

## 7.0 GENERAL POLICIES – SAFETY FIELD GUIDE

### 7.1 Aerial Lifts

**7.1.1** Platform gates shall be closed while the platform is in an elevated position.

**7.1.2** Stunt driving and horseplay are prohibited.

**7.1.3** Altering, modifying, or disabling safety devices or interlocks is absolutely prohibited.

**7.1.4** Before and during travel, an operator shall do the following:

**7.1.4.1** Inspect to see that booms, platforms, aerial ladders, and towers are properly cradled and/or secured.

**7.1.4.2** Ensure that outriggers are in a stored position.

**7.1.4.3** Ensure the lift has an operational back-up alarm or use a spotter when backing.

**7.1.4.4** Limit travel speed according to the following factors:

- Condition of the surface
- Congestion
- Slope
- Location of personnel
- Other hazards

**7.1.5** Care shall be taken by the operator to prevent ropes, cords, and hoses from becoming entangled in the aerial work platform.

**7.1.6** A lift operator should ensure that the area surrounding the aerial work is clear of personnel and equipment before lowering the platform.

**7.1.7** When operating aerial lifts or other equipment under, over, by, or near energized electric power lines, the clearances outlined in 29 CFR § 1926.1408 Table A shall be maintained.

| Voltage<br>(nominal, kV, alternating current) | Minimum clearance distance<br>(feet)                                                                                                                                         |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| up to 50                                      | 10                                                                                                                                                                           |
| over 50 to 200                                | 15                                                                                                                                                                           |
| over 200 to 350                               | 20                                                                                                                                                                           |
| over 350 to 500                               | 25                                                                                                                                                                           |
| over 500 to 750                               | 35                                                                                                                                                                           |
| over 750 to 1,000                             | 45                                                                                                                                                                           |
| over 1,000                                    | (as established by the utility owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution). |

## **7.2 Bloodborne Pathogens**

- 1.1.1** 3i recognizes that some employees, subcontractors and vendors may encounter routine or non-routine occupational exposure to bloodborne pathogens, including Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) and human cells, tissue, or cellular- or tissue-based products (HCT/Ps). This could come from an injury or tending to someone else who has sustained an injury. 3i has developed and implemented a Bloodborne Pathogens (BBPs) Safety Program to eliminate or minimize employee exposure to blood and other potentially infectious materials.

**7.2.1** If exposed to bloodborne pathogens, employees must use universal precautions and protect themselves with proper PPE before providing any first aid.

- 1.1.2** For OSHA regulations, refer to 29 CFR § 1910.1030. Additional information may be found in 3i's Bloodborne Pathogens Program. Please contact your supervisor or Safety and Construction Department if you have any questions or concerns.

## **7.3 Caught-Between Hazards**

- 7.3.1** Injuries generally associated with Caught-Between Hazards are crushed hands, arms, and/or legs and severed fingers and/or other body parts.

**7.3.2** Caught-Between Hazards can also lead to paralysis and death. These hazards are found in and around all types of machinery and equipment, including, but not limited to, forklifts, aerial lifts, lathes, saws, sanders, buffers, grinders, and more. Caught-between hazards should be identified when creating a Job Hazard Analysis (JHA) for a task.

- 7.3.3** Always be aware of your surroundings, identify pinch/caught-between points, and have an exit strategy at all times.

**7.3.4** Additional information may be found in applicable programs. Please contact your supervisor or the Safety and Construction Department if you have any questions or concerns.

## **7.4 Drinking Water**

- 7.4.1** Each Supervisor is responsible for providing drinking water for their employees.

**7.4.2** Drinking water will be obtained from a potable source and dispensed to the job site in a sanitary, approved container.

- 7.4.3** These containers will be clearly marked as to contents and sealed.

**7.4.4** A common drinking cup (refillable) is prohibited. Disposable one-time use drinking cups will be provided, and a container for their disposal will be available.

- 7.4.5** Bottled water is acceptable. If you are placing the bottles in a water jug, it must be marked "bottled water only" or "non-potable," so employees do not unknowingly drink from the jug holding the water bottles.

**7.4.6** Each Supervisor shall develop a re-ordering/replenishing protocol to ensure employees have access to water at all times.

- 7.4.7** For questions or concerns, please contact your supervisor or the Safety and Construction Department.

## **7.5 Ergonomics**

- 7.5.1** Whether you sit behind a desk for hours at a time or work on your feet, aches and pains may be a common part of your workday. Proper ergonomic techniques can

- 7.5.2 reduce strains and sprains while extending a career. 3i employees, subcontractors and vendors are required to exercise proper lifting techniques and reduce manual lifting whenever possible.

Additional information may be found in applicable programs. Please contact your supervisor or Safety and Construction Department if you have any questions or concerns.

## **7.6 Emergency Action Plan**

- 7.6.1 The Emergency Action Plan is intended to address the issue of providing for the orderly evacuation of the facility and/or sites during emergency situations. The main goal of any evacuation is the rapid, systematic removal of all persons from potentially hazardous areas to a safe muster point, to account for all employees, subcontractors and vendors, and to ensure an “all-clear” of the evacuated area.

- 7.6.2 The Emergency Action Plan will be reviewed and evaluated on an annual basis, when changes occur to the regulations, or when operational changes occur that require a revision of the document. Additional information may be found in applicable sub-policies, site-specific safety policies, and/or standard operating procedures. Please contact your supervisor if you have any questions or concerns.

## **7.7 Fall Protection**

- 7.7.1 Falls are the leading cause of all fatalities and serious injuries in the construction industry. For this reason, 3i is committed to protecting employees, subcontractors and vendors from falls greater than six (6) feet by OSHA minimum standard requirement.

- 7.7.2 Fall protection is required whenever employees, subcontractors and vendors are potentially exposed to falls from heights of six (6) feet or greater to lower levels during construction activities. Use of guardrails, safety nets, or personal fall arrest systems should be used when applicable. Fall hazards of less than six (6) feet should still be evaluated by a competent person to ensure appropriate steps are put in place to eliminate or control the hazard.

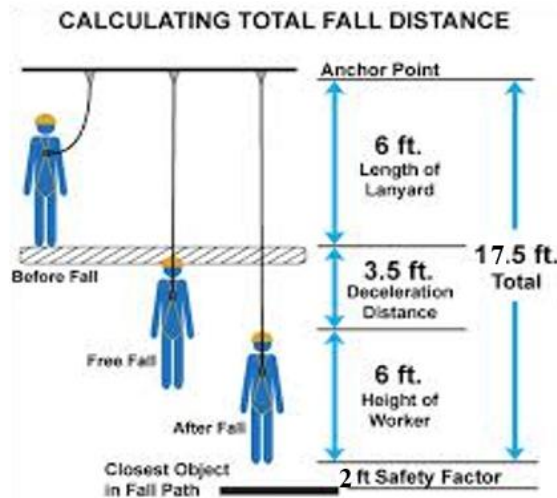
- 7.7.3 Fall protection systems shall be determined and erected under the supervision of a competent person and/or a qualified person as directed by OSHA and 3i standards.

- 7.7.5 Employees shall not be directed by non-3i employees to construct, repair, or maintain fall protection systems. Only 3i Supervisors can assign employees such tasks.

- 7.7.6 Common hazards include falls from lifts, ladders, unprotected edges, and excavations. Eliminating the need to work at heights, when possible, is the preferred control method to protect against falls.

- 7.7.7 Employees must be trained in fall protection.

- 7.7.7.1 Fall Distance Diagram:  
Personal Fall Arrest System (PFAS)



**7.7.7.2** Always evaluate your fall distance before using lanyards. Other fall prevention equipment may be a better solution such as a retractable lifeline.

**7.7.8** For OSHA regulations, refer to 29 CFR § 1926 Subpart M. Additional information may be found in 3i's Fall Protection Program Please contact your supervisor or the Safety and Construction Department if you have any questions or concerns.

## **7.8 Fire Protection**

**7.8.1** It is every 3i employee's responsibility to reduce the risk of fire hazards by following generally accepted principles including:

**7.8.1.1** The proper handling of hazardous material

**7.8.1.2** Storage procedures

**7.8.1.3** Controlling potential ignition sources

**7.8.1.4** Proper fire protection equipment used to control each major fire hazard

**7.8.2** Only trained employees shall attempt to put out a fire within the scope that they have been trained.

**7.8.3** Employees using chop saws shall have an appropriate ready-to-use fire extinguisher readily available within close proximity.

**7.8.4** Flammables, including paper, books, rags, clothing, flammable liquids, and trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition.

**7.8.5** Sources of actual or potential heat such as hot plates and electric coffee pots shall not be placed near flammable materials. Portable space heaters and candles are prohibited if required by the owner of a job site or site-specific conditions.

**7.8.6** Smoking is only allowed in designated areas, and cigarette butts must be disposed of in approved containers.

**7.8.7** There must be a sufficient number of hand-operated fire extinguishers located throughout the project site for the protection of buildings, storage areas, and equipment.

**7.8.8** Additional information may be found in the Fire Prevention Plan Program. Please contact your supervisor or Safety and Construction Department if you have any questions or concerns.

## **7.9 Floor Opening and Holes**

- 7.9.1** All floor openings or holes must be guarded by a standard railing or a cover of standard strength and construction that is secured against unintentional displacement.
- 7.9.2** All open-sided floors, roof platforms, and runways six (6) feet above the adjacent floor or ground level must be protected by a guardrail, midrail, and toeboard.

## **7.10 General Electrical Safety**

- 7.10.1** Only trained, qualified, and authorized personnel are allowed to make electrical repairs or work on electrical tools, cords, and equipment. 3i Employees shall not perform such work without written authorization and training from the Safety and Construction Department.
- 7.10.2** All electrical equipment should be treated as energized until tested or proven to be de-energized. Always verify with a qualified electrician.
- 7.10.3** In some cases, working near electrical equipment can be hazardous. 3i employees will not work in such areas without clearance from a qualified electrician to ensure hazards are eliminated.
- 7.10.4** Circuits shall not be overloaded with tools, equipment, or extension cords. If you are unsure of the capacity of the system, verify with a qualified electrician.
- 7.10.5** For OSHA regulations, refer to 29 CFR § 1926.403. Additional information may be found in applicable policies, programs, or standard operating procedures. Please contact your supervisor if you have any questions or concerns.

## **7.11 Hand and Power Tools**

- 7.11.1** All hand and power tools and similar equipment, whether furnished by the employer or the employee, must be maintained in a safe condition.
- 7.11.2** Only authorized personnel are allowed to use powder-actuated tools and lasers. This equipment will be inspected on a daily basis, signs of hazard exposure posted, and any equipment found defective will be tagged and removed from service until it has been repaired or replaced.
- 7.11.3** Screens must be set up to protect nearby workers from being struck by flying fragments around metal cutting, chippers, riveting guns, staplers, jackhammers, and air drills.
- 7.11.4** Spent cartridges (shots) shall be submerged in water after use.
- 7.11.5** Additional information may be found in 3i's Hand & Power Tools Program. Please contact your supervisor or Safety and Construction Department if you have any questions or concerns.

## **7.12 Heat Illness Prevention**

- 7.12.1** When temperatures exceed 80 degrees, outdoor air temperatures will be monitored and heat prevention controls implemented to prevent heat stress.
- 7.12.2** Adequate amounts of cool drinking water will be provided that is sufficient for the number of workers on site.
- 7.12.3** If you begin to feel ill, stop working and tell your foreman.

- 7.12.4** Employees conducting work outside will be provided with access to shade and will be permitted to take preventative/recovery breaks as needed to prevent heat illness.
- 7.12.5** Site supervisors will be trained in first aid/CPR, including first aid for heat-related illness, prior to supervising employees working in hazardous heat.
- 7.12.6** Supervisors will be trained in the heat illness procedure to prevent heat illness and procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- 7.12.7** Site-specific procedures will be in place to control the effects of environmental, physical, and personal factors that can contribute to heat-related illness.
  - 7.12.7.1** The most common environmental factors are air temperature, humidity, radiant heat sources, and air circulation.
  - 7.12.7.2** The most common physical factors include type of work, level and duration of physical activity, and clothing color, weight, and breathability.
  - 7.12.7.3** The most common personal factors include age, weight/fitness, drug/alcohol use, and prior heat-related illness.
  - 7.12.7.4** The total scope of work will be taken into consideration to determine the likely sources of hazardous environmental and physical factors and appropriate controls to be implemented.

### **7.13 Hearing Conservation & Noise Control**

- 7.13.1** Hearing loss is a common issue with experienced construction workers who have not protected themselves throughout their career. Common sources of damaging noise come from noise exposure produced by generators, heavy equipment, hand and power tools, compressed air, etc.
- 7.13.2** Where workers are exposed to a time-weighted average noise level of 85 dBA or higher over an eight (8) hour work shift, employees should use appropriate hearing protection or limit time exposure to the hazard.

| Duration per day, hours | Sound level dBA slow response |
|-------------------------|-------------------------------|
| 8                       | 90                            |
| 6                       | 92                            |
| 4                       | 95                            |
| 3                       | 97                            |
| 2                       | 100                           |
| 1 ½                     | 102                           |
| 1                       | 105                           |
| ½                       | 110                           |
| ¼                       | 115                           |

*Example: If you are standing within arm's reach of a co-worker and need to elevate your voice, you are exceeding 85dBA and need to inform your supervisor so a safety plan can be initiated.*

- 7.13.3** For OSHA regulations, refer to 29 CFR § 1910.95. Additional information may be found in applicable programs. Please contact your supervisor or Safety and Construction Department if you have any questions or concerns.

## **7.14 Housekeeping & Sanitation**

- 7.14.1** During the course of day-to-day work activities, materials shall be kept clear from work areas, passageways, exits, and near leading edges and stairs to prevent trips, slips, falls, or falling object hazards.
- 7.14.2** Work locations, vehicles, and equipment shall remain clean and free from waste.
- 7.14.3** Trash bags should be available near drinking water for disposal of cups.
- 7.14.4** Never use flammable liquids such as gasoline, benzene, lacquer thinner, or the like for general cleaning purposes.

## **7.15 Illumination (Job Lighting)**

- 7.15.1** Where applicable, work areas shall be adequately illuminated to prevent injury.
- 7.15.2** Temporary task lighting may be required to ensure adequate lighting.

## **7.16 Machine Guarding**

- 7.16.1** Employees who are operating machines, hand tools, or any other piece of equipment shall wear proper PPE and be guarded from hazards created by point of operation, pinch points, rotating parts, flying debris, and/or sparks.
- 7.16.2** Some examples of common operations involving machine guarding include using saws, pipe benders, grinders, drills, concrete coring equipment, etc.
- 7.16.3** Nearly every machine is equipped with guards that protect the user from cuts, abrasions, flying debris, and other serious hazards.
- 7.16.4** Employees shall not remove or damage guarding systems, handles, or make field modifications. If you are uncertain if a particular piece is missing, please contact your immediate Supervisor or the Safety and Construction Department.
- 7.16.5** For OSHA regulations, refer to 29 CFR § 1910.212. Additional information may be found in applicable sub-policies or standard operating procedures.

## **7.17 Manual Handling**

- 7.17.1** Never attempt to lift objects or materials you feel are too heavy or are awkward in size or shape.
- 7.17.2** Use buddy lifting to help minimize lifting injuries.
- 7.17.3** Ask your supervisor or the Safety and Construction Department if there is a tool or machine available to do the job safer.
- 7.17.4** Manual handling injuries include, but are not limited to, sprains and strains, chemical exposure and burns, pinched nerves, lacerations, disease, and Bloodborne Pathogens exposure.
- 7.17.5** It is the responsibility of employees who feel their work area is not ergonomically aligned to let their supervisor know.
- 7.17.6** Most manual handling injuries can be prevented by planning out the work before starting and using engineering and administrative controls. It is imperative that 3i employees address these potential hazards in a JHA meeting prior to the start of work.
- 7.17.7** Additional information may be found in applicable programs or standard operating procedures. Please contact your supervisor if you have any questions or concerns.

## **7.18 Material Handling and Storage**

- 7.18.1** Storage of all material in tiers will be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.
- 7.18.2** The use of ropes, slings, and chains for material handling shall conform to the safe usage recommendations of the manufacturer. All such equipment will be safety checked periodically by either the Supervisor or a competent operator.
- 7.18.3** Additional information may be found in applicable programs. Please contact your supervisor or Safety and Construction Department if you have any questions or concerns.

## **7.19 Safety Data Sheets**

- 7.19.1** Safety data sheets provide pertinent safety and health related information regarding hazards associated with handling, storage, use, transporting, and exposure to hazardous materials.
- 7.19.2** A safety data sheet will be obtained, and a copy made available at all times to all employees of this facility for all applicable chemicals, materials, or substances available for use.
- 7.19.3** Safety data sheets will be reviewed regarding changes, updates, or other pertinent information.
- 7.19.4** Chemicals for which a safety data sheet has not been obtained will only be released or made available for use after all label precautions are met and the manufacturer has been contacted to provide pertinent safety and health information. If this occurs, all actions and contacts must be documented, and a safety data sheet obtained as soon as possible.

## **7.20 OSHA Inspections SOP**

Sooner or later an OSHA inspector may visit one of your projects. If this happens it is nothing to get excited or upset about. It is important that you do not volunteer any information but do answer truthfully any questions asked of you by the inspector. Be courteous, polite, and cooperative, and handle inspections as outlined below:

### **7.20.1 Admitting the Compliance Officer**

- 7.20.1.1** Immediately upon the arrival of the Compliance Officer, the Superintendent at the project, or their designee, shall take the following actions:
  - Greet the Compliance Officer, request to see their credentials, and determine the specific reason for the visit.
  - Immediately contact the Safety and Construction Department and determine whether any special handling is applicable.

### **7.20.2 Opening Conference**

- 7.20.2.1** The Supervisor should conduct an opening conference with the Compliance Officer to determine the purpose, scope, and duration of the inspection.
- 7.20.2.2** They should include appropriate management representatives in the opening conference.
- 7.20.2.3** While the Compliance Officer may request employee representatives to attend the opening conference, their actual attendance is optional with management. Regardless,



the Compliance Officer has the right to conduct a separate opening conference with employee representatives.

### **7.20.3 Records Review**

**7.20.3.1** The Compliance Officer shall be permitted to examine any of the records specifically enumerated below if they request. However, no other records may be shown to the Compliance Officer without the specific approval of the Safety and Construction Department.

- OSHA Form 300 – Log and Summary for Occupational Injuries and Illnesses This form must be maintained on a current basis and be retained locally for a period of five years at all facilities. Employees and employee representatives must be allowed access to this form upon request. For the information about the employees, the last page of the form, showing injury and illness totals for the year, must be posted in a conspicuous place between February 1 and April 30 of the following year.
- Only those injuries and illnesses which require medical treatment or involve loss of consciousness, restriction of work or motion, or transfer of job need be posted on the OSHA log. Minor injuries requiring only first aid treatment, even if administered by a doctor or nurse, are not recordable.

### **7.20.3.2 Special Records for Specific OSHA Standards**

- In addition to the foregoing records and reports, certain special records must be maintained if required by OSHA standards covering specific hazards or activities (e.g., crane inspections, etc.).

### **7.20.3.3 Reportable Injuries**

- Within **8 Hours** after the death of any employee from a work-related incident or **24 Hours** after in-patient hospitalization of one or more employees or an employee's amputation or loss of an eye, as a result of a work-related incident, the Safety and Construction Department is responsible for reporting the incident(s) to:
  - OSHA area office nearest the site of the incident by telephone or in person,
  - OSHA toll-free central telephone number, 1-800-321-OSHA (6742), or
  - OSHA via electronic submission using the reporting application located on OSHA's public website at [www.osha.gov](http://www.osha.gov).
- However, the facility shall first notify the corporate office by telephone to receive specific instructions for reporting.

### **7.20.3.4 Job Safety and Health Poster**

- Each facility must display an OSHA poster entitled Job Safety and Health Protection in a prominent place to inform employees of their rights under the Act.

### **7.20.4 Walk-Around Inspection**

**7.20.4.1** The Supervisor and/or the Safety and Construction Department shall accompany the Compliance Officer on the walk-around inspection. Also, if possible, a second management representative should be designated to assist in taking notes, photographs, and measurements, and in answering questions. The Supervisor must also permit one or more representatives designated by the subcontractors to take part in the walk-around inspection.

**7.20.4.2** Make careful notes of:

- Any favorable or unfavorable comments made by the Compliance Officer.
- Any apparent violations noted by the Compliance Officer must be corrected immediately.
- The name of any employee interviewed and, where possible, the questions asked, and answers given.
- Any photographs taken by the Compliance Officer. If possible, the Supervisor should also take duplicate photographs.
- Any measurements and instrument readings taken by the Compliance Officer, including the duration of any readings. Where possible, the Supervisor should also take and record measurements and readings simultaneously.

**7.20.5** Closing Conference

**7.20.5.1** The Supervisor and/or the Safety and Construction Department should conduct a closing conference with the Compliance Officer to discuss the results of the inspection and any alleged violations. Other appropriate management representatives, particularly those most knowledgeable about OSHA standards and regulations, should attend the closing conference. The attendance of employee representatives at the closing conference is optional.

**7.20.5.2** In the closing conference, the Supervisor shall determine the following information:

- If the Compliance Officer intends to issue any citations.
- The specific standard or regulation pertinent to any alleged violation.
- The time to be allowed for the abatement of any alleged violation or for compliance with any standard or regulation.
- No citation may be issued by OSHA for any alleged violation after the expiration of six (6) months from the date of the alleged violation.

**7.20.5.3** During the closing conference, the management representatives should:

- Make no admission of any non-compliance.
- Sign no statements.
- Take complete notes on all matters discussed.
- Diplomatically attempt to prevent citations by such means as asserting a more appropriate interpretation of the standard in question, by explaining any standards existing at the facility that are equal or superior to the OSHA standards, by citing the actual historical safety and health experience of the Company relative to the standard, etc.

**7.20.5.4** Negotiate a sufficient amount of time for abatement of any alleged violation or for compliance with any standard or regulation.

**7.20.5.5** Request the Compliance Office to direct all further communications concerning the inspection only to Ben Sepehripour at the corporate office at 1111 W. Mockingbird Lane, Suite 1050, Dallas, TX 75247.

**7.20.5.6** If a citation is issued, within fifteen (15) days the Area Director shall be notified in writing that the company intends to contest such citation.

**7.20.6** Post-Inspection Report

**7.20.6.1** Immediately following the inspection, the Supervisor or their designee shall submit a complete written report of the inspection to the Safety and Construction Department. This report should include all significant information derived from the notes, observations, and documents developed in steps 7.19.1 through 7.19.5 above.

## **7.21 Personal Protective Equipment (PPE)**

- 7.21.1** The primary responsibility for providing Personal Protective Equipment for 3i employees is assumed by 3i.
- 7.21.2** It is the responsibility of Supervisors as well as individual employees, subcontractors and vendors to address the issues of evaluating and identifying potential job hazards and implementing the use of PPE in order to eliminate or minimize the risk to the employees.
- 7.21.3** OSHA requires the use of PPE to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing these exposures to acceptable levels.
- 7.21.4** Regular and frequent inspection of your PPE is required. If any PPE is damaged or otherwise unusable, remove it from use and request new PPE from your Supervisor when it is safe to do so.
- 7.21.5** 3i requires employees to wear basic level PPE at all times when exposed to any construction activities.
- 7.21.6** General PPE will consist of:
  - 7.21.6.1** ANSI Z-89 rated head protection
  - 7.21.6.2** ANSI Z-87 rated eye protection
  - 7.21.6.3** Approved Reflective or High-Visible Safety Vest/Shirts
  - 7.21.6.4** Hard-soled, over-the-ankle, protective footwear that meets ASTM F 2412 and 2413 standards
  - 7.21.6.5** Leather or Cut-Resistant Gloves
- 7.21.7** Employees shall wear safety goggles/face shields when:
  - 7.21.7.1** Disposing of excessive debris
  - 7.21.7.2** Overhead work is being performed
  - 7.21.7.3** Working with insulation of any kind
  - 7.21.7.4** As directed
- 7.21.8** Additional task-specific PPE such as respirators, fall protection equipment, etc. will be selected and used as required per task.
- 7.21.9** For OSHA regulations, refer to 29 CFR § 1926.28. Additional information may be found in 3i's PPE Program. Please contact your Supervisor or Safety and Construction Department if you have any questions or concerns.

## **7.22 Portable Ladder, Fixed Ladder, and Stairway Safety**

- 7.22.1** The use of ladders and stairs in the workplace introduces many risks to those working with and around them. Broken bones, paralysis, and even death can occur with incidents involving ladders and stairs.
- 1.1.3** 3i employees shall not borrow ladders from nor loan them out to any other trades, without their Supervisor's permission.
- 7.22.2** Basic Rules for All Ladders
  - 7.22.2.1** Physically and visually inspect ladders before each use.

- 7.22.2.2 Choose the right length for the job; do not stack materials to attempt to level a ladder or extend its reach.
- 7.22.2.3 Always face the ladder when ascending and descending.
- 7.22.2.4 Always use three (3) point contact and do not carry any tools in your hands while climbing.
- 7.22.2.5 Do not overreach. Use the “belt buckle rule:” keep your belt buckle between the side rails.

#### **7.22.3 Additional Rules for Stepladders**

- 7.22.3.1 The top step and cap of a step ladder shall never be used, sat upon, or straddled.
- 7.22.3.2 Never use a step ladder in a closed position or attempt to “walk” or “shuffle” a ladder (try to move a ladder without dismounting).
- 7.22.3.3 Do not use ladders as scaffolding supports. Only use ladders as they were designed to be used.
- 7.22.3.4 Do not alter or repair ladders.

#### **7.22.4 Additional Rules for Extension Ladders**

- 7.22.4.1 When ascending a ladder with the intent to dismount at another level, you must secure the ladder from movement and ensure the ladder rails extend three (3) feet above the landing.

#### **7.22.5 Basic Rules for Stairways**

- 7.22.5.1 Do not use stairways without approved guardrails or unfinished stairways where stair pans create a potential trip hazard. Unfinished stair pans shall be made safe and leveled with material that does not shift or move.
- 7.22.5.2 If the scope of work includes using a ladder near unprotected sides or edges six (6) feet above the ground, additional fall protection methods may be required.
- 7.22.5.3 For OSHA regulations refer to 29 CFR § 1926.1053. Additional information may be found in 3i’s Ladders & Stairways Program. Please contact your supervisor or Safety and Construction Department if you have any questions or concerns.

### **7.23 Respiratory Protection**

- 7.23.1 If you have not been trained and authorized to use respiratory protection equipment, you shall not use it. This includes the use of such equipment voluntarily.
- 7.23.2 Respirators can protect workers against harmful dust, fogs, smoke, mist, gases, vapors, and sprays. These hazards may cause cancer, lung impairment, diseases, or death. Respirator selection will be determined based upon exposure type, duration, and concentration.
- 7.23.3 Respirators must be used according to manufacturer’s specifications. Any employee using a respirator must be trained in how to use them safely before use. Employees must be medically evaluated and fit tested prior to the use of such equipment.
- 7.23.4 Respirators or masks brought from home are not permitted on 3i job sites. If a task requires a respirator, a 3i Supervisor must contact the Safety and Construction Department prior to beginning the tasks.

- 7.23.5** For OSHA regulations, refer to 29 CFR § 1926.103. Additional information may be found in the Respiratory Protection Program. Please contact your supervisor or Safety and Construction Department if you have any questions or concerns.

## **7.24 Scaffolding**

- 7.24.1** Scaffolds and their components shall be capable of supporting their own weight without failure and at least four times the maximum intended load.
- 7.24.2** Scaffolds shall not be altered or moved horizontally while in use or occupied except when a scaffold has been specifically designed for such use.
- 7.24.3** Any scaffold damaged or weakened for any reason shall be immediately removed from service and shall not be used until repairs have been completed and approved by a competent person.
- 7.24.4** Scaffold shall not be loaded in excess of the working load for which it is intended. Manufactured scaffolds must be used in accordance with the manufacturer's recommendations.
- 7.24.5** When scaffolding is not erected or used properly, those working on or around them may be exposed to hazards. Common hazards found on and around scaffolding include falls, falling objects, electrical shock, and manual material handling injuries.
- 7.24.6** Scaffolds must be erected, inspected, and disassembled under the direct supervision of a qualified person as defined by OSHA. Workers must exercise caution while working on scaffolds and report any unsafe working conditions to their immediate Supervisor.
- 7.24.7** For OSHA regulations, refer to 29 CFR § 1926.451. Additional information may be found in 3i's Scaffolds Program. Please contact your supervisor or the Safety and Construction Department if you have any questions or concerns.

## **7.25 Signs, Signals, and Barricades**

- 7.25.1** "Warning," "Danger," "No Trespassing," and other signs, correctly posted, help to protect the public and Company employees from incidents. Further, they may limit Company liability in case of an incident in a posted area.
- 7.25.2** Proper signs shall be posted and maintained in good condition wherever hazardous conditions exist.
- 7.25.3** A sufficient supply of the necessary signs should be kept on hand for replacement and to cover new hazards as they develop.
- 7.25.4** Post the signs without delay and remove them when the hazards no longer exist. All erected barricades shall be accompanied by signage identifying contractor, supervisor/foreman, location, date, and time at a minimum.
- 7.25.5** For OSHA regulations, refer to 29 CFR § 1926.200. Additional information may be found in applicable programs. Please contact your supervisor or the Safety and Construction Department if you have any questions or concerns.

## **7.26 Toilet Facilities**

- 7.26.1** Toilet facilities will be serviced regularly and maintained in a clean, sanitary, and serviceable condition, per OSHA Requirements.

| Number of Employees | Minimum Number of Facilities              |
|---------------------|-------------------------------------------|
| 20 or fewer         | 1                                         |
| 20 or more          | 1 toilet seat and 1 urinal per 40 workers |
| 200 or more         | 1 toilet seat and 1 urinal per 50 workers |

**7.26.2** Please contact your supervisor or the Safety and Construction Department if you have any questions or concerns.

## **7.27 Walking-Working Surfaces - Slip, Trips, & Falls**

**7.27.1** Slips, trips, and falls are among the most common occupational incidents, and they are easily preventable. Below are some of the causes of slips, trips, and falls:

- 7.27.1.1** Running at the workplace
- 7.27.1.2** Engaging in horseplay
- 7.27.1.3** Working off a ladder that is not firmly positioned.
- 7.27.1.4** Carrying an object that blocks line of vision.
- 7.27.1.5** Work boots not laced or buckled.
- 7.27.1.6** Working off a scaffold without guardrails
- 7.27.1.7** Using ladders that have oil and grease on the rungs.
- 7.27.1.8** Not using a handrail on steps
- 7.27.1.9** Messy work areas with debris strewn about
- 7.27.1.10** Not paying attention to what one is doing.

**7.27.2** The above listed are easily preventable at 3i, which adheres to common safety procedures, common sense, and awareness of potential hazards.

## **7.28 Compressed Gas Cylinders**

- 7.28.1** All compressed gas cylinders must have valve protection caps in place and be secured when not in use, being moved, or stored.
- 7.28.2** Cylinders must be secured in upright positions at all times except, if necessary, when being moved or hoisted.
- 7.28.3** Acetylene cylinders, if laid down, even for a brief period, must be placed upright 24 hours prior to use.
- 7.28.4** Cylinders will not be stored in the same area as petroleum-based products.
- 7.28.5** Fuel-gas and oxygen cylinders will be separated by 20 feet (except for the cylinders on a welding cart), or by noncombustible barrier at least five (5) feet high having a fire-resistant rating of at least one-half hour. Empty cylinders shall be segregated from full cylinders.
- 7.28.6** Additional information may be found in applicable programs. Please contact your supervisor or Safety and Construction Department if you have any questions or concerns.

## **7.29 Environmental Protection**

- 7.29.1** Do not allow any oils, fuels, lubricants, paints, solvents, acids, chemicals, or contaminated wastewater to be discharged onto the ground.
- 7.29.2** Spills of petroleum products, chemicals, or other materials must be reported immediately to the Supervisor and immediate spill containment and clean-up actions taken.
- 7.29.3** In case of a spill, the Supervisor will contact the Safety and Construction Department and begin completing a 3i incident report.
- 7.29.4** Additional information may be found on the on-site safety data sheet (SDS) for the specific material, in 3i's Hazard Communication Program, or in 3i's Housekeeping & Sanitation Program. Please contact your supervisor or Safety and Construction Department if you have any questions or concerns.

## **7.30 Flammable and Combustible Liquids**

- 7.30.1** Protection will be provided for all flammable and combustible liquids.
- 7.30.2** Only approved containers and portable tanks may be used for flammable liquids. Approved safety cans only shall be used for flammable liquids.
- 7.30.3** For OSHA regulations, refer to 29 CFR § 1910.106 and 1926.152. Additional information may be found in applicable programs. Please contact your supervisor or Safety and Construction Department if you have any questions or concerns.

## **7.31 Powered Industrial Trucks (Forklifts)**

- 7.31.1** Employee training, operator authorization, safety requirements, fire protection, maintenance, and general operation of fork trucks, platform lift trucks, and other specialized industrial trucks used by 3i employees must adhere to OSHA minimum standards and manufacturer's requirements.
- 7.31.2** It is the responsibility of the Supervisor to ensure that only those employees that are trained and qualified are permitted to operate the equipment.
- 7.31.3** Employees may operate equipment only if they have been trained and authorized to use it.
- 7.31.4** Employees shall only use equipment in the manner in which it is intended to be used.
- 7.31.5** Cell phone use is prohibited at all times during the operation of equipment.
- 7.31.6** For OSHA regulations, refer to 29 CFR § 1926.602. Additional information may be found in applicable programs. Please contact your supervisor or the Safety and Construction Department if you have any questions or concerns.

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