Northwest Independent Contractors Association (NICA) was formed by small businesses who pooled their resources to get help with Business and Safety Compliance issues. We are a non-profit trade organization whose members take on tasks too daunting, expensive, or impractical for small companies to do by themselves. NICA staff stays current on IRS, Labor and Industries, Employment Security, and Department of Revenue information. We then send the information out to our members in easy-to-use and understandable format.

NICA allows small businesses to have the advantages of a Human Resources Department, Business Consultant, and Safety Professional effectively "on staff."

To get more information or to become a member, contact us at:
Northwest Independent Contractors Association (NICA)
145 State Hwy 28 W
Soap Lake, WA 98851

www.nicasafety.com
www.nicatraining.com
kris@nicatraining.com
509-246-9080
A Living Safety Plan:
This safety plan was designed to get dirty, that means you’ve used it. For safety to be a priority on the job site, it has to be a topic of conversation. This calendar is designed to help remind companies on a monthly basis of their obligation to safety compliance and meetings. But monthly reminders won’t be enough, a daily commitment to safety must exist. From personal protective equipment (PPE) to safe lifting techniques, we encourage you to have a safe working environment because everyone wants to go home with all their body parts attached and in good working order.

We want to prevent accidents because they are:
• Painful to those involved
• Often financially devastating to families
• Ruin relationships between workers and owners
• Expensive to owners
• And we are REQUIRED to do so by Labor and Industries (and we don’t like fines)

This calendar is designed to help your company comply with Washington State required safety standards and programs with the least amount of paperwork possible. In it’s entirety; it works as your Written Accident Prevention, PPE, Fall Protection, and Hazardous Communication Plan. Each month, it provides you with required weekly safety meetings topics and a place to have your employees sign for documentation. We’ve done a lot of work for you, but for it to be considered your plan, you have to use it interactively.

• Make sure you enter the owner or the foreman’s name anywhere it’s asked for.
• Pay attention to boxes that say “More Training Required” and meet those requirements for your employees.
• Read a section of each month’s information for your weekly safety meeting and have employees sign that they attended.
• Keep this calendar after the year is over to document your safety program.
• A copy (but not the owner’s copy) should be available on every job site for employees and inspectors to review.

The L&I safety poster, eye wash, a first aid kit, and fire extinguisher are also required on the job site to be in compliance with Safety WACs. Potable water and Sanitation (bathroom) must be available to employees on each construction site.

Management Responsibilities:
• Development and implementation of an adequate, easy to use safety plan.
• Empower employees to think safely, provide proper safety equipment and training, and work in a safe environment.
• Ensure hazards are identified, accidents investigated, and corrective actions are taken to prevent reoccurrence of hazardous conditions or behaviors.
• Provide training before work is assigned and document training.
• Ensure each employee is competent to complete tasks safely.
• Ensure PPE is available and is used by employees.
• Establish clear, easy to follow safety rules and enforce them.
• Set a good example in following safety rules.

Employee Responsibilities:
• Follow all safety rules contained in this program, safety standards, and training you receive.
• Use common sense and take personal responsibility for your actions. If something is not safe, do not do it.
• Report all injuries promptly to the owner/foreman, regardless of the severity.
• Always use PPE in good working condition.
• Do not remove or defeat any safety device or safeguard provided for your protection.
• Participate in Safety. Encourage others to be safe, make suggestions to management, be involved in fixing unsafe conditions.

Safety Meetings:
At the start of each job and weekly thereafter; we will have a safety meeting. The training provided will update employees on current standards and review common safety concerns. Other safety meetings will be held as necessary to document current safety concerns. Document the meetings in the calendar.

General First Aid:
First Aid on the job site is done on Good Samaritan basis. Each job site must have a first aid kit and a first aid trained person. First Aid /CPR requires more training. One employee on each job site must get certified and carry their card. Please see NICA or other certified provider for scheduling further classes.

Nearest First Aid Kit
Trained Staff
Hazard Reporting:
Any employee who observes a safety hazard must immediately report the hazard to the owner/foreman. A “Record of Hazard Observed” form is provided to document that the hazard was reported. The owner/foreman or person who takes final action on the hazard must indicate on the form what action was taken to eliminate or control the hazard. A copy is to be given to the employee who filed the report. The original is to be forwarded to the owner and owner/foreman.

Reporting of Injuries:
Employees are required to report injuries regardless of severity. Only injuries that require medical attention will be recorded for safety purposes. A copy of the L&I accident report and medical form will be kept in each employees file. Report of injury forms are available on the job site, in the appendix forms portion of the attached disk. Report all exposures of body fluids to employer.

Accident Investigation:
A serious accident that results in an injury requiring medical attention, or a near miss that could have caused a serious injury, will be investigated by the owner. A written report will be issued including the actual injury; conditions bearing on the accident (i.e., weather, new employees, etc.) and recommendations to prevent a similar incident. If no injury occurred this will be noted in the report. In the event of a fatality, probable fatality, or one or more employees admitted to a hospital as a result of the accident; L&I must be notified at 800-321-6742. Our Company will do an accident investigation with one or more employees and issue a written report of the findings. Any safety deficiencies will be noted and fixed immediately.

Safety Inspection Procedures:
Our company is committed to proactive safety and safety inspections help to insure this. The owner or owner/foreman will complete the following safety inspections to eliminate possible hazards.

- **Job Site Safety Inspection** – The owner/foreman will do a walk around safety inspection with the construction safety checklist at the start of each job & weekly thereafter. All safety concerns shall be fixed on the day of inspection.
- **Job Hazard Analysis** – An injury, safety survey note, or employee report of a hazard will require the owner or owner/foreman to do a Job Hazard Analysis of a particular task or job. The task or job will be modified as soon as a review by the owner/foreman is complete. Employees will be trained on any revisions.

### What Plans and Training are Contractors Required to Provide?

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<thead>
<tr>
<th>Job Hazard Analysis</th>
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Note: This chart represents general construction hazards. To customize it to your company use a high-lighter to show your company’s exposures and plans. If you do “nontypical” work for your trade (i.e., a concrete professional who paints), be sure to train on subjects used by the new type of work.

**Reference:** WAC 296-155, Part A and Part B-1
General Safety Rules:

1. Operate equipment only if you have been trained on it and operate it in the way the manufacturer recommends. Know the correct use of hand and power tools. Use the right tool for the job.
2. Lift with proper techniques; get help to move heavy objects.
3. Do not throw objects; stack materials safely.
4. Clean up spills and remove trip hazards ASAP.
5. Wear safety equipment appropriate to your activity. These can include: hard hats, gloves, eye wear, and ear plugs, and these items are provided by our company.
6. Keep electrical items in good repair; do not use electrical equipment while standing or kneeling on wet surfaces.
7. Do not smoke in buildings or within 25' of windows and doors.
8. Wear appropriate clothing: long or short sleeve shirts (no tanktops), long pants and suitable footwear. All loose clothing and hair must be tied up or secured while working around equipment. It is very dangerous to have loose clothing or hair exposed!
9. Firearms or weapons of any kind are not permitted on company property or job sites.
10. Working under the influence or while consuming of alcohol or drugs is prohibited.
11. Horseplay and fighting are prohibited.
12. Remove or bend-over exposed nails in lumber that has been used or removed from a structure.
13. Remove all loose materials from stairs, walkways, ramps, platforms, etc.
14. Do not block aisles, traffic lanes, fire exits, gangways, or stairs.
15. Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
16. Standard guardrails must be erected around all floor openings and excavations must be barricaded. Contact the owner for the correct specifications.
17. Do not remove, deface or destroy any warnings, danger signs, or barricades; or interfere with any form of protective device or practice provided for your use or that is used by other workers.
18. Get help with heavy or bulky materials to avoid injury to yourself or damage to the materials.
19. Keep all tools away from the edges of scaffolding, platforms, and shaft openings, etc.

Housekeeping:

20. Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
21. Shavings, dust scraps, oil or grease should not be allowed to accumulate; good housekeeping is a part of the job.
22. Obey all warning signs.
23. Make sure to comply with local fire regulations when disposing of waste material or debris.
24. Keep all solvent waste, oily rags, and flammable liquids in a fire-resistant, covered container until removed from the work site.
25. Regularly remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.
### General Material Handling:

26. Frequently inspect stock piles of sand, gravel, and crushed stone to prevent their becoming unsafe by continued adding or withdrawing from the stock.

27. Always store materials in a safe manner. Tie down or support piles to prevent falling, rolling, or shifting.

28. Do not stack lumber more than 20' high; if handling lumber manually, do not stack more than 16' high.
   - Remove all nails from used lumber before stacking.
   - Stack lumber on level and solidly supported sills, so that the stack is stable and self-supporting.
   - Stack stored lumber on timber sills to keep it off the ground. Sills must be placed level on solid supports.
   - Place cross strips in the stacks when stacked more than 4' high.

29. Do not stack bricks more than 7' high. When a loose brick stock reaches a height of 4', taper it back 2' for every foot of height above the 4' level.
   - Never stack bricks, for storage purposes on scaffolds or runways.
   - Always stack blocks; do not throw in a loose pile.
   - Tie down anything that might fall, roll, or shift.

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#### More Training Required:


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#### Weekly Safety Meetings / Job Site Construction Safety Checklist

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Reference: WAC 296-155 Part A and Part F
**Motor Vehicle Policies:**

Owner will:
- Set and enforce a comprehensive driver safety policy.
- Enforce mandatory seat belt use.
- Not require workers to drive irregular hours or far beyond their normal working hours.
- Not require workers to conduct business on a cell phone while driving.
- Develop work schedules that allow employees to obey speed limits and to follow applicable hours-of-service regulations.

**Fleet Management:**
- Adopt a structured vehicle maintenance program.
- Provide company vehicles that offer the highest possible levels of occupant protection.

**Safety Programs:**
- Teach workers strategies for recognizing and managing driver fatigue and in-vehicle distractions.
- Provide training to workers operating specialized motor vehicles or equipment.
- Emphasize the need to follow safe driving practices on and off the job.

**Driver Performance:**
- Ensure that workers assigned to drive on the job have a valid driver’s license and one that is appropriate for the type of vehicle to be driven.
- Check driving records of prospective employees, and perform periodic rechecks after hiring. Maintain complete and accurate records of workers’ driving performance.

**Employees Should:**
- Use safety belts.
- Avoid using cell phones while driving.
- No texting while driving.
- Avoid other potentially distracting activities such as eating, drinking, or adjusting non-critical vehicle controls while driving.
- Obey all traffic signs and speed limits.
- Secure all loads.

**Traffic Control:**
- If flaggers are used, they must use sign paddles. See WAC 296-155-305 (3)

**Equipment Reminders:**
- Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
- Always remain seated when riding in authorized vehicles (unless they are designed for standing).
- Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your owner/foreman.
- Always use your seat belts in the correct manner.
- Obey all speed limits and other traffic regulations.
- Always be aware of pedestrians and give them the right-of-way.

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**FOCUS FOUR:**
- Falls
- Electrocution
- Struck By
- Caught In-Between

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**CUSTOMIZE YOUR SAFETY PLAN HERE**

Notes:

_________________________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________________________
Forklift operators require additional training - See www.lni.wa.gov - search forklift.

Weekly Safety Meetings / Job Site Construction Safety Checklist

- Always inspect your vehicle or equipment daily before and after use.
- Never mount or dismount any vehicles or equipment while they are still in motion.
- Do not dismount any vehicle or equipment without shutting down the engine, setting the parking brake and securing the load.
- Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
- Each operator must be knowledgeable of all hand signals and obey them.
- Each operator is responsible for the stability and security of his or her load.
- Wear high visibility clothing when working on roads or around moving equipment.
- Employee must wear hard hats if exposed to overhead hazards or working near buckets, booms or crane.
- Train workers on specific equipment using the manufacturer’s recommendations.
- Use tag lines when setting trusses.

- Establish a swing radius for equipment and keep employees from working within the swing radius.
- Never work under a suspended load or moving equipment.

MORE TRAINING REQUIRED:
2. Make an approved operator list for each piece of equipment.

FEBRUARY 2010

Reference: WAC 296-155 - Part M
General Fire Safety:
Contractors are required to have water (1/2" hose not more than 100' long) or a fire extinguisher available when combustibles accumulate. They must supply at least 1 fire extinguisher per 3000 sq/ft of construction and have it not more than 100' of travel from employees.
1. Know the location and use of fire extinguishing equipment and the procedure for sounding a fire alarm.
2. Flammable liquids shall be used only in small amounts at the job site and only in approved safety cans.
Chances are, you will encounter a fire at least once in your life. Hopefully, you will have read this before an emergency occurs. This article will tell you what you need to know about using a Fire Extinguisher. Do not attempt to extinguish any fire before calling for help. Always leave an exit to escape before using an extinguisher.
1. Assess the fire. The fire you encounter can be varied in size. Depending on the amount of fuel, available oxygen, and the heat source present; your fire could be quite large or very small. You probably won't need a fire extinguisher to put out a candle and you won't be able to put out an entire home with one fire extinguisher.
2. Assess the type of fire. Fire extinguishers have 3 main classes:
   • Class A: Suitable for wood, paper and regular combustible fires and is usually 2 1/2 gallons of pressurized water.
   • Class B: Suitable for gasoline or oil fires and is usually dry chemical. Extinguishers smaller than 6 lbs are not recommended.
   • Class C: Suitable for electrical fires and can be halon or CO2. Halon 1211 and 1301 is very expensive and depletes the ozone layer. Halon is being replaced by environmentally clean agents such as FM200.
   • Class D: Used for water reactive metals such as burning magnesium and is in the form of a powder that must cover the material to extinguish it.
   • Class K: Special purpose wet chemical agents for use in kitchen fires and deep fryers.
Many Fire Extinguishers will work on a combination of fire classes. You will need to decide what type of fire you have, and ensure that your fire extinguisher is compatible with the fire you are attempting to extinguish. An all purpose ABC dry chemical (10 lbs extinguisher) is a safe bet for most fires.
3. Ready the Fire Extinguisher. Almost all fire extinguishers have a safety pin in the handle (usually looks like a plastic or metal ring, sometimes colored red, that is held in place by a plastic seal). This will vary on the type of fire extinguisher you have. Ensure that you are familiar with how your fire extinguisher works. You must break the seal and pull the safety pin from the handle before squeezing the lever which discharges the fire extinguishing agent.
4. Aim for the base of the fire. Shooting into the flame is a waste of your fire extinguisher as you are not putting out the source of the flame. It is very important that you stop the fire at the source or remove the fuel from the fire to put it out. That is why you need to focus your spray at the base of the fire or the source.

Customize Your Plan Here

Notes: ___________________________________________________________________________________________________________________________________________
Weekly Safety Meetings / Job Site Construction Safety Checklist

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How to use a fire extinguisher:
Extinguishers come in a number of shapes and sizes. They all operate in a similar manner. Remember the acronym for the fire extinguisher use: PASS (Pull, Aim, Squeeze, Sweep)

MORE TRAINING REQUIRED:
1. Watch: Online at www.fireextinguisher.com and use all applicable features or Watch: “Using a Fire Extinguisher” online at www.lni.wa.gov/Safety/TrainTools/Online/Courses/default.asp

Reference: WAC 296-155-Part D
LADDERS, STAIRWAYS & SCAFFOLDS

General Ladder Safety:
- Inspect before use for physical defects.
- Do not paint ladders except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.
- Labels must be original and weight loads must be followed for each class of ladder.

Stepladders:
- Do not place tools or materials on the steps or platform of a stepladder.
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

Straight type or extension ladders:
- All straight or extension ladders must extend at least 3' beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.
- All ladders must be equipped with safety (non-skid) feet.

Stairways:
- The stairway to a second or higher floor shall be completed before studs are raised to support the next higher floor.
- Even temporary stairways shall have landings of not less than 30° in the direction of travel and extend at least 22” in width at every 12’ or less of vertical rise.
- Stairs shall be installed between 30° and 50° from horizontal.
- Stairways, ramps or ladders shall be provided at all points where a break in elevation of 18” or more occurs in a frequently traveled passage way, entry or exit.
- Ramps used for access must be 18” wide and no steeper than a 20° angle.
- Cleats shall not be nailed to studs to provide access to and egress from roofs or other work areas.
- Variations in riser height or tread depth shall not be over 1/4”.
- Where doors or gates open directly on a stairway, a platform shall be provided, and the swing of the door shall not reduce the effective width of the platform to less than 20 inches.
- Slippery conditions on stairways shall be eliminated before the stairways are used to reach other levels.
- Stairways having four or more risers or rising more than 30°, whichever is less, need at least one handrail (not more than 37” nor less than 36” from the upper surface) capable of withstanding a force of 200 lbs; and one stair rail system along each open side.
- Midrails, screens, or mesh, shall be provided between the top rail of the stair rail system and the stairway steps. When intermediate vertical members, such as balusters, are used between posts, they shall be not more than 19” apart.
- Stair rail systems and handrails shall be surfaced as to prevent punctures or lacerations, and to prevent snagging of clothing.

Rubber Safety Feet
Cleats nailed to the floor

REMEMBER:
Secure Ladder on both top and bottom.
Ladders must extend 3’ past the working surface.
Weight loads must be followed for each class of ladder.
Extension ladders should be positioned at 4:1 ratio.
Scaffolding:

• Before starting work on a scaffold, inspect it for the following:
  A. Are guardrails, toe boards, and planking in place and secure?
  B. Are locking pins at each joint in place?
  C. Are all wheels on moveable scaffolds locked?
• Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing) — always use a ladder.
• Each scaffold level must be fully planked, with no more than a 1” gap between boards.
• Scaffolds and their components must be capable of supporting 4x times the maximum intended load.
• Use additional fall protection when working above 10’.
• Any scaffold damaged or weakened in any way must be immediately repaired or replaced.
• Scaffold planks must extend over their end supports not less than 6” or more than 12”, unless otherwise specifically required.
• Scaffold platforms must be at least 12” wide on ladder jack and top plate scaffolds. All other scaffold platforms and walk ways should be 18”. Unless otherwise specifically required or exempted.
• Where persons are required to work or pass under a scaffold, the scaffolds shall be provided with a screen between the toe board and guardrail, extending along the entire opening.
• All scaffolds must be erected level and plumb, and on a solid footing.
• Do not change or remove scaffold members unless authorized.
• Do not allow workers to ride a rolling scaffold when it is being moved. (best practice)
• Remove or secure all materials & tools on deck before moving.
• Do not alter any scaffold by welding, cutting, drilling, or bending.

Weekly Safety Meetings / Job Site Construction Safety Checklist

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Tip: Put your feet at the base of ladder and extend your hands to see if your ladder is 4:1 ratio.

Reference: WAC 296-876 Ladders; 296-155 Part K Stairways; 296-874 Scaffolds; 296-800-260 Floors

MORE TRAINING REQUIRED:
1. Those assembling scaffolding and using it extensively should review WAC 296-874 in its entirety.
2. Watch “Don’t Fall For It! Ladder Safety” or online at: www.lni.wa.gov/Safety/TrainTools/Videos/Online/default.aspx.
3. Activity: Have each employee set a ladder by hand, and then secure at top and bottom. Check for a 4:1 ratio and that it extends at least 3’ over the top.
Written heat related illness program:  
May 1st — September 30th each year, our company institutes this heat-stress plan at these outdoor temperature action levels:  
• 77˚ - When wearing double layer clothing - including jackets, sweatshirts and coveralls.  
• 89˚ - For all other clothing.  

When the Heat Stress Rule is in effect:  
• Employers must supply adequate water and encourage workers who work in hot weather to drink regularly, even when not thirsty. A small amount of water every 15 minutes is recommended rather than a large amount after hours of sweating.  
• Employers must learn the signs and symptoms of heat-related illness.  
• Inform workers they should avoid alcohol or drinks with caffeine before or during work in hot weather.  
• Try to do the heaviest work during the cooler parts of the day.  
• Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.  
• Wear lightweight, loose-fitting, light-colored, breathable (e.g. cotton) clothing and a hat.  
• Allow workers to take regular breaks from the sun, loosen or remove clothing that restricts cooling.  
• Watch workers for symptoms of heat-related illness. This is especially important for non-acclimatized workers, those returning from vacations and for all workers during heat-wave events.  
• If exertion causes someone’s heart to pound or makes them gasp for breath, become light-headed, confused, weak or faint; they should STOP all activity and get into a cool area or at least into the shade, and rest.  

The two major heat-related illnesses are heat exhaustion and heat stroke. Heat exhaustion, if untreated, may progress to deadly heat stroke. Heat stroke is very dangerous and frequently fatal. If workers show symptoms, always take this seriously and have them take a break and cool down before returning to work. Stay with them. If symptoms worsen or the worker does not recover within 15 minutes, call 911 and have them transported and medically evaluated. Do not delay transport.  

Heat Exhaustion or Heat Stroke? How do you tell the difference? The telling difference is mental confusion or disorientation in ALL heat stroke victims.  

You can ask these 3 questions:  
• What is your name?  
• What day is this?  
• Where are we?  
Wrong answers indicate heat stroke.  

What are the symptoms of heat exhaustion and heat stroke?  

Heat Exhaustion Symptoms  
• Heavy sweating.  
• Exhaustion, weakness.  
• Fainting/light-headedness.  
• Paleness.  
• Headache.  
• Clumsiness, dizziness.  
• Nausea or vomiting.  
• Irritability.  

Heat Stroke Symptoms  
• Sweating may or may not be present.  
• Red or flushed, hot dry skin.  
• Confusion/bizarre behavior.  
• Convulsions before or during cooling.  
• Collapse.  
• Panting/rapid breathing.  
• Rapid, weak pulse.  
• Note: May resemble a heart attack.  

What do you do if someone is suffering from heat exhaustion or heat stroke?  

Heat Exhaustion  
• Move the worker to a cool, shaded area to rest; do not leave them alone.  
• Loosen and remove heavy clothing that restricts evaporative cooling.  
• Give cool water to drink, about a cup every 15 minutes.  
• Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling.  
• Recovery should be rapid. Call 911 if they do not feel better in a few minutes.  
• Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks.  

Heat Stroke  
• Call 911 immediately.  
• Cool the body quickly by removing excess clothing, spraying water on the skin, applying a wet cloth, or using a fan or air conditioner.  
• Continue cooling until the victim feels better and before the victim is moved.  
• Do not delay transport.
Heat Stroke (Medical Emergency)

- **Get help immediately**, call 911 and transport as soon as possible.
- Move the worker to a cool, shaded area and remove clothing that restricts cooling.
- Seconds count – cool the worker rapidly using whatever methods you can. For example, immerse the worker in a tub of cool water; place the worker in a cool shower; spray the worker with cool water from a garden hose; sponge the worker with cool water; or if the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously. Continue cooling until medical help arrives.
- If emergency medical personnel are delayed, call the hospital emergency room for further instruction.
- Don’t give the worker water to until instructed by medical personnel.

**Heat stress fines are serious violations! See specific training required.**

### Temperature versus Relative Humidity

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<thead>
<tr>
<th>Temp (°F)</th>
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</table>

- **80 F - 90 F**: Fatigue possible with prolonged exposure and physical activity
- **90 F - 105 F**: Sunstroke, heat cramps and heat exhaustion possible.
- **105 F - 130 F**: Sunstroke, heat cramps and heat exhaustion likely, and heat stroke possible.
- **130 F - or greater**: Heat stroke highly likely with continued exposure.

**Weekly Safety Meetings / Job Site Construction Safety Checklist**

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**Reference:** WAC 296-62-09510(2)
Proper Lifting:

Introduction: Most of us forget the importance of our backs for the enjoyment of a normal, happy and successful life. However, the back contains one of the most critical muscle groups in the body, as well as the spinal cord and associated vertebrae and disks. Everyone working in the building industry must lift materials to either put them into place or to expedite from one location to another. Back injuries are cumulative; a lot of small injuries lead up to the big one. It is, therefore, important to remember the key elements of proper lifting.

Preparing to Lift:
- Do you need help? Get help! (more people or lift equipment)
- Do you need to stretch before preparing to lift?
- Determine the load capacity and your ability to handle the load.
- Wear gloves if the surface is rough.
- Wear safe shoes and make sure you have a clear walkway.

Making the Lift:
Center the load between your legs or shoulders. Do not bend at the waist. Always bend with your legs, not with your back. Squat to lift and lower. Keep your back straight. Lift with your legs (You can feel your leg muscles doing the work). (Hug the object you are lifting.) Keep your feet apart, staggered if possible. Keep the load close to your body.

Moving the Load:
- Keep your back as vertical as possible.
- Keep the load close to you.
- Bow your back in and raise up with your head first.
- Never jerk or twist your body – If you must turn; turn with your feet, not your body.
- When lowering your load, bend with the knees and keep the back straight.
- Wear shoes with non-slip soles.

Remember to follow these rules of lifting and you will give your back a break rather than breaking your back.

Risk Factors for Back Injury:
- Lifting with your back bowed out.
- Bending and reaching with your back bowed out.
- Slouched sitting.
- Twisting or jerking movements.
- Lack of proper rest.
- Obesity and poor nutrition.
- Stressful work and living habits.

Controlling Risk Factors in the Workplace = Ergonomics:
Control methods are changes that can be made to the physical work environment, equipment, tools, work processes, and employees’ behavior to reduce the number or level of risk factors. Control methods can be thought of as solutions that eliminate or reduce employees’ exposure to risk factors. Most control methods fit into one of three general categories:

- Engineering controls are physical changes or modifications to work stations, tools, or equipment that make it easier for employees to handle materials. They may also improve material handling by using equipment or tools in areas where they weren’t used in the past. An example would be using a hand truck to move bags of flour from a pallet to a mixing area, rather than manually carrying them. Another example of an engineering control would be raising the height of a work surface to reduce the amount of bending forward required by the employee to work on materials.

- Administrative controls are procedures for safe work methods that reduce the duration, frequency, or severity of exposure to a hazard. Administrative controls include gradual introduction to work, regular recovery pauses, job rotation, job design and maintenance and housekeeping. One example would be redesigning a job that normally requires two hours of continuous handling.
to include a five-minute recovery period (performing housekeeping duties with little or no manual handling) for every 15 minutes of continuous handling.

• **Training** involves educating workers and owner/foremen about the potential risks of back and manual handling injuries, their causes, symptoms, prevention and treatment. Training can also involve education on safe lifting techniques and proper body mechanics. Training should also involve employees by letting them know they can come to management when they recognize a hazard and work together to develop a solution. When physical changes are made to the workplace (new equipment or tools, for example), employees should be trained to use them correctly.

The best approach usually involves a combination of the three control methods. For example, you may find a mechanical lifting aid that could easily replace the old method of manual lifting, but unless employees receive training on how to use the new device and its advantages, they may use it improperly or not at all.

**Best Practices for to Reduce Back Injuries:**

<table>
<thead>
<tr>
<th>Lifting Header Beams</th>
<th>Use a boom truck to lift and position beam. Deliver beam near final location &amp; use a crank/power lift.</th>
</tr>
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<tbody>
<tr>
<td>Lifting Wall Sections</td>
<td>Use wall jacks or pneumatic lifter. Use a boom truck for wall sections &gt; 10 ft tall.</td>
</tr>
<tr>
<td>Lifting Material</td>
<td>Train on proper lifting (walk-up loads from ground, keep close to body, avoid twisting).</td>
</tr>
<tr>
<td>Installing Carpet</td>
<td>Use a carpet stretcher, only use kicker when necessary. Push carpet roll, cut carpeting to room size in garage or driveway. Use two people or a hand truck if equipment is too heavy. Provide and enforce use of knee pads.</td>
</tr>
<tr>
<td>Hardwood Floor</td>
<td>Training to alternate body posture and activities. Training to take frequent mini-breaks to stretch muscles.</td>
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</table>

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Reference: WAC 296-155, Part A
Written Fall Protection Plan:

The Competent Person for Fall Protection is:

Falls are the leading cause of death in the construction industry. Many construction workers think it can’t happen to them and don’t use the proper fall protection equipment. However, most of us know someone who has been hurt or killed in a fall. Don’t let it happen to you.

Our fall protection plan for residential construction is simple and does not cover all of the fall protection options available. However, it is easy to use for most trades involved in residential construction work. Additional work practices and equipment are available online. If you use a work process or equipment not covered in this plan, you must receive training on that specific product or process.

The Basics:

A Fall Protection requirement kicks in at 4’ above a landing surface if you are on a walking/working surface (any surface 45” in all directions). All openings that could result in falls (doors, windows, balconies) need a guardrail 39”-45” in height with a mid rail and a toe board. This basically means all second story framing need guardrails or fall protection.

A fall arrest (harness and rope system) can also be used if necessary. Technically, this means you can “walk walls” up to 9’11½” tall without fall protection (because it is not a walking/working surface), but we do not recommend it.

Any hole, regardless of the distance of the fall, that a worker could fall through or into has to be covered by a cover that can hold twice the weight that it is exposed to and says “hole” or “cover” on it. A guardrail 39-45” in height with a mid rail and a toe board can also guard holes. At the possibility of a 10’ fall, no matter the working surface or pitch of the roof you are working on, you must use a fall protection system. For the purpose of this plan, we are only using a harness fall arrest system anchored by a temporary or permanent steel anchor. A competent person must install these anchors. You will be trained on the specific brand we use at this company.

There are many specific line items to the Fall Protection Rule. If the type of work you do changes to something you are not familiar or trained on; ask the owner or competent person to train you on the new process or equipment.

Fall Protection System Assembly and Maintenance:

Fall protection systems will be assembled and maintained according to manufacturer’s instructions when using a manufactured system. A copy of those instructions is available on-site for reference. Any fall protection system used will meet WISHA regulations as contained in WAC 296-155 Part C-1. Assembly and maintenance instructions unique to this job site such as components, placement of systems, anchor points, areas where systems are particularly subject to damage, etc., are specified below.

Standard Guardrails must:
- Be 39”-45” above the work surface at top rail with mid rail and toe board.
- Be able to withstand 200 lbs of pressure on the top rail in any direction.
- Not have significant deflection.
- Be inspected regularly for damaged or missing components.

Fall Arrest Harness:
- Must have anchor points capable of withstanding a 5000 lbs shock unless a deceleration device in use limits falls to 2’, in which case, a 3000 lbs anchor point may be used.
- Free fall may not exceed 6’.
- A lower level may not be contacted during a fall.
- Lifelines must be placed or protected to prevent abrasion damage.
- Snap hooks may not be connected to each other, or to loops in webbing.
- Inspect components for deformation, wear, and mildew.

Covers or Hatches must:
- Be able to support twice the weight of employees and equipment that would be used at the same time or twice the maximum axle load of the largest vehicle that would cross it.
- Be secured to prevent accidental displacement.
- Be marked with the word “Cover” or “Hole”.

If a crew member is injured at elevation, the owner/foreman will evaluate the employee’s condition and administer first aid. Emergency services will be called as needed. If an injured employee can’t return to ground level, the employee will be brought down to a lower level by emergency services. The following equipment must be available on site to facilitate lowering the injured worker: extra ropes, ladders, and equipment.
Training and Site Specific Plans:
- Each job site must have the site specific fall protection plan filled out (available at www.nicasafety.com).
- Each employee shall be trained on the site specific fall protection plan before using fall protection equipment on that plan.
- Each new hire and employee shall be extensively trained yearly on the fall protection written plan.

EMERGENCIES - DIAL 911, KNOW THE LOCATION OF JOB SITE FOR EMS.

MORE TRAINING REQUIRED:
2. Read the Manufacturer’s Equipment Instruction Manual for your Fall Protection.
3. Activity: Don Fall Protection gear, attach anchor to roof system and properly attach Personal Fall Arrest equipment to anchor.

Weekly Safety Meetings / Job Site Construction Safety Checklist

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### Personal Protection Equipment by Trade:

<table>
<thead>
<tr>
<th>Trade</th>
<th>Personal Protection Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excavation</td>
<td>Safety Glasses, Long Pants &amp; NO Tank Tops</td>
</tr>
<tr>
<td>Concrete</td>
<td>Safety Goggles, Hearing Protection, Steel Toe Boots</td>
</tr>
<tr>
<td>Framing</td>
<td>Safety Goggles, Hearing Protection, Steel Toe Boots</td>
</tr>
<tr>
<td>Siding</td>
<td>Safety Goggles, Hearing Protection, Steel Toe Boots</td>
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<tr>
<td>Roofing</td>
<td>Safety Goggles, Hearing Protection, Steel Toe Boots</td>
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<tr>
<td>Electrical</td>
<td>Safety Goggles, Hearing Protection, Steel Toe Boots</td>
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<tr>
<td>Plumbing</td>
<td>Safety Goggles, Hearing Protection, Steel Toe Boots</td>
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<td>Insulation</td>
<td>Safety Goggles, Hearing Protection, Steel Toe Boots</td>
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<tr>
<td>Drywall</td>
<td>Safety Goggles, Hearing Protection, Steel Toe Boots</td>
</tr>
<tr>
<td>Painting Latex Paints</td>
<td>Safety Goggles, Hearing Protection, Steel Toe Boots</td>
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<tr>
<td>Finish Carpentry</td>
<td>Safety Goggles, Hearing Protection, Steel Toe Boots</td>
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<tr>
<td>Flooring</td>
<td>Safety Goggles, Hearing Protection, Steel Toe Boots</td>
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### By Task:

<table>
<thead>
<tr>
<th>Task</th>
<th>Personal Protection Equipment</th>
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</thead>
<tbody>
<tr>
<td>Using a power tool that makes dust or chips</td>
<td>Safety Glasses, Hearing Protection, Steel Toe Boots</td>
</tr>
<tr>
<td>Using any air powered nailer or stapler</td>
<td>Safety Glasses, Hearing Protection, Steel Toe Boots</td>
</tr>
<tr>
<td>Using any kind of saw</td>
<td>Safety Glasses, Hearing Protection, Steel Toe Boots</td>
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<tr>
<td>Working around any building materials being delivered or moved</td>
<td>Safety Glasses, Hearing Protection, Steel Toe Boots</td>
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<tr>
<td>Spraying any primer, paint or finish</td>
<td>Safety Glasses, Hearing Protection, Steel Toe Boots</td>
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<tr>
<td>Working around a crane delivery truck</td>
<td>Safety Glasses, Hearing Protection, Steel Toe Boots</td>
</tr>
<tr>
<td>Working above 10' with fall possibility</td>
<td>Safety Glasses, Hearing Protection, Steel Toe Boots</td>
</tr>
<tr>
<td>Working with any chemicals [includes concrete] that might splash on skin or in eyes</td>
<td>Safety Glasses, Hearing Protection, Steel Toe Boots</td>
</tr>
<tr>
<td>Working with any chemical [includes concrete] that might soak through boots</td>
<td>Safety Glasses, Hearing Protection, Steel Toe Boots</td>
</tr>
<tr>
<td>Working with insulation in any form</td>
<td>Safety Glasses, Hearing Protection, Steel Toe Boots</td>
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**Notes:**

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**CUSTOMIZE YOUR SAFETY PLAN HERE**

**Notes:**

__________________________________________________________________________________________

__________________________________________________________________________________________
**PPE Written Plan:**
A general job hazard analysis for trades who work with construction was used to develop these PPE charts (see disk).
If you do activities not on this chart or not typical to your trade, you may need to add additional PPE. However, typical construction projects and trades will fall under these charts.

**Use, Maintenance and Cleaning:**
Our company provides PPE appropriate for our employees’ tasks. Employees are issued one of each non-disposable PPE item and are required to clean and store them in a safe and consistent place.

Disposable PPE and fall protection equipment is provided and stored in the owner/foreman’s truck. Follow the specific manufacturer’s instructions for care and use of the personal fall arrest harness.

Follow respirator plan recommendations for use, cleaning, and storage of respirators.

Basic cleaning procedures for hard hats, glasses, ear protection, gloves, and boots are:
- Dust or wipe off dirt or mud with a brush.
- Store in a clean dry place.
- If necessary, use warm soapy water, rinse and dry thoroughly before use.
- Have worn-out or poorly fitting equipment replaced.
- Throw away PPE that has been involved in a fall or accident.

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Reference: WAC 296-155, Part C

MORE TRAINING REQUIRED:
1. Fill out or review a Job Hazard Analysis for the type of work you do.
2. Activity: Demonstrate proper use; Donning, Doffing and cleaning of each piece of PPE used.
General Tool And Electrical Safety:

1. Keep all tools away from the edges of scaffolding, platforms, shaft openings, etc.
2. Do not use tools with split, broken, or loose handles; or bored or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
3. Know the correct use of hand and power tools.
   Use the right tool for the job.
4. Proper guards or shields must be installed on all power tools before use. Do not use any tools without the guards in their proper working condition. No "homemade" handles or extensions (cheaters) will be used.
5. Do not "pin-back" guards on skill saws.
6. Ensure table saws have appropriate guards and kick-back devices are installed before use.
7. All electrical power tools and extension cords must be properly insulated. Damaged cords must be replaced.
8. All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
9. Do not operate any power tool or equipment unless you are trained in its operation and authorized by your firm to do so.
10. All power cords must be plugged into a GFCI outlet on construction sites.
11. Use proper personal protective equipment (PPE) while using power tools. Often safety glasses, hearing protection, dust masks and gloves are required with many tools.
12. Employee and owner/foreman training: Employers should ensure that their employees and foremen are trained to recognize the hazards of working near overhead power lines and how to use proper procedures to eliminate or minimize these hazards. Owner/foremen and employees should know locations of all overhead power lines before starting work.
13. Check the height of your vehicle’s load and the height of the power lines before you go under.
14. Safe distances: Maintain safe working distances from all overhead wires and power transmission lines. When operating mechanized equipment make sure that the equipment, or material being moved, is at least 10’ away from power lines. Very high voltage levels (over 50 kv) require distances greater than 10’.
15. Ladder, tools, and equipment: Employees should be aware of the hazards of working with ladders near power lines. Ensure that ladders, scaffolds, pipes, window washing rollers, other types of tools and materials do not come within 10’ of power lines.

Safety Tips:

Electrical hazards can cause burns, shocks and electrocution (death).

- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch fallen overhead power lines. Call the electric utility company to report fallen electrical lines.
- If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.
- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition, free of defects, and use a ground-fault circuit interrupter (GFCI).
These are brief case descriptions of selected fatalities that happened while working near energized overhead power lines in Washington State during the years 1998-2005:

- On August 19, 1998; a painter moving a 32' aluminum extension ladder received a fatal electric shock when the ladder contacted one phase of a 3-phase system of 13,200 volts.
- On February 7, 2000; a carpenter was in a scissor lift taking measurements of a roof with a tape measure when the lift contacted a 72 KV power line. He was electrocuted and another worker on the roof suffered severe burns.
- On April 6, 2005; a cement truck driver was electrocuted when his truck’s boom contacted an overhead power line while transferring concrete from his truck to a pumper truck.
- On June 29, 2005; a tree trimmer was electrocuted when a tree branch which he had just cut touched a high voltage power line as he was trying to remove it.

- Seventeen electrocution fatalities of workers near overhead power lines occurred between 1998 and 2005.
- Six of the 17 incidents involved workers in construction trades.
- Eleven fatalities involved the use of mobile equipment such as boom cranes, cherry pickers, loaders, scissor lifts and articulating boom lifts.
- Sixteen of the 17 victims were not electrical or utility workers – they were performing some other task when they accidentally came into contact with electrical current.

**HIGH VOLTAGE:** Always assume power lines are energized and avoid all contact; unless they are verified as de-energized. STAY AT LEAST 10' FROM ANY ENERGIZED LINES.

**MORE TRAINING REQUIRED:**
1. Activity: Inspect all tools to make sure they are properly grounded and all guards are functioning.

**Weekly Safety Meetings / Job Site Construction Safety Checklist**

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Trenching and Excavating:

**Competent Person**

A competent person is one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous, and who has the authority to take prompt corrective measures to eliminate them.

1. The determination of the angle of slope and design of the supporting system shall be based on careful evaluation by a “Competent Person” of pertinent factors, such as:
   a. Depth and/or cut/soils classification.
   b. Possible variation in water content of the material while excavation is open.
   c. Anticipated changes in materials from exposure to air, sun, water, or freezing.
   d. Loading imposed by structures, equipment, overlaying or stored material.
   e. Vibration from equipment, blasting, traffic, or other sources.

2. Walkways or bridges with standard railings must be provided when employees or equipment are required to cross over excavations.

3. The walls and faces of all excavations in which employees are exposed to danger from moving ground must be guarded by a shoring system, sloping of the ground, or some other equivalent means.

4. No person must be allowed under loads handled by power shovels, derricks, or hoists.

5. Don’t allow water to accumulate in a trench. Water reduces soil stability; its presence may cause you to lower the soil classification from type A to B or C, or type B to C.

6. Keep excavated materials at least 2’ away from the edge of the trench.

7. For trenches more than 4’ deep, slope the sides no more than 1.5 to 1 unless you classify the soil as type A, B, or C.

8. In trenches deeper than 4’, locate a means of exit, such as ladders or steps, so they are no more than 25’ of travel from anywhere in the trench. When a box is used, a ladder for egress must be in the box at all times regardless of situation.

9. Vibrations from construction equipment, nearby construction operations, or traffic, etc., can create hazards. You may need to slope your trench less steeply, inspect your shoring more often, and lower the soil classification from Type A to B or C, or Type B to C.

10. Store all materials at least 2’ from the edge of the trench.

11. Keep heavy loads of all kinds as far from a trench as possible.

12. Always check with utility companies or the “one-call system” before digging. Locate all underground utilities near the trenching operation. Support any utilities adjacent to or crossing the trench. Overhead power lines are also a potential hazard.

13. A Competent Person must inspect the trench, adjacent areas, and any protective systems for possible cave-ins, failure of protective systems, hazardous atmospheres, or other hazardous conditions. Inspections must be performed daily: before work begins, throughout the shift, and after every rainstorm or other hazard-increasing occurrence.

14. Hard hats must be worn when there is an overhead hazard or flying and falling objects are present.

THE MAJORITY OF SOIL IN WASHINGTON STATE IS IN CLASS C.

*Soil classification must be performed by a competent person using acceptable visual and manual tests such as those described in WAC 296-155-650.*
Weekly Safety Meet 

Weekly Safety Meetings / Job Site Construction Safety Checklist

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CALL BEFORE YOU DIG!
Statewide: 1-800-424-5555 “IT’S THE LAW” RCW 19.122

SLOPE IT OR BOX IT!

SLOPING IS THE MOST LIKELY METHOD TO CONTROL TRENCHING ACCIDENTS IN RESIDENTIAL CONSTRUCTION. SHORING, TRENCH BOXES, AND OTHER PROTECTIVE SYSTEMS MAY BE NECESSARY IN TIGHT SPACES.

APPROXIMATE ANGLE OF SLOPE FOR SLOPING OF SIDES OF EXCAVATIONS

<table>
<thead>
<tr>
<th>Type A</th>
<th>Type B</th>
<th>Type C</th>
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<tr>
<td>Cohesive and cemented soils. Unconfined compressive strength of 1.5 tsf* or greater.</td>
<td>Non-cohesive Granular soils. Unconfined compressive strength &gt;0.5 tsf but &lt;1.5 tsf*.</td>
<td>Compacted clay or shale (90°)</td>
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<tr>
<td>2:1 (63°26')</td>
<td>1:1 (45°) 1 ½:1 (33°41')</td>
<td>Well rounded loose sand 2:1 (28°34')</td>
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SLOPE IT OR BOX IT!

OCTOBER 2010

Reference: Construction Safety Standards: WAC 296-155-650 Part N - Excavation and Trenching

CALL BEFORE YOU DIG!
Statewide: 1-800-424-5555 “IT’S THE LAW” RCW 19.122

SLOPE IT OR BOX IT!

MORE TRAINING REQUIRED:
2. Competent person training is recommended for all excavation workers.
3. Confined space training is required for workers entering enclosed spaces with possibility of hazards.
HAZARD COMMUNICATION

Hazardous chemical communication program:
Owner/Foreman in Charge:

Company Policy:
Our company is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used, the following hazard communication program has been established. All employees of our company will participate in the hazard communication program. This written program will be available in the owner’s truck or office for review by any interested employee.

Container Labeling:
The owner of our company is responsible for container labeling procedures, reviewing, and updating. The labeling system used is as follows:
- Manufacturer labels should be kept on all containers.
- The procedures for proper labeling of all containers, reviewing and updating label warnings are as follows: if chemical is transferred from it’s original container, the new container must be labeled with the chemical by brand name and description.

Material Safety Data Sheets (MSDS):
It is the responsibility of the company owner to establish and monitor the MSDS program. The owner will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. This person will see that any new information is passed on to all employees.

The procedures to obtain MSDSs and review incoming MSDSs for new or significant health and safety information are as follows:
- Ask retail stores to provide MSDS sheets for all chemicals. Take a copy to the company office to be added to our MSDS book.
- Chemicals with existing MSDS sheets should be updated every 3-5 years.
- Copies of MSDSs for all hazardous chemicals in use will be kept in the owners/foreman’s truck or the company office.
- MSDS sheets will be available by request to all employees. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact the owner/foreman.

Note: If an alternative to printed Material Safety Data Sheets is used (such as computer data), provide a description of the format.

Employee Information and Training:
The owner/foreman is responsible for the employer/employee training program. The procedures for how employees will be informed and trained are as follows:
- Employees will be trained yearly on the company hazard communication program and individually if non-routine tasks apply.
- The owner will make sure that before starting work, each new employee of our company will attend a health and safety orientation that includes information and training on the following:
  - An overview of requirements contained in the hazard communication standard.
  - Hazardous chemicals present at his or her work places.
  - Location of the MSDS file and written hazard communication program.
  - Read the health hazards and PPE requirements for most common chemicals used.

The introduction of new chemicals may require additional training for employees.

Hazardous Non-Routine Tasks:
Prior to starting work on such projects, each affected employee will be given information by the job foreman about the hazardous chemicals they may encounter during these activities:
- Painting
- Spraying any chemical or coating
- Cleaning with new chemical products
- Applying glues

-
Multi-Employer Work Places:

It is the responsibility of our company to provide other employers or subcontractors with employees at the work site with the following information:

- Copies of MSDSs (or make them available at a central location) for any hazardous chemicals that the other employer(s)’ employee may be exposed to while working.
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.
- It is also the responsibility of our company to identify and obtain MSDSs for the chemicals the other contractor is bringing into the work place.

List of Hazardous Chemicals:

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing MSDSs located at the company office. MSDS Identify: the criteria (e.g., label warnings, MSDS information, etc.) used to evaluate the chemicals are: MSDS sheets. Make additional lists or books if necessary.

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<th>Chemical Name</th>
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Weekly Safety Meetings / Job Site Construction Safety Checklist

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Reference: WAC 296-155, Part B-2

MORE TRAINING REQUIRED:
1. Watch: Chemical Hazard Communication Overview online at: www.lni.wa.gov/Safety/TrainTools/Videos/Online/default.asp
RESPIRATORY PROTECTION

Employee Training:
All employees will be trained on the selection, use, limitations, and maintenance of respirators per the manufacturers instructions. Employees shall only use respirators, cartridges, and filters on the included chart.

Medical Evaluations:
Every employee of this company who must wear a respirator will be provided with a medical evaluation before they are allowed to use the respirator. We will use our medical evaluator. Our non-readers or non-English-reading employees will be assisted by the program administrator. Completed questionnaires are confidential and will be sent directly to medical provider without review by management. If the medical questionnaire indicates to our medical provider that a further medical exam is required, this will be provided at no cost to our employees by a medical provider. We will get a recommendation from this medical provider on whether or not the employee is medically able to wear a respirator.

Additional medical evaluations will be done in the following situations:
• Our medical provider recommends it.
• Our respirator program administrator decides it is needed.
• An employee shows signs of breathing difficulty.
• Changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

Our respirators will be checked for proper sealing by the user whenever the respirator is first put on, using the following seal check procedures:

User Seal Check Procedures:
Important Information for Employees:

Respirator Fit Testing:
All employees who wear tight fitting respirators will be fit-tested before using their respirator. Fit-testing will be repeated annually. Fit-testing will also be done when a different respirator face piece is chosen; when there is a physical change in an employee’s face that would affect fit; or when our employees or medical provider notify us that the fit is unacceptable. No beards are allowed on wearers of tight-fitting respirators. Respirators are chosen for fit-testing following procedures in the WISHA Respirators Rule. Fit-testing is not required for loose fitting, positive pressure (supplied air helmet or hood style) respirators.

We do fit-testing using one or more of the following fit-testing protocols (circle protocol you use) or quantitative fit-testing instrument: Irritant Smoke Protocol: Banana Oil Protocol: Bitrex Protocol: Saccharin Protocol

The quantitative fit-testing instrument we use is: ______________________

Documentation of our fit-test results is kept in your employee file at the office or:

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The quantitative fit-testing instrument we use is: ______________________

Documentation of our fit-test results is kept in your employee file at the office or:
Negative Pressure Check:
1. Completely cover the inhalation openings on the cartridges or canisters with the palm(s) of your hands while inhaling gently to collapse the face piece slightly.
2. If you can’t use the palm(s) of your hands to effectively cover the inhalation openings on cartridges or canisters, you may use filter seal(s) (if available) or thin rubber gloves.
3. Once the face piece is collapsed, hold your breath for 10 seconds while keeping the inhalation openings covered.
4. The face piece should remain slightly collapsed, indicating negative pressure and no inward leakage.
5. If you detect no evidence of leakage, the tightness of the face piece is considered adequate, the procedure is completed and you may now use the respirator.
6. If you detect leakage, reposition the respirator (after removing and inspecting it) and repeat both the positive and negative fit check.

Respirators Program Evaluation:
We evaluate our respiratory program for effectiveness by the following:
1. Checking fit-test results and health provider evaluations.
2. Asking employees who wear respirators: How they fit? Do they feel they are adequately protecting them? Do they notice any difficulties in breathing while wearing them? Do they notice any odors while wearing them, etc?
3. Periodically checking employee job duties for changes in chemical exposure.
4. Periodically checking maintenance and storage of respirators.
5. Periodically checking how employees use their respirators.
6. Other:

Respirator Storage, Cleaning, Maintenance And Repair:
Our non-disposable respirators will be stored in the following clean locations: in plastic bags, in the company truck or trailer. Respirators will be cleaned and sanitized every 7 days or whenever they are visibly dirty (does not apply to paper dust masks which are disposed daily). Respirators will be cleaned according to the manufacturers and attached instructions.

Respirator Cleaning Procedure:
1. Remove filters, cartridges, canisters, speaking diaphragms, demand and pressure valve assemblies, hoses or any components recommended by the manufacturer. Discard or repair any defective parts.
2. Wash components in warm 110°F maximum water with a mild detergent or with a cleaner recommended by the manufacturer.
3. Rinse components thoroughly in clean, warm 110°F maximum, preferably, running water.

Note: The importance of thorough rinsing can’t be overemphasized.

Record Keeping:
The following records will be kept:
- A copy of this completed respirator program.
- Employees’ latest fit-test results.
- Employee training records.
- Written recommendations from our medical provider.

Records will be kept at the following location: at the office in employee files and employees will have access to these records.

More Training Required:
   Note: Medical Evaluations and Fit Testing are required for all employees who wear respirators.
2. Fill out respirator selection chart.

Reference: WAC 296-863 and WAC 296-842-14005
Please use additional Safety Meeting form at www.nicasafety.com.
### Employee name and training date in each box

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<th>Training</th>
<th>Fire Extinguisher Training</th>
<th>Don’t Fall for It</th>
<th>Ladder Activity</th>
<th>Heat Related PowerPoint</th>
<th>Fall Protection Video</th>
<th>Fall Protection Activity</th>
<th>Personal Protective Equipment Activity</th>
<th>Trench Safety Presentation</th>
<th>Hazard Communication Training</th>
<th>Respiratory Protection Training</th>
<th>Respirator Medical Evaluation</th>
<th>Respirator Fit Test</th>
<th>First Aid Card</th>
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### Customize Your Plan Here:

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### Employees:

You have the legal right to a safe and healthy workplace. The law requires your employer to provide a safe and healthy workplace and protects your right to report workplace hazards. Your employer may not fire you or take disciplinary actions against you for raising safety concerns. Learn more about your workplace rights at: www.workplacerights.lni.wa.gov or call 1-800-423-7233.

### Employers:

Free safety consultations are available; L&I’s knowledgeable consultants can help you prevent injuries and reduce costs. At your request, a consultant will visit your business and:

- Clarify safety and health rules for your type of business.
- Review or help develop your required safety and health programs.
- Suggest ways to help you save money on your workers compensation coverage.

For more information, visit www.safetyconsultants.lni.wa.gov or the L&I office nearest you.