SOUTHERN MECHANICAL CONTRACTORS, INC.

WRITTEN SAFETY PROGRAM

HAZARD COMMUNICATION WRITTEN PROGRAM

This program has been prepared to comply with the requirements of the Federal OSHA standard 1926.59 and to insure that information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employees.

This program includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards and other types of warning devices.

A. CHEMICAL INVENTORY

1. Southern Mechanical maintains an inventory of all known chemicals in use of the worksite. A chemical inventory list is available from the Superintendent.

2. Hazard Chemicals brought on to the worksite by Southern Mechanical will be included on the hazardous chemical inventory list.

B. CONTAINER LABELING

1. All chemicals on site will be stored in their original or approved containers with a proper label attached, except small quantities from immediate use. Any container not properly labeled should be given to the Superintendent for labeling or proper disposal.

2. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or to the Superintendent for proper labeling.

3. No unmarked containers of any size are to be left in the work are unattended.

4. Southern Mechanical will rely on manufacturer applied labels whenever possible, and will ensure that these labels are maintained. Containers what are not labeled or on which the manufacturer'' label has been removed will be relabeled.

5. Southern Mechanical will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

C. MATERIAL SAFETY DATA SHEETS (MSDS)

1. Employees working with a Hazardous Chemical may request a copy of the material safety data sheet (MSDS). Requests for MSDS should be made to the Superintendent.

2. MSDS should be available and standard chemical reference may also be available on the site to provide immediate reference to chemical safety information.

3. An emergency procedure to gain access to MSDS's information will be established.

D. EMPLOYEE TRAINING

Employees will be trained to work safely with hazardous chemicals. Employee training will include:

1. Methods that may be used to detect a release of hazardous chemicals in the workplace.

2. Physical and health hazards associated with chemicals.

3. Protective measures to be taken.

4. Safe work practices emergency responses and use of personnel protective equipment.

5. Information on the Hazard Communication Standard including:
*Labeling and warning systems and
*An explanation of MSDS.

E. PERSONNEL PROTECTIVE EQUIPMENT (PPE)

Required PPE is available from Superintendent. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

F. EMERGENCY RESPONSE

1. Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the Superintendent.

2. The foreman of the immediate supervisor will be responsible for insuring that proper emergency response actions are taken in leak/spill situations.

G. HAZARDS OF NON-ROUTINE TASKS

1. Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.

2. Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks.

H. INFORMING OTHER EMPLOYERS

1. Other on-site employers are required to adhere to the provisions of the Hazard Communication Standard.

2. Information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.

3. Other on-site employers will be provided with a copy of Southern Mechanical Contractors hazard communication program.

I. POSTING

Southern Mechanical has posted information for employees at this jobsite on the Hazard Communication Standard. This information can be found at jobsite trailer.

STAIRWAY AND LADDER SAFETY PROGRAM

In order that we may reduce injuries and comply with federal regulations, Southern Mechanical Contractors, Inc., has put forth the following guidelines for Stairway and Ladder Safety.

I. Inspection of all Stairways and Ladders

A. A competent person on each jobsite, shall inspect all stairways and ladders both job built and manufactured portable to verify that they comply with Federal Code 1926.1051

B. Any defects found shall be corrected prior to any use by any worker.

C. In the event that defects cannot be corrected, the ladder shall be removed from service, discarded or tagged “DO NOT USE”.

II. Maintenance of Ladders

A. Employees should maintain all ladders free of grease, oil or other substances, which could cause slippage or other impediment.

B. Ladders equipped with a means to tighten rungs, rails and locks shall be periodically tightened.

C. Any stairwell built or furnished by any other entity (such as General Contractor) shall be maintained by said entity. However, our employees must not use any ladder in need of maintenance until the maintenance has been performed.

III. Use of Ladders

A. Loads on ladders shall not exceed the designed maximum load.

B. Employees shall not carry a load up a ladder that cannot easily be handled so that one hand is always secure to the ladder.

C. Employees shall always face the rungs of the ladder (AT ALL TIMES).

D. Support rails and braces shall not be used for climbing or standing.

E. If a double sided step ladder is used, revert to letter A (DO NOT OVERLOAD)

IV. Always adhere to Company Fall Protection Program while using ladders.

V. U.S. Department of Labor; Occupational Safety and Health Administration.

A. U.S. Department of Labor publication #OSHA 3124 entitled "Stairways and Ladders" is an integral part of this program and is to be made accessible to all employees.

VI. Responsibility

A. The responsibility for excersizing ladder safety as detailed above rests with each and every employee.

B. The competent person on each job shall be the Project Superintendent.

C. While General Contractors, Owners, etc., are responsible in some cases for maintaining stairways and ladders as a means of egress or access, it is every employees responsibility not to use any stairway or ladder that does not meet the above guidelines.

D. Subcontractors shall be reminded of their responsibility to follow and adhere to this program.

FALL PROTECTION PROGRAM

We recognize the fact that falls are the leading cause of worker fatalities in the construction industry with between 150 and 200 workers killed and another 100,000 injured annually each year, according to U.S. Department of Labor records.

With these statistics in mind we have designed the Fall Protection Program to protect our employees, subcontractors, customers, and generally anyone else that may enter our workplace, from the inherent dangers associated with working at specific elevations.

This program will stress employee awareness through training each and every employee on the use of fall protection equipment such as, harness and lanyard as well as how to and when it becomes necessary to erect handrail systems.

In addition to the hazards of employees falling, the “Program” also deals with the dangers of objects falling onto workers, by training employees how and when to cover openings such as sleeves on shaft openings, the use of nets as well as other acceptable methods.

The Fall Protection Program will enforce compliance of all current federal regulations, and in many cases will exceed these regulations.

One hundred percent (100%) compliance with this program is mandatory for all employees of Southern Mechanical Contractors, Inc., and its subcontractors.

FALL PROTECTION PROGRAM FOR FIELD PERSONNEL
(A TRAINING GUIDE)

There are two types of systems used to prevent falls on our jobsites. During this instruction you will be trained in determining when and where to use each of them.

The systems are:

Primary System:	Eliminates fall exposure by blanking, covering, guarding, netting, or other means.
Secondary System:	Provides protection through fall arrest systems/equipment such as harness and lanyard.

*Primary Systems are always preferable to Secondary Systems

A CLOSER LOOK: PRIMARY FALL PROTECTION SYSTEMS

This system provides a working surface in an elevated area free from floor openings, with a three-rail guardrail system on all open sides and around any shafts, which cannot be covered.

- Floor penetrations or holes, are any opening greater than 2" in diameter in the walking surface. These must be covered at all times unless the actual process of placing pipe, conduit, duct etc., in the opening is occurring. The material covering the hole (usually plywood) should be marked "Hole Cover-Do Not Remove". You will be trained at this time to choose a suitable thickness for each hole and the proper way to attach the cover using a power activated too.

- A guard rail system consist of four components:

  1) Toprails
  2) Midrails
  3) Toeboards
  4) Intermediate Vertical Members
     - The toprail shall be 42" +/-3" above the walking/working surface.
     - The midrail shall be installed at height midway between the top of the toprail and the walking/working surface.
     - The toeboard shall be placed along the walking/working surface directly below the midrail.

- The intermediate vertical members must be used when no other means such as walks, columns, etc., at least 21” high are available.

The toprail portion of the guardrail system must be capable of withstanding at least 200 pounds applied within 2” of the top without deflecting to a height of less than 30”.

The midrail must withstand 150 pounds in any direction.

Placement of intermediate vertical members is the primary tool for adjusting these capacities.

You will be trained in construction of a guard rail system using two types of material (steel cable and wood 2 x 4).

Note: While in most cases the General Contractor is responsible for building and maintaining guardrail systems, each employee is responsible for assessing the quality of the system and shall not work in any area where these guidelines are not met, unless he/she is using a secondary system.

A CLOSER LOOK: SECONDARY FALL PROTECTION PROGRAM

- Full body harnesses with shock absorbing lanyards shall always be used wherever a Secondary System is in use.
  These harness systems spread the pressure shock throughout the body much better than the old body belts, which are now banned from use by our employees.
  - The lanyards shall have double action spring loaded hooks.
  - Two lanyards shall not be connected together.
  - D-rings at the waist or chest should only be used for positioning (as described later).
  - In the event a shock absorbing lanyard experiences a load, it must be taken out of service and tagged “DO NOT USE”.

- Another integral component of a Secondary System may be the lifeline.
  Lifeline systems are points of attachment for fall protection lanyards and must be capable of supporting at least 5000 pounds.
  Lifelines must be made of at least ½” IPS IWRC or equivalent wire rope cable properly supported to withstand at least 5000 pounds.

NOTE: Much more information is available to you, should the above-described components not be sufficient for your particular application. Request information through your Superintendent.

With a basic understanding of the two systems we will take a look at when you should implement each system.

- Federal regulations state that any worker who is working at an elevation of six feet above another level must be protected.

  We will always use a Primary Fall Protection System when possible. However, even with the Primary System at times it is required that you also use the Secondary System.

  -One example of this is when a worker is on a ladder at an elevation higher than the guardrail system and within a distance of twice your ladder height. In other words, if a worker is on an eight-foot ladder within sixteen feet of an edge or uncovered opening he/she must use a secondary system.

  -Another example is when a worker is using an articulated lift, or a lift in which the work platform is not in a stationary position parallel to the surface below. Although the lift may have a guardrail system, he Secondary System is required.

  A Secondary System will be used without a Primary System only when a Primary System is not feasible.

  -In some extreme caseworkers may be allowed to work with body harnesses tied off with positioning lanyards. This system does not allow the worker to access the area of potential fall. Prior to the use of this system, employees should notify his/her Superintendent so that another means can be researched.

Using these systems, we know all accidental falls can be avoided.

U.S. Department of Labor bulletin #OSHA 3146 entitled “Fall Protection In Construction” is added to this program by attachment.

In some cases contractual agreement may mandate more stringent policies.

SAFETY TRAINING SESSION

- I have received training in Hazard Communication.
  - I know where the Material Safety Data sheets for my jobsite are kept.
  - I understand the safe work procedures and precautions to be taken when working with these products including use of protective equipment and/or apparel.
  - I know where emergency supplies are kept.
  - I know where the emergency phone numbers and Hazard Communication Information is posted.
  - I am aware that I may review copies of the hazardous chemical list, the company's written program, and MSDS's.
- I have received training on the proper use and maintenance of stairways and ladders.
  - I understand the safe work procedures and precautions to be taken.
  - I have read and understand the company's written program.
- I have received training on Fall Protection.
  - I understand the meaning and use of Primary and Secondary Systems.
  - I have been trained in the use of fall protection equipment such as harness and lanyards and lifelines.
  - I have read and understand the company's Fall Protection Program.
- I know where first aid kits are located on my jobsite.
  - I know who the emergency responder is for my jobsite.

Employee Signature: _____ Date: _____

JOB NAME: _____

EYE and FACE PROTECTION PROGRAM

Your eyes are the most vulnerable and easily injured part of your body. They are also probably the most valuable assets you have as a construction worker. The quality of life without the miracle of sight is greatly diminished. Eye injuries are among the easiest types of injuries to avoid.

With these facts in mind, we have designed a **mandatory** program to assure that none of our employees are needlessly subjected to eye injuries.

The Occupational Safety and Health Administration (OSHA) requires eye and face protection to be used "where there is a reasonable probability of preventing injury when such equipment is used".

While this statement may leave a little room for interpretation, our program does not allow for any discernment by our employees.

Given the nature of our industry we know that the potential for eye and facial injuries, while more prevalent at certain times, is ever present. We also know that a vast majority of these risks can be abated by the use of simple, economical devices such as safety glasses, goggles and face shields.

Therefore, **all employees** (mechanics, helpers, presidents, clerks, superintendents, technicians, etc.) that are at any location where any type of construction, industrial, service or repair work is being performed, shall **wear** safety glasses. The only exception to this shall be in the event that another type of device is required for a specific task (i.e. face shield for grinding).

The company will furnish the first pair of safety glasses to each employee and it will be the employees' responsibility to maintain them. The company will replace scratched or clouded glasses. However, the employee must replace glasses that he/she has misplaced. The company will provide these at cost.

Employees who wear corrective lenses will be issued slip on side shields to be used as a minimum. However, it is recommended that the goggles are used, or the employee may purchase corrective safety glasses.

While safety glasses are sufficient to protect the employee in most cases, there are times when various other devices are required. It is the duty of each employee to be familiar with these situations and supervisors must include this as a topic periodically during the weekly safety meetings.

While performing an activity that produces flying particles, (such as grinding) or when handling potentially caustic liquids, employees should wear full-face shields. Each jobsite will have a suitable quantity of these devices for the activities occurring at that location.

While performing an activity that produces radiant energy (excessive light) safety glasses, goggles or a hood with the proper filter lens must be worn. See the attached chart for proper shade for various operations.

U.S. Department of Labor Bulletin # OSHA 3077 entitled “Personal Protective Equipment” is added to this program by attachment.

In some cases contractual agreement may mandate more stringent policies.

EYE and FACE PROTECTION EQUIPMENT TRAINING SESSION

- I have received training and instruction on the proper use of Eye and Face Protection Equipment.
- I understand that, at a minimum, I will always be required to wear safety glasses while on any jobsite.
- I understand the various equipment requirements for specific tasks.
- I have read and fully understand Southern Mechanical Contractors, Inc. Eye and Face Protection Program.

_____

Employee Signature Date

Filter Lenses for Protection Against Radiant Energy			
Operation	**Electrode Size (1/32 inch diameter standard)**	**Arc Current (Amps)**	**Minimum* Protective Shade**
Shielded metal arc welding	Less than 3/32 3/32 – 5/32 5/32 – 8/32 More than 8/32	Less than 60 60 – 160 160 – 250 250 – 550	7 8 10 11
Gas metal arc welding & flux cored arc welding		Less than 60 60 – 160 160 – 250 250 – 500	7 10 10 10
Gas tungsten arc welding		Less than 50 50 – 150 150 – 500	8 8 10
Air carbon arc cutting	(Light) (Heavy)	Less than 500 500-1000	10 11
Plasma arc welding		Less than 20 20 – 100 100 – 400 400 – 800	6 8 10 11
Plasma arc cutting	(Light) ** (Medium) ** (Heavy) **	Less than 300 300 – 400 400 – 800	8 9 10
Torch brazing		-	3
Torch soldering		-	2
Carbon arc welding		-	14

*As a rule of thumb, start with a shade that is too dark to see the weld zone (the darkest lens carries a value of 10). Then go to a lighter shade which gives sufficient view of the weld zone without going below the minimum. In oxyfuel gas welding or cutting where the torch produces a high yellow light, it is desirable to use a filter lens that absorbs the yellow or sodium line in the visible light of the (spectrum) operation.

**These values apply where the actual arc is clearly seen. Experience has shown that lighter filters may be used when the arc is hidden by the workplace.

Forklift Operation Plan

SOUTHERN MECHANICAL CONTRACTORS, INC.

4880 Hammermill Road
Tucker, GA 30084

(678) 382-0600

Main Office & All Jobsites

4880 Hammermill Road
Tucker, GA 30084

(678) 382-0600

Forklift Operation Plan

It's hard to imagine any tool more important to materials handling than the powered industrial truck-the forklift. Like many companies, SOUTHERN MECHANICAL CONTRACTORS, INC. relies on these versatile vehicles to load, unload, and move stock and other materials.
This written Forklift Operation Program establishes guidelines to be followed whenever any of our employees work with powered industrial trucks at this company. The rules established are to be followed to:

· Provide a safe working environment,
· Govern operator use of powered industrial trucks, and
· Ensure proper care and maintenance of powered industrial trucks.

The procedures here establish uniform requirements designed to ensure that powered industrial truck safety training, operation, and maintenance practices are communicated to and understood by the affected employees. These requirements also are designed to ensure that procedures are in place to safeguard the health and safety of all employees.

It is our intent to comply with the requirements of OSHA's 29 CFR 1926.600, 1926.602(c), and 1926.441 for construction activities. These regulations have requirements for powered industrial truck operations, including that for battery care and charging. We also comply with applicable requirements of design, construction, stability, inspection, testing, maintenance, and operation of ASME/ANSI B56.1-1969, Safety Standard for Low Lift and High Lift Trucks. However, the powered industrial trucks we operate in our storage and maintenance yards and warehouses comply with 29 CFR 1910.176 and 1910.178.

Administrative Duties

Jeff Young is our Forklift Operation Program Coordinator, acting as the representative of the plant manager, Lance Rucker, who has overall responsibility for the plan. Copies of this written program may be obtained from Jeff Young.

Powered Industrial Trucks at our Workplace

SOUTHERN MECHANICAL CONTRACTORS, INC. uses these powered industrial trucks as follows:

Make and model:	Class and Designation:	Quantity:	Purpose and location:
Toyota 423FGC15	3 Ton	1	Jobsite / Warehouse
Nissan CR6H02F35V	3 Ton	1	Warehouse / Jobsite
Rental	Various Types But Lull is Common		Jobsite

Training

Each Superintendent will identify all new employees in the employee orientation program and make arrangements with department management to schedule training.

Before we begin training a new employee, our Forklift Operation Program Administrator, Jeff Young; Safety Manager, determines if the potential powered industrial truck operator is capable of performing the duties necessary to be a competent and safe driver. This is based upon his/her physical and mental abilities to perform job functions that are essential to the operation of the vehicle.

These capabilities include the level at which the operator must:

· See and hear within reasonably acceptable limits. This includes the ability to see at distance and peripherally. In certain instances, it is also necessary for the driver to discern different colors, primarily red, yellow and green;
· Endure the physical demands of the job; and
· Endure the environmental extremes of the, such as the ability of the person to work in areas of excessive cold or heat. An operator must be able to climb onto and off of a truck, to sit in the vehicle for extended periods of time, and to turn his/her body to look in the direction of travel when driving in reverse.

Once our Administrator determines that a potential operator is capable of performing powered industrial truck duties, the following person(s) will conduct initial training and evaluation: Superintendent. This/These instructor(s) has the necessary knowledge, training, and experience to train new powered industrial truck operators. His/Her/Their qualifications include: Instructors have demonstrated that through training, as well as on the job experience, that they are knowledgeable and capable of training others in the safe and proper use of forklifts.

Initial Training

During an operator's initial training, the instructor(s) combine(s) both classroom instruction and practical training.

Our classroom instruction includes the following formats: The instructor will instruct the trainee through lecture at the jobsite. In the event the trainer should determine that additional training is required for specific trainee or for unique circumstances, other materials such as pamphlets and instructional videos may be obtained from the safety manager. Classroom instruction, itself, covers the following topics: instrumentation, controls (brakes, steering, accelerator etc.), proper maintenance of batteries, fuel and hydraulic systems, proper loading and weight limits, traffic procedures, line of sight requirements, overhead obstructions, and pedestrian awareness. In addition to these standard topics, the trainer shall identify any concerns which are unique to his / her jobsite.

Our practical training includes these formats: Instructors shall demonstrate for the trainee the proper techneques for operating the forklift and the trainee shall repeat the demonstration.. All powered industrial truck operators are trained and tested on the equipment they will be driving before they begin their job. Our practical training covers the following:

Starting the forklift engine, checking gauges, location of batteries, fuel tanks, oil and hydraulic fluid reservoirs, use of all controls such as brakes, steering, accelerator, lift and tilt controls, etc.

Each type of powered industrial truck has a different "feel" to it, and that makes operating it slightly different from operating other industrial trucks. The work areas where these trucks are being used also present particular hazards. For these reasons, it is impractical to develop a single "generic" training program which fits all of our powered industrial trucks. Accordingly, during training, SOUTHERN MECHANICAL CONTRACTORS, INC. covers the operational hazards of our powered industrial trucks, including:

· Hazards associated with the particular make and model of the truck;
· Hazards of the workplace; and
· General hazards that apply to the operation of all or most powered industrial trucks.

See Appendix A for company-specific hazards of both our powered industrial trucks and our workplace.

Each potential operator who has received training in any of the elements of our training program for the types of trucks which that employee will be authorized to operate and for the type of workplace in which the trucks will be operated need not be retrained in those elements before initial assignment in our

workplace if SOUTHERN MECHANICAL CONTRACTORS, INC. has written documentation of the training and if the employee is evaluated to be competent.

Training Certification

After an employee has completed the training program, the instructor will determine whether the potential driver can safely perform the job. At this point, the trainee will take a performance test or practical exercise through which the instructor(s) will decide if the training has been adequate. All powered industrial truck trainees are tested on the equipment they will be driving.

Renee Poston / Office Manager is responsible for keeping records certifying that each employee who has successfully completed operator training and testing. Each certificate includes the name of the driver, the date(s) of the training, and the signature of the person who did the training and evaluation.

Training is done in house. See the attached current copy of the training material and the course outline.

Performance Evaluation

Each certified powered industrial truck operator is evaluated once each year to verify that the operator has retained and uses the knowledge and skills needed to drive safely. This evaluation is done by Superintendents. If the evaluation shows that the operator is lacking the appropriate skills and knowledge, the operator is retrained by our instructor(s). When an operator has an accident, near miss, or some unsafe operating procedure is identified, we do retraining.

Current Certified Truck Operators

Under no circumstances shall an employee operate a powered industrial truck until he/she has successfully completed this company's powered industrial truck training program. This includes all new operators regardless of claimed previous experience. The following table lists employees by department who are currently authorized operators of our powered industrial trucks at this company:

Department:	Employee Name:	Make and Model:
(enter your own text)		

Inspections

Pre-Operational Inspection Procedures

The company requires operators to perform pre-operational equipment checks on powered industrial trucks prior to the beginning of each shift in which those trucks will be utilized, to ensure the safe operating condition of the vehicle. The pre-operational check is performed by completing a daily truck inspection checklist.

See an attached sample form. A supply of these forms is provided in each charging and parking area within user departments.

No blank spaces are allowed on the form. If an item does not apply, we use the code N/A. We also require that operators fill out the comment section thoroughly and accurately if there are any operational or visual defects.

That way our Maintenance Department can pinpoint and repair the problem before the truck becomes unsafe to operate.

Our pre-operational inspection procedures used by operators include:

Leak detection of all systems, tire wear, belt / chain alignment.

Renee Poston / Office Manager is responsible for retaining all daily truck inspection checklist forms for each vehicle for six months.

Periodic Inspection Procedures

Periodic inspections are in conjunction with the particular powered industrial truck's maintenance or service schedule. Maintenance schedules are normally expressed in days and operating or running hours. Superintendents perform(s) inspection and maintenance every 5 working days. Most manufacturers' operator instruction manuals contain the recommended maintenance schedule. Inspections and maintenance or repair beyond the recommended service schedules are done by authorized workshops and/or service technicians.

Operating Procedures
Powered industrial trucks can create certain hazards that only safe operation can prevent. That's why we have created sets of operating procedures. Our operating procedures follow.

Driving

Driving a powered industrial truck is fundamentally different than driving a car or other trucks. In fact, powered industrial trucks:

· Are usually steered by the rear wheels,
· Steer more easily loaded than empty,
· Are driven in reverse as often as forward,
· Are often steered with one hand, and
· Have a center of gravity towards the rear, shifting to the front as forks are raised.

Unlike cars, some powered industrial trucks have a greater chance of tipping over when suddenly turned. Because of the design of powered industrial trucks, they have a very short rear wheel swing. This means that, at high speeds, sudden turns can tip them and could result in serious injury and damage. Speed can cause the center of gravity to shift dramatically. Similarly, speeding over rough surfaces can cause tipping.

Although structurally different than cars, powered industrial trucks, like cars, can collide with property and people. Therefore it is our policy for all operators to follow these driving procedures:

Do not move the forklift in any direction or operate the lift if your line of sight is obstructed or if there is the slightest possibilty of causing damage to pedestrians or property.

Load Lifting and Carrying

Powered industrial trucks can lift only so much. Each truck has its own load capacity that is indicated on the rating plate. Powered industrial trucks also have three-point suspension that forms an imaginary triangle from the left front wheel to the right front wheel to the point between the two back wheels. The center of gravity for a powered industrial truck must lie somewhere within this triangle or else the truck will tip over. The load and its position on the forks, as well as traveling speed and slopes, all affect the center of gravity. Loads, themselves, have gravity with which to contend. Loads need special care so that they do not fall. In order to prevent tipping and load falling hazards, we have established the following load lifting and carrying procedures:

The weight of a load must be determined prior to making any lift. If the load exceeds the limit for the forklift do not make the lift. Check the load a few inches from the ground or floor for balance prior to further elevating the load.

Fuel Handling and Storage

Some of our powered industrial trucks operate with highly flammable and combustible fuels.

The storage and handling of liquid fuels such as gasoline and diesel fuel are done in accordance with NFPA Flammable and Combustible Liquids Code (NFPA 30-1969).

The storage and handling of liquefied petroleum gas fuel is done in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA 58-1969).

All employees who handle or use flammable liquids are instructed by Superintendent in their safe handling and use and made aware of the specific OSHA requirements for what they are doing with the liquids. More specifically, employees are instructed in the following procedures:

Fuels will be dispensed only from containers approved for that fuel, any spillage will be promptly abated and containers will be stored in an appropriate area designated for that purpose.

Carbon Monoxide Awareness

Powered industrial trucks with internal combustion engines produce carbon monoxide (CO), an odorless, colorless, and deadly gas produced by the incomplete burning of any material that contains carbon. These materials include gasoline, natural gas, propane, coal, and wood. The most common source of CO is the internal combustion engine. Trucks, cars, forklifts, floor polishers, pressure washers, or any other machine powered by fossil fuels generates CO.

If inhaled, CO restricts the ability of your blood system to carry oxygen to the body tissues that need it. Overexposure combined with less oxygen results in carbon monoxide poisoning. Mild poisoning can result in headaches, tightness in the chest, dizziness, drowsiness, inattention, fatigue, flushed face, or nausea. If you continue exposure lack of coordination, confusion, weakness, or loss of consciousness may result. A heart condition, smoking, taking drugs or alcohol, and pregnancy can aggravate CO poisoning. Physical activity, too, can make a situation worse. That's because your body needs more oxygen to exert itself. Severe poisoning can kill you within minutes, sometimes without warning symptoms. The more CO there is in the air and the longer the exposure, the greater the danger.

We use these procedures to spread carbon monoxide awareness, reduce CO levels, and prevent CO illness:

Ventilation fans will be used when forklifts are operated in confined areas. Superintendents will make CO awareness a regular topic in weekly safety meetings.

Personal Protective Equipment (PPE)

We have assessed our workplace and determined that the hazards which threaten our operators include:

This must be determined at each specific jobsite.

For this reason, we require that our powered industrial truck operators wear the following PPE and equipment:

As required by above.

All operators required to wear this equipment are trained:

- When PPE is necessary;
- What PPE is necessary;
- How to properly put on, take off, adjust, and wear PPE;
- Limitations of the PPE; and
- Proper care, maintenance, useful life, and disposal of PPE.

See the Written Personal Protective Equipment Program for more details.

Pedestrians

Because powered industrial trucks are typically used near pedestrians, we require both pedestrians and powered industrial truck operators to watch out for each other.

All powered industrial truck operators must:

Be aware at all times that pedestrians may come into your area without being seen and without authorization. Never move the forklift in any manner without being 100% certain that no harm may come to any pedestrian.

All pedestrians must:

Be aware that an operator may not be able to see or hear you due to obstructions that are natural to the forklift as well as the fact that they may be focused on their task. Make your presence in the area known to the operator.

Maintenance

Investing time and effort into the proper upkeep of our equipment results in day to day reliability. Keeping up with the manufacturer's recommended maintenance and lubrication schedules, and completing the proper records, will also increase our trucks' longevity and enhance its resale value.

Superintendents complete(s) a receiving or delivery inspection whenever our company purchases powered industrial trucks, and he/she/they perform the recommended "breaking in" inspections and maintenance.

Superintendents follow(s) the manufacturer's operator instruction manual for daily or weekly maintenance.

Periodic maintenance (those completed monthly, every six months, or annually) is done by a factory-trained-expert, or a dealer. Superintendents retain all maintenance records.

Appendices

Appendix A-Hazards of Powered Industrial Trucks and our Workplace

Hazards associated with our particular truck makes and models:

Make and model: Hazards:
(enter your own text)

Hazards associated with the locations where our powered industrial trucks are used:

Make and Model: Purpose and Location: Location Hazards:
(enter your own text)

General hazards that apply to the operation of all or most of our powered industrial trucks:

??

Appendix B-Attachments

The following documents have been attached to this written program:

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