



**BALDWIN**  
GENERAL CONTRACTING, INC

## CONSTRUCTION SAFETY PROGRAM FOR

\_\_\_\_\_  
*(construction site name)*

*Project Manager:* \_\_\_\_\_

*Mobile:* \_\_\_\_\_

*Email:* \_\_\_\_\_

*Project Engineer:* \_\_\_\_\_

*Mobile:* \_\_\_\_\_

*Email:* \_\_\_\_\_

*Job Number:* 17034MHIE \_\_\_\_\_

*Start Date:* \_\_\_\_\_

*\*In case of an Emergency, please contact the Safety Manager*

*Steve Taylor 541-220-0084*

*\*Emergency contact numbers are located in each job trailer  
and are updated as needed.*

**SAFETY MANUAL MUST BE SIGNED AND KEPT AT JOBSITE**

## TABLE OF CONTENTS

| <b>Topic .....</b>                                  | <b>Page</b> |
|---|-------------|
| Emergency Procedures .....                          | 3           |
| Safety Permits and Procedures .....                 | 4           |
| General Safety Requirements .....                   | 6           |
| BGCI Safety Program and Procedures .....            | 9           |
| Safety Procedures.....                              | 9           |
| Job Site Inspections .....                          | 11          |
| BGCI Fall Protection Policy .....                   | 12          |
| Lockout Tag Out Procedure.....                      | 18          |
| Confined Space Entry .....                          | 22          |
| Written Hazard Communication Program.....           | 24          |
| Violation and Safety Assessment Procedure .....     | 30          |
| Safety Discipline .....                             | 32          |
| Competent Person Verification Form.....             | 33          |
| Site Inspection Report.....                         | 34          |
| BGCI Safety Check .....                             | 37          |
| BGCI Safety Manual and Health Policy Agreement..... | 38          |

## **EMERGENCY PROCEDURES**

In case of an emergency on site the following procedures should be instituted at each site:

1. In case of Emergency Immediately call **9-1-1**
2. Method of communication should be determined at each site, telephone, radio, etc.
3. Emergency telephone numbers should be posted:
  - a. Police
  - b. Fire
  - c. Medical Response Team
4. Post near communication station the address of your site.
5. Post names of first aid responders on site.
6. Designate person to direct emergency crews to site of emergency.
7. Instruction to each employee if known harmful plants, reptiles, animals, or insects, are present regarding all of the following:
  - a. The potential hazards.
  - b. How to avoid injury.
  - c. Applicable first aid procedures to be used in the event of injury.

**Safety Permits and Certifications**

To be in accordance with OROSHA Standards, BGCI will require that a few documents and certifications be sent to the on-site project manager. Certifications must be sent for **all** applicable employees on the project.

These documents will only be accepted **electronically and must be current**. Below the certification please list the employees that will be present on the job site. Contractors are responsible for updated material when any subcontractors are associated with the job. Updated information will be sent for the duration of the job. Please send the following:

Powered Industrial Truck License

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Ariel Lift License

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Crane Operators License

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Confined Space Permit

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First Aid, CPR Training

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Hot Work Permits

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Respirator Fit Testing (N95 Included)

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OSHA 10 Hour Construction Certifications

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Please list any other certifications

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## General Safety Requirements

### BGCI Safety Rules and Protective Equipment for All Trades

*Must be read and signed by all individuals on the job site, provide BGCI Project Manager a copy of all signatures)*

**ALL OF OUR SAFETY RULES MUST BE OBEYED. FAILURE TO DO SO WILL RESULT IN STRICT DISCIPLINARY ACTION BEING TAKEN.**

1. Head protection will be worn on job sites at all times by all trades.
2. Eye protection will be worn when there are potentials of hazards from flying objects or particles, chemicals, arcing, glare, or dust.
3. Protective footwear shall be worn to protect from falling objects, chemicals, or stepping on sharp objects. Athletic or canvas-type shoes shall not be worn.
4. Protective gloves or clothing shall be worn when required to protect against a hazard.
5. Harnesses and lanyards shall be utilized for fall protection as required in OROSHA Construction Safety Standards.
6. Keep your mind on your work at all times. No horseplay on the job. Injury or removal from the job site or both can be the result.
7. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
8. If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.
9. The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery.
10. Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
11. Sanitation facilities have been or will be provided for your use. Defacing or damaging these facilities is forbidden.
12. A good job is a clean job, and a clean job is the start of a safe job. So keep your working area free from rubbish and debris.
13. Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.

14. Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.
15. Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid equipment until an ambulance arrives.
16. Know where firefighting equipment is located and be trained on how to use it.
17. Lift correctly - with legs, not the back. If the load is too heavy GET HELP. Stay fit. Control your weight. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
18. Nobody but the operator shall be allowed to ride on equipment unless proper seating is provided.
19. Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.
20. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
21. Do not enter an area which has been barricaded.
22. If you must work around power shovels, trucks, and dozers, make sure operators can always see you. Barricades are required for cranes.
23. Never oil, lubricate, or fuel equipment while it is running or in motion.
24. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.
25. Trenches over five feet deep must be shored or sloped as required. Keep out of trenches or cuts that have not been properly shored or sloped. Excavated or other material shall not be stored nearer than two feet from the edge of the excavation. Excavations less than 5ft may also require cave in protection in some instances.
26. Use the "four and one" rule when using a ladder. One foot of base for every four feet of height.
27. Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Step ladders shall not be used as a straight ladder.

28. Ladders must extend three feet above landing on roof for proper use.
29. Defective ladders must be properly tagged and removed from service.
30. Keep ladder bases free of debris, hoses, wires, materials, etc.
31. Build scaffolds according to manufacturers' recommendations and OROSHA Construction Safety Standard Part 12 - Scaffolding.
32. Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
33. Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere (e.g. outdoors) or with any temporary power supply. Check the electrical grounding system daily.
34. The use of harnesses with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.
35. Never throw anything "overboard." Someone passing below may be seriously injured.
36. Know what emergency procedures have been established for your job site. (location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc.)
37. Never enter a manhole, well, shaft, tunnel or other confined space which could possibly have a non-respirable atmosphere because of lack of oxygen, or presence of toxic or flammable gas, or has a possibility of engulfment by solids or liquids. Make certain a qualified person tests the confined area with an appropriate detector before entry, that the necessary safety equipment is worn. Standby person may be required to be stationed at the entrance.

I, \_\_\_\_\_ agree with the above standards that have been set forth by BGCI in accordance with General Safety Requirements.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



# BGCI SAFETY PROGRAM AND PROCEDURES

## Safety Procedures

[Redacted] (*Company Name*) plans to achieve worker safety and health by through adhering to the following set forth procedures:

- A. Using a qualified safety person.
- B. Assign a Competent Person (Competent Person Verification form located on Page 34. The designated competent person is to be on site during all work performed by [Redacted].
- C. Making regular job site safety inspections.
- D. Enforcing the use of safety equipment.
- E. Following safety procedures and rules.
- F. Providing on-going safety training.
- G. Enforcing safety rules and using appropriate discipline.
- H. Conducting and submitting a weekly site inspection report (inspection report provided on Page 35). Weekly site inspection report is to be completed by designated competent person.
- I. Conducting a BGCI Safety Check weekly on Page 38. Weekly site inspection report is to be completed by designated competent person and submitted on a weekly basis.

### Job Safety Discussion Topics

- A. After inspecting a job site, the safety person or other designated person will identify and evaluate all potential hazards for:
  - 1. Injury Severity potential.
  - 2. Probability of an accident.

- B. This person will also appraise the skill and knowledge level of exposed workers.
- C. Appropriate Training will be given.
  - 1. Hazards will be pointed out.
  - 2. Necessary precautions will be explained.
  - 3. The higher the hazard the more detailed will be the training.
- D. Records will be maintained for all training sessions with descriptions of topics covered (toolbox talks) and names of workers trained. These records will be turned in weekly to the respective Project Manager associated with BGCI.

**Please see the respective Project Manager for the training form.**

\_\_\_\_\_ will be the designated person to be responsible for the safety and health for the above organization. The named person will be assuring compliance with OROSHA construction safety and health requirements and assign the job site competent person.





## **II. Erection, Leading Edge Work or Unprotected Sides**

- A. All employees working on a leading edge work (Precast Concrete Erection, Roofing, Steel Erection, etc.) 6 feet or greater above lower levels shall be protected by one of the following: guardrail system, safety net system, or personal fall arrest system. If these systems create a greater risk of harm to employees, then the group must meet collectively and come up with a fall protection plan that is feasible. This fall protection plan must be implemented prior to commencement of work.

## **III. Unprotected Openings**

- A. Holes are considered a gap or void two inches or more in the least dimension in a floor, roof or walking/working surface.
- B. Holes that have a falling distance of less than 6 feet must be covered or clearly marked out with caution tape or a guard rail system to identify the potential fall hazard.
- C. Holes that have a falling distance greater than 6 feet above lower levels must be clearly labeled “Hole” or “Cover” and covered with a secured cover rated to withstand without failure at least twice the maximum load of the largest piece of equipment, employee’s, or materials that may be imposed on that cover at one time.
- D. Wall openings such as windows, doors, elevator shafts, stairs, ladders access, material receiving areas and trash chutes with a distance greater than 6 feet above lower levels and the bottom edge of the wall opening is less than 39 inches above the walking or working surface must be protected from falling by the use of a guardrail system, safety net system or personal fall arrest systems.
- E. Ramps, runways and other walkways shall be protected with a guardrail system when the walking surface is greater than 6 feet above the lower level.

## **IV. Fall Protection Systems**

### **Guardrail System**

- A. Guardrails must consist of top-rail and mid-rail that must be at no smaller than one-quarter inch nominal diameter or thickness to prevent cuts or lacerations.
- B. When using wire rope rails must be flagged at not more than 6 foot intervals with high visibility flagging material.
- C. Steel banding and plastic banding shall not be used as top-rails or mid-rails.

- D. Top-rail must be 42 inches plus or minus 3 inches above the walking/working level.
- E. Mid-rail must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches high.
- F. Other structural members such as additional mid-rails shall be installed so that there are no openings in the guardrail system greater than 19 inches wide.
- G. Guardrail system must be capable of withstanding a force of at least 200 pounds in any outward or downward direction. The guardrail shall not deflect to a height of less than 39 inches above the walking/working level.
- H. Mid-rails shall be capable of withstanding a force of at least 150 pounds in any outward or downward direction.
- I. Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent snagging.
- J. The ends of top and mid rails must not overhang terminal posts except when such overhang does not constitute a projection hazard.
- K. When guardrail systems are used at hoisting areas a chain, gate or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not taking place.
- L. Guardrail systems set up around holes must be set up on all unprotected sides or edges. When holes are used for passage of materials the hole shall have no more than two sides with removable guardrail.
- M. Guardrail systems used around holes that are used as access points (such as ladder ways), gates must be used or the point of access must be offset to prevent people from inadvertently walking into the hole.
- N. Guardrails used at unprotected sides or edges of ramps and runways must be erected on each unprotected side or edge.
- O. Manila, plastic or synthetic rope is discouraged for use as top and mid rails. If manila, plastic or synthetic rope is used for top and mid rails it must be inspected as frequently as necessary to ensure strength and stability.

## **V. Personal Fall Arrest Systems (PFAS)**

- A. PFAS consist of anchorage, connectors, deceleration device, lifeline and a body harness.
- B. PFAS must be rigged so that an employee can neither fall more than 6 feet nor make contact with any lower level. Bring an employee to a complete stop and limit maximum deceleration distance and employee travels to 3.5 feet.

- C. PFAS must be inspected prior to each use for wear damage, and other deterioration. Defective components must be removed from service. Dee-rings must be made of drop forged, pressed or formed steel, or made of equivalent material with a minimal tensile strength of 5,000 pounds. Dee-rings and snap hooks shall be proof-tested by the manufacturer to a minimum tensile load of 3,600 pounds without cracking, breaking, or suffering permanent deformation.
- D. Snap hooks shall be a locking type only snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member. Effective January 1, 1998 only locking type snap hooks shall be used.
- E. On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the device used to connect to a horizontal lifeline shall be capable of locking in both directions.
- F. Horizontal lifelines shall be designed, installed and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- G. Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
- H. Each employee shall be attached to a separate lifeline. Lifelines shall be protected against being cut or braided.
- I. Self-retracting lifelines and lanyards which automatically limit free fall distance of 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- J. Self-retracting lifelines and lanyards which do not limit free fall distances to 2 feet or less rip stitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- K. Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body harnesses shall be made from synthetic fibers.
- L. Anchorage used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or shall be designed, installed and used. Anchorage shall be designed, installed and used under supervision of a qualified person, as part of a complete fall arrest system that maintains a safety factor of at least two, i.e., capable of supporting at least twice the weight expected to be imposed upon it.
- M. The attachment point of the body harness shall be located in the center of the wearers back at shoulder level or above the wearers head.

- N. PFAS and components subject to impact loading shall immediately be removed from service and not used again until proper inspection of equipment has been performed by equipment manufacturer to be undamaged and suitable for reuse.
- O. PFAS shall not be attached to guardrail systems.
- P. PFAS used in the material hoisting areas shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.
- Q. The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.

## **VI. Safety Net Systems**

- A. Safety nets shall be installed as close as practical under the walking/working surface on which employees are working but in no case more than 30 feet below such level.
- B. Safety nets shall extend outward from the outermost projection of the work as follows. 5 feet vertical distance from working level to horizontal plane minimal required horizontal of outer edge of net from edge of working surface 8 feet. 5 feet to 10 feet vertical distance from working level to horizontal plane minimal required horizontal of outer edge of net from edge of working surface 10 feet. More than 10 feet vertical distance from working level to horizontal plane minimal required horizontal of outer edge of net from edge of working surface 13 feet.
- C. Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structure below when subjected to an impact force equal to the drop test specified.
- D. Safety nets and their installations shall be capable of absorbing an impact force equal to that produced by the drop test. Installations shall be drop tested at the jobsite after installation and before being used as a fall protection system, whenever relocated, after major repair and at 6 month intervals if left in one place. The drop test shall consist of a 400-pound bag of sand 30 plus or minus inches in diameter dropped into the net from the highest walking/working surface at which employees are exposed to fall hazards, but not less than 42 inches above that level.
- E. Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear damage and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after every occurrence which could affect the integrity of the safety net system.
- F. Materials, scrap pieces, equipment and tools which have fallen into the safety net shall be removed as soon as possible from the net and at least before the next work shift.



- G. The maximize size of each safety net mesh opening shall not exceed 36 square inches nor be longer than 6 inches on any side and the opening measured center to center of mesh rope for webbing, shall not be longer than 6 inches. All mesh crossings shall be secured to prevent enlargement of the mesh opening.
- H. Each safety net shall have a border rope for webbing with a minimum breaking strength of 5,000 pounds.
- I. Connections between safety net panels shall be as strong as integral net components and shall be spaced not more than 6 inches apart.

## **VI. Protection from Falling Objects**

- A. When guardrail systems are used to prevent materials from falling from one level to another, any opening must be small enough to prevent passage of potential falling objects. No materials or equipment except masonry and mortar shall be stored within 4 feet of working edges. Excess mortar, broken or scattered masonry units and all other materials and debris shall be kept clear of the working area by removal at regular intervals.
- B. When toe boards are used with the guardrail system as protection from falling objects, they must be erected along the edges of the overhead walking/working surface for a distance sufficient to protect persons walking below. Toe boards shall be at least 3.5 inches in height and withstand 50 pounds of force in a downward and outward direction. Where tools, equipment or materials are piled higher than the top edge of a toe board paneling or screening must be erected sufficient to protect employees below.
- C. When roofing materials and equipment shall not be stored within 6 feet of a roof edge unless guardrails are erected at the edge and materials piled, grouped or stacked near a roof edge must be stable and self-supporting.
- D. When using canopies as protection from falling objects canopies must be strong enough to prevent collapse and to prevent penetrations by any objects that may fall onto them.

**BGCI requires documentation of employee training, site specific safety provisions, and a site specific fall protection plan to be submitted to the BGCI Project Manager prior to any and all work. A record of employee training, site specific safety provisions, and a site specific fall protection plan will be maintained at the BGCI job site office.**

I have read and agree to adhere to the safety standards that have placed within the BGCI Fall Protection Policy as well as OROSHA Fall Protection Policy.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# Lockout Tag out Procedure

Lockout procedure for \_\_\_\_\_ Company.

## PURPOSE

The purpose of this procedure is to assure that employees are protected from unintended machine motion or unintended release of energy which could cause injury.

## I. MANAGEMENT RESPONSIBILITIES

- A. Each supervisor shall train new employees and periodically instruct all of their employees regarding provisions and requirements of this lockout procedure.
- B. Each supervisor shall effectively enforce compliance of this lockout procedure including the use of corrective disciplinary action where necessary.
- C. Each supervisor shall assure that the locks and devices required for compliance with the lockout procedure are provided to their employees.
- D. Prior to setting up, adjusting, repairing, servicing, installing, or performing maintenance work on equipment, machinery, tools, or processes, the supervisor shall determine and instruct the employees of the steps to be taken to assure they are not exposed to injury due to unintended machine motion or release of energy.

## II. EMPLOYEES RESPONSIBILITY

- A. Employees shall comply with the lockout procedure.
- B. Employees shall consult with their supervisor or other appropriate knowledgeable management personnel whenever there are any questions regarding their protection.
- C. Employees shall obtain and care for the locks and other devices required to comply with the lockout procedure.

### **III. GENERAL**

- A. The power source of any equipment, machine, tool, or process to be setup, adjusted, repaired, serviced, installed, or where maintenance work is to be performed and unintended motion or release of energy could cause personal injury, such a power source shall be locked out by each employee doing the work. Sources of energy, such as springs, air, hydraulic and steam shall be evaluated in advance to determine whether to retain or relieve the pressure prior to starting the work.
- B. Safety locks are for the personal protection of the employees and are only to be used for locking out equipment.
- C. Safety locks, adapters, and "Danger Tags" can be obtained from a supervisor.
- D. Equipment locks and adapters can be obtained from a supervisor. The sole purpose of the "Equipment" lock and adaptor is to protect the equipment during periods of time when work has been suspended or interrupted. The locks are not to be used as a substitute for the employee's personal safety lock.
- E. Personal locks shall contain a tag with employee's name on it.
- F. One key of every lock issued shall be retained by the employee to whom it was issued and the only other key to the lock shall be retained by the superintendent.
- G. Employees shall request assistance from their supervisor if they are unsure of where or how to lockout equipment.
- H. Any questions concerning the lockout procedure should be directed to the employee's supervisor.

### **IV. LOCKING OUT AND ISOLATING THE POWER SOURCE**

- A. Equipment, machines, or processing main disconnect switches shall be turned off and locked in the off position only after the electrical power is shut off at the point of operator control. Failure to follow this procedure may cause arcing and possibly an explosion.
- B. Equipment/tools connected to over a 110-volt source of power by a plug-in cord shall have a locking device applied to the plug attached to the cord leading to the machine to be considered locked out.

- C. Equipment/tools connected to a 110- volt source of power by a plug-in cord shall be considered locked out if the plug is disconnected and tagged with a "do not start tag."
- D. After locking out power source, the employee shall try the equipment, machine, or process controls to ensure no unintended motion will occur; or test the equipment, machine or process by use of appropriate test equipment to determine that the energy isolation has been effective.
- E. When two or more employees work on the same equipment, each is responsible for attaching his/her lock. Safety locks and adapters are to be fixed on levers, switches, valves, etc. in the non-operative (off) position.
- F. An employee who is assigned to a job and upon arrival finds an "Equipment Lock," "Adaptor," and "Danger Tag" affixed to the equipment shall take the following action:
  - 1. Affix his/her personal lock to the "Equipment Adaptor."
  - 2. Determine who placed the equipment out of service and contact all parties who have locks on the equipment to determine if the assignment to be performed would affect their safety. The assignment will proceed only if safe to do so with all parties involved.
  - 3. Try the controls to ensure no unintended motion will occur before starting work or qualified personnel shall test the equipment, machine, or process by use of appropriate test equipment to determine that the energy isolation has been effective. (Such testing equipment is only to be employed by trained qualified personnel.)

## **V. PERFORMING TEST AND ADJUSTMENTS DURING LOCKOUT**

- A. Power may be turned on when it is required to perform tests or adjustments. All of the rules pertaining to removing locks and restoring power shall be followed. The equipment or process shall again be locked out if it is necessary to continue work after completing the test or adjustments.
- B. If the employee leaves the job before its completion, such as job reassignment, the employee shall remove his/her personal lock and adaptor and replace it with an "Equipment" lock and adaptor. In addition, the employee will prepare and attach a "Danger Tag" indicating the reason the equipment is locked out (should more than one employee be assigned to the job, the last employee removing his/her lock will be responsible for affixing the "Equipment" lock, adaptor and the "Danger Tag").

- C. Upon completion of the work, each employee will remove his/her lock, rendering the machine operable when the last lock is removed.
- D. The employee responsible for removing the last lock, before doing so, shall assure that all guards have been replaced, the equipment, machine, or process is cleared for operation, and appropriate personnel notified that power is being restored. This employee is also responsible for removing the "Equipment" lock and returning it to the supervisor.

**VI. EMERGENCY SAFETY LOCK REMOVAL**

- A. The superintendent, or other designated management person, will be authorized to remove an employee's lock under the following conditions:
  - 1. The General Foreman or assigned competent person is the only authorized person to remove any lock or tag that is in place.
  - 2. The General Foreman or competent person is responsible safely restoring any device that is locked or tagged out.

**BGCI requires [redacted] (Company) to provide a Lockout Tag out Procedure prior to any and all work. [redacted] (Company) Lockout Tag out Procedure must have a mutual agreement with the BGCI Project manager. The procedure will be maintained at the BGCI job site office.**

I have read and agree to adhere to the safety standards that have placed within the BGCI Lockout Tag Out Procedure as well as OROSHA Lockout Tag Out regulations.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

## **CONFINED SPACE ENTRY**

**NO ENTRY, UNDER ANY CIRCUMSTANCE, SHALL BE GRANTED UNTIL AN AUTHORIZED PERSON EVALUATES THE AREA AND AUTHORIZES ENTRY.**

No employee shall enter areas defined below without authorization:

- I. A space that is NOT DESIGNED FOR CONTINUOUS employee OCCUPANCY;
- II. Is large enough and so configured that a person can bodily enter into and perform assigned work and
- III. Has LIMITED or RESTRICTED means for ENTRY or EXIT; and
- IV. May have a POSSIBLE HAZARDOUS ATMOSPHERE that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue caused by:
  - A. Flammable gas
  - B. Airborne combustible dust
  - C. Atmospheric oxygen concentration below 19.5 or above 23.5%
  - D. A toxic atmosphere or substance
  - E. Danger of engulfment

### **GENERAL CONFINED SPACE ENTRY PROCEDURE**

- I. There shall be no unauthorized entry into a confined space by any person.
- II. An authorized person shall examine, test and evaluate a potential entry space and determine if it is a "NON-PERMIT SPACE" and meets the following requirements:
  - A. It does NOT contain any atmospheric hazards or dangers of engulfment capable of causing death or serious physical harm;
  - B. The space has been PROVEN SAFE, has been VERIFIED, DOCUMENTED, and has a CERTIFIED GUARANTEE of a safe environment.
- III. If the conditions in #2 has been satisfied, the ALTERNATE ENTRY PROCEDURE may be followed.

IV. If conditions in #2 is not met and has any of the following, the PERMIT ENTRY PROCEDURE must be followed:

THE SPACE:

- A. Contains or has a potential to contain a HAZARDOUS ATMOSPHERE.
- B. Contains a material that has a potential for ENGULFING an entrant.
- C. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging wall or by a floor which slopes downward and tapers to a smaller cross section; or
- D. Contains any other recognized serious safety or health hazard.

**BGCI requires documentation of employee training, site specific safety provisions, and a site specific confined space entry to be submitted to the BGCI Project Manage prior to any and all work. A record of employee training, site specific safety provisions, and a site specific confined space entry will be maintained at the BGCI Group job site office.**

I have read and agree to adhere to the safety standards that have placed within the BGCI Confined Space Entry Procedure as well as OROSHA Confined Space Entry regulations.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



# WRITTEN HAZARD COMMUNICATION PROGRAM

## GENERAL

The following hazard communication program has been established for \_\_\_\_\_.

This program will be available for review by all employees.

## I. HAZARD DETERMINATION

\_\_\_\_\_ will be relying on Material Safety Data Sheets from suppliers to meet determination requirements.

## II. LABELING

A. The \_\_\_\_\_ will be responsible for seeing that all containers coming in are properly labeled.

B. All labels shall be checked for:

1. Identity
2. Hazard
3. Name and address of responsible party

C. Each shall be responsible for seeing that all portable containers used in their work areas are labeled with identity and hazard warning.

## III. MATERIAL SAFETY DATA SHEETS (MSDS)

- A. The \_\_\_\_\_ will be responsible for compiling the master MSDS file. It will be kept \_\_\_\_\_.
- B. Copies of MSDSs for all hazardous chemicals to which employees may be exposed will be kept in a file at \_\_\_\_\_.
- C. MSDSs will be available for review to all employees during each work shift. Copies will be available upon request to \_\_\_\_\_.
- D. The \_\_\_\_\_ will be provided with the required OROSHA Right-To-Know posters and postings notifying employees of new or revised MSDSs within five (5) days of receipt of new or revised MSDSs.

#### IV. EMPLOYEE INFORMATION TRAINING

A. The \_\_\_\_\_ shall coordinate and maintain records of training conducted for \_\_\_\_\_.

B. Before starting work, or as soon as possible thereafter, each new employee will attend a safety class. In that class, each employee will be given information on:

1. Chemicals and their hazards in the workplace.
2. How to lessen or prevent exposure to these chemicals.
3. What the company has done to lessen or prevent workers' exposure to these chemicals.
4. Procedures to follow if they are exposed.
5. How to read and interpret labels and MSDSs.
6. Where to locate MSDSs and from whom they may obtain copies.

C. The employee will be informed that:

1. The employer is prohibited from discharging, or discriminating against, an employee who exercises the rights regarding information about hazardous chemicals in the workplace.
2. As an alternative to requesting an MSDS from the employer the employee may obtain a copy from the Department of Public Health.

D. Attendance will be taken at training sessions. These records will be kept by \_\_\_\_\_.

E. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety class.

#### V. HAZARDOUS NON-ROUTINE TASKS (Delete entire section if not applicable)

A. On occasion, employees are required to do work in hazardous areas (e.g. confined spaces). Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas.

This information will include:

1. Specific chemical hazards.

2. Protection/safety measures the employee is required to take to lessen risks.
3. Measures the company has taken to lessen the hazards, including ventilation, respirators, the presence of another employee, and emergency procedures.

B. It is the policy of [REDACTED] that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.

## **VI. INFORMING CONTRACTORS**

A. It is the responsibility of the [REDACTED] to provide any other contractors with employees exposed to our chemicals with the following information:

1. Hazardous chemicals with which they may come in contact.
2. Measures the employees should take to lessen the risks.
3. Where to get MSDSs for all hazardous chemicals.

B. It is the responsibility of the [REDACTED] to obtain chemical information from contractors when they will expose our employees to hazardous chemicals which they may bring into our workplace.

## **VII. PIPE AND PIPING SYSTEMS**

A. Information on the hazardous contents of pipe and piping shall be readily available.

## **VIII. LIST OF HAZARDOUS CHEMICALS**

This is a list of the chemicals used by [REDACTED]



**\*\*Please provide a hard copy of all MSDS information applicable to this job to the BGCi Project Manager. Hard Copies are required to be maintained on site at all times\*\***

I have read and agree to adhere to the safety standards that have placed within the BGCi Hazard Communication Procedure as well as OROSHA Hazard Communication regulations.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)