check the load capacities, operating speeds, and other instructions before using hoists or rigging equipment.
- Rig the load so that it will be lifted straight up.
- Guide the operator to place the boom directly over the load.
- Keep your hands away from pinch points when the lift starts.
- Stay out from under the load at all times.
- Use tag lines to control the load.
- Watch the placement of your feet when receiving a load.
- Give the stop signal immediately if anything appears unsafe.

### Alloy Steel Chain Slings:

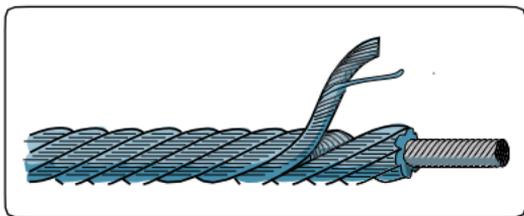
- Carefully inspect each sling before use.
- If you see stretching, excessive wear, nicks and/or

gouges, immediately follow your company's procedure for taking defective equipment out of service.

- Look for a permanently attached identification tag on each sling stating the size, grade, rated capacity and the name of the sling manufacturer. If the identification is not attached, immediately follow your company's procedure for taking defective equipment out of service.

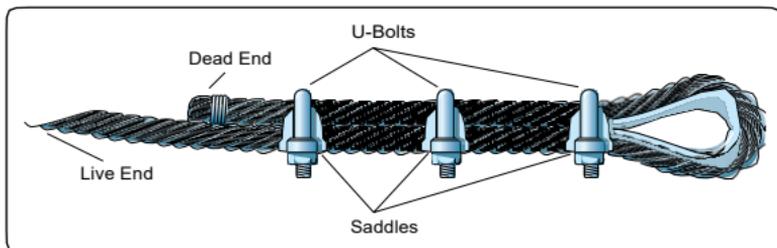
### Wire Rope Slings:

- Carefully inspect each sling before use.



- If you see signs of wear such as crushed sections, corrosion, kinking and/or an excessive number of broken wires, immediately follow your company's procedure for taking defective equipment out of service.
- A rope is defective if:
  - There are 5 or more broken wires in 1 rope lay.
  - There are 3 or more broken wires in 1 strand of 1 rope lay.
- Check the manufacturer's stated load capacities before using any sling.
- Never exceed the sling's load capacity.
- Install wire rope clips properly. Use the correct size and number of clips.

- Never install U-bolts on the live end of the wire rope. The live end is where the saddle goes, so remember, “Never Saddle a Dead Horse.”



**Number and Spacing of U-Bolt Wire Rope Clips**

Improved plow steel rope diameter (inches)	Number of clips		Minimum Spacing (inches)
	Drop forged	Other material	
½ (1.27 cm)	3	4	3 (7.62 cm)
⅝ (.625 cm)	3	4	¾ (8.37 cm)
¾ (.75 cm)	4	5	4½ (11.43 cm)
⅞ (.875 cm)	4	5	5¼ (12.95 cm)
1 (2.54 cm)	5	6	6 (15.24 cm)
1⅛ (2.665 cm)	6	6	6¾ (15.99 cm)
1¼ (2.79 cm)	6	7	7½ (19.05 cm)
1⅝ (2.915 cm)	7	7	8¼ (20.57 cm)

### Natural Rope and Synthetic Fiber Slings:

- Carefully inspect each sling before use.
- If you see abnormal wear, powdered fibers between strands, broken fibers, variations in the size of the strands, variations in the roundness of strands, discoloration or rotting, and/or distortion of hardware in the sling, immediately follow your company’s procedure for taking defective equipment out of service.

- Check the manufacturer's stated load capacities before using the slings. Never exceed the sling's rated load capacity.
- Ensure that any splices made to rope slings are in complete accordance with the manufacturer's recommendations.

### **Synthetic Webbing:**

- Carefully inspect each sling before use.
- If you see acid or caustic burns, melting or charring of any part, snags, punctures, tears, or cuts, broken or worn stitches, and/or distortion of fittings, immediately follow your company's procedure for taking defective equipment out of service.
- Check for marks or codes on each sling that state the name of the manufacturer, its trademark, the rated capacity for the type of hitch, and the type of material. If this information is not shown, immediately follow your company's procedure for taking defective equipment out of service.

### **Sling Angles:**

- Verify that each sling is capable of supporting the load based on the projected horizontal angle of the sling during the lift.
- Calculate the sling tension before the lift to ensure that it can support the load.

### **Material Storage:**

- Make sure that all materials stored in tiers are secured to prevent sliding, falling or collapse.
- Never store materials in passageways or aisles, or where they could obstruct exits.

- Don't stack materials so high that they could fall.
- Ensure that pipe that is not on a rack is stacked and blocked so it won't spread.
- Never place materials within 6 feet of any hoist areas or floor opening, or within 10 feet of an unfinished exterior wall inside unfinished buildings.
- Store materials safely based on their flammability and/or combustibility characteristics.

### Manual Material Handling:

- Have materials delivered as close to your work area as possible.
- Have the materials staged at waist level to reduce bending.
- Use material moving equipment whenever possible.
- Use proper lifting techniques when you must lift something.

### Manual Lifting Techniques:

- Start by getting your body as close to the object as possible.
- Position your feet and get a good grip on the object.
- Keep your butt down and your head up to retain the natural curves of your back.



- Lift straight up with a slow, steady movement,

letting your legs do the work.

- Never twist or turn your torso with your feet planted.
- When you turn, move your feet and body without twisting.
- When placing an object, reverse the order, remembering to keep your butt down and your head up.

<p><b>STOP</b> - With arm extended horizontally to the side, palm down, one is raising back and forth.</p>	<p><b>EMERGENCY STOP</b> - With both arms extended horizontally to the side, palm down, arms are raising back and forth.</p>	<p><b>BONY</b> - With upper arm extended to the side, forearm and index finger pointing straight up, hand and finger make small circles.</p>
<p><b>RAISE BOOM</b> - With arm extended horizontally to the side, thumb points up with other fingers closed.</p>	<p><b>DING</b> - With arm extended horizontally, index finger points in direction that boom is to swing.</p>	<p><b>RETRACT TELESCOPING BOOM</b> - With thumb to the front of waist level, thumb point of each other with other fingers closed.</p>
<p><b>RAISE THE BOOM AND LOWER THE LOAD</b> - With arm extended horizontally to the side and thumb pointing up, fingers open and close while hand movement is desired.</p>	<p><b>DING EVERYTHING</b> - Hands held together at waist level.</p>	<p><b>LOWER</b> - With arm and index finger pointing down, hand and finger make small circles.</p>
<p><b>LOWER BOOM</b> - With arm extended horizontally to the side, thumb points down with other fingers closed.</p>	<p><b>EXTEND TELESCOPING BOOM</b> - With hand to the front of waist level, thumb, palm outward with other fingers closed.</p>	<p><b>TRAVEL/TOWER TRAVEL</b> - With all fingers pointing up, arm is extended horizontally, out and back to make a probing motion in the direction of travel.</p>
<p><b>LOWER THE BOOM AND RAISE THE LOAD</b> - With arm extended horizontally to the side and thumb pointing down, fingers open and close while hand movement is desired.</p>	<p><b>MOVE SLOWLY</b> - A hand is placed in front of the head that is giving the action signal.</p>	<p><b>USE AUXILIARY BONY SIGNALS</b> - With arm bent at elbow and forearm vertical, others is tapped with other hand. This regular signal is used to believe desired action.</p>
<p><b>CRANES CRANE TRAVEL, BOW TRAVEL</b> - Operator's feet spread each other in front of body, direction of motion away from body indicates travel direction, rotation towards body indicates travel direction.</p>	<p><b>ONE MAIN BOOM</b> - A hand taps on top of the head. This regular signal is given to indicate desired action.</p>	<p><b>CRANES CRANE TRAVEL, ONE TRACK</b> - Indicates track to be linked for moving flat on this side. Rotate other flat in front of body in direction that other track is to travel.</p>
<p><b>TOWER TRAVEL</b> - With palm up, fingers closed and thumb pointing in direction of motion, hand is jerked horizontally in direction motion is to travel.</p>		

## Rollover Protective Structures

Rollover protective structures (ROPS) are structures on construction equipment that help protect workers from injury in the event of equipment rollover.

### General:

- Make sure that the rubber-tired, self-propelled scrapers; rubber-tired front-end loaders; rubber-tired dozers; wheel type agricultural and industrial tractors; crawler tractors; crawler-type loaders; and motor graders you use are equipped with the proper rollover protective structures.
- If an appropriate rollover protective structure is not provided when needed, do not use the equipment. Report the situation to your supervisor.
- Always wear your seat belt when using the equipment.

## Scaffolds

Scaffolds are temporary fixed, suspended or mobile elevated platforms used to support workers and materials.

### General:

- Get the proper hazard recognition and safety training specific to the type of scaffold you will be using.
- Ensure that an adequate fall prevention system, such as a guardrail system, is in place, or use a fall protection system, such as a personal fall arrest system, before starting work on any scaffold that will place you more than 10 feet above a lower level.



### Erection and Disassembly:

- Never attempt to erect or disassemble a scaffold unless you are the designated “competent person” (see page xv for definition), or you are under the direct supervision of the designated “competent person.”

### Mobile Scaffolds:

- Inspect the supporting surface to ensure that it is clean, level, and capable of supporting the scaffold and its intended load of workers, materials, and equipment.
- If the surface is not adequate, do not use the scaffold.

- If you need to level the scaffold, use screw jacks or an equivalent mechanism.
- Lock casters and wheels before starting work on a mobile scaffold.
- When moving the scaffold, apply force as close to the base as possible, but never more than 5 feet above the supporting surface.
- Stabilize the scaffold as much as possible before moving it.
- Never allow a platform to extend out beyond the base support of the scaffold unless outriggers are used to stabilize it.
- Never move a mobile scaffold with workers on it unless:
  - The supporting surface is level and free of pits, holes, and obstructions.
  - The height to base width ratio is 2:1 or less unless the scaffold is designed and constructed to meet nationally recognized stability test requirements.
  - Outrigger frames, when used, are installed on both sides of the scaffold.
  - When power systems are used, the propelling force is applied directly to the wheels and does not produce a speed more than 1 foot per second.
  - No worker is on any part of the scaffold that extends out beyond the casters, wheels, or other supports.
  - Each worker on the scaffold is aware that the move is about to take place.

## Signs, Signals & Barricades

Signs, signals and barricades are warning and protective devices used to protect workers from potential hazards and hazardous areas on jobsites and in traffic areas.

### General:

- Constantly look for warning signs, signals and barricades while working.
- Obey the signs and signals and avoid barricades, remembering that all are there for your protection.
- If you are responsible for installing signs, signals, or barricades, ensure they are clearly visible and legible.
- Always remember that:



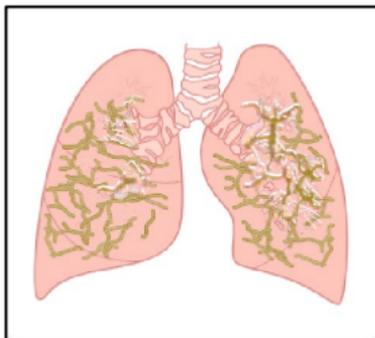
- Danger signs refer to immediate/imminent hazards.
- Caution signs refer to potential hazards or caution you against unsafe work practices.
- Safety instruction signs are there for injury/incident prevention. They are usually placed around jobsites in strategic locations.
- Notice signs are used for instructional purposes and are also placed around jobsites in strategic locations.
- Accident prevention tags are temporary warning tags usually placed on defective tools or equipment, or used to tag out sources of

uncontrolled energy that  
cannot be locked out.

## Silica

Silica is a natural part of the earth's crust and is a component of sand and granite. It can be harmful to humans if inhaled in significant concentrations.

Mechanical construction workers can be exposed to silica when drilling, cutting or boring into concrete, and may be exposed to silica dust generated by other trades.



### General:

- Wear a suitable respirator unless your company's competent person (see page xv for definition) for silica informs you that overexposure will not occur even if you don't use respiratory protection.
- Before using any respirator, be sure you have the appropriate medical clearance, fit test, and respiratory protection training.
- Use appropriate engineering controls, such as High Efficiency Particulate Air (HEPA)-filtered dust collection systems, the wet method and/or local exhaust ventilation whenever they are available.
- Use only sharp masonry drill bits and saw blades when drilling or cutting into concrete.
- Be sure not to eat, drink, smoke or apply cosmetics in affected work areas.
- Never dry sweep, dry brush or use compressed air to clean clothing or surfaces in affected work areas.

- Wash your hands and face before eating, drinking, smoking, or applying cosmetics.

## Stairways

Stairs are a series of steps leading from one level to another.

### General:

- Make sure there is a stairway or ladder anyplace there is a break in elevation of 19 inches or more unless there is another suitable means of access available.
- Never use a stairway's skeleton frame structure and/or steps where treads and/or landings have not been installed unless temporary treads and landings are in place.
- Never use a stairway's metal pan landings and treads that aren't filled in with concrete or other permanent materials, unless the pans of the stairs and/or landings have been temporarily filled in with wood or other materials.
- Do not use stairways and their landings until the proper fall prevention system has been installed.
- Never use stairway landings with unprotected sides and edges. Wait until an adequate guardrail system has been installed.
- Do not use any stairway without an adequate handrail.

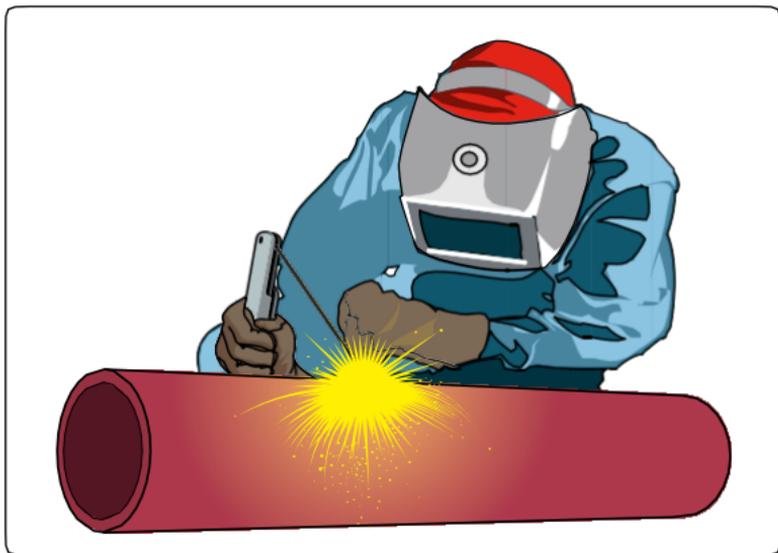
## Toeboards

Toeboards are boards installed on guardrail systems, scaffolds, aerial lifts, leading edges and other areas where objects could fall and become hazardous to workers below.

### General:

- Make sure toeboards are installed on all guardrail systems, aerial lifts, and other areas where tools, materials and/or equipment could be knocked off your working surface to a level below.
- Check that toeboards are at least 3½ inches high and made of strong, durable materials.
- Ensure that toeboards do not have openings of more than 1 inch between ends.

## Welding, Cutting & Heating



Welding, cutting and heating are methods of melting, cutting or heating metal with electrical current or compressed gases.

The biggest concerns with welding, cutting and heating in the mechanical construction industry are electrical shock from electric arc welding, eye hazards, fire hazards and respiratory hazards.

### General:

- Protect yourself from welding, cutting and brazing hazards by getting familiar with the associated hazards and learning the safe work practices established for worker protection.
- Always wear the appropriate eye protection with the proper shade of lens or lenses.
- Always have an appropriately sized Class ABC fire extinguisher readily available when welding.

- Be sure not to strike an arc or ignite a torch where flammable/combustible materials or chemicals are present.

## **Electric Arc Welding and Cutting:**

- Select cables that are capable of safely handling the maximum current requirements of the work.
- Use only manual electrode holders that are specifically designed for arc welding and cutting.
- Carefully inspect the welding cables, electrode holders and any other current-carrying parts to ensure that they are properly insulated and in good condition. If any parts are damaged, immediately follow your company's procedure for taking defective equipment out of service.
- Do not use damaged cables until they have been spliced or repaired by a properly qualified person.
- If a cable has been spliced or repaired, never use it within 10 feet of the electrode holder, unless the material used for the repair has the same or better insulating characteristics than the original insulation.
- Ensure that the ground return cable can safely carry the specified maximum amount of current generated by the arc welding unit.
- Before starting to weld each day, check all ground connections to ensure they are properly connected and have suitable capacity for the specified maximum current.
- Verify that the frames of the electric arc welding units are grounded with a third wire in the cable containing the circuit conductor, or through a separate wire that is grounded at the source of the current.

- Always attach the work cable directly to the work or work table and as close to the weld as practical.
- Shield arc welding and cutting operations with non-combustible or flameproof screens when necessary to protect other workers from looking directly at the arc.
- Never place an electrode against a cylinder to strike an arc.

## **Gas Welding and Cutting:**

- Carefully inspect cylinder valves, regulators, hoses, and torches before making any connections. If you see any damage, immediately follow your company's procedure for taking defective equipment out of service.
- Inspect hoses and torches at the start of each work shift.
- Before connecting the regulators, stand to the side of the fuel gas cylinder valve, open it, and close it quickly (cracking). Repeat the process with the oxygen cylinder.
- When cracking a fuel gas cylinder or an oxygen cylinder, make sure the escaping gases will not be affected by sparks, flames, or other ignition sources.
- Make sure that you can easily tell the difference between fuel gas hoses and oxygen hoses.
- Ensure that it is physically impossible to connect hoses, regulators, and torches to the incorrect equipment by using incompatible fittings.
- Inspect the regulators, hoses, torches, and all their connections again after they are connected, and the gas has been turned on. Check carefully for leaks and never use leaking equipment.

- Use only friction lighters to light torches.

### **Ventilation:**

- Always ensure that the ventilation is adequate before you start welding or cutting operations.
- Use adequate local ventilation and an airline respirator when performing hot work on zinc, lead, chromium, cadmium, mercury, beryllium bearing based or coated materials, or stainless steel (hexavalent chromium), unless air monitoring by a properly qualified person shows no risk of overexposure.

### **Inert Gases:**

- Always ensure that the oxygen content in the work areas in and around tanks, vessels, large bore piping systems, exchangers, etc. is sufficient when purging the systems with inert gases, such as argon and nitrogen.
- Inert gases displace oxygen and can result in asphyxiation, including suffocation.

## Zinc

Zinc is a heavy metal found in galvanized metals. When galvanized metals are heated during hot work operations, fumes containing zinc oxide are generated, become airborne and can be inhaled by anyone in the work area. When zinc oxide is inhaled in large enough concentrations over a long enough period, the illness zinc fume fever (also referred to as metal fume fever) can occur. The symptoms include fever, chills, nausea, dryness in the throat, cough, fatigue, headache and body ache.

### General:

- When performing hot work on galvanized metals, be sure to protect yourself from overexposure to zinc oxide.

### Operation:

- Make sure the work area is well ventilated.
- Use a point-of-operation ventilation system, such as a welding fume extractor, whenever it is available.
- Always position your welding helmet so that the fumes can't rise underneath it.
- If your company's zinc oxide exposure assessment shows that you could be overexposed without respiratory protection, be sure to wear an appropriate respirator.
- Before starting to work while wearing a respirator, you will need to pass a medical evaluation, receive proper respiratory protection training, and be fit tested to ensure that the respirator you will be using is sufficiently effective.

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