



Safety Management Plan

2021

TABLE OF CONTENTS

GENERAL INFORMATION	
SAFETY POLICY AND EXPECTATIONS	3
EMERGENCY CONTACT INFORMATION	4
OCCUPATIONAL HEALTH CLINICS	6
CRITICAL INCIDENT PROCEDURES	9
NON- CRITICAL ACCIDENT REPORTING AND INVESTIGATION	10
DRUG FREE WORKPLACE	10
DISCIPLINARY POLICY	11
SAFETY MEETINGS AND INSPECTIONS	12
NEW HIRE ORIENTATION AND ON-GOING TRAINING OPPORTUNITES	13
REGULATORY INSPECTIONS	13
HOUSEKEEPING	14
PERSONAL PROTECTIVE EQUIPMENT	14
ERGONOMICS	15
RESPIRATORY PROTECTION	16
HAZARD COMMUNICATION	17
PROTECTING THE GENERAL PUBLIC	18
OFFICE SAFETY	19
NATURAL DISASTER PROCEDURES	20
MAINTENANCE/GENERAL INDUSTRY	
FALL PROTECTION AND PREVENTION	21
ELECTRICAL SAFETY	22
ENERGY ISOLATION	24
CONVEYOR SYSTEM SAFETY	25
INSTALLATION/CONSTRUCTION INDUSTRY	
FALL PROTECTION & PREVENTION	28
ELECTRICAL SAFETY	29
ENERGY ISOLATION	30
CONVEYOR SYSTEM SAFETY	32
TOOLS AND MATERIALS	
HAND & POWER TOOLS	35
LADDERS	36
MATERIALS, SUPPLIES & FUEL	37
MOBILE EQUIPMENT	
ARIEL LIFT	38
FORKLIFT	40
CONSTRUCTION EQUIPMENT	41
HOT WORK AND WELDING	42
FIRE PREVENTION	43
CONFINED SPACE	44
ENVIRONMENTAL TESTING AND EQUIPMENT	46
STATE REGULATIONS AND FORMS	
APPENDICES / FORMS	47

SAFETY POLICY AND EXPECTATIONS

WyCo Services has the responsibility of maintaining a safe, healthful, and productive work environment for all employees on our projects. The protection of employees, property, and the public are essential to the efficient and successful completion of every project we undertake. We believe that the prevention of accidents is more than just good business it is our moral obligation

Our employees are our most valuable asset; therefore, we insist on every employee's active participation in conducting their work safely. There is no job or service so urgent that we cannot take the time or reasonable expense to follow **ALL** the provisions of this Safety Management Plan.

This Plan establishes the **minimum** safety standard for all employees and sub-contractors working on WyCo Services projects. It assigns responsibilities; establishes standard procedures for hazard evaluation, program enforcement, accident investigation and reporting; and lists the **minimum** accident prevention requirements for typical operations. The information contained in this plan provides our framework for establishing and maintaining an Injury and Incident free workplace. This document is not intended to be all-inclusive or to reproduce information that may currently exist elsewhere; however, the Safety Management Plan will provide performance driven safety practices.

WyCo Services is committed to providing safe, injury-free projects. In order to achieve injury free projects, safety must be integrated into every step taken on each project. We know by following the key strategies outlined in this Safety and Health Management Plan plus **Commitment** to and **Communication** of Safety expectations and strict adherence to all OSHA Regulations, we will complete each project "**Injury and Incident Free.**"

Corey Bartolo

Corey Bartolo – Chief Executive Officer / President

Emergency Contact Information/Occupational Health Clinics/Incident Procedures

EMERGENCY CONTACTS:

Corey Bartolo – CEO/President

WyCo Services

504-605-1669

corey@wyco.biz

Jake Allen – Regional Operations Manager – East Coast

WyCo Services

801-509-6069

jake@wyco.biz

Nicholas Stokes – Regional Operations Manager – West Division

WyCo Services

385-910-3933

nick@wyco.biz

Damien Davidson – Regional Operations Manager – Gulf Coast Division

WyCo Services

225-819-7627

damien@wyco.biz

Tasha Huber – VP of Finance & Admin./Human Resources – Corporate Office

WyCo Services

504-650-7956

tahsa@wyco.biz

Wyatt Allen – Project Manager, - Installation Division -Designated Competent Person

WyCo Services

504-605-1656

wyatt@wyco.biz

Mike Blystone – Foreman Installation Division -Designated Competent Person

WyCo Services

814-206-8100

mikeb@wyco.biz

SAFETY DEPARTMENT – Awareness Is Key, Inc

Emergency Number - 385-350-0133

Jill Shupe – President - Designated Competent Person

Awareness Is Key, Safety Consulting Firm

801-829-8363

Awarenewssiskey3@gmail.com

Chelly Heninger – Vice President - Designated Competent Person

Awareness Is Key, Safety Consulting Firm

801-831-6740

awarenessiskeychelly@gmail.com

Occupational Health Clinics:

<p><u>Jerome, Idaho</u></p> <p>Urgent Care of Jerome 133 W, Avenue A Suite B Jerome, ID 83338</p> <p>208-324-2004</p>	<p>Full Service Medical Clinic Occupational Injury/Illness Substance Abuse Testing DOT Physicals</p>
<p><u>Pocatello, Idaho</u></p> <p>Portneuf Medical Group 500 so. 11th Avenue Suite 500 Pocatello, ID 83201</p> <p>208-239-1940</p>	<p>Full Service Medical Clinic Occupational Injury/Illness Substance Abuse Testing DOT Physicals</p>
<p><u>Baton Rouge, Louisiana</u></p> <p>Gulf Coast Occupational Medicine 10099 N Reiger Rd Baton Rouge, LA 70809</p> <p>Phone: 225-282-3308</p>	<p>Full Service Medical Clinic Occupational Injury/Illness Substance Abuse Testing</p>
<p><u>Covington Louisiana</u></p> <p>Ochsner Urgent Care and Occupational Health 1111 Greengate Drive, Ste. B Covington, LA 70433</p> <p>Phone: 985-327-6095</p>	<p>Acute Work Injury Medical Care Injury Follow-Up and Rehab Referral Employer Services</p>

<p><u>Lake Charles, Louisiana</u></p> <p>Business Health Partners 4150 Nelson Rd. Building B, Suite 5 Lake Charles, La 70605</p> <p>Phone: 337-656-7703 Fax: 337-656-7676</p> <p>After Hours Contact: 337- 302-2011</p> <p>lakecharles@businesshealthpartners.com Hours: Monday -Friday 7:30am – 11:30am / 12:30pm – 4:30pm</p>	<p>Sprains and Strains Minor Lacerations and Fractures Thermal/Chemical Burn Treatment Eye Foreign Body Removal Chemical Inhalations Complete Non-Emergency Treatment Burn Treatment Digital X-ray on site Five Full-time Nurse Practitioners, On-Site Spanish/Bilingual Services Available On-call 24/7 services</p>
<p><u>New Orleans, Louisiana</u></p> <p>Concentra Medical Centers 318 Baronne Street New Orleans, LA 70112</p> <p>Phone: 504-561-1051</p>	<p>Full Service Medical Clinic Occupational Injury/Illness Substance Abuse Testing</p>
<p><u>Boston, Massachusetts</u></p> <p>Concentra Medical Centers 66 B Concord Street Wilmington, MA 01887</p> <p>Phone: 978-657-3826</p>	<p>Full Service Medical Clinic Occupational Injury/Illness Substance Abuse Testing</p>
<p><u>Gulf Port, Mississippi</u></p> <p>Primary Care Plus 14055 Seaway Rd. Suite 200 Gulf Port, MS 39503</p> <p>Phone: 228-832-9038 Fax: 228-832-9990</p>	<p>Occupational Certified Physicians Network of physicians Physician evaluation report describing limited or light-duty capabilities Post-accident Drug Screening Early return to work Programs Case Management Injury Prevention Risk Management Services Easy contact physician consultations</p>

<p><u>Hattiesburg, Mississippi</u></p> <p>Trust Care Health 6176 U S Highway 98 Hattiesburg, MS 39402</p> <p>Phone: 601-475-0444</p>	<p>Full Service Medical Clinic Occupational Injury/Illness Substance Abuse Testing</p>
<p><u>McComb, Mississippi</u></p> <p>STATCare PLLC 1017 Delaware Ave. McComb, MS 39648</p> <p>Phone: 601-250-1122</p>	<p>Full Service Medical Clinic Occupational Injury/Illness Substance Abuse Testing</p>
<p><u>Salt Lake City, Utah</u></p> <p>Rocky Mountain Care Clinic Inc. 4088 West 1820 South Salt Lake City, Utah 84104</p> <p>Phone: 801-433-2734</p>	<p>Full Service Medical Clinic Occupational Injury/Illness Substance Abuse Testing First Aid Supplies & Training Physical Therapy https://rmcareclinic.com/</p>

CRITICAL INCIDENT PROCEDURES:

In the event of a serious incident or issue on a work site, the Project Manager/Foreman/_Regional Operations Manager/_Competent Person is responsible for the following:

1. **Contain the situation.**
 - a. Call **9-1-1** if needed. Call gas or power companies if applicable. Secure and preserve site.
 - b. The incident and/or Injury will be immediately reported to the 1st tier Subcontractor Supervisor if applicable then the General Contractor Superintendent. If in operational facilities, properly notify the client.
 - c. If the employee is injured, the competent person will determine the level of injury and provide appropriate medical treatment. (First-aid, occupational/industrial health clinic, urgent care, or emergency care).
 - d. If the injury is life threatening or critical, the competent person, if willing and trained, will initiate emergency medical treatment (provide CPR as appropriate).
 - e. If the injury is not life threatening, the competent person will take the injured employee to one of WyCo's designated occupational health clinic for an evaluation and/or treatment.
2. Once area/scene is secure and contained, **text "CRISIS"** and **"WyCo Services"** to the Safety Department at: 385-350-0133 . Follow up immediately with a call to the Safety Emergency Line at: 385-350-0133 regarding further instructions.
3. Please be able to Communicate the following items when you call the Safety Department:
 - a. What occurred?
 - b. Where the incident occurred (City, State, Construction Site project name or Manufacturing Facility Name)
 - c. When did it happen (Time)?
 - d. What caused the incident (if known)?
 - e. Who was involved/witnessed?
 - f. Any damages or injuries?
 - g. Other pertinent details?
4. Coordinate appropriately with on-site personnel and WyCo employees, law enforcement, first responders or other responding groups.
5. If an incident occurs in Utah, the Safety Department will respond to the site and perform an Incident Investigation. If an incident occurs outside Utah, the Safety Department will meet with the project manager/foreman via zoom and help you through the incident investigation process and paperwork.
6. Any incident that needs to be reported to OSHA will be reported by the Safety Department after they have addressed the incident with all WyCo Management that are connected to the incident. Corey Bartolo will always be advised prior to any report being made.

7. Provide frequent updates to Safety Department as well as Corey Bartolo.
8. If media is responding or on-site, refer all comments to the General Superintendent or Facility Manager do not speak with the media on behalf of WyCo Services.

NON-CRITICAL ACCIDENT AND INCIDENT REPORTING PROCEDURES

- Accidents are unintentional incidents that may or may not result in an injury or property damage. Effective accident prevention depends on the complete investigation of all accidents, even if there is no injury or damage to property (near misses), in order to identify potentially serious losses. **ALL** accidents will be investigated by the immediate supervisor of the operation involved. Whenever possible photographs of the accident scene should be taken as part of the investigation.

Injury to an Employee

- All employees will be instructed and required to report all work-related injury or illness to their supervisor immediately (the same day).
- The supervisor of an injured employee will investigate the causes, determine corrective measures, and submit an *INCIDENT INFORMATION* Form (**Appendix C**) to the Safety Department within 24 hours of the event.
- The supervisor of an injured employee must notify the Safety Department to determine if medical treatment of an injured employee is necessary.
- If an injury requires an employee to see a doctor, go to a clinic or receive medical treatment that is more than job site first aid the event must be reported immediately to the Safety Department.
- After any event that results in injury, the facts surrounding the event/incident must be reviewed and evaluated and appropriate corrective action should be identified and administered prior to that work activity continuing.

Property Damage

- An incident involving property damage must be reported immediately to your direct supervisor.

DRUG FREE WORKPLACE

- WyCo Services is committed to a drug-free and safe workplace. Our employees must be physically and mentally fit to perform their duties in a safe and efficient manner. Therefore, no employee shall work or report to work while under the influence of alcohol, illegal drugs, or any substance that would affect his/her ability to perform the job in a safe and efficient manner.

To protect the best interest of employees and the public, the company may take whatever measures are necessary to determine if alcohol or illegal drugs are located on or are being used on company property. Measures that may be used will include but not be limited to the search of people and of personal property located on company premises, which may be conducted by law enforcement authorities or by management, as well as drug and/or alcohol test to be conducted when there is reasonable suspicion of substance abuse.

When a urinalysis is requested or necessary, samples may be taken under the supervision of an appropriate health-care professional. The above-mentioned search and drug test will not be conducted if an individual refuses to submit; however, refusal to submit will result in immediate removal from service and may result in termination.

Employees experiencing problems with alcohol or other drugs are urged to voluntarily seek assistance to resolve such problems before they become serious enough to require management referral or disciplinary action.

DISCIPLINARY POLICY –

- Employees who willfully or repeatedly violate this Safety Management Plan, safety rules, regulations, procedures, or policies will be disciplined.
- Supervisors who allow or direct their subordinates to violate the provisions of this program have committed a serious violation and will be disciplined.
- The following procedures are the minimum disciplinary procedures to be followed for **ALL** employees. The severity of the violation may, however, warrant more severe disciplinary action, such as longer suspension or immediate termination.
 - FIRST INSTANCE – Verbal/Written Reprimand – An informal discussion of the behavior in question. Provide coaching and re-training if needed to ensure the employee understands the safety requirements.
 - SECOND INSTANCE – Written Reprimand – A written corrective coaching form (Appendix B) documenting the behavior will be filled out by the employee and the direct supervisor, and will be kept in the employee's personnel file. Employee will be provided appropriate refresher training (documented) and/or reassignment to a less responsible position will be completed if needed.
 - THIRD INSTANCE – Suspension – The employee may be banned from the workplace and not allowed to perform work at the workplace for a specified amount of time, during which he/she is not paid. Prior to re-entry, employee will be provided appropriate refresher training (documented) and/or reassignment to a less responsible position will be completed if needed.
 - FOURTH INSTANCE – Dismissal/Termination of Employment – The employee may be permanently separated from the company for disciplinary reasons including safety conduct.
- All serious violations subject to this discipline policy will be thoroughly investigated by the immediate supervisor and/or the Safety Manager. The information collected during the investigation will be provided to and reviewed by an incident review committee.
- Uniform administration of this discipline policy will be maintained by convening a local incident review committee consisting of at least the Project Manager, one or more Superintendents, the Safety Manager, and a front-line supervisor (Foreman).

SAFETY MEETINGS AND INSPECTION EXPECTATIONS

- Employees working on our projects are our most valuable asset, we insist on their active participation in conducting safe work. Every employee is expected to be involved in creating and maintaining incident free work areas. We will provide the resources necessary to ensure that employees are empowered to apply the following in their work areas without compromise.
 - **Monthly All Hands Safety Meeting** - All WyCo employees are required to attend the company wide monthly safety meeting on the **First Tuesday** of the month. The Awareness Is Key, Safety Department will facilitate these toolbox trainings. Attendance will be documented. Meeting minutes and sign-in rosters will be maintained.
 - **Weekly Toolbox Talks** will be held in the field for the Installation Division. Who facilitates these talks will be determined on a per project basis.
 - **Daily Job Hazard Analysis (JHA) Meetings** (Appendix A) will be held at the start of each shift. Successful completion of safe work is rooted in a well-developed and executed daily work plan. All employees are expected to actively participate and lead crew discussions about the work to be performed, the hazards associated with that work and work location and the determination/implementation of appropriate controls for hazards identified. This JHA plan will be revisited and revised throughout the day. These meeting will be documented and submitted to the Project Manager as part of the project documentation.
 - **Weekly Documented Jobsite Inspection** – Safe work is a result of well-planned work. Before employees are allowed to work at any project site a thorough evaluation of the site must be made to identify, to the extent possible, the predictable hazards that exist on the construction site. The results of this evaluation will be used to identify which safeguards, controls or personal protective equipment will be necessary to safely complete the planned construction operations. The potential hazards and controls, including personal protective equipment, identified during this evaluation should be used to prepare the Daily Job Hazard Analysis. **(Appendix -E - has a variety of Jobsite Checklists that can be utilized to complete the inspection. Jobsite Inspections must be documented.)**
 - **Competent Person Inspection** – OSHA requires that the Competent Person performs the following inspections at the appropriate intervals. **Documentation of inspection must be readily available.**

Inspection	Frequency
Fall Protection	Before Each Shift
Excavations	Before Each Shift
Scaffold	Before Each Shift
Crane Inspections	Before Each Shift
Confined Space	Before Each Shift

Hot Work	Before Each Shift
Heavy Equipment	Before Each Shift
GFCI	Monthly / Quarterly

NEW HIRE ORIENTATION AND ON-GOING TRAINING

- ALL new employees working for WyCo Services will participate in an onboarding orientation to review the known hazards of our projects and to aid in development of a safe working plan. Training will include an overview of all safety regulations and requirements. All personnel will sign the completed Personal Commitment to Safety training checklist (**Appendix F**), verifying their understanding and commitment to adhere to the safety expectations of each project.

The employee onboarding orientation process is pivotal in establishing both our safety expectations and evaluating the ability of employees to comply with those expectations.

- On-Going Training opportunities will be provided at the discretion of WyCo Management. Current and updated training is important to the safety and well-being of WyCo's employees and WyCo is committed to providing top-quality, hands-on training for their employees as needed.

REGULATORY SAFETY INSPECTIONS & INVESTIGATIONS

- If any regulatory agency, such as OSHA, MSHA, EPA, etc., conducts an inspection of any job site, the supervisor on the job site will immediately notify your direct supervisor and your safety team (when the inspector arrives).
- The supervisor at the job site will make detailed notes as the inspection proceeds; these notes should include:
 - The reason for the inspection.
 - Verification of Inspectors credentials
 - The names of any employees involved.
 - Description of any measurements or photographs taken by the inspector.
 - The description of any alleged violation.
 - The section number of the applicable regulation.
 - Any statement or instructions from the inspector.
 - Whenever possible a company representative should take additional photographs.
- After the inspection is complete, the supervisor and safety team representative will complete a "Regulatory Safety Inspection Report" (**Appendix D**) and send that report along with the original of any citations issued to WyCo Services management team.

HOUSEKEEPING

Strict attention and commitment to good housekeeping is required on all WyCo projects. Cluttered work areas will not be tolerated. **Clean as you go** throughout the day.

- Trash bags or other containers must be provided for break trash and drinking cups. At no time will food trash be left lying around.
- There is a place for everything-order is the fundamental ingredient to good housekeeping.
- Do not place debris and other obstacles in roadways, walkways, aisles, stairwells, and other travel routes.
- Banding iron must be flattened and/or placed in a proper trash container, as the bands are broken.
- Keep sanitary facilities, washing stations and drinking water stations clean; they are provided for your health and convenience.
- Elevate work to reduce sprains and strains.
- Return all tools and equipment to the toolboxes, connex boxes, or trucks after use each day.
- Every crew needs a broom to maintain their work area continually throughout the workday.
- Flammable or hazardous material shall be disposed of in separate containers and in the appropriate manner for the material being disposed of.

PERSONAL PROTECTIVE EQUIPMENT

WyCo Services shall furnish to each employee working for their organization appropriate PPE. It is the combined responsibility of WyCo Services and their employees to ensure adequate PPE is onsite, in sanitary condition and being utilized appropriately to protect against identified hazards. The following are a **minimum** expectation for all WyCo Services employees.

- A pre-work evaluation will be completed to determine what types of personal protective equipment will be necessary to protect employees from the identifiable hazards in the workplace.
- Appropriate clothing, including at least a T-shirt with sleeves, long pants and work boots with substantial soles will be worn by all personnel at all jobsites and workplaces. General work boots and safety toe boots must be provided by the employee. (Specialized boots i.e.: Rubber or metatarsal protection will be provided by WyCo Services.)
- Appropriate head protection will be worn by all personnel at all construction jobsites, outdoor workplaces and when specified . Bump caps and metal hard hats are prohibited. Hard hats will meet requirements of ANSI Z89.1-1997, Type II, Class E.
- Appropriate eye (meets the ANSI- Z87.1 requirements) and face protection will be used by personnel exposed to injury from dust, flying particles, splashes and other physical, chemical or radiation agents. Face shields are not adequate eye protection and should only be worn over primary eye protection (spectacles or goggles).
- Personnel on foot who are exposed to mobile equipment or motor vehicle traffic or when on a construction site will wear high visibility warning apparel. The apparel background material must be either fluorescent orange-red or fluorescent yellow-green and must be visible at a minimum distance of 1,000 feet.
- Employees exposed to impact or crushing foot injuries will wear appropriate footwear consisting of safety-toe shoes or step in foot protectors. Safety toe shoes are required when on construction site.
- Appropriate hand protection (gloves) will be used by personnel when handling hazardous materials (proper chemical gloves, hot objects (proper heat resistant gloves) or tools or equipment which

may cause hand injuries (proper cut and puncture resistant gloves). (Example of hand tools are any rotary or cutting tools; grinder, bandsaw, circular saw, drills, reciprocating saw and knives of any kind)

- Appropriate respiratory protective equipment will be used when employees are required or allowed to wear respiratory protective equipment because of exposure to respiratory hazards, such as dusts, fumes, mists, vapors, or gases.
- Appropriate hearing protection, such as plugs or muffs, will be used when noise levels exceed 85 decibels. Exposure to impact noise will not exceed 140 decibels peak sound pressure level.

ERGONOMICS

Engineering controls attempt to design the work, work piece and/or work tool to minimize motions, postures and forces that can damage and prematurely fatigue. Administrative controls, such as reducing a worker's exposure to the risk factors, can complement engineering controls. General ergonomic principles include:

- Use stools and workbenches as work surface rather, than the ground, when possible;
- Keep frequently used tools within reach or in garment pockets;
- Adjust working heights and reaches that allow the worker to keep the elbows as close to the side of the body as possible;
- Extend reach with tool extensions, according to manufacturer's recommendations, or minimize reach distances with proper placement of work surfaces like ladders, scaffolds and platforms;
- Use jigs or fixtures to hold work pieces, parts or tools — this allows both hands to operate the tool (more strength and control) and relieves the free hand from serving as a clamp;
- If gloves are necessary for comfort, protection or cleanliness, select the proper size, material and style.

Ergonomic Tools

Tools are often the machine part of the man-machine interface. Pay particular attention to the design, selection, condition, and proper use of manual and powered tools. Principles for hand tools and general tool use include:

- Ensure the availability and accessibility of the right tools and in working condition to do the job.
- Establish systematic preventive maintenance for all tools and equipment
- Repair or replace defective tools.
- Bend the tool not the wrist — use ergonomically designed tools.
- Look for anti-vibration technology in air hammers and chisels.
- Use mobile equipment for material breaking or cutting rather than hand-held equipment.
- Use powered instead of manual tools or equipment when work requires high forces or repetition.
- Choose tools with the torque and speed to match the task — avoid overkill.
- Handle length should span the full width of the hand (gloved hand) or 4-inch minimum; Hand grips should be non-conductive, textured to avoid slip or twist, and without contour or finger grooves.
- Tool support handles should always be used if applicable
- Tool protective guarding are to be left on tool and used. Guarding should never be removed.

Lifting

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.

- If assistance is required to perform a lift, coordinate, and communicate your movements with those of your co-worker.

- While conducting the lift
 - Position your feet 6 to 12 inches apart with one foot slightly in front of the other
 - Face the load
 - Bend at the knees, not at the back
 - Keep your back straight
 - Get a firm grip on the object using your hands and fingers
 - Use handles when they are present
 - Hold the object as close to your body as possible
 - While keeping the weight of the load in your legs, stand to an erect position
 - Perform lifting movements smoothly and gradually; do not jerk the load
 - If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body.
 - Do not twist at the waist.
 - Set down objects in the same manner as you picked them up, except in reverse.
 - Do not lift an object from the floor to a level above your waist in one motion, set the load down on a table or bench and then adjust your grip before lifting it higher.

- Never lift anything if your hands are greasy or wet.

- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

RESPIRATORY PROTECTION

To protect employees from over exposure to airborne contaminants during routine, periodic dangerous-to-life, and emergency situations. The primary means of protection shall include chemical material selection and/or substitution, process design and Engineering Controls. Respirators shall be used to reduce exposure potential to airborne contaminants only when adequate protection cannot be provided by other means.

Respiratory Protection Program

- When WyCo projects require the use of respiratory protection. The following process must be followed.
 - Hazard assessment to determine the Respirator best suited for the circumstances. When selecting a Respirator for a particular Health or Physical Hazard, the site staff responsible for Safety and Health shall evaluate the Respirator based on:
 - Chemical, physical, and toxic properties of the materials in use and for which protection shall be given.
 - Hazards must be identified, and NIOSH certified respirators must be selected and provided based on those hazards and factors affecting performance.
 - An annual Medical Evaluation and authorization of all employees wearing Respirators shall be made and must include:
 - Fit testing
 - Initial and annual training and certification of Respirator users
 - Maintenance, cleaning, inspection storage and use of Respirators.

Respiratory Protection Training

- Training shall be conducted for each specific type, style, manufacturer, and model of Respirator to be used.
 - The training for each specific Respirator shall include:
 - Maintenance and cleaning
 - Inspections
 - Storage
 - Use and limitations of use
 - Equipment failure.
 - The training for employees shall include successful fit testing to demonstrate the Respirator fit and face seal.
 - The training shall include emergency operations that may require the use of respirators.
- **Referenced OSHA Standard:**
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=12716&p_table=standards

HAZARD COMMUNICATION

- **Hazard Determination**
 - A thorough inventory of each WyCo project will be conducted to identify all the chemicals that are used, processed, stored, or produced at the worksite.
 - The inventory must be evaluated to determine if any of the chemicals are hazardous. This evaluation should include reviewing the labels and SDSs to determine if the manufacturer of the chemical determined that it was a physical, health or environmental hazard.
 - An inventory/list of all the hazardous chemicals, to which employees may be exposed, will be prepared, and kept at each worksite.
 - The inventory/list must include the same chemical or common name used on the container label or SDS.
 - If a new hazardous chemical is received at the work area, the inventory/list will be updated to include the new hazardous chemical. If a hazardous chemical is not used any longer, it may be removed from the inventory/list.
- **Labeling**
 - When hazardous chemicals are received, supervisors will examine the containers to ensure that they are labeled to provide employees with the following required information:
 - Product identifier
 - Signal word
 - Pictograms
 - Hazard statements
 - Precautionary statements
 - The name, address, and phone number of the responsible party
 - When hazardous chemicals are transferred into temporary portable containers, the containers must be labeled with the required information.

- Labels must contain the same information as the original label.
- Labels must be consistent with GHS labeling system.

- No conflicting hazard warnings or pictograms. A label is not, however, required on a temporary portable container if the employee using the temporary portable container:
 - Transferred the hazardous chemical to the temporary portable container himself or herself.
 - Is in immediate control of the temporary portable container.
 - Knows the identity of the hazardous chemical, the physical and health hazards associated with that hazardous chemical and the necessary protective measures.
 - Leaves the temporary portable container empty at the end of the shift.
- The labels on containers of hazardous chemicals may not be removed or defaced unless the containers are immediately re-labeled with the required information.

- **Safety Data Sheets (SDS)**
 - An SDS for each hazardous chemical identified on the inventory/list of hazardous chemicals must be maintained in a manner that it is readily available to employees in the event of an emergency.
 - Whenever a new hazardous chemical is received in the workplace, that hazardous material must be added to the inventory/list.
 - An SDS for each hazardous chemical which employees may be exposed to will be maintained in an electronic library available to all employees via QR technology. The QR Code will be posted at each project in a manner that ensures they are readily available to employees during their work shift.
 - Copies of SDSs will be provided to employees, their physicians, and their authorized representatives upon request.

Referenced OSHA Standard:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200>

PROTECTING THE GENERAL PUBLIC

Every precaution shall be taken to prevent injury to the general public or damage to the property of others. The public shall be considered as any persons not employed by WyCo. Among the precautions to be taken shall be the following:

- Every step necessary shall be taken to protect and maintain work areas that interface with public sidewalks, building entrances (lobbies, corridors, and aisles), and stairways and roadways. This protection shall be provided by WyCo by installing and maintaining the appropriate barricades, fences, guardrails, overhead protection, partitions, signs, shields, and adequate visibility. Protection against any additional harmful exposure shall also be provided.
- All travel ways, access, and egress points shall always be maintained clear of obstructions.
- Warning signs are to be conspicuously positioned, and a flag person shall be assigned when moving equipment may encounter pedestrians or private vehicles.
- Overhead protection shall be in accordance with the laws of the jurisdiction where the project resides.

- If guardrails are used they shall be made of rigid materials and comply with OSHA regulations.
- Barricades for the general public or public roadways shall be secured against accidental displacement and in place at all times, except when temporary removal is required. At such times, a flag person shall be assigned to control the unprotected area.
- Should a permanent sidewalk be obstructed or removed, a temporary alternative pedestrian walkway shall be provided. Guardrails shall be installed on both sides of any temporary walkway that has a fall exposure.

OFFICE SAFETY

This procedure established the minimum requirements for working safely in an office environment.

- Offices must be kept clean, presentable and orderly at all times.
- Only a Qualified Electrician using approved materials shall install or repair electrical equipment.
- Texting or reading mail/materials while walking is not advised.
- Employees shall wear proper office attire and footwear.
- Work areas, aisles and walkways must be kept clear of obstructions that could create tripping hazards or impede safe evacuation at all times.
- Spills or substances that may cause slip/fall hazards must be cleaned up immediately and signed/barricaded, if necessary.
- Use a ladder or step stool to retrieve or store items that are located out of reach. Never stand on furniture, chairs or counters to reach higher places. Remember to always maintain three-point contact when climbing.
- Use a hand truck or dolly to move heavy objects. Get assistance if the object is heavy or awkward to lift.
- Avoid carrying boxes or objects down stairs that obstruct your vision. Keep one arm free to use handrails.
- To prevent tipping, load heavy items on the bottom or middle drawers of file cabinets and only open one drawer at a time.
- Smoking is not allowed in Company-owned or rented office spaces. If necessary, a designated smoking area may be provided and must meet local laws.
- These areas shall be designated and equipped with a “butt can.” Never discard cigarette butts or matches into general trash cans or onto the ground.
- Each office location shall develop an Emergency Response Plan that meets the requirements of GMS-SP-019 Emergency Preparedness and Response Procedure.
- Each office location shall perform a minimum of one emergency evacuation drill annually or as conditions change.
- Each office location must be equipped with the following in accordance with local, state and federal law:
 - At least one 16-unit first aid kit. Additional and/or larger first aid kits must be provided at office locations with more than 25 employees or separated office buildings.
 - Fire extinguisher(s) as required by local fire code.
 - Each office location with more than 10 employees must have a Automated External Defibrillator (AED).

NATURAL DISASTER PROCEDURES

In the event of a natural disaster that impacts employees, worksite or company owned equipment and tools, please follow the ***Critical Incident Procedures*** outlined previously in this plan and the provisions outlined below.

Hurricane - Hurricanes generate a series of threats to lives and property. The most obvious is the threat posed to buildings, equipment and our employees by the high winds which characterize such storms. Please utilize the **Hurricane Preparedness Checklist (Appendix H)** on each worksite in preparation when we are facing an upcoming hurricane event.

Earthquake – Earthquakes generate a series of threats to lives and property. Many people associate the risk of earthquakes with well-publicized and seismically active areas such as California and parts of Washington. However, the risk of earthquakes covers much of the western United States and Canada. Please utilize the **Earthquake Preparedness Checklist (Appendix I)** as we begin each project in preparation for the potential of an earthquake.

MAINTENANCE / GENERAL INDUSTRY REQUIREMENTS

FALL PROTECTION AND PREVENTION

To prevent injuries to employees from falls the following safe work procedures which require that each employee on a walking/working surface (horizontal or vertical) with an unprotected side or edge which is 4 feet (1.2m) or more above a lower level shall be protected from falling. Each employee less than 4 feet (1.2 m) above dangerous equipment is protected from falling into or onto the dangerous equipment by a guardrail system or a travel restraint system, unless the equipment is covered or guarded to eliminate the hazard. This includes work near and around openings, runways and walkways, dock boards, holes, repair pits, service pits and assembly pits. Guard rails, warning line systems or personal or fall arrest systems should be used. All Fall Protection elements indicated in this section shall be followed by all employees and Sub-contractors on all WyCo projects. Site-specific programs are to be developed by a Qualified Person. A Qualified Person being one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

Training

- All employees who might be exposed to fall hazards must be trained. Training shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to follow to minimize these hazards. Retraining shall be provided when the following are noted:
 - Deficiencies in training.
 - Workplace changes.
 - Fall protection systems or equipment changes that render previous training obsolete.
- Written certification records must be maintained showing the following:
 - Who was trained, where training took place, dates of training.
 - Signature of person providing training.
 - Date Contractor determined training was deemed adequate.

Equipment

- WyCo must supply employees an approved safety harness with a double-locking lanyard or SRL (Self Retracting Lifeline) when working at any elevation where a fall can occur. The safety harness should be attached by the lanyards to the existing permanent structure or approved anchorage point whenever there is any exposure to the hazard of falling. The use of ladders is the only exception to continuous fall protection.
- Inspect all Fall Protection Components daily for damage or defect and replace, if needed.
- Follow the manufacturer's instructions to properly secure the lanyard. Always connect the second lanyard before disconnecting the first one. Only lanyards labeled and approved for tieback use should be used to tieback to the lanyard as a choker around an anchor.
- Horizontal or parallel lifelines with no more than 3" sag shall be used for continuous fall protection when other perimeter protection is not in place. If movement will take place in an area where the employee is unable to tie off, such as open iron or pipe, a lifeline or other means of fall protection should be installed.
- All elevated work platforms (lifts, scaffolds, etc.) should be fully decked and complete with handrails, midrails and toe boards. Workers are required to wear an approved full-body harness and tie-off when working inside any scaffold or workbasket.

- If any fall hazard exists, the employee is to be secured by a full-body safety harness and lanyards. If there is no place to safely tie-off to, employees are not allowed to be there until lifelines or other fall protection systems are in place.
- Every WyCo project where fall protection is required, must also have a written **Fall Rescue Plan (Appendix J)**. The Rescue Plan must be documented, communicated and practiced at each project location. The plan must provide for prompt rescue of employees in the event of a fall or shall assure the employees are able to rescue themselves.
- All accidents and serious incidents (near accidents) must be investigated, implementing changes to the fall protection plan as necessary.

Referenced OSHA Standard:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.28>

ELECTRICAL SAFETY

- **Electrical Safety Program**

The Electrical Safety program is designed to prevent electrically related injuries and property damage. This program also provides for proper training of employees to ensure they have the requisite knowledge and understanding of electrical work practices and procedures. Only employees qualified to work with live electrical components may conduct adjustment, repair or replacement of electrical components or equipment. Electricity has long been recognized as a serious workplace hazard, exposing employees to such dangers as electric shock, electrocution, fires, and explosions.

- **Personal Protective Equipment**

- Employees working in areas where the potential contact with exposed electrical sources are present and likely, will be provided and shall use Personal Protective Equipment (PPE). Conductive items of jewelry or clothing shall not be worn unless they are rendered nonconductive by covering, wrapping, or other insulating means. The following rules apply to the use and care of PPE:
 - PPE shall be used where contact with exposed electrical sources is present and likely. PPE shall be designed for the work being performed and environment in which it is used.
 - PPE shall be visually inspected and/or tested before use. Any defects or damage shall be replaced, repaired or discarded.
 - In cases where the insulating capabilities of the PPE may be damaged during the work, a protective outer cover, such as leather, must be used.
 - Employees shall wear non-conductive head protection wherever there is a danger of injury from electrical burns or shock from contact with exposed energized parts.
 - Employees shall wear protective eye/face equipment whenever there is a danger from electrical arcs or flashes or from flying objects resulting from an electrical explosion.

- **Guarding of Live Parts**

Live parts of electric equipment operating at 50 volts or more shall be guarded against accidental contact by use of approved cabinets or other forms of approved enclosures or by any of the following means:

- Located in a room, vault or similar enclosure that is accessible only to qualified persons.
- Permanent, substantial partitions, so only qualified persons will have access to reach the live parts.
- Placed on a balcony, gallery or platform to prevent access by unqualified persons.
- By elevation of 8 feet (2.44m) or more above the floor or other working surface.

Entrances to rooms or other guarded locations containing exposed live parts shall be marked with conspicuous *warning signs* forbidding unqualified person to enter.

- **Powered Equipment Safety Rules**

- Electrical equipment is defined as cord or plug-type electrical devices which includes the use of flexible or extension cords. Examples of portable electrical equipment included powered hand tools, powered bench tools, fans, radios, etc. The following safety rules apply to portable electrical equipment (PEE):
 - PEE shall be handled in such a manner as to not cause damage. Power cords may not be stapled or otherwise hung in a way that may cause damage to the outer jacket or insulation.
 - PEE shall be visually inspected for damage, wear, cracked or spilt outer jackets or insulation, etc., before use or before each shift. PEE that is connected once put in place need not be inspected until relocated. Any defects: such as cracked or split outer jackets or insulation must be repaired, replaced or placed out of service.
 - Ground type cord sets may only be used with ground type receptacles when used with equipment requiring a ground type conductor.
 - Attachment plugs and receptacle may not be altered or connected in a way that would prevent the proper continuity of the equipment grounding conductor. Adapters may not be used if they interrupt the continuity of the grounding conductor.
 - Only portable electrical equipment that is double insulated or designed for use in areas that are wet or likely to contact conductive liquids may be used.
 - Employees that are wet or have wet hands may not handle PEEs (plug-in, unplug, etc.)

- **Lockout/Tagout (Control of Hazardous Energy)**

- Supervisors should carefully evaluate the safety and health impacts of the release of potentially Hazardous Energy in each industrial maintenance operations and abide by all provisions of the Energy Isolation Section of this Safety Management Plan.

- **Energy Control Devices**

- Individuals who perform work requiring Energy Control shall be given locks and tags for their sole use. Lockout and Blockout devices shall be made available to all individuals who perform work requiring energy control.
- Only the individual assigned shall be permitted to have keys to the locks. Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained and otherwise rendered safe.

- **Training and Communication**

- All employees who perform work that might expose them to hazardous energy must receive training.
- The training program shall include:
 - Information identifying all known Hazardous Energy they may encounter .
 - How to identify all potentially Hazardous Energy sources.
 - The use of Energy Isolation Devices, their removal and their limitations; and, all relevant elements of the client's Energy Control program.

Electrical Circuit Safety Procedures

Electrical power and lighting circuits are defined as devices specifically designed to connect, disconnect or reverse circuits under a power load condition. When these circuits are employed, the following rules apply:

- Cable connectors (not of load-break type) fuses, terminal plugs or cable splice connector may not be used, unless an emergency, to connect, disconnect or reverse in place of proper electrical circuits.
- After a protective circuit is disconnected or opened, it may not be connected or closed until it has been determined that the equipment and circuit can be safely energized.
- Overcurrent protectors of circuits or connected circuits may not be modified, even on a temporary basis, beyond the installation safety requirements.
- Only Qualified Employees may perform test on electrical circuits or equipment.
- Test equipment and all associated test leads, cables, power cords, probes and connectors shall be visually inspected for external damage before use. Any damage or defects shall be repaired before use or placed out of service.
- Test equipment shall be rated to meet or exceed the voltage being tested and fit for the environment in which it is being used.
- Where flammable or ignitable materials are stored, even occasionally, electrical equipment capable of igniting them may not be used unless measures are taken to prevent hazardous conditions from developing.

ENERGY ISOLATION (Lock Out/Tag Out/Try Out) POLICY

The following Lock out/Tag out/ Try out procedure is designed to ensure that workers are not exposed to the hazards from moving machinery or equipment and those hazards posed by an energized source (electric, pneumatic, steam, hydraulic, chemical, etc.).

- Safety locks and tags will be applied to all circuits, switches, valves, isolating devices, and any other energy sources to ensure equipment, machinery, or processes that have been considered functioning, charged or could otherwise be operable have been rendered non-operational or de-energized.
- No person will remove another worker's safety lock or attempt to energize any piece of equipment, machinery or process that has been locked out and tagged.

De-Energizing Equipment and Processes

- A WyCo supervisor will coordinate the appropriate LOTO process when an energized equipment or process must be de-energized.
- The WyCo representative will identify all circuits and sources of energy that require locking and tagging to make the equipment or process inoperable. And will notify the personnel that may be

affected by the de-energizing and will provide sufficient safety locks to lockout the piece of equipment or process.

The following procedures shall be followed:

- The WyCo representative will make certain the operating controls to the equipment, machinery or process are in the “off” or “neutral” position.
 - Once the operating controls are in the "off" or "neutral" position, the WyCo representative will apply their safety lock to each of the isolating devices that provides power or other energy to the machinery, equipment, or process. The WyCo representative will also apply a visible warning tag. The tag will contain the name of the WyCo representative , and phone number.
 - Once the WyCo representative have placed their safety lock(s) and tag(s) on the energy- isolating device, all affected workers will then apply a safety lock and tag to the energy-isolating device. Alternatively, the front-line supervisor may place the key(s) to their equipment safety lock(s) in a safety lock box, place their individual safety lock and tag on the safety lock box, and then have each affected worker place their safety lock and tag on the lock box.
 - Prior to any work being performed on the piece of equipment, machinery, or process, the WyCo representative will verify that it is inoperable. They will utilize the TRY OUT step and will attempt to operate the piece of equipment machinery, or process. After verifying it is inoperable, the switch will be returned to the “off” or “neutral” position.
- Stored or residual energy will be dissipated by whatever means are necessary. Capacitors will be discharged, and high capacitance elements short-circuited and grounded by a qualified electrician.
- **Re-Energizing Equipment and Processes**
 - The WyCo representative will make a visual inspection of the equipment, machinery, or process to ensure all workers have completed their work and equipment, tools and other material is removed from the area.
 - After confirming all workers, materials, tools, and other equipment are out of the area, the operating controls are still in the “off” or “neutral” position, and each worker has removed their safety lock and tag, WyCo representative will remove their safety lock and tag from each of the isolating devices.
 - If a worker fails to remove his or her safety lock at the completion of the job or assigned duties, their immediate supervisor will immediately notify WyCo Management. Every attempt should be made to contact the worker and require them to return to the project to remove their lock. If the worker is unwilling or cannot return to the project, it must be verified that he/she is not physically at the project before the safety lock can be removed. All safety lock removal incidents will be investigated following the incident investigation process and disciplinary action may occur.

Referenced OSHA Standard:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910SubpartS>

CONVEYOR SYSTEM SAFETY

As conveyor hazards vary depending on the application, WyCo supervisors need to look at each conveyor system to evaluate and determine what primary safeguarding methods and energy control (lockout/tagout) practices are required. That information needs to be recorded as part of the Job Hazard Analysis (JHA) and communicated to the entire Maintenance team working at that location.

Maintenance Work Setup

- A Work Plan and Job Hazard Analysis (JHA) detailing the job steps, hazards and controls will be developed prior to beginning maintenance activities.
- Use only equipment designed and manufactured for hoisting and within the limits of the appropriate corresponding load charts.

Guarding

- All conveyor drive, head, tail, return, and take-up pulleys located seven (7) feet or less in any direction must be guarded in such a manner that prevents persons from reaching behind the guard and being caught between the belt and the pulley.
- All gears, sprockets, flywheels, couplings, shafts and similar moving machine parts located seven (7) feet or less in any direction must be guarded in such a manner that prevents persons from reaching behind the guard and being caught between in the moving parts.
- Where the guard or enclosure is within four (4) inches of moving parts, the guard must be constructed to prevent the passage of an object one half ($\frac{1}{2}$) inch or more in diameter.
- All overhead drive pulleys where the hazard of a broken drive belt exists must be guarded.
- If it is necessary to remove guards to perform maintenance or repairs, the appropriate components must be locked and tagged out in accordance with the Energy Isolation Section of this Safety Management Plan.
 - Guards must be replaced before the equipment is restarted.

Electrical

- Whenever maintenance or repairs are performed on electrically powered machinery the electric circuit must be de-energized and the switch must be locked open and tagged out in accordance with the Energy Isolation Procedure in this Safety Management Plan to prevent inadvertent operation of the machinery.
 - When electrical conductors will be exposed, each conductor must be tested for absence of voltage prior to contact by tools or personnel.
- All work on electrical circuits or components will be conducted by trained and qualified personnel following the requirements of the National Electric Code (NEC).
- All electrical distribution boxes shall be provided with a disconnecting device for each branch circuit. Such disconnecting devices shall be equipped or designed in such a manner that it can be determined by visual observation when such a device is open and that the circuit is de-energized, the distribution box shall be labeled to show which circuit each device controls.
- The minimum clear distance of all materials and resources in front of an electrical installation (i.e., panel) must be at least 40 inches. This clear distance shall be maintained at all times.

Access & Stairways

- A safe means of access, such as ladders, ramps, stairs, catwalks or aerial lifts must be provided to elevated work areas.
- Aisles, walkways, stairways and catwalks must be kept clear and have at least 80 inches of clear head room.
- Standard guardrails, with a midrail and toe boards, must be installed on the open sides of all elevated platforms 4 feet or more above the ground, floor or level below.

Illumination

Sufficient lighting to see the equipment clearly shall be provided at floor level, head and tail pulleys, operating stations and along conveyor systems.

Fire Protection

- Housekeeping along conveying systems shall be maintained in a manner that will prevent fires.
- Where conveying equipment fire may present a hazard to workers or building, emergency firefighting equipment shall be provided and identified and strategically located to control any outbreak of fire. Equipment selection should consider the control of electrical fires, burning belting and conveyor structures, materials being handled, adjacent materials, etc.
- Workers operating conveying equipment shall be knowledgeable in the use of the fire protection equipment furnished.
- Where conveying equipment is located in building or tunnel enclosures where men are working, emergency fire exits shall be provided and identified.
- All firefighting equipment, alarm stations, etc., must be identified and readily accessible and free of obstructions.

Safe Operating Rules

- Manually loaded vertical or highly inclined conveyors shall have a sign at the loading point designating the load capacity.
- No riding shall be permitted on any conveyor not specifically designed and approved to convey workers.
- Repairs to conveyors or related equipment shall not be done while the equipment is operating. When stopped for repairs, servicing, cleaning, removing overloads, etc., the controls shall be locked or tagged out.
- No safety device, guard, overload, cutout, brake, etc., shall be removed from a conveyor and the conveyor placed in operation without the device being reinstalled. Where permanent guards at hazardous points must be left off, the area shall be laced off with temporary boards, etc., if the conveyor is placed in operation other than for testing.
- Workers working around or operating conveyors shall be advised of the location of the starting and stopping devices and instructed how to use them to stop the conveyor in an emergency.

Referenced OSHA Standards:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.219>

<https://regulations.justia.com/states/utah/labor-commission/title-r614/rule-r614-5/r614-5-2/>

INSTALLATION / CONSTRUCTION INDUSTRY REQUIREMENTS

FALL PROTECTION AND PREVENTION

To prevent injuries to employees from falls the following safe work procedures which require that each employee on a walking/working surface (horizontal or vertical) with an unprotected side or edge which is 6 feet (1.8m) or more above a lower level shall be protected from falling. This includes work near and around excavations. Guard rails, safety nets, or personal or fall arrest systems should be used. All Fall Protection elements indicated in this section shall be followed by all employees and Sub-contractors on all WyCo projects. Site-specific programs are to be developed by a Qualified Person. A Qualified Person being one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

Training

- All WyCo employees who might be exposed to fall hazards must be trained. Training shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to follow to minimize these hazards. Retraining shall be provided when the following are noted:
 - Deficiencies in training.
 - Workplace changes.
 - Fall protection systems or equipment changes that render previous training obsolete.
- Written certification records must be maintained showing the following:
 - Who was trained, where training took place, dates of training.
 - Signature of person providing training.
 - Date Contractor determined training was deemed adequate.

Equipment

- WyCo must supply employees an approved safety harness with a double-locking lanyard or SRL (Self Retracting Lifeline) when working at any elevation where a fall can occur. The safety harness should be attached by the lanyards to the existing permanent structure or approved anchorage point whenever there is any exposure to the hazard of falling. The use of ladders is the only exception to continuous fall protection.
- Inspect all Fall Protection Components daily (**Appendix O**) for damage or defect and replace, if needed.
- Follow the manufacturer's instructions to properly secure the lanyard. Always connect the second lanyard before disconnecting the first one. Only lanyards labeled and approved for tieback use should be used to tieback to the lanyard as a choker around an anchor.
- Horizontal or parallel lifelines with no more than 3" sag shall be used for continuous fall protection when other perimeter protection is not in place. If movement will take place in an area where the employee is unable to tie off, such as open iron or pipe, a lifeline or other means of fall protection should be installed.
- All elevated work platforms (lifts, scaffolds, etc.) should be fully decked and complete with handrails, midrails and toe boards. Workers are required to wear an approved full-body harness and tie-off when working inside any scaffold or workbasket.

- If any fall hazard exists, the employee is to be secured by a full-body safety harness and lanyards. If there is no place to safely tie-off to, employees are not allowed to be there until lifelines or other fall protection systems are in place.
- Every WyCo project where fall protection is required, must also have a written **Fall Rescue Plan (Appendix J)**. The Rescue Plan must be documented, communicated and practiced at each project location. The plan must provide for prompt rescue of employees in the event of a fall or shall assure the employees are able to rescue themselves.
- All accidents and serious incidents (near accidents) must be investigated, implementing changes to the fall protection plan as necessary.

Referenced OSHA Standard: http://www.osha.gov/OshStd_data/1926_0500.html

ELECTRICAL SAFETY

- **Electrical Safety Program**

The Electrical Safety program is designed to prevent electrically related injuries and property damage. This program also provides for proper training of employees to ensure they have the requisite knowledge and understanding of electrical work practices and procedures. Only employees qualified to work with live electrical components may conduct adjustment, repair or replacement of electrical components or equipment. Electricity has long been recognized as a serious workplace hazard, exposing employees to such dangers as electric shock, electrocution, fires and explosions.

- **Powered Equipment Safety Rules**

- Electrical equipment is defined as cord or plug-type electrical devices which includes the use of flexible or extension cords. Examples of portable electrical equipment included powered hand tools, powered bench tools, fans, radios, etc. The following safety rules apply to portable electrical equipment (PEE):
 - PEE shall be handled in such a manner as to not cause damage. Power cords may not be stapled or otherwise hung in a way that may cause damage to the outer jacket or insulation.
 - PEE shall be visually inspected for damage, wear, cracked or spilt outer jackets or insulation, etc., before use or before each shift. PEE that is connected once put in place need not be inspected until relocated. Any defects; such as cracked or split outer jackets or insulation must be repaired, replaced or placed out of service.
 - Ground type cord sets may only be used with ground type receptacles when used with equipment requiring a ground type conductor.
 - Attachment plugs and receptacle may not be altered or connected in a way that would prevent the proper continuity of the equipment grounding conductor. Adapters may not be used if they interrupt the continuity of the grounding conductor.
 - Only portable electrical equipment that is double insulated or designed for use in areas that are wet or likely to contact conductive liquids may be used.
 - Employees that are wet or have wet hands may not handle PEEs (plug-in, unplug, etc.)

- **Lockout/Tagout (Control of Hazardous Energy)**

- Supervisors should carefully evaluate the safety and health impacts of the release of potentially Hazardous Energy in its construction and industrial maintenance operations and abide by all provisions of the Energy Isolation Section of this Safety Management Plan.

- **Energy Control Devices**

- Individuals who perform work requiring Energy Control shall be given locks and tags for their sole use. Lockout and Blockout devices shall be made available to all individuals who perform work requiring energy control.
- Only the individual assigned shall be permitted to have keys to the locks. Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained and otherwise rendered safe.

- **Training and Communication**

- All employees who perform work that might expose them to hazardous energy must be given Hazardous Energy Control training.
- The training program shall include:
 - Information identifying all known Hazardous Energy they may encounter at the Project.
 - How to identify all potentially Hazardous Energy sources.
 - The use of Energy Isolation Devices, their removal and their limitations; and, all relevant elements of the client's Energy Control program.

- **Assured Electrical Equipment Grounding Conductor Program**

- Testing shall be performed on all cord set, receptacles, and cord/plug connected equipment required to be grounded which is not a part of the permanent wiring of the building or structure. Double insulated tools are not required to be grounded and therefore cannot be tested in this environment.
 - It is necessary to test only the continuity of the grounding conductor, not the quality of the ground. A simple continuity tester may be used.
 - These standards apply to Contractor-owned electrical equipment, tools and cord sets owned by employee's intended for use on the job.
 - Under OSHA regulations, the employer is responsible for employee(s) equipment compliance.
 - OSHA Provides the following table for inspection and testing guidance as well as color code.

Assured Equipment Grounding Program

- Inspection is your primary protection
- Best practice recommends documented testing every 3 months
- Color coding most common:

Winter	Spring	Summer	Fall
--------	--------	--------	------

Referenced OSHA Standards: <https://www.osha.gov/laws-regs/federalregister/2001-12-19>

ENERGY ISOLATION (Lock Out/Tag Out/Try Out) POLICY

- The following Lock out/Tag out/ Try out procedure is designed to ensure that workers are not exposed to the hazards from moving machinery or equipment and those hazards posed by an energized source (pneumatic, steam, hydraulic, chemical, etc.).
- Safety locks and tags will be applied to all circuits, switches, valves, isolating devices, and any other energy sources to ensure equipment, machinery, or processes that have been considered functioning, charged or could otherwise be operable have been rendered non-operational or de-energized.
- No person will remove another worker's safety lock or attempt to energize any piece of equipment, machinery or process that has been locked out and tagged.
- De-Energizing Equipment and Processes
 - A WyCo supervisor will coordinate with the appropriate Project Owner representative when any energized equipment or process must be de-energized.
 - The WyCo representative and Project Owner representative will identify all circuits and sources of energy that require locking and tagging to make the equipment or process inoperable. Together the representatives will notify the personnel that may be affected by the de-energizing. The front-line supervisor overseeing the work will provide sufficient safety locks to lockout the piece of equipment or process.

The following procedures shall be followed:

- The WyCo representative and/or the Project Owner representative will make certain the operating controls to the equipment, machinery or process are in the "off" or "neutral" position.
- Once the operating controls are in the "off" or "neutral" position, the WyCo supervisor(s) will apply their safety lock to each of the isolating devices that provides power or other energy to the machinery, equipment, or process. The WyCo supervisor(s) will also apply a visible warning tag. The tag will contain the name of the WyCo supervisor(s), date, and phone number.
- Once the WyCo supervisor(s) have placed their safety lock(s) and tag(s) on the energy- isolating device, all affected workers will then apply a safety lock and tag to the energy-isolating device. Alternatively, the front-line supervisor may place the key(s) to their equipment safety lock(s) in a safety lock box, place their individual safety lock and tag on the safety lock box, and then have each affected worker place their safety lock and tag on the lock box.
- Prior to any work being performed on the piece of equipment, machinery, or process, the WyCo supervisor and the maintenance personnel will verify that it is inoperable. They will utilize the TRY OUT step and will attempt to operate the piece of equipment machinery, or process. After verifying it is inoperable, the switch will be returned to the "off" or "neutral" position.
- Stored or residual energy will be dissipated by whatever means are necessary. Capacitors will be discharged, and high capacitance elements short-circuited and grounded by a qualified electrician.
- Re-Energizing Equipment and Processes
 - When the required work is completed and the machinery, equipment or process can be returned to service, the front-line supervisor will contact the Project Owner representative as needed to notify of completed work operations.
 - The WyCo supervisor will make a visual inspection of the equipment, machinery, or process to ensure all workers have completed their work and equipment, tools and other material is removed from the area.

- After confirming all workers, materials, tools and other equipment are out of the area, the operating controls are still in the “off” or “neutral” position, and each worker has removed their safety lock and tag, the front-line supervisor will remove their safety lock and tag from each of the isolating devices.
- If a worker fails to remove his or her safety lock at the completion of the job or assigned duties, their immediate supervisor will immediately notify WyCo Management. Every attempt should be made to contact the worker and require them to return to the project to remove their lock. If the worker is unwilling or cannot return to the project, it must be verified that he/she is not physically at the project before the safety lock can be removed. All safety lock removal incidents will be investigated following the incident investigation process and disciplinary action may occur.
- De-Energizing Fluid Processes
 - Any vessel, pipe, hose, or process that contains a hazardous liquid or gas will be purged with nitrogen or flushed before work begins as described in the pre-task plan for the activity.
 - A WyCo representative will coordinate with the Project/Owner representative when any fluid process requires de-energizing.
 - The WyCo representative and Project/Owner representative will identify all valves or gates and where blanks are required to be installed to isolate the work area. The operating facility representative/construction start-up group will notify their personnel that may be affected by the de-energizing.
 - The WyCo supervisor overseeing the work will obtain and ensure sufficient safety locks and tags are available to completely isolate the system.
 - The Project/Owner and WyCo supervisor will verify that each valve or gate is in the “off,” “neutral” or closed position.
 - Once the valve or gate is in the “off,” “neutral” or closed position, the Project/ Owner representative will place a safety lock on the valve or gate first. Then the WyCo supervisor will apply a safety lock to each valve or gate. The WyCo supervisor will also apply a visible warning tag. The tag will contain the name of the WyCo supervisor, date and phone number.
 - Once the WyCo supervisor has placed their safety lock(s) and tag(s) on the energy-isolating device, all affected workers will then apply a safety lock and tag to the energy-isolating device. Alternatively, the WyCo supervisor may place the key(s) to their equipment safety lock(s) in a safety lock box, place their individual safety lock and tag on the safety lock box and then have each affected worker place their safety lock and tag on the lock box. The required blanks will be placed at this time.
 - Prior to commencing work, the operating facility representative and front-line supervisor will verify the system and all piping, hoses, valves, and processes are de-energized and that any stored energy is dissipated or restrained.
 - Welded valve connections should have the valve handles removed and the stem tagged “DO NOT OPERATE.” All other valves and isolating devices must be physically prohibited from being operated.
 - Hydraulic and pneumatic equipment or machinery will be blocked to prevent movement.
- Re-Energizing Fluid Processes
 - When the required work is completed and the system can be returned to service, the front-line supervisor will contact the operating facility representative/construction start-up group to notify of completed work operations.
 - The WyCo supervisor will make a visual inspection of the area to ensure all workers; equipment, tools and materials are removed from the area.

- After confirming all workers, equipment, tools and materials are removed from the area, the valves and gates are in the “off,” “neutral” or “closed” position, and each worker has removed their safety lock and tag, the WyCo supervisor will remove their safety lock and tag from each of the isolating devices.

Referenced OSHA Standards: <https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.417>

CONVEYOR SYSTEM SAFETY

As conveyor hazards vary depending on the application, WyCo supervisors need to look at each conveyor system installation to evaluate and determine what primary safeguarding methods and energy control (lockout/tagout) practices are required. That information needs to be recorded as part of the Job Hazard Analysis (JHA) and communicated to the entire installation team working at that location.

Installation Work Setup

- A Work Plan and Job Hazard Analysis (JHA) detailing the job steps, hazards and controls will be developed prior to beginning conveyor system set-up activities.
- Use only equipment designed and manufactured for hoisting and within the limits of the appropriate corresponding load charts.

Guarding

- All conveyor drive, head, tail, return, and take-up pulleys located seven (7) feet or less in any direction must be guarded in such a manner that prevents persons from reaching behind the guard and being caught between the belt and the pulley.
- All gears, sprockets, flywheels, couplings, shafts and similar moving machine parts located seven (7) feet or less in any direction must be guarded in such a manner that prevents persons from reaching behind the guard and being caught between in the moving parts.
- Where the guard or enclosure is within four (4) inches of moving parts, the guard must be constructed to prevent the passage of an object one half (½) inch or more in diameter.
- All overhead drive pulleys where the hazard of a broken drive belt exists must be guarded.
- If it is necessary to remove guards to perform maintenance or repairs, the appropriate components must be locked and tagged out in accordance with the Energy Isolation Section of this Safety Management Plan.
 - Guards must be replaced before the equipment is restarted.

Electrical

- Whenever maintenance or repairs are performed on electrically powered machinery the electric circuit must be de-energized and the switch must be locked open and tagged out in accordance with the Energy Isolation Procedure in this Safety Management Plan to prevent inadvertent operation of the machinery.
 - When electrical conductors will be exposed, each conductor must be tested for absence of voltage prior to contact by tools or personnel.
- All work on electrical circuits or components will be conducted by trained and qualified personnel following the requirements of the National Electric Code (NEC).
- All electrical distribution boxes shall be provided with a disconnecting device for each branch circuit. Such disconnecting devices shall be equipped or designed in such a manner that it can be determined by visual observation when such a device is open and that the circuit is de-energized, the distribution box shall be labeled to show which circuit each device controls.

- The minimum clear distance of all materials and resources in front of an electrical installation (i.e., panel) must be at least 40 inches. This clear distance shall be maintained at all times.

Access & Stairways

- A safe means of access, such as ladders, ramps, stairs, catwalks or aerial lifts must be provided to elevated work areas.
- Aisles, walkways, stairways and catwalks must be kept clear and have at least 80 inches of clear head room. All crossovers, aisles and passageways shall be conspicuously marked by suitable signs.
- Standard guardrails, with a midrail and toe boards, must be installed on the open sides of all elevated platforms 4 feet or more above the ground, floor or level below.

Illumination

Sufficient lighting to see the equipment clearly shall be provided at floor level, head and tail pulleys, operating stations and along conveyor systems.

Fire Protection

- Housekeeping along conveying systems shall be maintained in a manner that will prevent fires.
- Where conveying equipment fire may present a hazard to workers or building, emergency firefighting equipment shall be provided and identified and strategically located to control any outbreak of fire. Equipment selection should consider the control of electrical fires, burning belting and conveyor structures, materials being handled, adjacent materials, etc.
- Workers operating conveying equipment shall be knowledgeable in the use of the fire protection equipment furnished.
- Where conveying equipment is located in building or tunnel enclosures where men are working, emergency fire exits shall be provided and identified.
- All firefighting equipment, alarm stations, etc., must be identified and readily accessible and free of obstructions.

Safe Operating Rules

- Manually loaded vertical or highly inclined conveyors shall have a sign at the loading point designating the load capacity.
- No riding shall be permitted on any conveyor not specifically designed and approved to convey workers.
- Repairs to conveyors or related equipment shall not be done while the equipment is operating. When stopped for repairs, servicing, cleaning, removing overloads, etc., the controls shall be locked or tagged out.
- No safety device, guard, overload, cutout, brake, etc., shall be removed from a conveyor and the conveyor placed in operation without the device being reinstalled. Where permanent guards at hazardous points must be left off, the area shall be laced off with temporary boards, etc., if the conveyor is placed in operation other than for testing.
- Workers working around or operating conveyors shall be advised of the location of the starting and stopping devices and instructed how to use them to stop the conveyor in an emergency.

Referenced OSHA Standards:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.555>

TOOLS AND MATERIALS

HAND AND POWER TOOLS

- All hand and power tools will be used only for the purpose for which they are intended and will be maintained in safe working condition.
- All power tools, including the cords, will be thoroughly inspected before use.
- All required guards and safety devices will be in place and functioning properly.
- When power tools are used to saw, drill or grind the material being sawn, drilled or ground must be supported on a sawhorse, table or other stable surface.
- The noncurrent-carrying metal parts of electric tools will be grounded. When electrical tools are connected to a temporary power source, personnel will be protected by ground fault circuit interrupters.
- Bench or pedestal mounted grinders will be equipped with an adjustable upper tongue guard adjusted to within one quarter (1/4) inch of the grinding wheel and a work/tool rest that is adjusted to within one eighth (1/8) inch of the grinding wheel.
- Powder-actuated tools will be used only by trained and certified personnel. Powder-actuated tools will be serviced and maintained only by qualified and authorized personnel.
- Pneumatic impact tools (chipping guns) will be equipped with safety clips or retainers to prevent tools from being expelled from the barrel.
- The connections of compressed air hose with a one half (1/2) inch inside diameter or larger will be chained or secured to prevent whipping in the event of separation. Compressors will be equipped with an inline pressure reducer that will reduce line pressure in the event of hose failure.
- Chainsaws and cutoff saws will be operated only by qualified operators following manufacturers operating instructions and wearing appropriate face, eye, ear, hand and leg protection.
- Pressure blasting, washing, grinding and saw cutting may present special hazards and will be done using appropriate personal protective equipment and work practices.
- When power tools are used to cut, grind, drill or core concrete and masonry products those tools will be equipped or used with a dust reduction system that prevents the generation of respirable dust.

Referenced OSHA Standard <https://www.osha.gov/Publications/osh3080.html>
<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.242>
<https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.302>

LADDERS

To maintain safe ladders and safe ladder operating procedures ALL WyCo employees must comply with the following laws and regulations.

- Portable metal ladders shall not to be used for electrical work and shall be labeled "NOT FOR ELECTRICAL USE."
- Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.
- Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.
- Step spacing shall not exceed 30 centimeters (1 foot) on fixed or portable ladders.
- Stepladders shall be less than 6.1 meters (20 feet) in length.
- Straight ladders shall be less than 9.1 meters (30 feet) in length.
- Extension ladders shall be less than 18.2 meters (60 feet). Both shall be equipped with nonslip feet (safety cleats).
- The ladder side rails shall extend at least 3 feet (.9m) above the upper landing surface. When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.
- Fixed ladders shall have landing platforms for every 9.1 meters (30 feet) of ladder height.
- All ladders shall be maintained in a safe condition. Portable and fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective, or be tagged with "Do Not Use" or similar language, and shall be withdrawn from service until repaired.
- Fixed ladders shall be securely anchored to the structure and be designed to bear the expected load and resist the effects of expected exposure.
- Ladders shall be used in a safe manner. Fall protection, such as retractable reels or rope grabs, is required when ascending or descending all uncaged ladders and extension ladders greater than 24 feet.
- All employees must practice safe ladder procedures. Employees should never stand on the top two rungs of a step ladder, face the ladder when ascending or descending, and carry objects that could cause injury in the event of a fall.
- Wood ladders shall not be painted.
- Ladders shall be prohibited from being placed in front of doors opening toward the ladder. This is permissible **only** if the door is blocked, locked or guarded.
- Portable ladders shall be set up using the 4 to 1 rules. (See definition section)
- Damaged ladders shall be tagged, repaired immediately and not used until all repairs are complete.
- Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond the manufacturer's rated capacity.
- Ladders shall be used only for the purpose for which they were designed. Never use ladder in a horizontal position or as scaffolding, do not place ladders on top of boxes, barrels, crates, etc.
- Ladders shall be securely stored when not in use.

Referenced OSHA Standards – All job-built ladders must comply with ANSI Standard A14.4-1979 “Safety Requirements for Job-Made Ladders” and current OSHA regulations.

See: <https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1053>

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.23>

MATERIALS, FUELS and SUPPLIES

- **Storage and Handling**

- To ensure the safe storage and handling of all materials on WyCo job sites.
- Site Supervisors shall ensure that procedures are in place which require:
 - All materials stored to be stacked, racked, blocked, interlocked, or otherwise secured to ensure they do not present a hazard such as; sliding, falling, or collapsing.
 - All excess materials to be located out of the job site foot or vehicle traffic areas and allowances made for easy access
 - Storage areas shall be kept clean and free of accumulation of materials that could result in a hazard of tripping, fire, explosion, or pest harborage. Vegetation control will be exercised when necessary.
 - Height and weight limitations to observed when stacking and storing materials.
 - Oxygen and acetylene bottles to be stored upright on racks or platforms.
 - Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet (1.5 m) high having a fire-resistance rating of at least one-half hour. The storage area shall be located a safe distance from the work area.
 - Flashback safety valves shall be used on all hoses and lines at the gauges or manifolds.

- **Storage and Control of Flammable Material**

- All employees shall ensure that procedures are in place which require:
 - Adequate ventilation which will prevent the accumulation of explosive vapors above 10% of the lower explosive limit.
 - Maintain concentration of vapors below the maximum allowable concentration or utilize Personal Protective Equipment if the vapors are non-flammable.
 - Combustible gas sampling to ensure adequacy of ventilation at beginning of use and as needed.
 - Controls on spark producing devices in and near storage areas.
 - Use of appropriate Personal Protective Equipment.
 - Appropriate prohibition on smoking.
 - Marking and labeling of containers.
 - Static grounding
 - Adequate rules, controls and equipment for the refueling of vehicles.

Referenced OSHA Standards

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.176>

<https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.250>

MOBILE EQUIPMENT

AERIAL LIFTS (for example, man-lifts, JLGs, ladder trucks, etc.)

Prerequisites

- Only those employees, who have been qualified (by a person designated for this purpose by the WYCO) and have demonstrated their operating proficiency in a safe manner, shall be allowed to independently operate a self-propelled aerial lift. Employees operating self-propelled aerial lifts must be trained on the specific manufacturer and model of aerial lift he/she will be using.
- The instruction and warning placards and load chart shall be conspicuously displayed and legible on each aerial lift.
- Load limits of the machine shall not be exceeded.
- No more than two people shall occupy the platform at one time.
- The operator's manual shall be readily available to the operator.
- Aerial lift equipment will have a working back-up alarm or use a spotter when backing.

Inspections

- Daily Inspection (**Appendix K**) - performed by the Operator prior to first use of the day and performed by a new operator during the day if unit is parked.
- Post Incident Inspection - Immediately after any incident that may have damaged the lift an inspection shall be conducted by the Equipment Department or other personnel authorized by the manufacturer.
 - A qualified person shall inspect the lift, using manufacturer's guidelines, before use.
 - The operator/inspector must report any defects to the Project Manager immediately.
 - Defective equipment shall be removed from service and not used until repaired or documented that no repairs are necessary for safe use.

Work Practices

- Key points to exercise prior to operating a self-propelled aerial lift:
 - All manufacturers' instructions for safe operation of the lift shall be identified and followed. The lift controls shall be plainly marked as to their function.
 - The machine shall be inspected daily before being started.
 - Only the driver is authorized to be on the platform while the lift is traveling, other than when training and during operator certification.
 - A walking observer shall be utilized whenever the driver's view is obstructed while traveling.
 - When traveling, the boom must be below the horizontal position. All rough terrain travel shall be conducted in the "SLOW" mode.
 - Any positioning while the platform is elevated shall be conducted in the "SLOW" mode.
 - The operator shall maintain safe clearances when raising, lowering, swinging or telescoping the boom or extending the outriggers.
 - All power to the machine should be shut off prior to the operator leaving the machine or any maintenance being performed on the equipment.
 - The operator shall assure that the work area surface is reasonably level, stable, and free from hazards, such as covered excavations or debris, which could cause tipping.
 - The foot switch shall not be removed, blocked, disabled, or modified in any manner.
 - Outriggers must be fully extended before personnel are lifted if the aerial lift is equipped with outriggers. Extendable axles must be fully extended before personnel are lifted if the aerial lift is equipped with extendable axles.

- An observer shall monitor all movement to ensure proper clearance when the lift operates in congested areas or when the operator has restricted visibility.
- All personnel shall wear an approved fall arrest harness with a lanyard which is attached to the specified platform attachment point while occupying the lift. The platform occupants shall not attach their personal fall arrest equipment to any part of a building or structure while working in the platform.
- Transfer from or into the aerial lift platform to a structure will require 100% fall protection. A second lanyard will be attached to the structure prior to disengaging the lanyard secured to the platform attachment point. The transferring personnel shall have received specific training in how to make a transfer.
- The aerial lift shall not be used for material transport, except for small supplies required for the job at hand. All materials and tools must be contained totally within the workbasket; the load rating of 500 pounds for personnel, tools, and supplies shall not be exceeded.
- Personnel shall stand on the floor of the platform, not on boxes, planks, railings, or other devices.
- Aerial lifts shall not be operated near electrical power lines or energized equipment unless the lines have been de-energized or adequate minimum clearance is maintained in accordance with the following, excerpted from 29 CFR 1926.550.& 1910.333

Voltage Range	Minimum Separation Distance
Less than 50kV	10 feet
50K to 200kV	15 feet
200KV to 350kV	20 feet
350KV to 500kV	25 feet
500KV to 750kV	35 feet
750KV to 1000kV	45 feet

- The operator shall maintain safe distances from hazards including electrical lines, while the platform is in use.
- Except in case of emergency, ground controls shall not be operated on an occupied lift.
- Modifications to the equipment shall not be made without written approval from the manufacturer.

Training

- WyCo will designate a qualified individual who shall train their employees to qualify an employee as an operator of a self-propelled aerial lift.
- The standard curriculum shall include:
 - Recognition of and preventative measures for the safety hazards associated with their tasks.
 - General recognition and prevention of safety hazards associated with the use of the work platform.
 - Elements of the emergency action plan describing procedures to be utilized in the event of a failure of the power supply unit.
 - The proper use of the lift and proper handling of any materials on the lift.
 - The maximum intended load and the load carrying capacity of the lift.
- The training shall consist of:
 - Classroom training including: Lecture, Discussion, and Video -specific to the equipment being used, provided from the manufacturer,
 - Written Evaluation

- Proficiency Demonstration on actual self-propelled aerial lift.
- This training shall be specific to the equipment that will be operated. If the prospective operator is unable to perform required proficiency to operate an aerial lift, he/she shall not be allowed to operate any aerial lift unless they are accompanied by a qualified operator at all times. Until the prospective operator demonstrates sufficient operational skills, he/she shall be designated as "in training".
- If a WYCO employee is operating an aerial lift without proper training, he/she shall be subject to disciplinary action up to and including removal from the project.

Referenced OSHA Standard:

<https://www.osha.gov/lawsregs/regulations/standardnumber/1926/1926.453>

<https://www.osha.gov/lawsregs/regulations/standardnumber/1910/1910.67>

FORKLIFTS

- Forklifts will be operated only by authorized personnel who have been evaluated, trained and properly certified.
- Forklift operators will make a pre-shift utilizing the Forklift Inspection form (**Appendix L**) to document a walk around safety inspection of their equipment, and any conditions that effect safe operation will be corrected before further use.
- Forklifts will not be operated unless all required safety devices are in place and functioning properly.
- Careless, reckless or otherwise unsafe operation or use of a forklift will result in discipline and may constitute grounds for removal from project.
- All forklifts will be maintained in safe working condition and will be appropriate and adequate for the intended use.
- Forklift maintenance is to be performed only by qualified mechanics.
- Before performing any service or repair work, a forklift will be stopped and positively secured against movement or operation, locked and tagged out of service, unless it is designed to be serviced while running, following the manufacturer's instructions.
- When a forklift has been tagged out of service the equipment will not be operated until repairs/service has been completed except by the employees doing the repairs/service.
- When a forklift is being serviced or repaired, the operator will dismount until the service or repair is completed and then must make a complete walk-around safety check before remounting.
- All forklifts with an obstructed view to the rear will be equipped with a warning horn and an automatic back-up alarm that can be heard above and distinguished from the surrounding noise level.
- All forklifts will be equipped with falling object protective structures (FOPS) or roll-overprotective structures (ROPS) and seat belts, following the applicable regulations.
- Seat safety belts will be used by operators of forklifts.
- Forklifts will not be left unattended unless parked securely to prevent movement, with the forks lowered to the ground, brakes set. When forklifts are parked on a grade the wheels must be chocked or turned into a bank.
- Personnel will not be transported or ride on forks or forklifts that are not equipped with seats and seatbelts for passengers.
- Employees may not be elevated using a forklift truck unless the following conditions are met:
 - The platform is engineered to work with the specific model of Forklift and meets the

following requirements.

- The platform of sufficient size, but not less than 24" x 24" to accommodate the employee and material being elevated must be secured to the forks or mast to prevent tipping, slipping or falling.
- The platform must have the standard guardrails and toe boards.
- The platform floor must not have spaces or holes greater than one inch.
- The platform floor must have a slip resistant surface.
- Employees may not sit, climb or stand on the platform guardrails or use planks, ladders or other devices to gain elevation.
- The forklift must be equipped with a means to prevent the raised platform from lowering at a rate in excess of 135 feet per minute in case of a failure in the load supporting hydraulic control circuits.
- The operator must remain in the control position while employees are on the elevated platform.

Referenced OSHA Standards:

<https://www.osha.gov/SLTC/poweredinustrialtrucks/>

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.178>

CONSTRUCTION EQUIPMENT AND TRUCKS

- All Construction equipment will be maintained in safe working condition and will be appropriate and adequate for the intended use.
- Equipment will be operated only by authorized personnel. Operators of equipment, machinery or vehicles must be qualified and properly licensed, if required, for the operation involved.
- Equipment maintenance is to be performed only by qualified mechanics.

Pre-Use Inspection

- Equipment operators and truck drivers will make a pre-shift walk around safety inspection of their equipment, utilizing (**Appendix G**) Equipment Inspection Form or an equivalent form. Any conditions that effect safe operation will be corrected before further use.
- Equipment will not be operated unless all required safety devices are in place and functioning properly.
- Careless, reckless or otherwise unsafe operation or use of equipment or a vehicle will result in discipline and may constitute grounds for dismissal.
- Before performing any service or repair work, all equipment will be stopped and positively secured against movement or operation, locked and tagged out of service, unless it is designed to be serviced while running, following the manufacturer's instructions.
- When equipment has been tagged out of service the equipment will not be operated until repairs/service has been completed except by the employees doing the repairs/service.
- When equipment is being serviced or repaired, the operator will dismount until the service or repair is completed and then must make a complete walk-around safety check before remounting.
- All bi-directional construction equipment and motor vehicles with an obstructed view to the rear will be equipped with a warning horn and an automatic back-up alarm that can be heard above and distinguished from the surrounding noise level.
- All construction equipment such as skidsteers, loaders, dozers, scrapers, motor graders, rock trucks, tractors, rollers and compactors will be equipped with roll-overprotective structures (ROPS) and seat belts, following the applicable regulations.

- Seat safety belts will be used by truck drivers and the operators of construction equipment.
- Mobile equipment will not be left unattended unless parked securely to prevent movement, with all ground engaging tools lowered to the ground, brakes set. When mobile equipment is parked on a grade the wheels or tracks must be chocked or turned into a bank. Equipment parked at night will be lighted, barricaded or otherwise clearly marked where exposed to traffic.
- Personnel will not be transported in vehicles or ride on equipment that are not equipped with seats and seatbelts for passengers.
- All equipment and vehicles where a fire or its effects could impede escape from the equipment will be equipped with appropriate fire extinguishers or fire a suppression system. These fire extinguishers should be rated at least 2-A: 10-B: C and contain at least 4.5 pounds of extinguishing agent.
- Equipment, tools and materials hauled on pickups and flatbed trucks will be secured to prevent them from falling onto the road.
- Equipment, pickups and passenger vehicles not necessary for performing the work should be parked well away from the work area to reduce congestion and avoid collisions.

Referenced OSHA Standards:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.600>

HOTWORK – WELDING & CUTTING

- **Risks**
 - There are several potential hazards associated with these types of operations. Typical main hazard potentials are usually associated with the following:
 - fire and explosion
 - compressed gas
 - electricity
 - hand tool and portable equipment
 - material handling and storage
 - walking and working surfaces
 - toxicity and/or oxygen deficiency
 - nonionizing radiation
- **Work Practices and Engineering Controls**
 - Local exhaust and general ventilation usually provide the most effective means of capturing welding, cutting and heating emissions at their sources of generation and from the workroom air, respectively. For this reason, Engineering Controls should be used in welding shops or where there are restrictions to general ventilation. Where there is the potential for the emission of toxic substances, local exhaust ventilation or general ventilation shall be provided under the following conditions:
 - The space is less than 10,000 cu. ft. per welder.
 - The roof has a ceiling height of less than 16 ft.
 - In confined spaces or where the welding space contains partitions, balconies, or other structural barriers that obstruct cross ventilation.
 - Welding or cutting indoors, outdoors, or in confined spaces involving beryllium containing base or filler metals requires local exhaust ventilation and airline respirators, unless atmospheric tests under the most adverse conditions indicate acceptable conditions, as defined by 1926.55/ 1910.1000.

- Assigned fire watchers must be trained in the use of fire extinguishing equipment and familiar with the facilities for sounding an alarm in the event of a fire.
 - Welders and their supervisors must be suitably trained in the safe operations of their equipment and the safe use of the process.
 - If the object to be welded or cut cannot readily be moved, all moveable fire hazards should be removed.
 - If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards' shields, fire blankets, etc. shall be used to confine the heat, sparks and slag and to protect the immovable fire hazards.
 - If fire hazards cannot be taken to a safe place or guards cannot be used to confine heat, sparks, slag and protect the immovable fire hazards, the welding and cutting shall not be performed.
 - A fire watch is required when welding, cutting, brazing and/or soldering is performed near combustible materials and/or in locations where fire may develop. Fire watchers shall have fire extinguishers readily available. A fire watch shall be maintained at least a half an hour after the welding or cutting operation was completed.
 - Before cutting or welding is permitted the area shall be inspected and a written permit shall be used to authorize welding and cutting operations.
 - Operators of equipment should report any equipment defect or safety hazards and discontinue use of equipment until its safety has been assured. Repairs shall be made only by qualified personnel.
- **Respiratory Protection**
 - Where lead, cadmium, chromium, mercury, zinc, decomposition products or toxic gases are likely emissions during welding and cutting, respiratory protection must be worn, unless local exhaust or general mechanical ventilation have reduced concentrations to acceptable levels as defined by their respective industry standards. When these operations are conducted indoors or in confined spaces the respiratory protection shall be airline respirators. When outdoors, a filter type respirator shall be worn.
 - **Personal Protective Equipment (PPE)**
 - Appropriate PPE - protective lenses, adequate for the ultraviolet radiation hazard, helmets, gloves, shoes and clothing shall be worn to protect employees.

Referenced OSHA Standard: <https://www.osha.gov/SLTC/weldingcuttingbrazing/standards.html>

FIRE PREVENTION PROGRAM

WyCo shall meet and ensure that all maintenance and installation activities meet the requirements of OSHA 1910.39 & 1926.24. In addition, any Subcontractor shall meet and ensure that its lower-tier subcontractors meet the following requirements:

- WyCo will provide fire extinguishers in common areas. The Subcontractor shall provide fire extinguishers in its specific work areas.
- All fire extinguishers shall be mounted off the ground by one (1) foot and no higher than five (5) feet.
- Fire extinguishers will be kept within 75 feet (22.9 m) or less of the employees' work areas.

- All fire extinguishers shall be at least 5-pound ABC rated. Fire extinguishers that have been discharged must be removed immediately for recharging.
- Portable extinguishers or hose shall be visually inspected monthly.
- Portable fire extinguishers are subjected to an annual maintenance check.

- **Training**
 - WyCo will provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.
 - Employees will be trained upon initial employment and at least annually thereafter.
 - Any employees who have been designated to use fire-fighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.
 - Upon initial assignment employees will be trained and at least annually thereafter.

Referenced OSHA Standards:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.157>

<https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.24>

<https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.150>

CONFINED SPACE ENTRY

To minimize the possibility of injuries and/or illness associated with exposure to volatile or toxic materials while work is performed in Confined spaces. All employees working on WyCo Projects will comply with the requirements of this standard.

Confined Space Program

- WyCo will establish, train and maintain a **Confined Space Entry/Rescue Plan** for each project where Confined Space entry is required (**Appendix M**). Each plan will consist of the following information:
 - Identification of confined spaces and associated operations;
 - Entry procedures for confined spaces;
 - Requirements for atmospheric testing of confined spaces;
 - Rescue; ensure communication is in place and operable to summon rescue.
 - Training requirements of those required to enter confined spaces.

Entry Procedures for Confined Spaces

WyCo employees shall utilize **Appendix N – Confined Space Permit** to record and control entry into a **permit required** confined space and shall:

- Identify the operation and space in which work will be performed as well as attendants and authorized entrants and address any special precautions.
- Identify the time period for which the permit is valid; and,
- Identify requirements for entry including ventilation, vessel isolation, communications, atmospheric condition maintenance and monitoring, personal protective and extraction equipment required for the operation or area.

- All Attendants must provide the necessary barriers to protect Authorized Entrant from external hazards and continue to verify that the permit space's conditions are acceptable for entry during its duration. Vehicles and pedestrians need to be aware of the work that is being taken place in said confined space.
- If multiple employers are working in the same designated confined space, it is the requirement of the Project Manager to coordinate with other employers to assign an Attendant to mutually monitor all employees in the confined space.

Atmospheric Testing

- Atmospheric testing will be performed prior to entry into permit required confined spaces and during operations to confirm safe operating conditions. The equipment utilized will be appropriate for the tests required, calibrated and maintained according to requirements established by the manufacturer or good practice.
- If at any time the employees, or their representatives, feel that the space is not safe, they must be given an opportunity to request the space be re-evaluated. Such testing shall evaluate the following:
 - Oxygen deficiency and/or enrichment;
 - Presence of airborne flammable or combustible dust, vapors or gas.
 - Presence of toxic gas or vapor.

Rescue

- A rescue capability shall be readily available during each entry.
- A rescue plan shall be established which identifies the trained personnel who will perform rescue procedures, personal protective equipment necessary for rescue operations, and the appropriate extraction and retrieval equipment to be used to be able to handle immediate dangers to life and health conditions (IDLH).
- The extraction and retrieval equipment shall be in place prior to entry. At no time will it be allowed for a single Attendant to monitor multiple confined spaces.
- If rescue services cannot be provided by the WyCo Employees, then it must be either.
 - Provided by the host facility
 - Provided by an outside service which is given an opportunity to examine the entry site, practice rescue, and decline as appropriate.

Training and Review

- The WyCo, Project Manager shall ensure that affected employees receive training in the confined space and entry procedures. The training will include the following elements:
 - Identification of confined space operations and hazards at the project site;
 - Methods for evaluating atmospheric conditions inside the confined space and recognizing their impact on safe confined space entry and work;
 - Communication procedures while performing confined space operations.
 - Entry and extraction procedures; and,
 - Review of rescue procedures used at the project site.
 - Upon training completion, the employee shall receive a certification which shall include employee name, trainer signature/initials, and dates of training. Certification must be made available to employees & their authorized representative.

Referenced OSHA Standards: <https://www.osha.gov/confinedspaces/faq.html>
<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.146>
<https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.1203>

ENVIRONMENTAL TESTING AND EQUIPMENT

WyCo shall meet and ensure that subcontractors meet the requirements of OSHA 1926.20; .21. In addition, we will comply with the following requirements:

- Safety Representatives shall be trained and capable of, properly operating industrial hygiene equipment to perform the following tests where construction hazards warrant:
 - Combustible gas
 - Noise
 - Oxygen deficiency
 - Toxic gas concentration (CO, CO₂, NO + NO₂)
 - Lighting
- The costs to provide testing equipment is solely the responsibility of the Subcontractor. Tests shall be performed as often as necessary to afford protection to employees and the general public.
- No Subcontractor shall omit or discharge any substance into the environment in violation of the Environmental Protection Agency (EPA), OSHA, or other regulatory agencies. The Subcontractor's Safety Representative shall be responsible for all environmental monitoring and testing. Where an accidental discharge occurs, the following steps shall be implemented:
 - Immediately take steps to minimize the discharge and resultant environmental impact.
 - Contact the appropriate governing agencies as required.
 - Contact WyCo who will then contact the Owner.

Referenced OSHA Standards:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.20>
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10607&p_table=STANDARDS

FORMS & STATE REGULATIONS

Appendix A

Job Hazard Analysis Meeting Template

Appendix B

Corrective Coaching Worksheet

Appendix C

Incident Reporting Form

Appendix D

Regulatory Inspection Report Form

Appendix E

Daily Jobsite Inspection Form(s)

Appendix F

Personal Commitment to Safety – Training Checklist

Appendix G

Daily Equipment Inspection Form

Appendix H

Hurricane Preparedness Checklist

Appendix I

Earthquake Preparedness Checklist

Appendix J

Fall Rescue Plan

Appendix K

Aerial Lift Daily Equipment Inspection Form

Appendix L

Forklift Daily Equipment Inspection Form

Appendix M

Confined Space Rescue Plan

Appendix N

Confined Space Permit

Appendix O

Fall Protection Inspection Forms

Appendix P

Rigging Inspection Forms

State of Utah Occupational Safety and Health standards regarding Conveyors**R614-5-2. Conveyors.**

This rule is to cover minimum standards for the safe installation, operation and maintenance of all types of conveying machinery and equipment, which includes belt, bucket, chain, roller, reciprocating or oscillating, screw, pneumatic, and flight conveyors or conveying systems. In the event these orders do not cover a specific hazardous condition, the ANSI standard B-20.1, 1996 shall be used as a guide.

A. Guarding.

1. Driving mechanisms of conveying equipment shall be enclosed by housing or guards where it is possible for workers to come in contact with gears, chain or belt drives or moving shafts. The guards shall be constructed so no part of the body or clothing can contact the driving mechanism.
2. Head pulleys, tail pulleys, take up, counterweights, sprockets, sheaves, drums, blocks, etc., shall be enclosed with guards or the area blocked off with rails or fence so workers cannot come in contact with moving parts.
3. Bucket elevators shall be enclosed in a housing or the area blocked off so no hazard exists from falling material.
4. Screw conveyors, troughs, or box openings shall have covers, grating or guard rails to prevent workers from coming in contact with the moving conveyor.
5. Conveyors passing over work areas, aisles or walkways where workers are exposed shall be covered underneath to eliminate hazard from falling material or personal contact.
6. Openings to hoppers, chutes or other discharge points where workers may be exposed shall be guarded by railings, toeboards, baffleplates, chains, temporary covers and front and sides high enough to prevent workers falling into them and material being discharged from striking them.
7. Platforms with side rails shall be constructed on trippers where a worker is required to ride or climb on the tripper to operate the controls so he cannot slip off or come in contact with the moving machinery. If a platform is not required, levers and controls shall be located so the worker can safely operate the tripper without coming in contact with the moving

machinery.

B. Inspection and Maintenance.

1. Periodic inspection of the entire conveying mechanism

shall be made for worn parts, defective couplings, loose belts, chains and defective safety devices such as brakes, backstops, overload releases, guards, etc.

2. Such inspection shall be made while the equipment is stopped and locked out except where the inspector can stand completely in the clear of any moving parts.

3. Lubrication of machine parts shall not be done while equipment is operating unless grease and oil fittings are equipped with extensions which permit such lubrication from a position where the worker cannot come in contact with the moving machinery.

C. Walkways, Platforms, Balconies

1. Where conveyors must be crossed over during operation, a walkway with stairs, platform, handrails and toeboards shall be constructed and conspicuously marked with a sign. Where walkways, ramps or stairways are located adjacent to open belt or pan conveyors, they shall be at least 20 inches in width and there shall be three feet clearance from the outside of the passageway and the moving conveyor. All stairways shall have handrails adjacent to the conveyor to prevent workers who may stumble from falling into the conveyor.

2. Where workers must cross under a conveyor, crossunders shall be plainly marked as the only passageways. The passageway shall be covered to prevent contact with moving parts or material falling off the conveyor.

D. Brakes and Backstops.

On conveyors where reversing or a runaway might occur under load in case of power failure, an anti-runaway or backstop device or automatic brake shall be provided or guard rails installed to prevent anyone from being in the area where the falling load could strike him.

E. Dust control.

1. Dust control equipment, provided at transfer points, crushers or such as sprays or exhaust hoods shall be wherever a dust condition exists which may be a health hazard to workers or a fire or explosion hazard.

2. Where the installation of dust control equipment is not practical, workers shall be provided with approved respiratory devices.

F. Fire Protection

1. Housekeeping along conveying systems shall be maintained in a manner that will prevent fires.
2. Where conveying equipment fire may present a hazard to workers or building, emergency fire fighting equipment shall be provided and identified and strategically located to control any outbreak of fire. Equipment selection should consider the control of electrical fires, burning belting and conveyor structures, materials being handled, adjacent materials, etc.
3. Workers operating conveying equipment shall be knowledgeable in the use of the fire protection equipment furnished.
4. Where conveying equipment is located in building or tunnel enclosures where men are working, emergency fire exits shall be provided and identified.
5. All fire fighting equipment, alarm stations, etc., must be identified and readily accessible and free of obstructions.

G. Illumination.

Sufficient lighting to see the equipment clearly shall be provided at floor level, head and tail pulleys, operating stations and along conveyor systems which must be inspected - 5 to 10-foot candles of light meet this requirement.

H. Electrical.

1. Power and control circuits for conveying equipment shall be installed so as to minimize the possibility of electric shock or fire hazard. This shall include grounding. After the effective date of these orders, new equipment shall be installed in accordance with the current edition of the National Electric Code.
2. Power and control circuits shall not be enclosed in the same conduit lines or junction boxes.
3. All starting and stopping devices shall be clearly marked and the immediate area kept clear of obstructions to permit ready access.
4. All conveyor switch boxes shall be identified indicating the voltage and the equipment served.
5. Electrical installations in explosive areas shall meet the requirements, as applicable, of the National Electrical Code, Chapter 500.

6. The installation of electrical emergency conveyor stops, such as pull cables, or push buttons, is recommended where workers are manually loading or unloading or doing cleanup work while equipment is operating.

7. Overload protective devices are recommended on conveying equipment power circuits to prevent damage or fire.

I. Safe Operating Rules.

1. Manually loaded vertical or highly inclined conveyors shall have a sign at the loading point designating the load capacity.

2. No riding shall be permitted on any conveyor not specifically designed and approved to convey workers.

3. Repairs to conveyors or related equipment shall not be done while the equipment is operating. When stopped for repairs,

servicing, cleaning, removing overloads, etc., the controls shall be locked or tagged out.

4. No safety device, guard, overload, cutout, brake, etc., shall be removed from a conveyor and the conveyor placed in operation without the device being reinstalled. Where permanent guards at hazardous points must be left off, the area shall be laced off with temporary boards, etc., if the conveyor is placed in operation other than for testing.

5. Workers working around or operating conveyors shall be advised of the location of the starting and stopping devices and instructed how to use them to stop the conveyor in an emergency.

KEY: safety

Date of Enactment or Last Substantive Amendment: December 2, 1997 Notice of Continuation: October 19, 2017

Authorizing, and Implemented or Interpreted Law: 34A-6

By my signature below, I acknowledge that I have read, understand, and agree to the policies and procedures of this document. - WyCo Safety Management Plan