

## **Hazard Communication**

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### **6. Employee Training**

- 6.1 Employees are to be informed of hazardous chemicals in their work area. The training session will cover the following:
  - 6.1.1 A review of the chemicals present in their workplace operations.
  - 6.1.2 The location and availability of our Material Safety Data Sheets at each work place or jobsite
- 6.2 When a new type of product is introduced into a work area or the chemical composition of a product changes, the Site Supervisor will review the above items as they are related to the new chemicals.
- 6.3 For non-English speaking employees' information about the Hazard Communication Program and hazardous materials to which employees may be exposed will be presented in their language.

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## **Hazard Communication**

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### **7. Non-Routine Tasks**

Periodically employees are required to perform non-routine tasks. Prior to starting work on such projects, each affected employee will be informed by the jobsite Site Supervisor about hazards to which they may be exposed and appropriate protective and safety measures. The hazards associated with chemicals contained in any unlabeled pipes in the work area will also be reviewed.

### **8. Informing Other Employers**

8.1 To ensure that the employees of other contractors have access to information on the hazardous chemicals at a jobsite, it is the responsibility of the jobsite Site Supervisor to provide the other contractors the following information:

8.1.1 Where the MSDSs are available.

8.1.2 The name and location of the hazardous chemicals to which their employees may be exposed and any appropriate protective measures required to minimize their exposure.

8.1.3 An explanation of the labeling system used at the jobsite.

8.2 Each contractor bringing chemicals onto a jobsite must provide us with the appropriate hazard information on those substances to which our own employees may be exposed to on a jobsite.

Issued by:

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Steve Kent Services, LLC  
Steve, Owner/Operator

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Date

## **Hazard Communication**

### **TRAINING ON HAZARD COMMUNICATION**

Job # : \_\_\_\_\_

Employee Name: \_\_\_\_\_ S.S. # : \_\_\_\_\_

- I know where the emergency phone number and Hazard Communication Information is posted.
- I know where the emergency supplies are kept.
- I know where the Material Safety Data Sheets for my work are kept.
- I am aware that I may review copies of the hazardous chemical list, the Company's written program, and Material Safety Data Sheets.
- I understand the safe work procedures and precautions to be taken when working with these products including the use of personal protective equipment and / or apparel.
- I have been trained on the following:

Training Elements	Yes	No
A. An overview of the requirements contained in the HazCom Standard		
B. Hazardous materials present in their workplace		
C. How to lessen or prevent exposure to these materials through usage of control methods, work practices and PPE required		
D. What Steve Kent Services, LLC has done to lessen or prevent employees' exposure to these chemicals		
E. Location and availability of the written program		
F. Physical and Health effects of the hazardous substances		
G. Emergency Procedures to follow if you are exposed to a chemical		
H. Methods and observation techniques used to determine the presence or release of any hazardous substances in the workplace		
I. Discussion on how to read and review the MSDS to obtain information		
J. Location of emergency fire and fire aid equipment on the project		
K. You were given the opportunity to ask any questions that you may have		

Employee Signature: \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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## **Hearing Protection Program**

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### **1. Introduction**

Steve Kent Services, LLC will take every reasonable precaution to protect our employees from recognized hazards. Although our intent is to eliminate the need to work in high noise areas, some of our activities may create noise exposures that cannot be eliminated. The objective of this program is to prevent hearing loss due to chronic exposure to high noise levels.

### **2. Scope**

This program applies to all segments of our organization and activities where there is a potential for employees to be exposed to high noise levels.

### **3. Policy**

Every reasonable effort will be made to protect our employees from potential noise hazards. All known or suspected noise hazards must be evaluated adequate controls provided prior to permitting employees to work in the areas.

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## **Hearing Protection Program**

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### **4. Noise Exposure and Control Measures**

- 4.1 Supervisors will instruct the workers on the ear protection required for the exposure and assure the equipment's use by performing regular observation of the work activity.
  - 4.2 Workers are required to use the equipment provided and report any problems such as threshold shifts in hearing, ringing in the ears, etc. to the supervisor or foreman.
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## **Heat Related Illnesses**

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### **1. Introduction**

Steve Kent Services, LLC is committed to providing a safe and healthful work environment for our employees. Employees may work in Fire Retardant Clothing and protective suits while performing their job tasks. With the average daily temperature, working around equipment and the humidity where the work takes place heat related illness are a concern for all of its employees.

### **2. Scope**

The following information has been collected from the National Institute for Occupational Safety and Health (NIOSH). The purpose of this program is to provide guidance for protecting employees from hazards of high heat conditions and to provide information on engineering, administrative and PPE controls. Discomfort is not the major problem with working in high temperatures and humidity. Workers who are suddenly exposed to the stress of working in a hot environment face additional and generally avoidable hazards to their safety and health.

### **3. Responsibilities**

#### **Management:**

**When utilized, Subcontractors shall provide adequate documentation of training to SKS**

- Supervisors will be trained in preventing heat related illnesses prior to supervising employees.
- Supervisors should be trained in the employer's heat illness procedures to prevent heat illness and procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- Provide information to workers on signs of heat stress.
- Provide means of preventing heat stress and other heat related health hazards.
- Employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity throughout the work shift.

### **4. Hazard Control**

#### **4.1      Engineering Controls**

- Ensure all inside areas have adequate ventilation.
- Provide shaded awnings for outside work when possible.
- Provide portable ventilation when possible.

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## **Heat Related Illnesses**

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### **4.2      Administrative Controls**

- Provide training to all affected employees.
- Provide adequate and sanitary drinking facilities and utensils.
- Rotate workers during high heat operations.
- Physical factors that contribute to heat related illness should be taken into consideration before performing a task. The most common physical factors that can contribute to heat related illness are type of work, level of physical activity and duration, and clothing color, weight and breathability.
- Supervisors must ensure personal factors that contribute to heat related illness are taken into consideration before assigning a task where there is the possibility of a heat-related illness occurring. The most common personal factors that can contribute to heat related illness are age, weight/fitness, drug/alcohol use, prior heat-related illness, etc.

### **4.3      Protective Equipment**

- Provide cooling PPE when necessary.

## **5.      How the Body Handles Heat**

- 5.1      The human body, being warm blooded, maintains a fairly constant internal temperature, even though it is being exposed to varying environmental temperatures. To keep internal body temperatures within safe limits, the body must get rid of its excess heat primarily through varying the rate and amount of blood circulation through the skin and the release of fluid onto the skin by the sweat glands. These automatic responses usually occur when the temperature of the blood exceeds 98.6°F and are kept in balance and controlled by the brain. In this process of lowering internal body temperature, the heart begins to pump more blood, blood vessels expand to accommodate the increased flow, and the microscopic blood vessels (capillaries) which thread through the upper layers of the skin begin to fill with blood. The blood circulates closer to the surface of the skin, and the excess heat is lost to the cooler environment.
- 5.2      If heat loss from increased blood circulation through the skin is not adequate, the brain continues to sense overheating and signals the sweat glands in the skin to shed large quantities of sweat onto the skin's surface. Evaporation of sweat cools the skin, eliminating large quantities of heat from the body.
- 5.3      As environmental temperatures approach normal skin temperature, cooling of the body becomes more difficult. If air temperature is as warm as or warmer

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## Heat Related Illnesses

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than the skin, blood brought to the body surface cannot lose its heat. Under these conditions, the heart continues to pump blood to the body surface, the sweat glands pour liquids containing electrolytes onto the surface of the skin and the evaporation of the sweat becomes the principal effective means of maintaining a constant body temperature. Sweating does not cool the body unless the moisture is removed from the skin by evaporation. Under conditions of high humidity, the evaporation of sweat from the skin is decreased and the body's efforts to maintain an acceptable body temperature may be significantly impaired. These conditions adversely affect an individual's ability to work in the hot environment. With so much blood going to the external surface of the body, less goes to the active muscles, the brain, and other internal organs; strength declines; and fatigue occurs sooner than it would otherwise. Alertness and mental capacity also may be affected. Workers who must perform delicate or detailed work may find their accuracy suffering, and others may find their comprehension and retention of information lowered.

### 6. Safety Problems

- 6.1 Certain safety problems are common to hot environments. Heat tends to promote accidents due to the slipperiness of sweaty palms, dizziness, or the fogging of safety glasses. Wherever there exists molten metal, hot surfaces, steam, etc., the possibility of burns from accidental contact also exists.
- 6.2 Aside from these obvious dangers, the frequency of accidents, in general, appears to be higher in hot environments than in more moderate conditions. One reason is that working in a hot environment lowers the mental alertness and performance of an individual. Increased body temperature and discomfort promote irritability, anger, and other emotional states which sometimes cause workers to overlook safety procedures or to divert attention from hazardous tasks.

### 7. Health Problems

Excessive exposure to a hot work environment can bring about a variety of heat-induced disorders.

#### 7.1 Heat Stroke

Heat stroke is the most serious of health problems associated with working in hot environments. It occurs when the body's temperature regulatory system fails and sweating becomes inadequate. The body's only effective means of removing excess heat is compromised with little warning to the victim that a crisis stage has been reached. Heat Stroke can be identified by:

- A heat stroke victim's skin is hot, usually dry, red or spotted.
- Body temperature is usually 105°F or higher.

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## Heat Related Illnesses

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- Mentally confused, delirious
- The person may convulse, or lose consciousness.
- **Unless the victim receives treatment immediately, death can occur.**

7.1.1 Any person with signs or symptoms of heat stroke requires immediate hospitalization. However, first aid should be immediately administered.

- This includes removing the victim to a cool area
- Thoroughly soaking the clothing with water
- Vigorously fanning the body to increase cooling

7.1.2 Further treatment at a medical facility should be directed to the continuation of the cooling process and the monitoring of complications which often accompany the heat stroke. Early recognition and treatment of heat stroke are the only means of preventing permanent brain damage or death.

### 7.2 Heat Exhaustion

Heat exhaustion includes several clinical disorders having symptoms which may resemble the early symptoms of heat stroke. Heat exhaustion is caused by the loss of large amounts of fluid by sweating, sometimes with excessive loss of salt. A worker suffering from heat exhaustion will show warning signs:

- Heavy Sweating
- Experience extreme weakness or fatigue
- Giddiness, nausea, or headache
- In more serious cases, the victim may vomit or lose consciousness
- The skin is clammy and moist
- Complexion is pale or flushed
- Body temperature is normal or only slightly elevated

7.2.1 In most cases treatment involves, moving the victim to a cool place and have him drink plenty of liquids. Victims with mild cases of heat exhaustion usually recover spontaneously with this treatment. Those with severe cases may require extended care for several days. There are no known permanent effects.

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## Heat Related Illnesses

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*CAUTION Persons with heart problems or those on a low sodium diet who work in hot environments should consult a physician about what to do under these conditions.*

### 7.3 Heat Cramps

Heat cramps are painful spasms of the muscles that occur among those who sweat profusely in heat, drink large quantities of water, but do not adequately replace the body's salt loss. The drinking of large quantities of water tends to dilute the body's fluids, while the body continues to lose salt. Shortly thereafter, the low salt level in the muscles causes painful cramps. The affected muscles may be part of the arms, legs, or abdomen, but tired muscles (those used in performing the work) are usually the ones most susceptible to cramps. Cramps may occur during or after work hours and may be relieved by taking salted liquids by mouth.

*CAUTION: Persons with heart problems or those on a low sodium diet who work in hot environments should consult a physician about what to do under these conditions.*

### 7.4 Fainting

A worker who is not accustomed to hot environments and who stands erect and immobile in the heat may faint. With enlarged blood vessels in the skin and in the lower part of the body due to the body's attempts to control internal temperature, blood may pool there rather than return to the heart to be pumped to the brain. Upon lying down, the worker should soon recover. By moving around, and thereby preventing blood from pooling, the patient can prevent further fainting.

### 7.5 Heat Rash

Heat Rash, also known as prickly heat, is likely to occur in hot, humid environments where sweat is not easily removed from the surface of the skin by evaporation, leaving the skin wet most of the time. The sweat ducts become plugged and a skin rash soon appears. When the rash is extensive or when it is complicated by infection, prickly heat can be very uncomfortable and may reduce a worker's performance. The worker can prevent this condition by resting in a cool place part of each day and by regularly bathing and drying the skin.

### 7.6 Transient Heat Fatigue

Transient heat fatigue refers to the temporary state of discomfort and mental or psychological strain arising from prolonged heat exposure. Workers unaccustomed to the heat are particularly susceptible and can suffer, to varying degrees, a decline in task performance, coordination, alertness, and

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vigilance. The severity of transient heat fatigue will be lessened by a period of gradual adjustment to the hot environment (heat acclimatization).

### 8. Preparing for the Heat

- 8.1 One of the best ways to reduce heat stress on workers is to minimize heat in the workplace. However, there are some work environments where heat production is difficult to control, such as when furnaces or sources of steam or water are present in the work area or when the workplace itself is outdoors and exposed to varying warm weather conditions.
- 8.2 Humans are, to a large extent, capable of adjusting to the heat. This adjustment to heat, under normal circumstances, usually takes about 5 to 7 days, during which time the body will undergo a series of changes that will make continued exposure to heat more endurable.
- 8.3 On the first day of work in a hot environment, the body temperature, pulse rate, and general discomfort will be higher. With each succeeding daily exposure, all of these responses will gradually decrease while the sweat rate will increase. When the body becomes acclimated to the heat, the worker will find it possible to perform work with less strain and distress.
- 8.4 Gradual exposure to heat gives the body time to become accustomed to higher environmental temperatures. Heat disorders in general are more likely to occur among workers who have not been given time to adjust to working in the heat or among workers who have been away from hot environments and who have gotten accustomed to lower temperatures. Hot weather conditions of the summer are likely to affect the worker who is not acclimatized to heat. Likewise, workers who return to work after a leisurely vacation or extended illness may be affected by the heat in the work environment. Whenever such circumstances occur, the worker should be gradually reacclimatized to the hot environment.
- 8.5 Lessening Stressful Conditions
  - 8.5.1 Many industries have attempted to reduce the hazards of heat stress by introducing engineering controls, training workers in the recognition and prevention of heat stress, and implementing work-rest cycles. Heat stress depends, in part, on the amount of heat the worker's body produces while a job is being performed. The amount of heat produced during hard, steady work is much higher than that produced during intermittent or light work. Therefore, one way of reducing the potential for heat stress is to make the job easier or lessen its duration by providing adequate rest time. Mechanization of work procedures can often make it possible to isolate workers from the heat sources (perhaps in an air-conditioned booth) and increase overall productivity by decreasing the time needed for rest. Another approach to reducing

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the level of heat stress is the use of engineering controls which include ventilation and heat shielding.

### 8.6 Number and Duration of Exposures

8.6.1 Rather than be exposed to heat for extended periods of time during the course of a job, workers should, wherever possible, be permitted to distribute the workload evenly over the day and incorporate work-rest cycles. Work-rest cycles give the body an opportunity to get rid of excess heat, slow down the production of internal body heat, and provide greater blood flow to the skin.

8.6.2 Workers employed outdoors are especially subject to weather changes. A hot spell or a rise in humidity can create overly stressful conditions. The following practices can help to reduce heat stress:

- Postponement of nonessential tasks
- Permit only those workers acclimated to heat to perform the more strenuous tasks
- Provide additional workers to perform the tasks and keep in mind that all workers should have the capacity to perform the task and that they should be accustomed to the heat.

### 8.7 Thermal Conditions in the Workplace

8.7.1 A variety of engineering controls can be introduced to minimize exposure to heat. For instance, improving the insulation on a furnace wall can reduce its surface temperature and the temperature of the area around it. In a laundry room, exhaust hoods installed over those sources releasing moisture will lower the humidity in the area. In general, the simplest and least expensive methods of reducing heat and humidity can be accomplished by:

- Opening windows in hot work areas
- Using fans
- Using other methods of creating airflow such as exhaust ventilation or air blowers.

### 9.0 Rest Areas

Providing cool rest areas in hot work environments considerably reduces the stress of working in those environments. There is no conclusive information available on the ideal temperature for a rest area. However, a rest area with a temperature near 76° F appears to be adequate and may even feel chilly to a hot, sweating worker, until acclimated to the cooler environment. The rest area should be as close to the workplace as possible. Individual work periods should not be lengthened to allow for prolonged rest periods. Shorter but frequent work-rest cycles are the greatest benefit to the worker.

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### 10. Drinking Water

In the course of a day's work in the heat, a worker may produce as much as 2 to 3 gallons of sweat. It is essential that water intake during the workday is about equal to the amount of sweat produced because so many heat disorders involve excessive dehydration of the body. Most workers exposed to hot conditions drink fewer fluids than needed because of an insufficient thirst drive. Therefore, a worker should not depend on thirst to signal when and how much to drink. Instead, the worker should drink 5 to 7 ounces of fluids every 15 to 20 minutes to replenish the necessary fluids in the body. There is no optimum temperature of drinking water, but most people prefer cool fluids as opposed to warm or very cold ones. Regardless of the water's temperature, it must be palatable and readily available to the worker. Individual drinking cups should be provided – never use a common drinking cup.

Heat acclimatized workers lose much less salt in their sweat than do workers who are not adjusted to the heat. The average American diet contains sufficient salt for acclimatized workers even when sweat production is high. If, for some reason, salt replacement is required, the best way to compensate for the loss is to add a little extra salt to the food. Salt tablets should not be used.

*CAUTION Persons with heart problems or those on a low sodium diet who work in hot environments should consult a physician about what to do under these conditions.*

### 11.0 Protective Clothing

Clothing inhibits the transfer of heat between the body and the surrounding environment. Therefore, in hot jobs where the air temperature is lower than skin temperature, wearing clothing reduces the body's ability to lose heat into the air.

When air temperature is higher than skin temperature, clothing helps to prevent the transfer of heat from the air to the body. However, this advantage may be nullified if the clothes interfere with the evaporation of sweat.

In dry climates, adequate evaporation of sweat is seldom a problem. In a dry work environment with very high air temperatures, protective clothing could be an advantage to the worker. The proper type of clothing depends on the specific circumstance. Certain work in hot environments may require insulated gloves, insulated suits, reflective clothing, or infrared reflecting face shields. For extremely hot conditions, thermally - conditioned clothing is available. One such garment carries a self-contained air conditioner in a backpack, while another is connected to a compressed air source which feeds cool air into the jacket or coveralls through a vortex tube. Another type of

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garment is a plastic jacket which has pockets that can be filled with dry ice or containers of ice.

### 12. Employee Awareness

The key to preventing excessive heat stress is educating the employer and worker on the hazards of working in heat and the benefits of implementing proper controls and work practices. The employer should establish a program designed to acclimatize workers who must be exposed to hot environments and provide necessary work-rest cycles and water to minimize heat stress.

## 9. Special Considerations

- 9.1 During unusually hot weather conditions lasting longer than 2 days, the number of heat illnesses usually increases. This is due to several factors, such as progressive body fluid deficit, loss of appetite (and possible salt deficit), buildup of heat in living and work areas, and breakdown of air-conditioning equipment. Therefore, it is advisable to make a special effort to adhere rigorously to the above preventive measures during these extended hot spells and to avoid any unnecessary or unusual stressful activity. Sufficient sleep and good nutrition are important for maintaining a high level of heat tolerance. Workers who may be at a greater risk of heat illnesses, are the obese, the chronically ill and older individuals.
- 9.2 When possible, the most stressful tasks should be performed during the cooler parts of the day (early morning or at night). Double shifts and overtime should be avoided whenever possible. Rest periods should be extended to alleviate the increase in the body heat load.
- 9.3 The consumption of alcoholic beverages during prolonged periods of heat can cause additional dehydration. Persons taking certain medications (e.g., medications for blood pressure control, diuretics, or water pills) should consult their physicians in order to determine if any side effects could occur during excessive heat exposure. Daily fluid intake must be sufficient to prevent significant weight loss during the workday and over the workweek.

## **Heavy Equipment**

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### **PURPOSE OF THE POSITION**

The Heavy Equipment Operator is responsible to for operating heavy equipment in a safe and effective manner.

### **SCOPE**

The Heavy Equipment Operator is responsible for operating heavy equipment in a safe and appropriate manner. Heavy equipment may include trucks, front-end loaders, excavators, dozers, graders, backhoes, fork lifts, compactors, tractors, skid-steer loaders and other pieces of equipment. The Heavy Equipment Operator must also clean, maintain and secure all equipment as policies and procedures.

The Heavy Equipment Operator must deal with customers and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The Heavy Equipment Operator must make note of and report on any such complaints and respond in a courteous and respectful manner.

### **RESPONSIBILITIES**

1. Operate heavy equipment in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life

#### **Main Activities**

- Operate all heavy equipment in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily safety and maintenance checks, including daily lubrication
- Clean heavy equipment as scheduled and/or required, including removing personal belongings and trash from cab and wiping up spills etc.
- Ensure heavy equipment is safely and securely stored
- Advise supervision of any requirements for maintenance or repairs
- Participate in routine maintenance
- Practice workplace safety

2. General employment requirements

#### **Main Activities**

- Accurate and thorough completion of time sheets
- Accurate and thorough completion of daily circle check reports for all equipment operated
- Participate in the company safety program by attending safety meetings and reporting all near misses and incidents to management in a timely fashion

3. Perform other duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of truck and equipment safety

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- ✓ knowledge of operation of front-end loaders, excavators, dozers, graders, compactors, tractors, skid-steer loaders and other pieces of equipment
- ✓ knowledge of equipment maintenance and storage
- ✓ knowledge of road construction and maintenance techniques
- ✓ knowledge of excavation techniques and job site traffic flows
- ✓ knowledge of workplace safety requirements and procedures
- ✓ knowledge of record keeping system
- ✓ knowledge of equipment cleaning standards and procedures

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ ability to operate single axel trucks in a safe and responsible manner
- ✓ ability to operate required equipment in a safe and responsible manner
- ✓ client service and public interaction skills
- ✓ team building
- ✓ analytical and problem-solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to communicate effectively
- ✓ ability to read and write to record and maintain daily records
- ✓ stress management skills
- ✓ time management skills

## **WORKING CONDITIONS**

### **Physical Demands**

The Heavy Equipment Operator has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Heavy Equipment Operator will have to work in all weather, and must be prepared for both extreme heat and cold. The Heavy Equipment Operator must ensure that all activities are completed in a safe and efficient way.

### **Environmental Conditions**

The Heavy Equipment Operator must work outside in all different weather conditions including extreme cold and extreme heat. He/she must take necessary precautions to protect eyes, nose and skin from irritation and/or injury from any substances or conditions that may be encountered.

### **Mental Demands**

The Heavy Equipment Operator must work independently and is expected to maintain a schedule of work. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

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## **Jobsite Inspections**

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### **1. Introduction**

Jobsite inspections are a vital part of the Company's Safety and Loss Control policies and procedures. A thorough jobsite inspection is intended to locate and report existing and potential hazards that may cause accidents. Once these hazards are identified, the appropriate corrective action is taken to eliminate them.

### **2. Scope**

The safety inspection program applies to all locations where work is performed and is required in conjunction with inspections mandated by the client. A specific schedule of jobsite inspections will be followed (see below).

### **3. Daily**

The Site Supervisor must inspect his work area on a daily basis for any unsafe acts or conditions. Whenever possible, corrective action should be taken at the time of the inspection. Any unsafe acts or conditions that cannot be corrected immediately should be reviewed with the employees. Temporary control measures should be discussed with the employees. These unsafe acts or conditions must be reported to the Job Site Supervisor for corrective action. Inspection report (26-1) will reflect corrective action, if any. Records will be retained for 12 mos.

### **4. Jobsite Inspections by Others**

From time to time, representatives from our insurance company, clients and non-company personnel may inspect our job sites. The non-company personnel may include OSHA representatives, local, State or other Federal regulatory representatives. All inspections by non-company personnel should be coordinated with the Project Manager and Safety Manager when possible. If this is not feasible, verify the inspector's credentials (who he is and what Agency he represents) and notify the main office immediately. If you are asked any questions that you are unsure of, write down the question(s) and forward them to the Project Manager and Safety Manager for his follow-up. Obtain the inspector's name and telephone number for the Safety Manager's future reference. Forward any inspection reports to the Project Manager and Safety Manager as soon as possible.

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## **Ladder Safety**

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### **1. Introduction**

Steve Kent Services, LLC, is committed to providing a safe and healthful work environment for our employees. Employees may work from ladders to access their work.

### **2. Scope**

Ladders present unique opportunities for unsafe acts and unsafe conditions. Employees who use ladders must be trained in proper selection, inspection, use and storage. Improper use of ladders is a prominent cause of accidents in the workplace. Use caution on ladders. OSHA reference: (29 CFR 1910.25, 1910.26, and 1910.27).

### **3. Procedures**

#### **3.1 Ladder Hazards**

Falls from ladders can result in broken bones and/or death. Ladder safety is a lifesaving program at our company.

Hazards include:

- Ladders with missing or broken parts
- Using a ladder with a dangerously low weight rating
- Using a ladder that is too short for the intended purpose
- Using metal ladders near electrical wires
- Using ladders as a working platform
- Objects falling from ladders

#### **3.2 Ladder Inspection**

- Inspect ladders before each use:

- Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.
- All rungs and steps are free of oil, grease, dirt, etc.
- All fittings are tight.
- Spreaders or other locking devices are in place.

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- Non-skid safety feet are in place.
- No structural defects; all support braces intact.
- Do not use broken ladders. Most ladders cannot be repaired to manufacturer specifications. Throw away all broken ladders.
- Portable and fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective, or be tagged with "Do Not Use" or similar language, and shall be withdrawn from service until repaired.

### 3.3 Ladder Storage

Store ladders on sturdy hooks in areas where they cannot be damaged to prevent warping or sagging. Do not hang anything on ladders that are in a stored condition.

### 3.4 Ladder Ratings

- I-A 300 pounds (heavy duty)
- I 250 pounds (heavy duty) •
- II 225 pounds (medium duty) •
- III 200 pounds (light duty).
- Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond the manufacturer's rated capacity.

### 3.5 Limits on ladder length.

- A stepladder should be no more than 20 feet high.
- A one-section ladder should be no more than 30 feet.
- An extension ladder can go to 60 feet if the sections overlap.

### 3.6 Ladder Setup

The following procedure must be followed to prevent ladder accidents:

- Place ladder on a clean, slip-free, level surface.
- Extend the ladder to have about 4 feet above the top support or work area.

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- Anchor the top and bottom of the ladder.
- Place the ladder base 1/4 the height of the ladder from the wall when using an extension ladder.
- Never allow more than one person on a ladder.
- Use carriers and tool belts to carry objects up a ladder.
- Do not lean out from the ladder in any direction.
- If you have a fear of heights – do not climb a ladder.
- Do not allow others to work under a ladder being used.
- Do not stand on the top two rungs of a step ladder.
- Face the ladder when ascending or descending
- Do not carry objects that could cause injury in the event of a fall.

### 3.7 Ladder Maintenance

- Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.
- Keep ladders clean.
- Never replace broken parts unless provided by the original manufacturer.
- Do not attempt to repair broken side rails.
- Keep all threaded fasteners properly adjusted.
- Replace worn steps with parts from manufacturer.

### 3.8 Intended purpose

Ladders shall be used only for their designated purpose.

## 4. **Training**

- 4.1 Site Supervisors shall be familiar with ladder safety requirements outlined above.
- 4.2 All employees shall be trained on the proper use, set-up, inspection and storage of ladders.
- 4.3 The training required in paragraph 4.2 shall be documented noting the following information. All subcontractors employed by SKS are required to submit the proper documentation regarding this training to SKS
  - The date(s) of the training session
  - The content or summary of the training session

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- The name(s) of the trainer(s)
- The names of all participants

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## Motor Fleet Safety

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### 1. **Introduction**

This procedure establishes protective controls for personnel using or working around company-owned vehicles and to establish rules for their use. Company vehicles refers to owned, leased or rented equipment. The Motor Fleet Safety Procedure should assist Steve Kent Services, LLC in the following ways:

- 1.1 Prevent injury, property damage or death resulting from operations of company vehicles.
- 1.2 Establish minimum qualifications for personnel who operate company vehicles.

### 2. **Scope**

This procedure establishes requirements for the procurement, care, operation and maintenance of the company vehicles described herein in order to ensure safety under normal usage. This procedure specifically covers the following:

- 2.1 Automobiles
- 2.2 Pick-up Trucks
- 2.3 Vans/RV's
- 2.4 Heavy Trucks
- 2.5 Any other vehicles that may travel or be used on public roads.

### 3. **Policy**

This procedure applies to all Steve Kent Services, LLC sites and activities.

### 4. **Administration and Responsibility**

4.1 The **Manager or Designee** is responsible for:

- Implementing the provisions of this procedure
- Ensuring that all vehicle operators have a valid operators or commercial driver's license for the type of vehicle they will operate
- Ensuring that drivers shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the counter medications that might impair their driving skills.

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## Motor Fleet Safety

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- Ensuring that all commercial vehicle operators meet the applicable DOT or other regulatory requirements
- Auditing compliance with this procedure
- Periodically reviewing the driving records of Steve Kent Services, LLC vehicle operators, taking appropriate action to address non-conformance to this procedure.

**4.2 General Manager / Safety Manager / Supervision / Sub-contractor Coordinators and Operating Personnel** are responsible for:

- Understanding and complying with the requirements of this procedure
- Monitoring the operation of Company Vehicles for compliance with this procedure and safe operating practices

**4.3 The Company Vehicle Operator** is responsible for:

- Complying with this procedure and operating company vehicles safely
- Remaining alert and not operating company vehicles if mentally or physically impaired
- Wearing seat belts in all company vehicles
- Obeying all traffic rules including speed limits, signals and warning signs
- Operating only company vehicles for which he/she has been trained and has a valid operators or commercial driver's license (CDL)
- Reading and being familiar with the manual for the vehicles operated and operating the equipment as intended by the manufacturer
- Following safe driving practices at all times, such as hands-free cell phone use, or cell phone use prohibited while driving, not manipulating radios or other equipment which may cause distraction, not exceeding the posted speed limit and maintaining a safe distance between other vehicles
- Loads shall be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle.
- Never operating a company vehicle that is unsafe and/or in need of repair
- Performing and documenting scheduled inspections of vehicles they operate

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## **Motor Fleet Safety**

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- Keeping their assigned vehicle in a clean and serviceable condition
- Advising supervision of any suggestions to improve safety
- Notifying supervision of any significant incidents, property damage or near misses with regard to company vehicles

### **5. Procedure**

- 5.1 State or local Division of Motor Vehicles (DMV) reports will be obtained for each operator on an annual basis. This must be done every 12 months.
- 5.2 Company vehicles must be operated within the posted speed limits and at speeds consistent with conditions of roadways, grades, clearance, visibility and traffic.
- 5.3 Moving violations or DWI's will be treated as serious offenses and may affect both safety and insurability. Appropriate disciplinary action must be taken and records/results maintained in the operator's personnel file.
- 5.4 All company vehicles must be inspected by the Operator before every shift. Any vehicle defects affecting safety must be recorded on an inspection checklist and reported to supervision.
- 5.5 Defective vehicles must be removed from service, tagged "DO NOT OPERATE" and not used until repairs are made.
- 5.6 In case of accidents Steve Kent Services, LLC Safety Manager will be contacted immediately and an accident investigation started. (Steve Kent Services, LLC Accident Investigation & Reporting Procedure No. 2) A preliminary report will be issued within 12 hours and a final report within 24 hours.
- 5.7 Anyone involved in an accident must obtain all pertinent information concerning the accident such as:
  - Time and place
  - Driver's license number
  - License plate number
  - Insurance carrier
  - State and Local reporting requirements

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## Motor Fleet Safety

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Attachment 30-1 provides detailed instructions on what to do if you are involved in an auto accident.

- 5.8 A preventive maintenance program with checklists and scheduled maintenance will be developed for each fleet vehicle. (See Attachment 30-2)
- 5.9 Personnel must not be transported in or on truck beds, etc., **unless** special provisions have been made for their safety.
- 5.10 **Repairing Company Vehicles:** The equipment manual should be referenced for specific requirements. General safety precautions to be taken are:
  - Turn off the engine, remove keys and set parking brakes/chock wheels.
  - Close fuel shut-off system and disconnect electrical system/battery as necessary.
  - Tag out controls if necessary.
  - Secure and support any raised equipment or attachments. **Metal lift** support jacks must be in place. Wooden blocks should never be used.
  - When repairing **Dump Trucks**, the following additional safety precautions must be taken:
    - a. Remove keys.
    - b. Hang personal Tag on the ignition switch.
    - c. Maintenance or repair work must not be performed under dump trucks in a raised position unless it has been securely blocked in a safe position.
  - When repairing **Heavy Trucks** (Water-Trucks, Dump-Trucks, Flat beds and Oil-Trucks) the following additional safety precautions must be taken.
    - a. Remove keys.
    - b. Hang personal tag on the ignition switch.
    - c. Due to the variation of complexity involved with repair or maintenance of these vehicles only a qualified person will perform these services.
- 5.11 Modifications or additions to company vehicles which affect capacity and safe operations must not be made without prior written approval from the manufacturer. No alterations should be made which may impair the operator's visibility.

## **Motor Fleet Safety**

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- 5.12 Heavy Truck tires must be deflated prior to removal and repair. Adequate precautions must be taken to prevent wheel locking rims from becoming a hazard during inflation. Only trained personnel should repair heavy truck tires.
- 5.13 All heavy-duty trucks must be equipped with an automatic, audible warning device/back-up alarm.

### **6. Training**

- 6.1 All personnel who operate and maintain company vehicles shall be trained in the content of this procedure before they are assigned to operate a vehicle.
- 6.2 Supervision/Sub-contractor Coordinators must continue on-the-job training of employees as necessary to ensure proper use and service of the equipment.

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## **Personal Protective Equipment**

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### **1. Introduction**

When hazards common to the construction industry cannot be eliminated or managed to an acceptable level personal protective equipment (PPE) may be required. This procedure establishes the requirements to:

- 1.1 Evaluate the need for PPE on each job.
- 1.2 Ensure that the correct PPE is provided and used as intended.
- 1.3 Train all Steve Kent Services, LLC personnel in selection, use, maintenance and limitations of PPE required.

### **2. Scope**

This procedure applies to all Steve Kent Services, LLC sites, activities and subcontractors.

### **3. Policy**

- 3.1 The following minimum safety equipment is required on all Steve Kent Services, LLC jobsites:
  - 3.1.1 ANSI Z89.1-1997 approved hard hat
  - 3.1.2 ANSI Z87.1-1989 approved safety glasses with side shields
  - 3.1.3 Sturdy, closed-toe footwear (Note: ANSI Z41-1999 approved safety shoes or boots are strongly encouraged and required on some jobsites)
- 3.2 When performing certain tasks, the additional PPE listed on the Master or Job Specific PPE Hazard Assessment and Equipment Selection Certification form (Master PPE Hazard Assessment) will be required.
- 3.3 All PPE required for the job, with the exception of safety footwear, will be provided by Steve Kent Services, LLC Construction.
- 3.4 All PPE must be kept in a safe, sanitary and useable condition. Defective equipment must be taken out of service and repaired or replaced before it is returned to service. PPE that cannot be repaired must be destroyed.

### **4. Administration and Responsibility**

- 4.1 The Manager/Safety Manager has the overall responsibility for administering this procedure and completion of the Master PPE Hazard Assessment.

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## **Personal Protective Equipment**

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- 4.2 The Site Supervisors are responsible for implementing the PPE program on their jobsites including:
  - 4.2.1 Using the Pre-Job Safety Planning Checklist (Attachment 32 – 1) to identify potential hazards and PPE requirements for the job and comparing job specific requirements to the Master PPE Hazard Assessment
  - 4.2.2 If necessary, amending the Master PPE Hazard Assessment to suit the site-specific requirements and certifying the document by adding his/her signature
  - 4.2.3 Assuring that the required PPE is readily available and used as intended
  - 4.2.4 Verifying that any employee-provided PPE is adequate for the job, in good condition and kept in a sanitary condition
  - 4.2.5 Verifying that employees required to use PPE have been informed about the selection of the equipment and the reasons for doing so
  - 4.2.6 Assuring that employees have been properly fitted and trained on the care, use, maintenance and limitations of the PPE including donning and doffing
- 4.3 Subcontractor management is responsible for complying with the provisions of this procedure including providing the necessary equipment, training their workers and monitoring compliance.

### **5. Procedure**

- 5.1 When mobilizing for the job, the Superintendent/Foreman shall review and update the Master PPE Hazard Assessment to reflect site-specific requirements. This completed document must be signed and dated by the Superintendent/Foreman indicating that the site-specific PPE Hazard Assessment has been completed and certified as such. An adequate supply of PPE shall be readily available on each jobsite to protect personnel from identified hazards. Such equipment must be of the correct size or sizes to properly fit each affected employee.
- 5.2 Site-specific PPE requirements shall be covered with all new employees and subcontractor management as part of the site orientation.
- 5.3 Employees shall be instructed to inspect their PPE before and after each use. Defective equipment should immediately be taken out of service, tagged "Danger - Do Not Use" with a note as to why. If there is any question about the condition

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## **Personal Protective Equipment**

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or use of the required PPE, supervision must be notified immediately. Defective or questionable equipment shall not be used.

- 5.4 Personal protective equipment is not to be modified or altered in any way.
- 5.5 Provisions shall be made to inspect, clean and sanitize PPE.
- 5.6 If new types or styles of PPE are introduced, all affected employees should be trained on the care, use, inspection, maintenance and disposal of the equipment including donning and doffing procedures.
- 5.7 On a daily basis the Superintendent/Foreman shall monitor compliance with the PPE requirements taking any corrective action necessary up to and including discipline if warranted.

### **6. Training**

- 6.1 All Steve Kent Services, LLC employees shall be trained and demonstrate an understanding of the following:
  - 6.1.1 When PPE is needed
  - 6.1.2 What PPE is required and how it was selected
  - 6.1.3 How to correctly don, doff, adjust and wear the PPE
  - 6.1.4 Information on care, cleaning, useful life and disposal
  - 6.1.5 Where to go for help
  - 6.1.6 Pre-use inspection requirements and techniques
  - 6.1.7 Prohibition of using defective equipment or modifying PPE
- 6.2 Retraining shall be provided when:
  - 6.2.1 Equipment or workplace changes render the previous training obsolete.
  - 6.2.2 New styles or types of PPE are provided.
  - 6.2.3 When audits, observations or discussions reveal there is a lack of understanding, inadequate skill or failure to correctly use the equipment.
- 6.3 The training required by this procedure must be documented in the form of written certification that includes the:
  - 6.3.1 Name of each employee trained

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## **Personal Protective Equipment**

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6.3.2 Dates of the training

6.3.3 The identity of the certification (i.e., hearing protection, personal fall arrest, etc.)

6.3.4 The name of the instructor

### **7. Management Controls**

7.1 The content of this procedure shall be reviewed by the Manager/Safety Manager on a scheduled basis (at least every two years) and updated as necessary.

7.2 The Master PPE Hazard Assessment must be reviewed by the Superintendent/Foreman during job mobilization. Any job-specific changes must be made in writing on the Master form, which will then become the site-specific hazard assessment. The revised document must be signed and dated. A completed copy of the job-specific form must be retained in the job files.

## **Personal Protective Equipment**

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### **PPE Training Acknowledgement Form**

Personal Protective Equipment is essential when working around hazardous machinery or materials for the protection of eyes, ears, face and other body parts.

This is to certify that on this date you were instructed on the proper usage of personal protective equipment (listed below) and you have demonstrated an understanding of when and where personal protective equipment is necessary, and how to properly put on, take off, adjust and wear. Also, you were instructed on the limitations, proper care, maintenance, useful life and disposal of personal protective equipment. You were given the opportunity to ask any questions.

Eye and Face Protection

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Head Protection

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Foot Protection

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Hand Protection

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Other (Job Specific)

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

\_\_\_\_\_  
Social Security Number

Date \_\_\_\_\_

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## **Pre-Job Safety Planning**

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### **1. Introduction**

Planning safety into a project is just as important as setting production schedules and planning for the delivery of equipment and materials. Failure to do so may result in costly slowdowns or work stoppage due to serious accidents, injuries or inspections by government regulatory agencies.

In order to plan safety into a job certain information must be obtained and analyzed in advance. A Pre-Job Safety Planning Checklist (Attachment 4 - 1) has been developed to assist in the gathering of some of the information. When using this checklist, it must be understood that it is general in nature and is not intended to be all inclusive. Each job is different and has its own special problems that must be carefully analyzed, evaluated and planned in accordance with these procedures.

**REMEMBER IT IS A LOT EASIER TO PLAN SAFETY INTO A PROJECT RATHER THAN ADD IT ON LATER. THERE IS NO SUBSTITUTE FOR THOROUGH PRE-JOB SAFETY PLANNING.**

### **2. Pre-Job Safety Planning Procedures**

The Company's Pre-Job Safety Planning Checklist will be used as a guide for the preparation of materials to be included with a bid proposal. Those to be involved with the safety planning checklist are:

- 2.1 Estimator(s)/Project Manager
- 2.2 Site Supervisor
- 2.3 Safety Manager
- 2.4 General Manager
- 2.5 Manager

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## Scaffold Use

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### 1. **Introduction**

Steve Kent Services, LLC is committed to providing a safe and healthful working environment for all employees and contractors. Our activities involve construction of buildings and other civil activities that often involve the use of scaffolds. Therefore, it is essential that we take every reasonable precaution to protect our employees from recognized scaffolding hazards. This procedure establishes minimum standards for scaffolding equipment and systems and establishes minimum requirements to reduce the hazards associated with the erection, use and dismantling of scaffolds.

### 2. **Scope**

This procedure applies to all:

- Steve Kent Services, LLC employees and subcontractors •
- Supported scaffolds erected or used by SKS employees

### 3. **Policy**

Every reasonable effort will be made to protect our employees from scaffolding hazards. All scaffolds must be evaluated by a competent and qualified person for adequate access and construction prior to permitting employees to work from the equipment.

### 4. **Administration and Responsibility**

The Manager/Safety Manager is responsible for assuring overall program administration. Superintendents and foremen are responsible for implementing the program in their work locations and monitoring compliance therewith. Employees are responsible for understanding the procedure and safe scaffolding requirements:

- 4.1 Superintendents and foremen are responsible for planning and specifying scaffolding for the work to be performed. The superintendent or foreman will perform the duties of the "qualified" and "competent person(s)" including:
  - 4.1.1 Selecting and supervising the individuals to erect scaffolding
  - 4.1.2 Tagging of scaffolds erected or used by Steve Kent Services, LLC employees
  - 4.1.3 Daily inspections of scaffolds to be used by Steve Kent Services, LLC employees and authorizing scaffold use

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## Scaffold Use

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- 4.1.4 Communicating problems encountered with scaffolds or applications to the Manager/Safety Manager
- 4.1.5 Being present at the site when Steve Kent Services, LLC scaffolding is erected, dismantled or modified
- 4.2 Workers are responsible for:
  - 4.2.1 Assuring the scaffold to be used has been approved by the Steve Kent Services, LLC competent person
  - 4.2.2 Inspecting the scaffold before each use; any noted problems must be brought to the immediate attention of the Site Supervisor and corrected before use.
  - 4.2.3 Not modifying the scaffold or using the scaffold for other than its intended purpose unless under the direct supervision of the qualified person.
  - 4.2.4 Comply with the requirements of this procedure. Failure to do so is grounds for disciplinary action in accordance with the Steve Kent Services, LLC Disciplinary Procedure, Section 11.
- 4.3 Sub-contractors that have personnel erect, modify or use scaffolds are responsible for complying with OSHA requirements for the erection and use of scaffolds, including pre-use inspections and scaffold user training.

### 5. **Procedure**

Scaffolds, platforms or temporary floors shall be provided for all work except that which can be done safely from the ground or other approved work surface.

- 5.1 Each scaffold and scaffold component must be capable of supporting, without failure, its own weight and at least four (4) times the maximum intended load applied or transmitted to it.
- 5.2 Scaffolding parts shall be inspected carefully by the competent person before assembly by erection personnel. When performing the inspection:
  - 5.2.1 Check all members for rust or corrosion that may create weakness.
  - 5.2.2 Examine scaffolding for excessive rust, cracks, dents or bends in metal members. (Damage to one cross member may weaken the entire structure.)
  - 5.2.3 Make certain all sectional members are equipped with coupling connectors and pins or clips.
  - 5.2.4 Examine scaffold planks to assure the boards are scaffold grade and free of defects.

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## Scaffold Use

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- 5.2.5 Any section of scaffolding that is damaged or weakened by any cause shall be removed from service and repaired or destroyed. The defective scaffold shall be tagged, "Danger – Do Not Use." A sample tag is shown on Attachment 40 - 1. Scaffolds under construction or being dismantled shall be tagged with the red color, "Danger – Do Not Use" tag.
- 5.3 All scaffolding must be erected under the direction of a competent person in accordance with OSHA 1926.451 requirements and the scaffold manufacturer's instructions with particular attention given to the following:
- 5.3.1 Scaffold foundation shall be level and adequate to support the maximum intended loads without settling and without damaging buildings and/or equipment.
- 5.3.2 All sections of metal scaffolds shall be securely connected and pinned.
- 5.3.3 Extreme caution shall be taken when scaffolds are used in close proximity to electrical service. Scaffolds and erection personnel, including their tools and construction materials, should not have the capability of coming closer than within 10 feet of electrical service up to 10 KV. Service over 10 KV will require greater distance.
- 5.3.4 Scaffold planks must have cleats on each end or extend six inches (6") over their end supports and be wired down or otherwise secured from movement.
- Scaffold boards shall be placed sufficiently close to prevent materials and tools from falling through.
  - Use sufficient scaffold boards to make a full platform at the desired working level.
  - Scaffold boards should be supported at least every 10 feet and not deflect more than 1/60 of the span.
- 5.3.5 When scaffold height exceeds **six (6) feet above ground level**, a top rail, mid-rail and toe board must be installed around the platform. Personal fall arrest systems may be used for fall protection in situations where guardrails are impractical.
- The top rail shall not be less than 36" or more than 42" above platform. The rail should be capable of withstanding a 200-pound force from any direction.
  - Scaffolds shall have an 18-gauge wire 1/2" mesh screen between toe board and top rail where persons are required to work or pass under scaffold.

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## Scaffold Use

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- 5.3.6 A ladder or equivalent shall be provided for safe and convenient means of access to the platform or scaffold.
- 5.3.7 Overhead protection shall be provided for personnel on a scaffold exposed to overhead hazards. Two-inch (2") solid planking or material of equivalent strength shall be used.
- 5.4 If a project requires a scaffold over 125' in height, it shall be designed by a qualified person (registered professional engineer) and constructed and erected in accordance with such design. If a scaffold is of unusual construction or abnormal height, professional assistance may be required.
- 5.5 Following erection, Steve Kent Services, LLC scaffolds must be formally inspected and tagged by the competent person using the tags shown on Attachment 40-1 and detailed herein:
  - 5.5.1 Scaffolds that are complete and ready for use shall have a green tag that states, "OK – this scaffold has been erected to meet Federal / State OSHA Standards and is safe for all craft work."
  - 5.5.2 Scaffolds that are over six (6) feet in height and not equipped with a handrail shall have a yellow "Caution" tag affixed that states, "CAUTION – this scaffold does NOT MEET Federal / State OSHA Specifications. ALL employees working from this scaffold must wear and use an approved safety harness."
  - 5.5.3 Scaffolds that are defective, being erected or dismantled shall have a red "Danger" tag affixed that states, "DANGER – DO NOT USE THIS SCAFFOLD. KEEP OFF. This scaffold is being erected, taken down or has been found defective."

## 6. **General Safe Practices**

- 6.1 Scaffolds and scaffold platforms must be kept free of grease, mud, tools, debris or other materials that may render them unsafe or hazardous to people using or dismantling scaffolds.
- 6.2 Do not attempt to work on scaffolds during electrical storms or excessive high winds.
- 6.3 Never throw tools from one level to another or drop them to a lower level. Raise and lower tools and equipment by rope, buckets, or slings. Material being hoisted by cranes onto a scaffold shall have a tag line.
- 6.4 Keep both hands free for climbing when ascending or descending ladders to the work platform.

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## **Scaffold Use**

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- 6.5 Tools, materials and excess debris should not be allowed to accumulate.
- 6.6 Personnel are not allowed on a mobile scaffold while it is being moved.
- 6.7 Scaffold height must not be increased by the use of ladders or other materials placed on the deck.
- 6.8 Fall protection equipment should not be attached to any part of the scaffold unless specifically approved by a qualified person.

### **7. Training**

- 7.1 Scaffold users must be properly trained. The training must be performed by a qualified person designated by Site Supervisor. The trainee's understanding of the material must be verified and formally demonstrated in the field on a regular basis. Basic safety information must be provided prior to use. When conditions change, he must re-train. Scaffold user training shall include:
  - 7.1.1 The nature of any electrical hazards, fall hazards and falling object hazards in the work area
  - 7.1.2 The correct procedures for dealing with electrical hazards and for erecting, maintaining and disassembling any fall protection systems and falling object protection systems being used
  - 7.1.3 The proper use of the scaffold
  - 7.1.4 Proper handling of materials on the scaffold
  - 7.1.5 Maximum intended load and the load-carrying capabilities of the scaffolds used
  - 7.1.6 Existence and location of the OSHA Scaffold Standard
- 7.2 Competent and Qualified Persons must be trained and authorized in writing by the Manager/Vice Manager to perform their duties relative to scaffolds. The training will include:
  - 7.2.1 General OSHA Requirements for Scaffolding
  - 7.2.2 Scaffolding Components
  - 7.2.3 Scaffold Erection
  - 7.2.4 Scaffold Inspection

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## Scaffold Use

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- 7.2.5 Detailed manufacturer's requirements for the type of scaffold to be constructed under the competent person's supervision
- 7.2.6 Existence and location of the OSHA Scaffold Standard
- 7.3 All training required by paragraph 7.1 of this procedure shall be done prior to allowing personnel to work on scaffolds. Subcontractors' performing work shall be required to furnish SKS with required training documentation. The training shall be documented noting:
  - 7.3.1 Date of the training
  - 7.3.2 Name of instructor
  - 7.3.3 Name of employee(s) completing the training

### 8. **Management Controls**

- 8.1 As part of their daily routine supervisors shall monitor compliance with this procedure, taking prompt corrective action when deficiencies are noted.
- 8.2 The content of this procedure will be reviewed by the Manager/Safety Manager on a scheduled basis (at least annually) and revised as needed.

Docket No.: T-35969

LOUISIANA PUBLIC SERVICE COMMISSION

Exhibit G - Steve Kent  
Services, LLC

☐ Confidential sealed documents

☐ Oversized document

☐ Non-paper exhibit

☐ Photographs

☐ Other:

*Please contact the Records Division of the Louisiana Public Service Commission at  
(225) 342-3157 for more information about this item.*