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Purpose

The purpose of this program is to establish guidelines for performing investigations of safety accidents and near misses. Valley Paint is committed to providing a safe working environment for all employees and will investigate every incident or near miss to determine its cause. Once the root cause is established, the company will take steps to prevent it from reoccurring. The investigation process detailed in this program is not designed to determine legal liability, compensability, or fraud. Separate investigations must be conducted for those issues.

Program Responsibilities

Management

Management has the following responsibilities:

1. To establish guidelines for accident investigations at the company.
2. To ensure that employees are provided with the proper tools and resources to perform accident investigations.
3. To identify company employees who have the knowledge and competence to conduct accident investigations.
4. To provide training to employees who have been selected as part of the company accident investigation team.
5. To review and respond promptly to the recommendations that result from accident investigations.
6. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
7. To review this safety policy for effectiveness periodically and when program deficiencies are discovered.

Supervisors

Supervisors have the following responsibilities:

1. To ensure that all accidents and near misses are reported.
2. To perform accident investigations in accordance with this policy.
3. To provide communication between employees and management on safety issues.

Employees

Employees have the following responsibilities:

1. To report all safety incidents and near misses immediately to a supervisor.
2. To cooperate with company accident investigations.

Definitions

For the purposes of this program, the following definitions apply:

Accident

Any event that causes any of the following:

1. Death, or critical condition that may result in death.
2. Any injury that requires treatment beyond basic first aid.
3. A release or exposure to a toxic or hazardous substance.
4. Any structural failure, such as the collapse of a building, bridge, tower or crane.
5. An uncontrolled explosion or fire.
6. An uncontrolled event that results in damage to property.

Near Miss

An accident, as defined by this program, that was narrowly avoided due to circumstances or timing. All near misses will be investigated as if they were actual accidents.

Accident Investigation Kit

The company will provide a set of materials for investigating safety accidents. This kit will include at a minimum:

1. Company accident investigation forms.
2. Pens.
3. Notepads.
4. Flashlight.
5. Tape measure.
6. Camera.
7. Safety barricade tape.
8. Tape or video recorder.
9. Work gloves.

The accident investigation kit will be stored in job site trailer.

Designating Accident Investigators

Company management or the safety committee will designate a person to lead the accident investigation who:

1. Has been trained to conduct accident investigations.

2. Has the requisite technical knowledge for the type of accident being investigated. (For example, electrical safety accidents should be investigated by someone who has a strong technical knowledge of electrical systems.)
3. Is a senior employee or a supervisor.
4. Has the ability to communicate details clearly and concisely.
5. Was not involved in any way with the accident that occurred.

Training Requirements

Employees who perform accident investigations must have specific training on conducting investigations and the accident investigation policies of the company. The training must include:

1. The purpose of safety accident investigation.
2. Definitions of accidents and near misses.
3. Understanding of the difference between major and minor incidents.
4. The required qualifications for investigators.
5. The required contents of an accident investigation kit.
6. The five-step process for investigating accidents.
7. The proper techniques for interviewing witnesses.
8. How to make recommendations for corrective action.
9. The proper method for recording investigations and submitting them to management.

Training Frequency

Employees must be trained before conducting their first investigation and:

1. When changes in the company investigation policy are made.
2. When an employee demonstrates a lack of understanding of the policy.
3. Whenever additional and refresher training is determined necessary.
4. At least every six months.

Accident Investigation Procedure

1. Make sure the area is free of hazards before entering.

2. Make sure that employees involved in the accident are in a safe condition and have received any needed emergency services.

3. Define the scope of the investigation, when the incident began and ended.

4. Select appropriate investigators and assign specific tasks to each.
5. Perform a preliminary briefing to the investigating team. Each brief must include:
    a. A description of the accident.
    b. A description of normal operating procedures.
    c. A description of the site layout.
    d. A list of witness.
    e. An account of events preceding the accident.

6. Collect physical evidence, take photos and prepare sketches.
7. Interview each victim and witness privately and separately.
8. Make the following determinations:
    a. What was not normal before the accident?
    b. Where the abnormality occurred.
    c. When the abnormality was first noted.
    d. How the abnormality occurred.
    e. The qualifications of the people involved.
9. Make the following determinations:
    a. Why the accident occurred.
    b. The likely accident sequence of events.
    c. Any alternative sequence of events.
10. Determine the most likely sequence of events and the probable causes of the incident.
11. Conduct a post-investigation briefing with management.

12. Prepare a report of the incident and submit it to management and the safety committee.

Program Evaluation

The company accident investigation program will be reviewed on a yearly basis. The company will evaluate the effectiveness of the program, and correct any deficiencies discovered. Employees will have an opportunity to review and comment on this program. Program reviews will also be conducted whenever any incident causes the company to question the effectiveness of the program.

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Purpose

The objective of the **Valle**y Paint Fall Protection Program is to make sure that employees are protected from the hazards of working at heights. This program outlines the requirements for assessment and mitigation of fall hazards. This program operates in conjunction with fall protection regulations. It does not replace or supersede rules on the use of fall protection. The company will always comply with the regulations, but at times may impose stricter rules in order to improve employee safety.

Policy

It is our policy to protect employees from occupational injuries by implementing and enforcing safe work practices and appointing a competent person(s) to manage the Fall Protection Program. The company will prioritize the elimination of fall protection hazards. If the hazards cannot be eliminated, then fall protection systems will be used.

The Fall Protection Program shall comply with the OSHA requirements. A copy of the OSHA Fall Protection Standard shall be made available to all employees, and may be obtained from the fall protection coordinator.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide a workplace that minimizes fall protection hazards.
2. To provide ANSI compliant fall protection systems.
3. To develop a company fall protection program that complies with regulations.
4. To designate a company fall protection coordinator.
5. To identify employees who are affected by this policy and ensure that they receive the required training.
6. To provide required protective equipment at no cost to employees.
7. To provide technical support to employees for fall protection issues.
8. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
9. To review this safety policy for effectiveness periodically and when deficiencies are discovered.

Fall Protection Coordinator

The company fall protection coordinator is (Designated Jobsite Foreman) The fall protection coordinator has the following responsibilities:

1. To coordinate or perform fall protection hazard assessments for job tasks.
2. To coordinate the acquisition of ANSI compliant fall protection systems.
3. To perform routine safety checks of work operations.
4. Supervise the enforcement of the company fall protection program.

5. To train employees and supervisors in recognizing fall hazards and the use of fall protection systems.
6. To designate trainers who are competent in the use of fall protection and proficient in training techniques.
7. To maintain records of employee training, equipment issue, fall protection systems used at jobsites.
8. To monitor employees to verify they are using safe work practices.
9. To investigate and document fall protection incidents.

Supervisors

It is the responsibility of supervisors to:

1. To make sure that all affected employees have all the fall protection training prior to starting work.
2. To ensure that all employees utilize the proper fall protection and personal protective equipment.
3. To make sure that the employees are working in accordance with the company safety program.
4. To coordinate with management on safety issues.

Employees

Employees have the following responsibilities.

1. To complete required fall protection training before starting work.
2. To work in accordance with the requirements of this program.
3. To use all required fall protection and personal protective equipment.
4. To stop work immediately if any safety deficiencies are identified.
5. To immediately report any safety issues to a supervisor.

Fall Protection Hierarchy

It is company policy to prioritize the elimination of fall protection hazards. Only when it is not feasible to eliminate the hazard will employees be required to work at heights with fall protection systems. Solutions for fall protection hazards will be determined in the following order and priority:

1. Eliminate the fall hazard.
    a. Perform work on the ground.
    b. Engineer out the hazard, by installing guardrails or moving the equipment to the ground.

2. Use of Fall Restraint Systems.
    a. Use positioning lanyards to prevent falls.

3. Use of Personal Fall Arrest Systems
    a. Use of personal fall arrest systems.
    b. Development of a rescue plan.

If adequate fall protection cannot be provided, then the work cannot be performed.

Work that Requires Fall Protection

As a general rule, any construction work that occurs six or more feet above a lower level must involve the use of fall protection. In general industry, work that occurs four or more feet above a lower level requires fall protection. Employees must also use fall protection if there is a danger of falling into hazardous equipment.

A supervisor competent in the use of fall protection shall evaluate the worksite(s) and determine the specific type(s) of fall protection to be used in the following situations.

Hoist Areas

Guardrail systems or personal fall arrest systems will be used in hoist areas when an employee may fall six (6) feet or more. If guardrail systems must be removed for hoisting, employees are required to use personal fall arrest systems.

Holes

Covers or guardrail systems shall be erected around holes (including skylights) that are six (6) feet or more above lower levels. If covers or guardrail systems must be removed, employees are required to use personal fall arrest systems.

Leading Edges

Guardrail systems, safety net systems, or personal fall arrest systems shall be used when employees are constructing a leading edge that is six (6) feet or more above lower levels. An alternative Fall Protection Plan shall be used if Fall Protection Coordinator (Designated Jobsite Foreman) determines that the implementation of conventional fall protection systems is infeasible or creates a greater hazard to employees. All alternative Fall Protection Plans for work on leading edges shall:

1. Be written specific to the particular jobsite needs;
2. Include explanation of how conventional fall protection is infeasible or creates a greater hazard to employees;
3. Explain what alternative fall protection will be used for each task;
4. Be maintained in writing at the jobsite and,
5. Meet the requirements of 29 CFR 1926.502(k).

Overhand Bricklaying and Related Work

Guardrail systems, safety net systems, personal fall arrest systems, or controlled access zones shall be provided to employees engaged in overhead bricklaying or related work six (6) feet or more above the lower level. All employees reaching more than ten (10) inches below the walking/working surface shall be protected by guardrail systems, safety net systems, or personal fall arrest systems.

Precast Concrete Erection

Guardrail systems, safety net systems, or personal fall arrest systems shall be provided to employees working six (6) feet or more above the lower level while erecting or grouting precast concrete members. An alternative Fall Protection Plan shall be used if Fall Protection Coordinator ((Designated Jobsite Foreman) determines that the implementation of conventional fall protection systems is infeasible or creates a greater hazard to employees. All alternative Fall Protection Plans for precast concrete erection shall:

1. Be written specific to the particular jobsite needs;
2. Include explanation of how conventional fall protection is infeasible or creates a greater hazard to employees;
3. Explain what alternative fall protection will be used for each task;
4. Be maintained in writing at the jobsite; and
5. Meet the requirements of 29 CFR 1926.502(k).

Residential Construction

Guardrail systems, safety net systems, or personal fall arrest systems shall be provided to employees working six (6) feet or more above the lower level on residential construction projects. However, certain tasks may be performed without the use of conventional fall protection if the fall protection coordinator has determined that such fall protection is infeasible or creates greater hazards to employees. This exemption may only be used in certain situations. The Fall Protection Coordinator shall follow the guidelines of 29 CFR 1926, Subpart M, Appendix E in the development of alternative Fall Protection Plans for residential construction projects.

Roofing

Low-Slope Roofs

Fall protection shall be provided to employees engaged in roofing activities on low-slope roofs with unprotected sides and edges six (6) feet or more above lower levels. The type(s) of fall protection needed shall be determined by Fall Protection Coordinator (Designated Jobsite Foreman), and may consist of guardrail systems, safety net systems, personal fall arrest systems, or a combination of a warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet or less in width, the use of a safety monitoring system without a warning line system is permitted.

Steep Roofs

Guardrail systems with toe boards, safety net systems, or personal fall arrest systems will be provided to employees working on a steep roof with unprotected sides and edges six (6) feet or more above lower levels.

Wall Openings

Guardrail systems, safety net systems, or a personal fall arrest system will be provided to employees working on, at, above, or near wall openings when the outside bottom edge of the wall opening is six (6) feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface.

Ramps, Runways, and Other Walkways

Employees using ramps, runways, and other walkways six (6) feet or more above the lower level shall be protected by guardrail systems.

Excavations

Fall protection will be provided to employees working at the edge of an excavation that is six (6) feet or deeper. Employees in these areas are required to use the fall protection systems as designated in this program.

Types of Fall Protection Systems

A competent person will designate the type of fall protection system that will be implemented for a given hazard condition. These fall protection systems will comply with regulations. The following fall protection systems are authorized, provided they are used in proper situations and meet regulatory requirements:

1. Covers.
2. Guardrails.
3. Personal fall arrest systems.
4. Positioning device systems.

5. Safety monitoring systems.
6. Safety net systems.
7. Warning line systems.
8. Controlled access zones.

Protection from Falling Objects

When guardrail systems are in use, the openings shall be small enough to prevent potential passage of falling objects. The following procedures must be followed by all employees to prevent hazards associated with falling objects.

1. No materials (except masonry and mortar) shall be stored within four (4) feet of working edges.

2. Excess debris shall be removed regularly to keep work areas clear.

3. During roofing work, materials and equipment shall be stored no less than six (6) feet from the roof edge unless guardrails are erected at the edge.

4. Stacked materials must be stable and self-supporting.

5. Canopies shall be strong enough to prevent penetration by falling objects.

6. Toe boards erected along the edges of overhead walking/working surfaces shall be:

    a. Capable of withstanding a force of at least 50 pounds; and
    b. Solid with a minimum of three and a half (3 ½) inches tall and no more than one quarter (1/4) inch clearance above the walking/working surface.

7. Equipment shall not be piled higher than the toe board unless sufficient paneling or screening has been erected above the toe board.

Inspection, Maintenance & Storage

As with all protective equipment, the equipment is only protective when it is functioning properly. The same holds true for fall protection equipment. Fall protection equipment must be visually inspected by the user prior to each use and periodically by a competent person to ensure the equipment is in good working order and ready for use.

Fall protection equipment must be inspected to ensure the equipment is properly functioning. Manufacturer's recommendations must be followed for inspection, maintenance and storage of fall protection equipment.

If a fall arrest system is used to control a fall, affected components of the system must be taken out of service and inspected to ensure they are in functional condition. Some

components, such as the shock absorbing lanyard or retractable lifeline, must be returned to the manufacturer for recertification following their use in a fall situation.

Soiled or contaminated body wear (harnesses) can be cleaned in warm water using a mild soap and scrub cloth. The equipment must be thoroughly rinsed with fresh water following any detergent cleaning. Other fall protection equipment can be surface cleaned with water. Harsh chemicals should never be used to clean the fall protection equipment. Upon the completion of cleaning, the equipment must be allowed to dry thoroughly and placed in a clean and dry location to allow for proper storage.

Labels must be visible and legible on all fall protection equipment. If not, they must be removed from service, regardless of equipment condition.

Rescue Plans

Every job site or work evolution must have a documented rescue plan that provides direction in the event that a fall occurs and an employee requires rescue. There are two options for rescue.

1. Emergency Services Rescue – If the company relies on emergency services for rescue, the following considerations must be met:
    a. They must be able to reach the location of a fallen worker in a timely manner.
    b. Emergency Services must be on duty the entire time work is being performed.
    c. Emergency Services must have the training and equipment to reach the worker at height.
    d. Emergency Services must have sufficient backup capacity to provide assistance even if there is another emergency.
    e. Emergency Services must be informed on the hazards of suspension trauma.
2. Employee Provided Rescue – If employees are designated to perform rescue, the company will:
    a. Designate an experienced Competent Rescuer who is an individual designated by the employer who, by training, knowledge and experience is capable of the implementation, supervision and monitoring of the employer's fall protection rescue program.

b. Designate Authorized Rescuers who have been trained by a Competent Rescuer on rescue equipment and procedures.

Accident Investigations

All incidents that result in injury to workers, as well as near misses, regardless of their nature, shall be reported and investigated. Investigations shall be conducted by a competent fall protection supervisor and the safety committee (if applicable). The investigation will occur as soon after an incident as possible to identify the cause and means of prevention to eliminate the risk of reoccurrence.

In the event of such an incident, the Fall Protection Program (and alternative Fall Protection Plans, if in place) shall be reevaluated by Fall Protection Coordinator (Designated Jobsite Foreman) to determine if additional practices, procedures, or training are necessary to prevent similar future incidents.

Training

All employees who may be exposed to fall hazards are required to receive training on how to recognize such hazards, and how to minimize their exposure to them. Employees shall receive training as soon after employment as possible, and before they are required to work in areas where fall hazards exist.

A record of employees who have received training and training dates shall be maintained by Person Responsible. Training of employees shall include:

1. Nature of the fall hazards employees may be exposed to.

2. Correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems.

3. Use and operation of controlled access zones, guardrails, personal fall arrest systems, safety nets, warning lines, and safety monitoring systems.

4. Role of each employee in the Safety Monitoring System (if one is used).

5. Limitations of the use of mechanical equipment during roofing work on low-slope roofs (if applicable).

6. Correct procedures for equipment and materials handling, and storage and erection of overhead protection.

7. Role of each employee in alternative Fall Protection Plans (if used).

8. Requirements of the OSHA Fall Protection Standard, 29 CFR 1926, Subpart M.

9. Requirements for reporting incidents that cause injury to an employee.

Additional training shall be provided on an annual basis, or as needed when changes are made to this Fall Protection Program, an alternative Fall Protection Plan, or the OSHA Fall Protection Standard.

Written Fall Protection Plans

While OSHA does not specifically require a fall protection plan, the company will provide a written outline of the fall protection requirements for each site, facility, or work area as needed. These plans will be posted in a common area for employees to review.

Fall Protection Plan Requirements

The fall protection plan will include:

1. The name of the facility, site, or area.
2. The location.
3. The name of the fall protection supervisor.
4. The date the plan is adopted.
5. A basic description of work.
6. Any alternative fall protection plans in place at the facility.
7. The fall protection hierarchy.
8. Fall protection hazard assessment and mitigation.
9. The rescue plan.

Alternative Fall Protection Plans

OSHA allows companies to develop alternative fall protection plans for leading edge work, precast concrete construction work, and residential construction. These alternative plans can only be used if the employer can demonstrate the conventional fall protection methods are infeasible or create a greater hazard. Alternative fall protection plans will be:

1. Approved by a qualified person.
2. Maintained at the job site.
3. Implemented under the supervision of a competent person.
4. Document the reasons why regular fall protection cannot be used.
5. A written discussion of other measures used to protect employees.
6. Identify each location where conventional fall protection cannot be used.
7. Designate controlled access zones or safety monitoring systems as required.
8. Include the name of the employees who will be working in these areas.

Program Evaluation

Any changes to the Fall Protection Program (and alternative Fall Protection Plans, if in place) shall be approved by Fall Protection Coordinator (Designated Jobsite Foreman) and shall be reviewed by a qualified person as the job progresses to determine additional

practices, procedures or training needs necessary to prevent fall injuries. The program will be reviewed annually and after every fall. Affected employees shall be notified of all procedure changes, and re-trained if necessary.

Appendix A – Fall Protection Plan

Facility, Site, or Area	
Location	
Fall Protection Supervisor	
Date Plan Adapted	
Description of Work	
Alternative Fall Protection Plans	
If there are any alternative fall protection plans in place at this location, they must be listed and referenced here.	
Alternative Fall Protection Plan (s)	
Fall Protection Hierarchy	
The company will utilize the fall protection hierarchy in all decisions, and prioritize the removal of hazards over the use of PPE.	
Primary Method	Use of engineering controls to eliminate the hazard.
Secondary Method	Provide fall restraint with the use of positioning lanyards and guardrails.
Last Resort Method	If other methods are not feasible, employees will be required to use fall arrest equipment.

Fall Hazard Assessment and Mitigation		
Job Task	**Fall Hazard**	**Fall Protection Method**

Rescue Plan Options	
Employee Provided Rescue	
Rescue Team Members	
Method of Contact	
Emergency Services Provided Rescue	
If emergency services are being relied upon for rescue, they must be given advance notice. They must be familiar with the type of work, the required method of rescue, and must be close enough for a timely rescue.	
Emergency Service Name	
Contact Info	
Location	
Estimated Time to Arrive	

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Purpose

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention. Fire is a dangerous hazard, and we will take all the precautions necessary to protect our employees.

Background

Valley Paint is committed to minimizing the threat of fire to employees, visitors, and property. The company will comply with all applicable laws,
regulations, codes, and best practices pertaining to fire prevention. The Fire Prevention Plan serves to reduce the risk of fires at the workplace by:

1. Identifying materials that are potential fire hazards and their proper handling and storage procedures.
2. Distinguishing potential ignition sources and the proper control procedures of those materials.
3. Describing fire protection equipment and/or systems used to control fire hazards.
4. Identifying persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
5. Identifying persons responsible for the control and accumulation of flammable or combustible material.
6. Describing good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
7. Providing training to employees on fire hazards to which they may be exposed.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide adequate controls and procedures to maintain a workplace with minimal fire risk.
2. To ensure that regular fire hazard assessments are performed.
3. To select equipment and work processes that minimize the risk of fire.

4. To create and authorize a fire prevention plan.
5. To designate a company fire prevention coordinator.
6. To provide training to employees on fire prevention and how to manage the fire hazards of the workplace.
7. To develop an emergency action plan for fire and evacuation.
8. To review this program for effectiveness regularly.

Fire Prevention Coordinator

(Designated Jobsite Foreman) is the Fire Prevention Coordinator. The Fire Prevention Coordinator has the following responsibilities:

1. To develop and administer the fire prevention training program.
2. To maintain all records pertaining to this plan.
3. To administer and supervise the company fire prevention plan.
4. To ensure that fire control equipment and systems are properly maintained.
5. To maintain control of the fuel source hazards.
6. To conduct fire risk surveys and make recommendations to management and/or the safety committee.
7. To provide or coordinate fire prevention training for employees.
8. To perform periodic audits and inspections to ensure compliance with this program.

Supervisors

Supervisors have the following responsibilities:

1. To ensure employees are working within the requirements of this program.
2. To provide proper fire prevention training to relevant employees.
3. To report any new fire hazards to the Fire Prevention Coordinator.
4. To report any safety incidents or concerns to management.

Employees

Employees have the following responsibilities:

1. To complete all required training before working without supervision.
2. To conduct operations safely to limit the risk of fire.
3. To report potential fire hazards to their supervisors.
4. To follow fire emergency procedures.
5. To report any safety incidents or concerns to a supervisor.

Housekeeping and Safe Work Practices

Good housekeeping and safe work practices are important for fire prevention. To limit the risk of fires, employees will take the following precautions:

1. Minimize the storage of combustible materials.
2. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
3. Dispose of combustible waste in covered, airtight, metal containers.
4. Use and store flammable materials in well-ventilated areas away from ignition sources.
5. Use only nonflammable cleaning products.
6. Keep incompatible (i.e., chemically reactive) substances away from each other.
7. Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
8. Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.)
9. Ensure that heating units are safeguarded.
10. Report all gas leaks immediately. The program coordinator shall ensure that all gas leaks are repaired immediately upon notification.
11. Repair and clean up flammable liquid leaks immediately.
12. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
13. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
14. Ensure that required hot work permits are obtained.

15. Turn off electrical equipment when not in use.

Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets. To prevent electrical fires, employees shall:

1. Make sure that worn wires are replaced.
2. Use only appropriately rated fuses.
3. Never use extension cords as substitutes for wiring improvements.
4. Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
5. Check wiring in hazardous locations where the risk of fire is especially high.
6. Check electrical equipment to ensure that it is either properly grounded or double insulated.

Major Fire Hazards

The company has developed a list of major fire hazards. While a fire can occur anywhere and employees should always take precautions, these fire hazards have a higher risk and require special steps.

(Name of Fire Hazard)	
Fire Hazard Location	
Material	
Potential Ignition Source	
Special Handling Procedures	
Storage Procedures	
Fire Control Procedures	
Fire Control Equipment	

(Name of Fire Hazard)

Fire Hazard Location	
Material	
Potential Ignition Source	
Special Handling Procedures	
Storage Procedures	
Fire Control Procedures	
Fire Control Equipment	

(Name of Fire Hazard)	
Fire Hazard Location	
Material	
Potential Ignition Source	
Special Handling Procedures	
Storage Procedures	
Fire Control Procedures	
Fire Control Equipment	

Portable Heaters

All portable heaters shall be approved by the program coordinator. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials at all times. Portable heaters will not be left on unattended.

Office Fire Hazards

Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:

1. Avoid overloading circuits with office equipment.
2. Turn off nonessential electrical equipment at the end of each workday.
3. Keep storage areas clear of rubbish.

4. Ensure that extension cords are not placed under carpets.
5. Ensure that trash and paper set aside for recycling is not allowed to accumulate.
6. Clean up spills immediately.

Cutting, Welding, and Open Flame Work

Employees will ensure the following work practices are followed for cutting, welding, and open flame work.

1. All necessary hot work permits have been obtained prior to work beginning.
2. Fire watches are established when required.
3. Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
4. Adequate ventilation is provided.
5. Torches, regulators, pressure-reducing valves, and manifolds are UL listed or FM approved.
6. Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure-relief devices.
7. Cutters, welders, and helpers are wearing eye protection and protective clothing as appropriate.
8. Cutting or welding is prohibited in sprinklered areas while sprinkler protection is out of service.
9. Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
10. Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
11. Confined spaces such as tanks are tested to ensure that the atmosphere is not over ten percent of the lower flammable limit before cutting or welding in or on the tank.
12. Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.

Maintenance of Fire Prevention Equipment

(Designated Jobsite Foreman) will ensure that fire prevention equipment is maintained according to manufacturers' specifications. The company will also comply with requirements of the

National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained individuals shall perform maintenance work.

The following equipment is subject to the maintenance, inspection, and testing procedures:

1. Equipment installed to detect fuel leaks, control heating, and control pressurized systems.
2. Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.
3. Detection systems for smoke, heat, or flame.
4. Fire alarm systems.
5. Emergency backup systems and the equipment they support.

Equipment Type	Location	Inspection Schedule

Maintenance of Safeguards on Heat Producing Equipment

(Designated Jobsite Foreman) is responsible for maintaining the safe guards of heat producing equipment. These safe guards prevent accidental ignition of combustible materials. This will be accomplished by following the manufacturer's maintenance requirements and NFPA recommendations.

Equipment	Location	Maintenance Procedures

Equipment	Location	Maintenance Procedures

Flammable and Combustible Materials

The program coordinator shall regularly evaluate the presence of combustible materials in the workplace. Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

Class A Fires

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices. To handle Class A combustibles safely:

1. Dispose of waste daily.
2. Keep trash in metal-lined receptacles with tight-fitting covers (metal wastebaskets that are emptied every day do not need to be covered).
3. Keep work areas clean and free of fuel paths that could allow a fire to spread.
4. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
5. Store paper stock in metal cabinets.
6. Store rags in metal bins with self-closing lids.
7. Do not order excessive amounts of combustibles.
8. Make frequent inspections to anticipate fires before they start.

Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire extinguishing agents for Class A combustibles.

Class B Fires

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols. To handle Class B combustibles safely:

1. Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
2. Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
3. Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
4. Do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids).
5. Do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.
6. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
7. Do not generate heat, allow an open flame, or smoke near Class B combustibles.
8. Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

Water should not be used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, and multi-purpose dry chemical (ABC).

Class C Fires

Class C Fires involve or occur near live electrical equipment. The source of the fire is usually the electrical power.

1. Always use lockout tagout procedures when performing work on electrical equipment.
2. If live work is required, it must be done by a qualified electrical worker.
3. A work permit should be obtained before live electrical work is performed.
4. Before live work is performed, the area must be isolated from conductive materials.
5. All ignition sources must be removed from an area while live work is conducted.
6. The quickest way to put out a Class C fire is usually to de-energize the equipment.

7. A non-conducting firefighting method must be used for Class C fires. Do not use water!
8. CO2 extinguishers can be dangerous if the horn of the extinguisher comes close to the electrical source. Chemical extinguishers are preferred.

Class D Fires

Class D fires involve combustible metals and are extremely difficult to extinguish. A special firefighting team must be summoned in the event of a Class D fire.

1. Safety data sheets must be available for all combustible metals.
2. Do not perform hot work any areas with combustible metals.
3. Combustible metals must be marked with fire hazard warnings.
4. Combustible metals must be stored in designated areas.

Smoking

Smoking is prohibited in all buildings. Certain outdoor areas may also be designated as non-smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

Fire Emergency Action Plan

Each work area will have an established emergency action plan for fire. Employees will be trained on this emergency action plan as part of this fire prevention training program. This emergency action plan will include:

1. The alarm sound or method.
2. Method of sounding the alarm.
3. A list of any required critical operations.
4. Any rescue or medical duties.
5. Method and route of evacuation.
6. Assembly area and method for determining if employees are missing.
7. The method for receiving the all clear and returning to work.

Fire Fighting

Only designated, trained employees may fight fires. All other employees are required to follow the steps of the emergency action plan and evacuate immediately.

Training

Fire prevention training will be provided to all employees upon employment, and shall maintain documentation of the training, which includes:

1. This Fire Prevention Plan, including how it can be accessed.
2. Good housekeeping practices.
3. Proper response and notification in the event of a fire.
4. Instruction on the use of portable fire extinguishers (if required as determined by the area emergency action plan).
5. Recognition of potential fire hazards.
6. The company Emergency Action Plan for fires.

Supervisors shall train employees about the fire hazards associated with the specific materials and processes to which they are exposed, and will maintain documentation of the training. Employees will receive this training:

1. Prior to starting work.
2. When changes in work processes necessitate additional training.
3. If an employee demonstrates poor understanding of fire prevention practices.

Program Review

The program coordinator and the safety committee shall review this Fire Prevention Plan at least annually for necessary changes.

"The safety and health of our employees are our top priority. Everyone goes home safe and healthy – everyday."

Hazard Communication Program

Valley Paint

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Purpose

The management of Valley Paint is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules and provide a safe, healthful environment for all our employees. To ensure that information about the dangers of all hazardous chemicals used by the company is known by all affected employees, the following hazardous information program has been established. Under this program, employees will be informed of the contents
of the OSHA Hazard Communications standard, the hazardous properties of chemicals in the work area, safe handling procedures and chemical protective measures.

This written hazard communication plan will be available at the following location for review by all employees: Jobsite Trailer.

Program Responsibilities

Management

Management has the following responsibilities:

1. To establish guidelines for hazard communication that meets the need of the company and is compliant with OSHA and local regulations.
2. To ensure that employees are provided with the proper materials for communicating hazards to employees.
3. To designate an employee to administrate and supervise the hazard communication program.
4. To provide training to employees on hazard communication.
5. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
6. To review this safety policy for effectiveness periodically and when program deficiencies are discovered.

Hazard Communication Supervisor

The company Hazard Communication Program Coordinator is (Designated Jobsite Foreman) and can be contacted at (480-246-7148). The Hazard Communication Program Coordinator has the following responsibilities:

1. To supervise the implementation and execution of the hazard communication program.
2. To provide or coordinate hazard communication training for employees.
3. To ensure that materials received to the company are properly labeled and have safety data sheets (SDS).
4. To ensure that all chemicals used at the facility are included on the chemical inventory list.

5. To ensure that the company hazard communication program meets the requirements of OSHA.
6. To schedule periodic audits to monitor program effectiveness.

Supervisors

Supervisors have the following responsibilities:

1. To ensure that their functional areas have the appropriate hazard warnings.
2. To ensure that their functional areas have the proper SDS and that they are available to employees.
3. To make sure no employees work with or near chemicals without receiving the appropriate training.
4. To provide communication between employees and management on safety issues.

Employees

Employees have the following responsibilities:

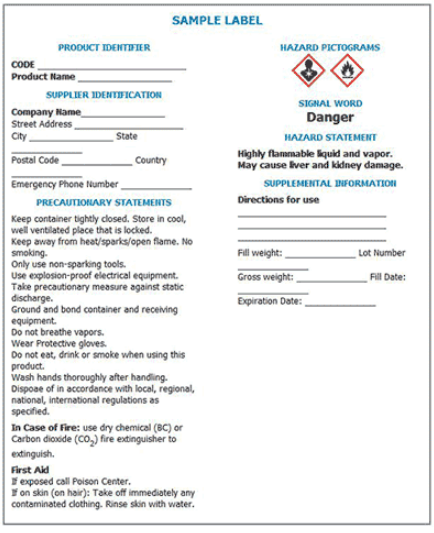
1. To attend required safety training classes prior to starting work.
2. To make sure that all chemicals used in the workplace are properly labeled.
3. To review the safety data sheet for each chemical prior to using it.

Chemical Shipping Container GHS Labeling

The (Designated Jobsite Foreman) will verify that all shipping containers with hazardous chemicals received for use are properly labeled.

Chemical containers must be labeled with the following information.

1. A product identifier.
2. A signal word, either “Danger” or “Warning”.
3. A hazard statement.
4. A standard pictogram.
5. A precautionary statement.
6. The name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.


SAMPLE LABEL

PRODUCT IDENTIFIER

CODE _____

Product Name _____

SUPPLIER IDENTIFICATION

Company Name_____

Street Address _____

City _____ State _____

Postal Code _____ Country _____

Emergency Phone Number _____

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measure against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear Protectve gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispoae of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO_2) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS

SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.
May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

_____
_____
_____

Fill weight: _____ Lot Number _____

Gross weight: _____ Fill Date: _____

Expiration Date: _____

It is the policy of the company that no chemicals will be released for work until this information is verified.

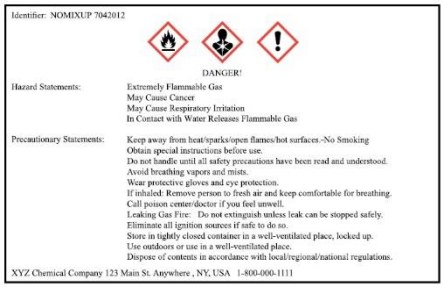
Secondary Chemical Container Labeling

The supervisor of each work area will ensure that all secondary chemical containers are properly labeled. Secondary chemical container labeling can be labeled with the same shipping container labels, or information that communicates the following:

1. The identity of the chemical.

2. The hazards of the chemical.

The label may use a combination of words, symbols or pictures to communicate this information. The company will use a standard labeling method for all secondary containers.


Identifier: NOMIXUP 7042012

DANGER!

Hazard Statements:
Extremely Flammable Gas
May Cause Cancer
May Cause Respiratory Irritation
In Contact with Water Releases Flammable Gas

Precautionary Statements:
Keep away from heat/sparks/open flames/hot surfaces.-No Smoking
Obtain special instructions before use.
Do not handle until all safety precautions have been read and understood.
Avoid breathing vapors and mists.
Wear protective gloves and eye protection.
If inhaled: Remove person to fresh air and keep comfortable for breathing.
Call poison center/doctor if you feel unwell.
Leaking Gas Fire: Do not extinguish unless leak can be stopped safely.
Eliminate all ignition sources if safe to do so.
Store in tightly closed container in a well-ventilated place, locked up.
Use outdoors or use in a well-ventilated place.
Dispose of contents in accordance with local/regional/national regulations.

XYZ Chemical Company 123 Main St. Anywhere , NY, USA 1-800-000-1111

Secondary Container Labeling Items
Product Identifier
Select an Option
Select an Option
Select an Option
Select an Option

Safety Data Sheets

The (Designated Jobsite Foreman) will establish and maintain the company Safety Data Sheet program. This person will ensure that procedures are in place that maintains the necessary SDSs and that new ones are reviewed for new or significant safety and health information. Any new information will be immediately communicated to employees and added to the SDS storage locations. Copies of Safety Data Sheets for all hazardous chemicals to which employees of this enterprise may be exposed will be stored at:

1. (Manufactures Website)
2. (Jobsite Trailer Subcontractor)
3. (Jobsite Trailer GC)

SDSs will be available to all employees in their work area for review during each work shift. If SDSs are not available or new chemicals in use do not have an SDS, employees may not use the chemical, and they will immediately contact. Valley paint office

If a SDS is not received with a shipment of chemicals, those chemicals will be kept away from employees and out of use in a staging area until a proper SDS is obtained. Old safety data sheets that are no longer applicable must be removed from the SDS binder.

Hazardous Non-Routine Tasks

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by the owner or area supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- Specific chemical hazards.
- Protective/safety measures employees can take.
- Measures the enterprise has taken to reduce the hazard, including ventilation, respirators, presence of other employees, and emergency procedures.

The following are examples of hazardous non-routine tasks that may be expected of employees.

Hazardous Task	**Associated Hazardous Chemical**
Enter Hazardous Tasks	Enter Chemical Name

Chemicals in Pipes

Some work activities are performed by employees in areas where chemicals are transferred through pipes. Prior to starting work in these areas, employees will contact (Designated Jobsite Foreman) for information regarding:

- The chemicals in the pipes, or the insulation material on the pipe.
- Potential hazards.
- Safety precautions to be taken.

Hazardous Chemical List

The company will maintain a list of all hazardous chemicals in use at this facility as part of this written program. The following is a list of all known hazardous chemicals used by Valley Paint employees. More information on each chemical noted is available by reviewing the SDSs.

Chemical Inventory		
Product Name	Hazard Warning	Location

Training Requirements

The (Designated Jobsite Foreman) is responsible for the Hazard Communication Training program and will ensure that its elements are carried out. Prior to starting work, each new employee of Valley Paint will attend a health and safety orientation and will receive information and training on the following:

1. An overview of the requirements contained in 1910.1200 – Hazard Communication Rule.
2. Chemicals present in their workplace operations.
3. Location and availability of our written hazard communication program and SDSs.
4. Physical and health effects of the hazardous chemicals.
5. The symptoms of over overexposure to hazardous chemicals.
6. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
7. How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.
8. Steps the company has taken to reduce or prevent exposure to the chemicals.
9. Safety emergency procedures to follow if they employee is exposed to these chemicals.
10. How to read labels and review SDSs to obtain proper hazard information.

This training program will consist of two parts. The first part is a classroom training session, where the requirements of the OSHA Hazard Communication Standard and the company Hazard Communication Plan are covered. The second part consists of a workplace evaluation where the employee demonstrates the required knowledge, understanding, and abilities of the course. After completing the training class, each employee will sign a form to verify they attended the training and understood the policies on hazard communication.

Prior to a new hazardous chemical being introduced into any area of this workplace, each employee of that area will be given training as outlined above. (Designated Jobsite Foreman) is responsible for ensuring that SDSs on any new chemicals are available.

Contractor Requirements

It is the responsibility of (Designated Jobsite Foreman) to provide contractors the following information:

- Hazardous chemicals to which they may be exposed to while on the job site, and the procedure for obtaining SDSs.
- Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system used.

- The company hazardous chemical labeling system.

This information will be communicated as part of a contractor site safety orientation.

It is the responsibility of (Designated Jobsite Foreman) to identify and obtain SDSs for the chemicals that contractors bring into the workplace.

Program Evaluation

The company hazard communication program will be reviewed on a yearly basis. The company will evaluate the effectiveness of the program, and correct any deficiencies discovered. Employees will have an opportunity to review and comment on this program. Program reviews will also be conducted whenever any incident causes the company to question the effectiveness of the program.

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Purpose

The identification, elimination or management of hazards in the workplace is the primary function of the company safety program. V & M Painting & Wallcoverings LLC is committed to providing a safe working environment for all employees, and will perform job hazard analysis on every common work task. Once the safety hazards have been identified, the company will take steps to eliminate or manage the hazard.

Program Responsibilities

Management

Management has the following responsibilities:

1. To establish guidelines for job hazard analysis at the company.
2. To ensure that employees are provided with the proper tools and resources to perform job hazard analysis.
3. To identify company employees who have the knowledge and competence to conduct job hazard analysis.
4. To provide training to employees who have been selected as part of the company job hazard analysis program.
5. To quickly respond and correct hazards that are identified in a job hazard analysis.
6. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
7. To review this safety policy for effectiveness periodically and when program deficiencies are discovered.

Job Hazard Analysis Coordinator

The company Job Hazard Analysis Coordinator is (Company Owner/Member). The Job Hazard Analysis Coordinator has the following responsibilities:

1. To administrate the company job hazard analysis program.
2. To provide or coordinate training for the job hazard analysis program.
3. To perform periodic audits to ensure the job hazard analysis program is being adhered to.
4. To manage the retention of documents for the job hazard analysis program.
5. To facilitate communication between employees and management on the identification and management of hazards.

Supervisors

Supervisors have the following responsibilities:

1. To perform and supervise job hazard analysis in accordance with this policy.
2. To provide communication between employees and management on safety issues.
3. To complete job hazard analysis training if assigned by the company.

Employees

Employees have the following responsibilities:

1. To report all safety incidents and near misses immediately to a supervisor.

2. To perform or cooperate with job hazard analysis in accordance with this policy.
3. To complete job hazard analysis training if assigned by the company.

Hazard Management Priorities

Elimination of the Hazard

Eliminating the hazard is the first priority for dealing with identified hazards. Eliminating the hazard eliminates the risk to employees or equipment. The hazard can be eliminated by:

1. Redesigning equipment, tools or workstations.
2. Replace equipment, tools or workstations.
3. Usage of guards and other protective covers.
4. Other methods identified by the company that can eliminate the hazard.

Management of the Hazard

If the hazard cannot be eliminated by reasonable means, then the company will establish managerial and process controls that will manage the risk. This processes may include:

1. Changing work processes.
2. Rotating personnel assignments.
3. Change work procedures.
4. Changing design requirements.
5. Other methods identified by the company.

Personal Protective Equipment

If the hazard cannot be eliminated through engineering or management controls, then the workers must be provided with personal protective equipment that provides them complete protection from the hazard. Employees will be provided the protective equipment at no cost, and will be trained on their proper use and maintenance.

Uncontrolled Hazards

Hazards must be safely controlled through engineering controls, management controls, or the use of personal protective equipment. If these methods are not sufficient to protect employees from a hazard of a particular job task, then that task will not be allowed. All work involving that task will stop, until a means to safely manage the hazard is determined.

Designating Job Hazard Analysis Duties

The company will select employees to perform job hazard analysis based on the following requirements:

1. The employee been trained to conduct job hazard analysis.
2. Has the requisite technical knowledge for the type of work process being analyzed. (For example, electrical manufacturing processes should be investigated by someone who has a strong technical knowledge of electrical systems.)
3. Is a senior employee or supervisor.
4. Has the ability to communicate details clearly and concisely.

5. Is familiar with the requirements of the company job hazard analysis policy.

Training Requirements

Employees who perform job hazard analysis must have specific training on the job hazard analysis process and the requirements of this program. This training is in addition to all the required safety training that is relevant to the area being observed. The job hazard analysis training must include:

1. The purpose of the job hazard analysis.
2. Understanding of hazard severity factors.
3. The five-step job hazard analysis process.
4. A simulated job hazard analysis activity.
5. The requirements of this safety program.

Training Frequency

Employees must be trained before conducting their first job hazard analysis and:

1. When changes in the company hazard analysis policy are made.
2. When an employee demonstrates a lack of understanding of the policy.
3. Whenever additional and refresher training is determined necessary.
4. At least every six months.

Types of Hazards

Employees performing job hazard analysis must identify every potential hazard to employee safety. The following is a list of commonly identified hazards at our facility:

1. Chemical hazards.
2. Explosive hazards.
3. Electrical shock hazards.
4. Fire hazards.
5. Ergonomic hazards.
6. Repetitive motion stress.
7. Slips, trips and fall hazards.
8. Mechanical vibration and failure.
9. Occupational noise exposure.
10. Vehicle and pedestrian hazards.
11. Temperature stress hazards.
12. Visibility limitations.
13. General office safety hazards.

Assessors should be aware of other hazards that may affect the safety and health of employees.

Job Hazard Analysis Procedure

Step 1 - Observe the Job

The work process must be observed under normal working conditions. The person performing the analysis may not be involved in the job tasks in any way. This person performing the analysis should be familiar with the process, but must be a neutral observer. Employees who routinely perform the task observed may be conditioned to ignore safety hazards others may identify. The observer should document the work process with one or more of the following tools:

1. Notes.
2. Photos.
3. Sketches.
4. Videos.

Step 2 - Break the Job into Steps

Each job process must be broken into individual steps. Make sure that each unique operation has its own step. The description of the steps should be clear and concise, so that any worker can understand it.

Step 3 - Describe the Hazards

The hazards in each step of the work process should be identified and described. The assessor should consider what could go wrong during this process that may expose workers to hazards. The assessor should be mindful of less commonly thought of hazards, such as repetitive motion and ergonomics.

Step 4 - Identify Control Measures

The assessor should list recommended control measures for dealing with the hazards identified in each step. The control measures must follow the hazard management priority as identified in this program. The control measures must eliminate the hazard or fully protect employees from that hazard. The control measures are recommendations. Management will have the final decision on control measures once the hazard analysis is submitted.

Step 5 - Review, Submit And Implement

Once the job hazard analysis is completed, it must be submitted to management. The JHAs will be reviewed and logged for future reference. Once reviewed, management will take the appropriate actions. The assessor should follow up on their recommendations to make sure the hazards they have identified were mitigated.

Job Hazard Analysis Frequency

A job hazard analysis will be completed prior to the start of a new task or process. Work operations that are similar may be covered by the same JHA, but work processes with their own distinct hazards must have their own JHA.

Existing job hazard analyses will be reviewed on a schedule determined by the company. Work areas with high hazard profiles will be evaluated more frequently than work areas with minimal hazards.

Work Area	Work Process	Frequency of Analysis

Recordkeeping

Once received, the company will keep the most recent job hazard analysis for each work process on file. The company will track each job hazard analysis by number in a log, and will make sure that each hazard identified by the analysis is taken care of. Employees may review the company job hazard analysis files at any time.

Program Evaluation

The company job hazard analysis program will be reviewed on a yearly basis. The company will evaluate the effectiveness of the program, and correct any deficiencies discovered. Employees will have an opportunity to review and comment on this program. Program reviews will also be conducted whenever any incident causes the company to question the effectiveness of the program.

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Purpose

The purpose of this program is to establish the policies and requirements for using ladders and stairways. Valley Paint is committed to providing a safe work environment for all employees. All employees who are involved with the construction, usage, or maintenance of ladders and stairways on the construction site must be familiar with the policies of this program.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide ladders and stairways that are safe and meet the safety requirements of OSHA.
2. To develop a ladder safety policy and revise it when necessary.
3. To identify employees who are affected by this policy and ensure that they receive the required training.
4. To provide required protective equipment to employees.
5. To provide technical support to employees for ladder and stairway issues.
6. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
7. To review this safety policy for effectiveness periodically and when deficiencies are discovered.

Supervisors

Supervisors have the following responsibilities:

1. To ensure that no employees perform work on ladders and stairways without receiving the required safety training.
2. To provide communication between employees and management on safety issues.
3. To make sure that employees have available and use all required personal protective equipment.
4. To monitor employees to verify they are using safe work practices.

Employees

Employees have the following responsibilities.

1. To complete all required safety training before using ladders and stairways.
2. To wear all required personal protective equipment.
3. To work in accordance with the rules of this program.
4. To immediately report any safety issues to a supervisor.

Training Requirements

All operators and employees who build, maintain, or perform work on ladders or stairways must be trained on their safety requirements. This training consists of both theory and demonstration of competency.

Theory

Employees must be trained by a competent person on the following ladder safety subjects:

1. The nature of fall hazards in the work area.
2. The correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used.
3. The proper construction, use, placement, and care in handling of all stairways and ladders.
4. The maximum intended load-carrying capacities of ladders.
5. The standards contained in the Ladder and Stairway subpart.

Performance Requirements

Once the employee has completed their safety theory training, employees must demonstrate the ability to work safely on ladders and stairways.

Retraining

The employee must be retrained when they demonstrate a lack of competency, a safety incident occurs, or when required by management.

Ladder Requirements

All portable and fixed ladders must meet the design specifications of the OSHA Ladders and Stairways subpart. It is the responsibility of management to provide ladders that meet these requirements.

Ladder Inspections

Ladders must be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.

Portable Ladders

Portable ladders should be inspected for:

1. Broken or missing rungs.
2. Broken cleats.
3. Damaged steps.
4. Broken or split rails.
5. Corroded components.
6. Faulty or defective components.

Fixed Ladders

Fixed ladders should be inspected for:

1. Broken or missing rungs.
2. Broken or missing cleats.
3. Broken or missing steps.
4. Broken or split rails.
5. Corroded components.
6. Faulty or defective components.

Removing Ladders from Service

Defective ladders must be removed from service and tagged "Do Not Use." Defective portable ladders should be removed from the work area. Fixed ladders should be tagged and physically blocked to prevent usage.

Returning Ladders to Service

Ladders may not be returned to service until the ladder condition is restored to its original design criteria.

Ladder Safe Work Practices

All employees will adhere to the following safe work practices:

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing.
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support. Do not stand on the three top rungs of a straight, single or extension ladder.

- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface.
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.

Electrical Hazards

If work is being performed in an area where the employee or the ladder could contact exposed energized electrical equipment, ladders with nonconductive side rails must be used. In addition, the employee is required to follow all company policies and procedures for performing work near exposed energized electrical equipment.

Inclement Weather

The following special requirements apply to work on ladders during inclement weather conditions.

Snow / Ice Employees may not work during snowy conditions, unless the snow has stopped and all ice and snow has been removed from the ladder surfaces.

High Winds Employees may not work during high wind situations unless special precautions are taken. A competent person must determine that work can proceed safely by recommending the use of fall protection systems and wind screens that are used in accordance with OSHA standards.

Lightening Employees are not allowed to perform work while lightening conditions exist, and must wait a suitable amount of time after storm passage to recommence work.

Program Evaluation

The company ladder safety program will be reviewed on a yearly basis. The company will evaluate the effectiveness of the program, and correct any deficiencies discovered. Employees will have an opportunity to review and comment on this program. Program reviews will also be conducted whenever any incident causes the company to question the effectiveness of the program.

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Purpose

The purpose of the Valley Paint Injury and Illness Policy is to record all work-related injuries and illnesses.The company is committed to providing a safe work environment for all employees. Any identified causes of these injuries will be immediately corrected. All company employees and any outside workers that are supervised by company employees are covered by this program. The OSHA Recordkeeping program is for data recording only and is separate from the company's incident investigation and correction program.

Program Responsibilities

Management

Management has the following responsibilities:

1. To record all work-related injuries and illnesses in accordance with OSHA standards.
2. To provide the necessary resources to implement and maintain the company injury and illness recordkeeping program.
3. To post the OSHA 300A annual summary of injuries and illnesses.
4. To designate an injury and illness recordkeeping program coordinator.
5. To create and authorize the company injury and illness recordkeeping policy.
6. To promote general awareness of the company injury and illness reporting policy.

Program Coordinator

Owner/Member is in charge of the company injury and illness recordkeeping program. The responsibilities of the coordinator are as follows:

1. Maintain the OSHA 300 Log.
2. Review and file all OSHA 301 Incident Report Forms.
3. Complete the OSHA 300A Annual Summary every January.
4. Assist managers to determine if injuries are work related.
5. provide or coordinate training to managers and Employees on the company injury and illness reporting policies.

Supervisors

Supervisors have the following responsibilities:

1. To ensure that all employees receive training on the company injury and illness reporting policy prior to their first assignment of work.
2. To encourage employees to report all work-related injuries and illnesses.
3. To assist employees in the completion of injury or illness reporting paperwork.

Employees

Employees have the following responsibilities:

1. To report all work-related injuries and illnesses.

Determination of Work-Relatedness

An injury or illness will be considered work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. Work-Relatedness is presumed for all events or exposures that occur in the work environment, unless an exception specifically applies.

Exceptions to Work Related Injuries or Illnesses

The following are exceptions to the work-related injury policy:

(i)	At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
(ii)	The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.
(iii)	The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.
(iv)	The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related. **Note:** If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead) or gets food poisoning from food supplied by the employer, the case would be considered work-related.
(v)	The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
(vi)	The injury or illness is solely the result of personal grooming, self-medication for a non-work-related condition, or is intentionally self-inflicted.
(vii)	The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
(viii)	The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work).
(ix)	The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related.

Working from Home

Injuries or illnesses that occur while an employee is working at home, including work in the home office, will be considered work-related if it occurs while the employee is working for pay, and the incident is directly related to the performance of that work. Injuries or illnesses that are caused by the general home environment and are not related to work will not be considered work-related.

Travelling Employees

An injury or illness that occurs while the employee is in work-related travel status will be considered work-related. This includes injuries that may occur in the airport or other travel location. Injuries or illnesses that occur in the hotel room or temporary residence will not be considered work related. If the employee takes personal side trips, any injury or illness that occurs there will not be considered work related.

Types of Injuries and Illnesses

Any injury or illness must meet one of the following criteria in order for it to be considered recordable.

General Criteria

a. Death
b. Days away from work, other than the day of the injury
c. Restricted work or job transfer
d. Medical treatment beyond first aid
e. Loss of consciousness
f. A significant injury or illness diagnoses by a licensed health care professional.

Needlesticks and Sharps Injuries

All work-related needlesticks will be recorded. Cuts from sharp objects that are contaminated with blood or other potentially infectious material must be recorded.

Medical Removal

If an employee is removed from the workplace due to a medical surveillance requirement (such as lead exposure monitoring), the case will be recorded.

Occupational Hearing Loss

Any employee who experiences a standard threshold shift and demonstrates a hearing level 25 decibels above audiometric zero in the same ear will be recorded as a recordable injury. If this occurs, the case will be entered in the OSHA 300 Log and referred to the company's Occupational Noise coordinator.

Tuberculosis

If any employee has been exposed in the workplace to someone with an active case of tuberculosis, and that person develops the disease, it will be recorded. If the cause of the infection is determined to originate from outside the workplace, it is not a recordable event.

Procedure for Submitting Work-Related Injuries and Illnesses

Supervisor Actions

1. Any employee who has a work-related injury or illness must immediately report it to his or her supervisor. The supervisor will consult the injury and illness decision flowchart to determine if this is a recordable event. (Appendix A)
2. If the case is determined to be recordable, the supervisor will complete an OSHA 301 Injury and Illness Report and submit it to the OSHA Recordkeeping Coordinator.
3. The supervisor will also complete a V & M Painting & Wallcoverings LLC Incident Report Form and submit it to the Owner/Member for further investigation and root cause analysis.

Recordkeeping Coordinator Actions

1. Upon receiving an OSHA 301 Form, the Coordinator will review it for accuracy.
2. Once verified, the Coordinator will enter the information into the OSHA 300 Log.
3. For cases with days away from work, restricted or transferred, the day count will start on the day after the injury or illness occurs. All days will be counted, including weekends and holidays. This count will stop at 180 days, or if the employee leaves the company for a reason unrelated to the injury or illness.
4. The OSHA 301 Injury and Illness Forms will be filed with the OSHA 300 Log.
5. The Coordinator will contact the Owner/Member to ensure that an in-depth investigation of the event is occurring, and that the cause will be identified and eliminated.

Privacy Cases

The following categories are considered to be "Privacy Cases." For these cases, the employee name will not be entered into the OSHA 300 Log. Instead, the Coordinator will enter "Privacy Case" for the name.

1. An injury or illness to an intimate body part or the reproductive system.
2. An injury or illness resulting from a sexual assault.
3. Mental illnesses.
4. HIV infection, hepatitis, or tuberculosis.
5. Needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material.
6. Other illnesses, if the employee voluntarily requests that his or her name not be entered on the log.

Annual Summary

Every year in January, the Coordinator will review the OSHA 300 Log and verify that all entries are complete, accurate, and up to date. Any discrepancies will be corrected. The Coordinator will complete the OSHA 300A Summary of Work Related Injuries and Illnesses.

Summary Certification

The annual summary will be certified by the Company Owner, Corporate Office, or Highest Ranking Company Official at Establishment. The certifier will sign the OSHA 300A form declaring it the official document.

Annual Summary Posting

Once certified, the annual summary will be posted for employee review at the Jobsite Muster Station, This information will be posted from February 1st to April 30th of each year.

Employee Review of Records

OSHA 300 Log

The company will allow any employee or authorized representative to review the OSHA 300 Log. This information will be provided by the end of the next business day after it is requested.

OSHA 301 Injuries and Incident Report Forms

The company will allow any employee or authorized representative to review OSHA 301 Forms that describe an injury or illness that pertain to that employee. This information will be provided by the end of the next business day after it is requested.

Record Retention and Updating

The OSHA 300 Log and OSHA 301 Injury and Illness Report Forms will be retained for at least five years following the end of the calendar year the records cover. The Coordinator will keep the OSHA 300 Log current to reflect any changes in classification of injuries or illnesses.

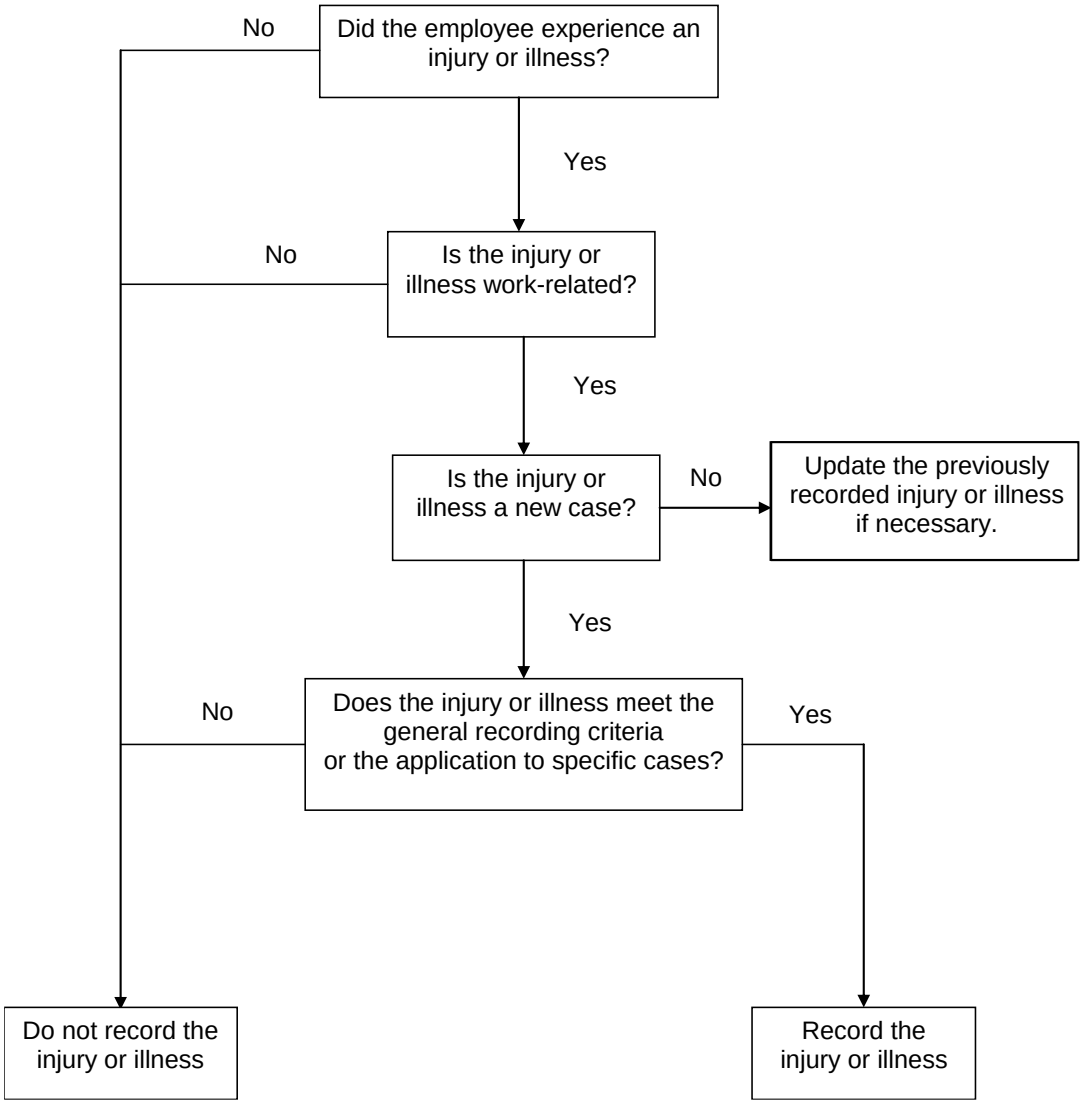
Reporting Fatalities or Catastrophes

Any fatality will be reported within eight hours to OSHA. Any hospitalization, amputation, or loss of an eye will be reported within 24 hours. The Coordinator will contact OSHA at local contact number or by calling 1-800-321-OSHA.

Employee Training

All employees will be trained on how to identify workplace injuries and illnesses, and the proper process for reporting them.

Appendix A - Recordable Injury and Illness Decision Flowchart



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Purpose

The purpose of this program is to establish safety guidelines for employees who perform work on scaffolding. Valley Paint is committed to providing a safe working environment for all employees. All employees who work on or near scaffolding will be trained on the hazards of working with scaffolding and the requirements of this program.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide scaffolding and related equipment that is OSHA and ANSI compliant.
2. To identify employees who are affected by this policy and ensure that they receive the required training.
3. To provide required personal protective equipment at no cost to affected employees.
4. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
5. To review this safety policy for effectiveness periodically and when program deficiencies are discovered.

Supervisors

Supervisors have the following responsibilities:

1. To ensure that no employees perform work on or near scaffolding without receiving the required safety training.
2. To provide communication between employees and management on scaffolding issues.
3. To make sure that employees have available and use all required personal protective equipment.

Employees

Employees have the following responsibilities:

1. To complete all required safety training prior to performing work on scaffolding.
2. To wear all required personal protective equipment.
3. To immediately report any scaffolding safety issues to a supervisor.

Definitions

For the purposes of this program, the following definitions apply:

Competent Person: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate those hazards.

Qualified Person: One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

Training Requirements

Employees Performing Work on Scaffolding

Employees performing work on scaffolding must be trained by a person who is qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training must include:

1. The nature of electrical hazards in the work area.
2. The nature of fall hazards in the work area.
3. The nature of falling object hazards in the area.
4. The correct procedures for dealing with electrical hazards.
5. The correct procedures for erecting, maintaining, and disassembling the fall protection systems.
6. The correct procedures for erecting, maintaining, and disassembling falling object protection systems.
7. The proper use of scaffolding and the proper handling of materials on scaffolding.
8. The maximum intended load and load carrying capacities of the scaffolding.
9. The relevant requirements of the OSHA scaffolding standard.

Employees Involved in Erecting, Disassembling, Repairing or Maintaining Scaffolding

Employees who are involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold must be trained by a competent person who can recognize any hazards associated with the work in question. This training must include the following topics:

1. The nature of scaffolding hazards.
2. The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in question.
3. The design criteria, maximum intended load-carrying capacity and intended use of the scaffold.
4. The relevant requirements of the OSHA scaffolding standard.

Training Frequency

Employees must be trained before their first assignment to work duty and when:

1. Changes at the worksite present a hazard about which an employee has not been previously trained.
2. Changes in the types of scaffolds, fall protection, falling object protection, or other equipment present a hazard about which an employee has not been previously trained.

3. Inadequacies in an affected employee's work involving scaffolds indicate that the employee has not retained the requisite proficiency.

Personal Protective Equipment

All employees will be trained on the personal protective equipment that is required to perform their job safely. The company will ensure that all appropriate ANSI certified protective equipment is provided.

Hard Hats

All employees are required to wear hard hats while working on scaffoldings, or in any area where falling object hazards are present. The company will provide ANSI compliant hard hats to all employees.

Fall Protection

Fall protection is required for all scaffolding greater than 10 feet above a lower level. The company must designate a competent person to assess fall protection requirements and provide fall protection solutions.

Guardrails: Guardrails must be placed along all open sides and ends of platforms. These guard rails must be compliant with the OSHA scaffolding standard.

Fall Arrest: Fall arrest systems must be anchored to a vertical lifeline, horizontal lifeline, or scaffolding structural member.

Falling Object Protection

If tools, materials, or equipment could fall from a scaffold and strike others, the area below the scaffold must be barricaded or a toe board must be placed along the edge of the scaffold platform. Paneling or screening must protect persons below when tools, materials, or equipment are piled higher than the top edge of the toe board. Alternatively, guardrail systems, canopies, or catch platforms may be installed to retain materials.

Other Personal Protective Equipment

Personal protective equipment will be made available to employees as the hazards dictate. A competent person will evaluate hazards to ensure that proper protection is provided.

Scaffolding Inspections

Scaffolding inspections must be completed by a competent person. These inspections should occur in accordance with OSHA regulations and the manufacturers' documentation. Inspections must occur in the following situations:

1. After scaffolding construction, prior to employees accessing the scaffolding.
2. Prior to every work shift.

3. Whenever employees cite concerns with the scaffolding.
4. After any occurrence which could affect a scaffold's structural integrity.

General Safety Scaffolding Work Practices

Employees will adhere to the following general scaffolding safe work practices.

- The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.

- Guardrails and toe boards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor, except needle beam scaffolds and floats. Scaffolds 4 feet to 10 feet in height having a minimum horizontal dimension in either direction of less than 45 inches shall have standard guardrails installed on all open sides and ends of the platform.

- Scaffolds and their components must be capable of supporting without failure at least 4 times the maximum intended load.

- Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, couplers, etc., damaged or weakened from any cause must be repaired or replaced immediately, and shall not be used until repairs have been completed.

- All planking or platforms must be overlapped (minimum 12 inches) or secured from movement.

- Scaffold plank must extend over their end supports not less than 6 inches or more than 18 inches.

- The poles, legs, or uprights of scaffolds must be plumb and securely and rigidly braced to prevent swaying and displacement.

- Overhead protection must be provided for men on a scaffold exposed to overhead hazards.

- No welding, burning, riveting, or open flame work shall be performed on any staging suspended by means or fiber of synthetic rope. Only treated or protected fiber or synthetic ropes shall be used for or near any work involving the use of corrosive substances or chemicals.

- Wire, synthetic, or fiber rope used for scaffold suspension shall be capable of supporting at least 6 times the intended load.

- A safe distance from energized power lines shall be maintained.
- Ladders and other devices shall not be used to increase working heights on scaffold platforms.
- Scaffolds shall not be moved while employees are on them.
- Loose materials, debris, and/or tools shall not be accumulated to cause a hazard.
- Employees working on suspended scaffolds shall employ a fall-arrest system.

Scaffolding Procedure

1) Scaffolding Design

    a) All scaffolding must be designed by a qualified person. All persons involved in designing the scaffolding will have the experience and qualifications evaluated by management to ensure they meet the requirements to be designated as a qualified person.

    b) All scaffolding must be designed in accordance with the requirements of OSHA Standard 1910.28 and 1926.450-454. The scaffolding selected must be appropriate for the type of work being performed.

2) Pre-Installation Training

    a) Prior to scaffolding construction, all involved employees must be trained on the erection and maintenance of the scaffolding, in accordance with the training requirements of this program.

3) Scaffolding Construction

    a) Scaffolding must be erected in accordance with the design of the qualified person. Training records of all involved employees prior to allowing them to participate in scaffolding construction.

4) Pre-Work Inspection

    a) Prior to the scaffoldings first use, it must be inspected and approved by a competent person.

5) Employee Training

    a) Prior to working on scaffolding, all employees must be trained in accordance with the requirements of this program.

b) Supervisors must verify the training records of employees prior to allowing them to work on scaffolding.

6) Periodic Inspections

a) Prior to every work shift, the scaffolding must be inspected and approved by a competent person.

b) The company will keep records of these inspections.

7) Scaffolding Disassembly

a) Once work is completed, the scaffolding must be disassembled by appropriately trained employees.

Inclement Weather

The following special requirements apply to work on scaffolding during inclement weather conditions.

Snow / Ice Employees may not work during snowing conditions, unless the snow has stopped, and all ice and snow has been removed from the work platforms.

High Winds Employees may not work during high wind situations unless special precautions are taken. A competent person must determine that work can proceed safely by recommending the use of fall protection systems and wind screens that are used in accordance with OSHA standards.

Lightening Employees are not allowed to perform work on scaffolding while lighting conditions exist and must wait a suitable amount of time after storm passage to recommence work.

Program Evaluation

The company scaffolding safety program will be reviewed on a yearly basis. The company will evaluate the effectiveness of the program, and correct any deficiencies discovered. Employees will have an opportunity to review and comment on this program. Program reviews will also be conducted whenever any incident causes the company to question the effectiveness of the program.