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**WRITTEN SAFETY PROGRAM**

**AND**

**ACCIDENT PREVENTION GUIDELINES**

**FOR**

**FIELD CONSTRUCTION**

Initial implementation: 1997  
Reviewed: 12-98  
Reviewed: 12-99  
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## Policy Statement

Hughes & Associates, Inc. is committed to preventing work related accidents, employee injuries, the resultant pain and losses. We understand that maintaining safe and healthy workplaces requires a cooperative, team effort and **everyone is expected** to participate.

Employees will be afforded an opportunity to read and understand our written "Safety and Accident Prevention Guidelines" and made aware of the shared responsibility for keeping work areas safe. Management and employees, alike, are expected to think safety and work safely; participate in all available safety training; follow all safety rules; immediately report unsafe work place conditions, work practices and work related injuries; and make suggestions for improving safety policies and procedures.

Management will immediately address employee safety concerns.

\_\_\_\_\_  
Date

Cliff Hughes and/or Vinson Hughes  
Management

## Responsibilities

### Management

It is the responsibility of Cliff Hughes and/or Vinson Hughes to:

1. Initiate the development of safety programs, rules and disciplinary procedures.
2. Provide leadership in promoting the company's safety and accident prevention programs.
3. Appoint a company Safety Director/Coordinator.
4. Support and enforce the company's disciplinary procedures for safety violations.

### Safety Director/Coordinator

It is the responsibility of Vinson Hughes to:

1. Ensure that employee safety orientation training and on-going safety training is documented.
2. Ensure that the workplace is frequently inspected and conduct periodic inspections to eliminate unsafe conditions and/or practices and prevent employee exposure to hazards.
3. Investigate accidents and review accident reports to ensure the proper identification of causes and that unsafe conditions and/or practices are eliminated.
4. Enforce the company's disciplinary policies for safety violations and ensure that all disciplinary actions are properly documented for file.

5. Maintain safety records/files and make them available for review, as required by New Mexico Statute, New Mexico Administrative Code and OSHA regulations.

### Supervisors/Foremen

It is the responsibility of Supervisors/ Foremen to:

1. Ensure that the company's written safety programs are available on work sites.
2. Conduct frequent safety inspections of assigned work areas to identify and eliminate hazards.
3. Ensure that all work related accidents are immediately reported, conduct appropriate investigation and submit required reporting forms.
4. Enforce company safety rules and properly document the disciplinary actions.
5. Investigate employee safety concerns and ensure that hazards are eliminated.

### Employee:

It is the responsibility of company employees to:

1. Actively participate in company provided safety training.
2. Follow all safety rules.
3. Report all accidents and injuries promptly.
4. Report hazardous work conditions and/or practices.
5. Provide useful recommendations and suggestions regarding safety issues.

## Safety Training

Hughes & Associates, Inc. shall provide initial safety orientation training, prior to employees being exposed to workplace hazards. Training will include an opportunity for the employee to read and discuss the company's written safety and accident prevention programs.

- Upon initial assignment, the newly hired employee's foreman or safety director will conduct hazard recognition training, specific to the employees assigned work task.
- Employees will also receive on-going, periodic safety training and briefings in conjunction with Local 495 (Union). This training will be in the form of **(weekly or bi-weekly)** "Tailgate/Tool Box" safety meetings; or attend weekly site safety meetings and training conducted by the General contractor. When new or previously unrecognized hazards, substances, processes, procedures, or equipment are introduced into the workplace, appropriate safety training will be provided to affected employees.
- Company safety policies, procedures and rules; manufacturer's safety and operations manuals; printed safety topics, purchased or provided by professional consultants; and safe operational procedures relating to the employee's assigned task will be used as a guide for both initial and ongoing safety training.

- Employees violating safety rules will be retrained as required to ensure the violation is not repeated.
- All safety training will be documented and the records maintained, by the Safety Director.

## **Hazard Assessment and Control**

Management/Foremen will conduct informal, frequent and regular safety surveys of their work areas to ensure that unsafe conditions and practices are eliminated.

The company safety rules will be used as a guide for safety surveys. When hazards are noted, they will immediately corrected and affected employees will be informed of the hazard and corrective action taken.

At least one comprehensive, annual safety inspection will be conducted; in accordance and to comply with New Mexico Administrative Code (Title 11, NMAC 4.2). A copy of the report will be available or filed with the Worker's Compensation Administration upon request.

Anytime a safety concern is brought to the attention of supervisors/foreman/management, they will immediately investigate. If a hazard is identified, corrective action must be taken. If a safety problem cannot be corrected by the supervisor, the company Safety Director will be notified and/or the problem elevated to senior management, as required. Every reasonable effort will be made to prevent employee exposure, until such time as the unsafe condition is eliminated.

## **Accident Investigation and Reporting**

IN THE EVENT OF A WORK-RELATED INJURY, THE FOLLOWING STEPS SHALL BE TAKEN:

- All employees must immediately report all accidents, no matter how insignificant they might seem.
- Foremen will ensure the employee receives prompt and proper medical attention/treatment.
- The employee will be provided with an "Employee's Report of Injury Form", to complete and submit to the company Safety Director/Management, as soon as possible.
- The Foreman/Safety Director and/or Management must conduct an accident investigation, determine the hazards related to the event, take the appropriate corrective actions to ensure that potential for continued and/or other employee exposures are prevented and complete the "Foreman/Management Report of Accident" form.
- The "Foreman/Management Report of Accident" form, "Witness Statement(s)" and any other pertinent information or documentation obtained will be forwarded to the Safety

- Director/Management, in a timely manner.
- The company Safety Director/Management will complete or assist with the completion of the “**Employers First Report of Injury Form**”. The completed form will be forwarded to the worker’s compensation claims processor within five (5) days.
  - The company Safety Director/Management shall implement changes in equipment, training and/or other corrective actions which are necessary to prevent recurring accidents and injuries.
  - In the event of a serious accident the Safety Director/Management may request that a Safety and Loss Control consultant from Risk Services, LLC be made available to assist with the investigation.

### **Fatalities/Catastrophic Events:**

A fatality or Catastrophic Event is defined as any on-the-job work related death, or; three(3) or more employees hospitalized (other than treated and released) resulting from the same event. In the event of a Fatality or Catastrophe, State Law requires that the accident scene remain undisturbed and the State of New Mexico, Occupational Health and Safety Administration (OSHA) be notified within 8 hours of the event. **Contact: OSHA (505) 827-4230.**

### **Disciplinary Procedures**

In an effort to ensure a safe working environment and to prevent accidents and injuries, company safety rules will be enforced.

The disciplinary procedures for violation of company safety rules are as follows:

- **1<sup>st</sup> offense** - Oral warning, with a notation for record made and kept in the employee’s personnel records.
- **2<sup>nd</sup> offense** - A written warning with acknowledgment from the offending employee.
- **3<sup>rd</sup> offense** - Suspension without pay for a period not to exceed thirty (30) days.
- **4<sup>th</sup> offense** - Demotion from supervisory status or dismissal.

In all cases, documentation shall be kept in the employee’s personnel file. Whenever appropriate, employees violating company safety rules shall be required to participate in remedial safety training conducted by their foreman or the company Safety Director.

**The following situations may warrant immediate suspension or dismissal:**

- Willful removal or interference with a safety device or safeguard.
- Dangerous horseplay/inattention that threatens the life of an individual.
- **Failure to use required personal protective equipment.**
- **Ladders that are not tied off.**
- Careless operation of a company vehicle in violation of traffic laws.

- Failure to report an obvious safety violation to management in a timely manner.
- Failure to promptly report accidents or injuries

## **Fall Hazards**

Falls are the greatest hazard involved in steel erection and requires the continuous attention by the contractor. Any of the following methods may be employed to protect workers from exposure to falls:

1. Guard rails around all open sided floors, platforms, walkways, scaffolds, etc.
2. Substantial covers over floor holes and/or openings which are secured against movement.
3. Body harness.
4. Safety nets.
5. Catch platforms.
6. Safe access to work areas by ladders, scaffolds, stairways, etc.
7. Any other appropriate means to protect employees, stairways, etc.

## **Fall Protection**

Each employee engaged in a steel erection activity who is on a walking/working surface with an unprotected side or edge more than 15 feet above a lower level shall be protected from fall hazards by guardrail systems, personal fall arrest systems, positioning device systems or fall restraint systems.

On multi-story structures, perimeter safety cables shall be installed at the final interior and exterior perimeters of the floors as soon as the metal decking has been installed.

Connectors, bridgers and employees working in controlled decking zones shall be protected for fall hazards as provided in paragraphs (a) and (b) of this section, respectively.

- a. Connectors and Bridgers; Each connector and bridger shall be protected from fall hazards of more than 15 feet and be provided at heights over 15 feet with a personal fall arrest system, positioning device system or fall restraint system and wear the equipment necessary.
- b. Controlled Decking Zone; A controlled decking zone may be established in that area of the structure over 15 and up to 30 feet above a lower level where metal decking is initially being installed and forms the leading edge of a work area.

## **Falling Objects**

Falling objects are the second greatest hazard of steel erection. Exposure to falling objects may

be minimized by the following procedures:

1. Securing loose items aloft; All materials, equipment, and tools, which are not in use while aloft, shall be secured against accidental displacement.
2. Protection from falling objects other than materials being hoisted; The controlling contractor shall bar other construction processes below steel erection unless overhead protection for the employees below is provided.
3. Good housekeeping practices will reduce loose materials on floors and platforms which could fall.
4. All floor, platforms, and scaffolds shall have toeboards.
5. Materials and equipment shall be stacked and/or stored in such a manner which does not create a hazard.
6. All hoisting areas shall be barricaded to prevent someone from walking under a load.
7. When swinging loads on cranes, the loads shall not be moved over other workers.
8. If controlling contractor does not stop others from working under us, **stop work and call 249-2390 or 269-2567 immediately.**

### **Housekeeping**

1. All work areas, stairways, and walkways shall be kept clear of scrap or other debris so as not to create either fire or tripping hazards.
2. Protruding nails in boards shall be either removed or bent over.
3. Trash, debris, and scrap shall be collected, removed from the work area, and disposed of on a regular basis.

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

1. Head Protection-Hard hats shall be worn at all times when employees are in the work area.
2. Eye and Face Protection-Eye protection shall be worn for operations such as grinding, chipping, use of chip or dust producing tools, welding, cutting, working with chemicals, caustics, acids, or other liquids where the danger of eye injury exists.
3. Body Harness-
  - A. Body harnesses shall be used for any operations where employees are exposed to a fall of 15 feet or more and is not protected from falling by any other suitable means.
  - B. Before body harness and lanyards are used, they shall be visually inspected for signs of wear or cracking and deformation of metal hardware. If defects are observed, the harness and/or lanyard shall be immediately taken out of service.
  - C. When tied off, the lanyard shall be adjusted to a length of 6 feet or less. The shorter the lanyard, the less chance of injury should a fall occur.
  - D. Lanyards and lifelines shall be adequately secured when in use. The point of attachment shall be capable of supporting a load of 5,400 pounds.

- E. Never tie off to a swinging or spider type scaffold. A separate lifeline should be used.
- F. Lanyards shall not be used for lifting tools or other materials.
- G. When working from skip boxes being supported by a crane, a safety belt shall be used by attaching it to a choker with one end secured above the ball by a shackle.

Body harnesses are one of the most important piece of protective equipment used in steel erection. Management and foreman shall pay special attention to training their employees in the use of body harnesses and in enforcing the use of body harnesses.

## **Fire Prevention and Protection**

1. Good housekeeping practices shall be followed for minimizing the accumulation of combustible scrap and debris. This scrap and debris shall be removed regularly.
2. The amount of combustible materials within work areas shall be limited to that amount which would normally be used during that work day.
3. When combustible material has to be stored in work areas, they shall be protected from falling sparks from welding and cutting. These materials shall be covered with metal, fire resistant blankets or tarpaulins, or other appropriate fire resistant materials.
4. Quantities of flammable or combustible liquids shall be kept to a minimum. They shall be stored only in approved containers.
5. Electric wiring and equipment shall be kept in good repair to reduce the chances of arcs or sparks.
6. All temporary sheds built inside other buildings shall be of non-combustible materials. Corrugated sheet metal is recommended. Plastic, tarpaulins, and wood roofs are prohibited.

## **Materials Handling and Rigging**

### Storage of Materials

1. All stored Materials shall be Stacked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.
2. All aisles and passageways shall be kept clear and unobstructed.
3. When materials are stored near the edges of roof floors or platforms, they shall be secured in such a manner that they cannot fall.

### Material Handling

1. Manual handling - at one time or another in the construction process, many materials will be handled manually. These general guidelines for manual lifting shall be followed:
  - a) Get a good footing.
  - b) Place feet about shoulder width apart.



- c) Bend at the knees to grasp the weight.
- d) Keep the back straight.
- e) Get a firm hold.
- f) Lift gradually by straightening the legs.
- g) **If the weight is too heavy or bulky for you to lift comfortably, get help.**
- h) When setting the load down, reverse this procedure.

### Rigging

1. Prior to use all rigging equipment such as slings, chains, shackles, chain falls, come-alongs, or other equipment shall be thoroughly inspected. Defective rigging equipment shall be immediately removed from service.
2. The weight of material being handled shall be known and the appropriate rigging equipment selected. It is good practice to always over-rig a load. This over-rigging allows for any miscalculations of the load or rigging and provides an additional safety factor should anything unexpected occur.
3. When not in use, rigging equipment shall be removed from the work area and properly stored.
4. When lashing is used to temporarily secure loads in place, the lashing shall be capable of supporting the intended load. The use of softeners is recommended. It is also recommended that the lashing be insulated from the steel by the use of wood, rubber, or other insulating materials. This insulation will protect the load in case arcing occurs from welding operations or electrical cables.
5. Special or custom hooks, grabs or other lifting accessories shall be marked to indicate the safe working load. They should also be proof-tested prior to use to 125 percent of their rated load.

## **Hand and Power Tools**

1. All hand and power tools shall be maintained in a safe condition. The use of unsafe or defective tools shall not be permitted.
2. Wrenches, including adjustable pipe end and socket type, shall not be used when the jaws are sprung.
3. Impact tools, such as drift pins, wedges, chisels shall be kept free of mushroomed heads.
4. Wooden handles of tools shall be kept free of splinters or cracks and tight in the tool.
5. All electric power tools shall be grounded for the approved double insulated type, UL approved.
6. **The use of electric cords or air hoses for hoisting or lowering of tools shall not be permitted.**
7. Pneumatic power tools shall be secured to the air hose by some positive means to prevent the tool from being accidentally disconnected.
8. All air hoses exceeding ½ inch diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

9. Only employees who have been properly trained shall be permitted to operate power-actuated tools.
10. Power-actuated tools should be used and maintained in accordance with the manufacturers specifications.
11. Suitable eye protection shall be worn when working with portable tools which produce chips and/or dust or could cause eye injuries.

## Welding and Cutting

1. Compressed Gas Cylinders
  - a) When cylinders are not in use, the valve protection cap shall be in place.
  - b) Unless cylinders are firmly secured in a carrier, the regulators shall be removed and valve caps replaced before the cylinders are moved.
  - c) Cylinders shall be secured in an upright position at all times.
  - d) Cylinders shall be kept far enough away from actual cutting and welding operations so that sparks, hot slag, or flame cannot reach them.
  - e) Oxygen and fuel gas cylinders in storage shall be separated by a distance of 20 feet or a fire barrier 5 feet high having a fire rating of at least ½ hour.
2. All cutting torches and hoses shall be thoroughly inspected at the beginning of each shift to check for leaks and defects. Defective equipment shall be immediately removed from service.
3. Only friction lighters or other approved devices shall be used to light a torch. Matches, cigarette lighters, cigarettes, or hot work shall not be used.
4. Boxes used for storage or hoses and torches shall be well ventilated. Hoses and torches shall never be placed in tool boxes while still connected to cylinders or manifolds.
5. All hoses, cables, or other welding and cutting equipment shall be kept clear of passageways, ladders, stairways, or other areas where a tripping hazard may be created. The hoses or cables shall be protected from physical damage.
6. Prior to use of arc welding equipments, cables and electrode holders shall be inspected. Defective equipment shall be removed from service until repaired or replaced.
7. When electrode holders are left unattended, the electrode shall be removed, and the holder shall be protected so that it cannot make electrical contact with other employees or conducting object.
8. Hot electrodes shall not be dipped into water. This condition could cause an electric shock.
9. When the welder is to leave his work for any length of time or at the end of each days work, the power supply to welding equipment shall be shut off.
10. **Any faulty or defective equipment shall be reported to supervisor immediately.**
11. Whenever possible, all arc welding and cutting operations shall be shielded by appropriate screens which will protect other workers from the direct rays of the arc.
12. Welding and cutting operations are a major source of ignition for fires in the construction industry. The following guidelines should assist in reducing the fire hazards from welding and cutting:

- a) Portable fire extinguishers shall be provided and ready for use at all locations where welding and cutting are preformed.
  - b) Prior to beginning welding or cutting:
    - Objects to be welded or cut shall be moved to a safe location where practical.
    - If the object cannot be moved, all movable fire hazards shall be moved or otherwise protected from falling sparks and slag.
    - Positive means shall be implemented to confine sparks and slag.
  - c) When normal fire prevention efforts are not sufficient, additional personnel shall be assigned the duty of fire watch in order to protect equipment, materials, or other employees from possible hazards.
13. Personal Protective Equipment (PPE) for welding and cutting operations:
- a) Appropriate eye protection-welding hood, burning goggles, goggles and face shield for chipping and grinding
  - b) Flame-resistant gloves.
  - c) Flame-resistant aprons, sleeves, jackets, etc.
  - d) Hard hats.
  - e) Shirts, trousers, coveralls, or other clothing of either wool or untreated cotton is recommended. The wearing of synthetic fiber clothing is discouraged. Pockets and cuffs can trap sparks and cause burns.
  - f) No skin shall be exposed to the arc because of danger of burns from ultra-violet light.
  - g) when working overhead or in confined spaces, ear plugs can prevent sparks or slag from going into the employee's ear.
14. Ventilation shall be provided for welding or cutting operations to reduce employee's exposure to fumes.
15. When welding or cutting operations must be performed in confined spaces, special precautions shall be taken.

### **Ladder Safety Rules**

1. **Tie off ladders. No exceptions.** (Untied ladders is grounds for termination)
2. Ladders used by employees will be inspected prior to use.
3. Ladders with damaged components will be taken out of service immediately.
4. Employees will not stand on the top or top step of a stepladder at any time and will not use stepladder in a tilted or folded configuration.
5. Metal ladders will not be used while working on or near electrical components.
6. Portable ladders will be placed in such a way that the side rails extend a minimum of 36 inches above the landing point and the base of the ladder will be placed 1/4 the distance to the landing point for the point on the ground directly below that point (height), to maintain a safe ascending and descending angle.
7. Ladders used for access and/or egress to/from a higher level will be secured to the landing point to prevent tipping.

8. Employees will not descend a ladder while facing away from it.
9. The area around the landing point and the bottom of a ladder will be clear of all obstructions.

## Scaffolds

1. General Guidelines
  - a) The footing or anchorage for all scaffolds shall be sound, rigid, and capable of carrying the intended load.
  - b) Guard rails (top and mid-rails) and toeboards shall be provided for all scaffolds when the platform is more than 10 feet above the ground or floor. If the scaffold platform is less than 45 inches wide in its least dimension, guard rails shall be installed at the height of 4 feet above the ground or floor.
  - c) All planking used on scaffolds shall be scaffold grade or equivalent. All platforms shall be a minimum of 2 boards or 20 inches wide.
  - d) A safe access in the form of a ladder, stairway, temporary walkways with guard rails, or other equivalent safe access shall be provided for all scaffolds.
  - e) All planking or platforms shall be overlapped by 12 inches or secured from movement.
  - f) Where employees working on scaffold are exposed to overhead hazards, overhead protection shall be provided.
  - g) All scaffolds such as the tube-and coupler, tubular welded frame (safeway type) etc., shall be secured against displacement every 26 feet vertically and 30 feet horizontally.
  - h) Prior to use, all scaffolds shall be visually inspected for defects which may cause an unstable condition. If defects are observed, the scaffolds shall not be used until proper repairs are made.
2. Tubular Welded Frame Scaffolds (Safeway type)
  - a) Scaffolds shall be erected and braced so that they are always square, plumb, and rigid.
  - b) Scaffolds shall be set on adjustable or plain bases on foundations capable of carrying the maximum rated load.
  - c) Each section of the scaffold shall be locked together by pins or other suitable means.
3. Mobile Scaffolds
  - a) When free-standing, the height of mobile scaffolds shall not exceed 4 times the minimum base dimension.
  - b) Casters or wheels shall be locked to prevent movement when the scaffold is in use.
  - c) Employees shall not be permitted to ride on mobile scaffolds.
4. Two-point Suspension (swinging) and Single Point Suspension (spider type) Scaffolds
  - a) Guard rails and toeboards shall be provided on all open sides and ends.
  - b) the anchorage of swinging scaffold shall be capable of supporting 4 times the

- rated load. The scaffolds shall be securely anchored.
- c) Scaffolds shall be secured to the building to reduce swaying.
  - d) while employees are on swinging or spider scaffolds, they shall be protected by safety belts secured to a lifeline anchored independently of the scaffold support. They shall use their safety belts at all times, including raising and lowering the scaffold.
5. Bracket Scaffold
- a) All brackets shall be adequately secured.
  - b) Brackets shall be spaced no more than 8 feet apart.
  - c) A minimum platform 2 boards wide of 20 inches shall be provided.
  - d) Guardrails and toeboards shall be provided for all open sides and end 4 feet above the ground or floor below.
  - e) All scaffold boards shall be overlapped a minimum of 12 inches and secured against movement.

### **Floor and Wall Openings**

1. All floor openings or holes shall be protected by either guardrails consisting of top rails, mid rails, and toeboards, or by covers of suitable size and strength to protect the hole or opening.
2. All open sided floors, platforms, walkways, and runways, both permanent and temporary, shall be protected by guardrails, and toeboards when 6 feet or more above adjacent floor or ground level.
3. Wall openings from which there is a drop of 4 feet or more shall be protected.

### **Cranes, Derricks, and Hoisting Equipment**

1. Cranes, derricks, and other hoisting equipment shall be used in compliance with the manufacturers specifications and limitations and in accordance with good safe practices and procedures.
2. Only qualified and properly trained operators shall be assigned to operate crane, derrick, or hoist.
3. Rated load capacities, recommended operator speeds, special hazard warnings, and instructions shall be conspicuously posted at the operator's station.
4. All cranes, derricks, and hoists shall be inspected in accordance with applicable regulatory agencies.
5. Accessible areas within the swing radius of cranes shall be barricaded.
6. A fire extinguisher of 5BC rating or higher, shall be at all operator stations.
7. A minimum clearance of 10 feet in all directions shall be maintained for electric lines rated at 50KV or below. For lines more than 50KV, the distance is increased by 0.4 inches for each 1KV over 50KV.
8. No modifications or additions which affect the capacity or safe operation of the equipment shall be made to any crane or hoist without written approval of the

manufacturer.

9. The operator shall take hand signals from only one person who has been designated as signal man. However, the operator will obey a stop signal given from anyone.
10. Under no circumstances shall employees be permitted to ride the hook or the load.
11. All boom trucks shall be equipped with back-up alarms audible above the surrounding noise levels.
12. When boom trucks are transporting a load, the load shall be secured by rope, cable, or other means to prevent the load from shifting.
13. Employees shall be prohibited from riding or standing on the sides of fenders of boom trucks.

## **Motor Vehicles**

1. All motor vehicles shall observe posted speed limit and traffic signals. Motor vehicles shall yield right-of-way to pedestrians.
2. All motor vehicles shall have an adequate braking system which is maintained in good repair.
3. All motorized heavy equipment shall be equipped with a back-up alarm audible above the surrounding noise level.
4. Vehicles used for transporting employees shall have seats firmly secured and adequate for the number of employees carried. Employees shall not be permitted to ride on the sides or tailgate of pick-up trucks or other vehicles.
5. At the beginning of each shift, all motor vehicles shall be checked to assure that it is in safe operating condition. Items to be checked shall include: braking system, tires, horn, steering, operating controls, safety devices, lights, reflectors, windshield wipers, heater, and defroster, etc.
6. All motor vehicles shall be equipped with a fire extinguisher rated at 5BV or higher and a standard first aid kit.
7. No alcoholic beverages or illegal substances are to be in vehicles **during** or **after** working hours.

## **Steel Erection**

1. At all times during the process of steel erection, employees shall be protected from falling by any of the following methods:
  - a) Body Harness
  - b) Safety nets
  - c) Catch platforms
  - d) Decked floors
  - e) Scaffolds
  - f) Safety lines
  - g) Other appropriate means of fall protection
2. Employees involved in connection operations shall wear a body harness and use it when

- working in a stationary position for more than a few minutes. At all times, these employees shall be provided some form of fall protection no more than 15 feet below their work area. This protection may be in the appropriate means of fall protection.
3. All temporary floors or platforms shall be protected by temporary guardrails.
  4. Safe means of access shall be provided for all work areas. Ladders, stairways, skipboxes, etc., would be considered safe access.
  5. No employee shall be permitted to ride the hook, ball, or load.
  6. Materials shall not be hoisted over the heads of workers.
  7. Each piece of steel shall be secured by a minimum of two bolts in each end before being cut loose from the crane.
  8. Tag lines shall be used to control loads.
  9. All rigging equipment shall be thoroughly inspected prior to use.
  10. Employees engaged in bolting, fitting up, plumbing up, welding, cutting or other operations in a stationary position shall be protected by body harness above 15 feet.
  11. Employees working from float scaffolds shall be protected by body harness secured to an anchorage independent of the float.
  12. Welding cables, cutting hoses, air hoses, electric cords, shall be laid out to avoid creating tripping hazards, and to be protected from physical damage.
  13. Loose bolts, nuts, tools, or other materials shall not be left on open steel.
  14. Employees shall be provided with overhead protection if other employees are working over them. Areas involved in steel execution shall be barricaded to prevent exposure to materials falling from above.
  15. Hard hats shall be worn at all times.

### **Medical Program**

All injuries, no matter how light, shall be reported to the foreman. An approved first aid kit shall also be available.

### **Emergency Communications**

Each foreman shall plan for emergency communications for his work area to report accidents, fire or other emergencies.