

# SAFETY MANUAL

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**HPS Mechanical, Inc.**

3100 E. Belle Terrace, Bakersfield, CA 93309 | (661) 397-2121

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## Purpose

HPS' *Safety Manual* is a set of general safety rules provided to employees. The purpose is to support implementation of controls and behaviors to prevent incidents. It is not intended to be a comprehensive list of all requirements, regulations, or standards. Instead, it uses a risk-based approach informed by HPS' Risk Assessments and continual improvement of HPS' processes.

## Expectations

Not all work practices will apply to all employees. Therefore, HPS supervisors should evaluate their department's work activities and planned projects to determine the most-applicable safety requirements for the employees to review and understand. This document may also be used in coordination with recurring tailgate safety topics to provide supervisors with additional guidance for coaching their crews.

HPS values employee feedback if there are work practices that cannot be achieved, are unclear, confusing, or contradictory. If practices are not being met, supervisors are encouraged to understand why and seek input to improve, rather than use this document to only apply disciplinary action.

## Mobile Elevated Work Platforms and Aerial Devices

- Only authorized persons shall operate the unit.
- Avoid operating equipment on an inclined surface, and only if the unit is rated for the incline.
- Only one person (the operator) is allowed on the equipment while driving the unit between locations.
- The driving surface must be within the unit's incline limits and the path must be clear of debris or other hazards that may cause a rollover.
- Units shall be inspected for damaged and defective parts before use. They shall be taken out of service if damage or mechanical failure is found.
- Load limits specified by the manufacturer shall not be exceeded. Refer to the plate rating and the manufacturer instructions to verify the limits prior to use.
- Personnel shall not sit, stand or climb on the guardrails of the unit or use any items to extend their reach (e.g., standing on a box in the basket).
- Units shall not be used outdoors during high winds or storms.
- If operating in an area with other vehicles, the work area shall be marked off with flagging, cones, or other barricades to prevent contact with the unit.
- Wheel chocks shall be installed when the unit is elevated or parked on an incline.
- Spotters shall be used when the operator does not have line-of-sight to a potential hazard (e.g., when backing the equipment)
- Backup alarms must be functioning and shall be inspected at the start of each shift.
- The operator shall test the lift controls prior to use to ensure they are in safe working condition and they are familiar with their operation.
- Lower-level controls shall not be operated unless permission has been obtained from the employee in the device, except in case of emergency.
- Operators shall not encroach on the 10 feet safety curtain for overhead power lines.
- Before moving the unit for travel, the operator shall verify the boom is properly cradled and outriggers are in stowed.
- All personnel in the basket shall have fall protection in place by being secured to the basket or boom with either a:
  - **Fall Restraint** (preferred) - Safety or body belts used as part of a positioning device rigged so the employee cannot free fall more than 2 feet; or
  - **Fall Arrest** - A body harness with the lanyard rigged with a deceleration device to limit maximum arresting force on an employee to 1,800 pounds, limits the free fall to 6 feet, and prevents the employee from hitting any levels or objects below the basket.
- Belting off to an adjacent pole, structure, or equipment while working from an aerial device shall not be permitted

## Scaffolds

- Scaffolds shall be provided for all work that cannot be done safely by employees standing on permanent or solid construction at least 20 inches wide, except where such work can be safely done from ladders, unless:
  - Work of a limited nature and of short duration when the permanent or solid construction is less than 20 inches in width and the fall distance does not exceed 15 feet high and provided adequate risk control is maintained under competent supervision.
  - Work of a short duration from joists or similar members at 2 feet or closer centers, planks resting on these members forming a plank platform 12 inches wide.
- Assembly and disassembly of scaffolds or falsework shall be performed under the supervision of a qualified person. The requirements of a “qualified person” for scaffolding are:
  - Possessing a certification of competence in scaffold erection, dismantling and use;
  - Certification must be issued by trade associations, California-approved apprenticeship or training programs or other similar training programs
- Scaffolding shall be designated by its load rating, and shall not be exceeded:
  - Light – 25 pounds per square foot
  - Medium – 50 pounds per square foot
  - Heavy – 75 pounds per square foot
- The height of scaffolding shall not exceed three times the smallest dimension of the base.
- Scaffolding with wheels or casters shall be designed to carry four times the working load and be equipped with a positive locking system to prevent movement.
- A competent person will inspect and tag (red, yellow, green) all scaffolds to authorize access and the required controls (e.g., fall protection) prior to use.
- All personnel will be trained on the safe use of scaffolds and retrained if unsafe behaviors are observed or incidents occur.
- The maximum working load for each scaffold shall be posted at a conspicuous location on the worksite or the supervisor must have documentation of the working load available if requested.
- Scaffolds shall not be overloaded beyond the maximum working load.
- Material shall not accumulate and material that is no longer needed shall be removed from the scaffold at the end of each shift.
- Scaffolds shall be anchored or braced to prevent movement or collapse.
- If leveling is required, screw jacks or other similar methods for adjusting the scaffolding shall be provided at the base of the scaffold. If screw jacks are used, at least 1/3 of the jack shall be extended into the leg tube, and no more than 12 inches of the screw exposed.
- Planks shall not overhang the edge of the support more than 18 inches, unless:
  - A guardrail or other barrier prevents access to the overhanging section; or
  - The other plank end is securely anchored to prevent movement or tipping.

- Safe access to all platforms will be provided by either a walkway, stair, or ladder.
- If ladders or stairways are used, they shall be secured to the scaffold in a location that won't affect the stability of the scaffold.
- If materials are being hoisted onto the scaffold (e.g., rope or winch) a tag line shall be used to control the load. The area below the hoist shall be clear of personnel in the line of fire of a dropped load.
- Work on scaffolds will not be completed during storms or high winds unless a qualified person authorizes work to continue and employees are protected by a personal fall arrest system.

### Portable Ladders

- Ladders will be used by only one person at a time, unless the ladder is specifically designed to accommodate more than one and the task requires extra personnel on the ladder.
- Labels indicating the certification standard (e.g., OSHA, ANSI) shall be verified and not removed.
- Ladders will be selected for the appropriate task (e.g., fiberglass ladders rated with the appropriate insulation when conducting electrical work).
- Ladders shall be maintained and inspected by users prior to use to ensure that:
  - The joint between the steps and side rails is not loose;
  - All hardware and fittings are securely attached;
  - Movable parts shall operate without obstructions or excess movement;
  - No other visible defects such as bends, cracks, or corrosion that affects the integrity;
  - Load capacity and manufacturing standard labels are in place
- If a ladder has any of the defects listed above, it shall be tagged "do not use" and removed from service until it can be repaired or disposed of.
- Ladders shall be free of oil, grease, or slippery materials.
- Load capacity of the ladder shall not be exceeded.
- The top and bottom of the ladder shall be secured by:
  - **Footing Support** – The base of the ladders shall be placed on a secure and level surface. If the surface is uneven, levelers may be used. When necessary, ladder levelers shall be used to provide stability on uneven surfaces. Ladders shall not be placed on other items to extend the reach (e.g., boxes, other ladders, equipment). The base may be further secured on slippery surfaces with anchors, tie-offs, or other methods to restrict movement.
  - **Top Support** – Both rails at the top shall have contact against a secure surface.
- Ladders leaning against another surface (e.g., extension ladders) shall not exceed a height-to-base ratio of 4-to-1 ratio for its angle. For example, the base of a fully extended, 24-foot extension ladder must not be placed from the 6 feet away the top of the ladder.

- If a ladder is used to access an upper surface (e.g., roof), the top of the ladder shall extend at least 36 inches above the upper point of contact. That point of contact shall also be secured to not move when someone is using the ladder
- Do not place ladders in locations where they can be struck by other personnel or equipment that could cause the ladder to tip (e.g., next to roads, hallways). If a ladder must be placed in one of these areas, place guards or barricades to prevent others from striking the ladder.
- Three points of contact must be maintained by all personnel using the ladder. Contact is maintained with hands and feet (e.g, two feet and one hand, or two hands and one foot).
- Face the ladder when climbing up or down it.
- Do not stand on the top two rungs of any ladder.
- Do not try to walk/move the ladder any direction by rocking it while you are standing on the ladder. Climb down the ladder, and then move it.
- Personnel shall not carry equipment or materials on ladders if it prevents them from maintaining three points of contact on the ladder or will cause them to lose balance.

### Fall Protection

- Fall protection must be in place when work is performed 7.5 feet above a surface and where physical protection such as guardrails are impractical.
- When the fall hazard is limited or implementing fall protection poses a greater hazard than the work activity, fall protection requirements can be achieved through other means under the supervision of a competent person.
- Personal fall arrest, restraint or positioning device shall be worn by personnel working 7 1/2 feet from a fall hazard, on roofs exceeding a 7:12 pitch, or other surfaces steeper than 40 degrees.
- Anchorages used for attachment of personal fall arrest equipment shall be:
  - Independent of any anchorage being used to support or suspend platforms;
  - Capable of supporting at least 5,000 pounds per employee attached.
- Personal fall arrest systems shall:
  - Limit maximum arresting force to 1,800 pounds when a harness is used;
  - Limit free fall to no more than 6 feet;
  - Not allow a person to contact any lower level;
  - Limit maximum deceleration travel to 3.5 feet;
  - Withstand twice the potential impact energy of an employee free falling 6 feet; and
  - Be anchored above the user's waist
- A rescue plan shall be prepared on the site in the event of a fall.
- Personal fall arrest systems shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed from service.

- Each personal fall arrest system shall be inspected twice a year by a competent person based on the manufacturer's recommendations, with the inspection date documented on the harness.
- Any defects or failures identified during the inspection shall require the equipment to be placed out of service.
- Body belts or harnesses may be used for personal fall restraint.
- Fall restraint must limit the total free fall distance to 2 feet.
- Anchorage points used for fall restraint shall be capable of supporting 4 times the intended load.
- 100% tie-off is expected when working at height.
- If guardrails are used, they shall consist of all required components (top rail, mid rail, vertical supports), and be 42-45 inches tall from the working surface.
- All personnel who work at height, or direct work at height, shall receive fall protection training.
- The training frequency may be adjusted if unsafe conditions are observed, or an incident occurs.
- A fall or near fall shall be immediately reported to the supervisor.
- All fall near misses and incidents shall be reported and investigated under the requirements of HPS' Injury and Illness Prevention Program.
- All fall protection equipment must meet ANSI requirements and be labeled to verify ANSI certification during inspections.
- If a site-specific fall protection plan must be developed, it will be completed by someone meeting the definition of "competent person" for CalOSHA's Fall Protection standard.
- Controlled access zones shall be barricaded and delineated with control lines and signage to indicate the exclusion zone of unauthorized personnel adjacent to the leading edge fall hazard.
- Do not walk under partially demolished walls or floors.

### **Rigging Equipment for Material Handling**

- All rigging equipment must be inspected prior to use to ensure it is free from defects and is compatible with the material and condition of the load (e.g., edge protection on sharp edges).
- All rigging equipment must have a permanently affixed and legible identification markings as prescribed by the manufacturer that indicate the recommended safe working load.
- If rigging is damaged, defective or missing markings, it shall be placed out of service.
- Rigging shall not be loaded in excess of its recommended safe working load as prescribed on the identification markings by the manufacturer.
- Rigging shall not be modified from its original design (e.g., shortened slings or modified hooks).
- All rigging equipment shall be used and maintained as per the manufacturer's recommendations.
- Slings and other rigging shall be positioned to prevent slippage and secure the load.



- All rigging shall be completed by a trained and capable rigger.
- Rigging with mechanical closure points and safety latches (e.g., hooks) shall be verified for positive closure for securement prior to starting the lift.
- Exclusion zones shall be established to keep personnel out of the line of fire of the crane and suspended load using a combination of signage, barricades, and delineators.
- Specially designed rigging equipment shall be proof-tested to 125 percent of the rated load prior to use.

## Signaling

- A signal person must be in place, if
  - The load will not be in full view of the operator;
  - The crane or load can potentially strike another object or building; or
  - The operator requests a signal person to improve the safe execution of the lift.
- Signal person must be qualified through training and certification.
- A qualified signal person is the only person allowed to give signals to the operator.
- The operator shall only respond to signals from a qualified signal person, the only exception is if anyone give an emergency signal to stop the lift.
- Uniform hand signals are to be the default hand signals.
- If non-standard hand signals are used, the signal person and operator shall review and agree on the signals prior to starting the lift.
- Hand signal charts shall be either posted on the equipment or conspicuously posted in the vicinity of the hoisting operations.
- If during the lift, the ability to transmit signals between the operator and signal person is interrupted, the operator shall safely stop operations requiring signals until the proper communication can be reestablished.
- Only one person shall give signals to the operator at a time.
- If a radio or phone is used to give signals
  - A dedicated channel shall be used;
  - The operator shall use a hands-free device to receive the communication;
  - The device shall be tested prior to starting the operation
- Voice commands shall contain the following three elements in this order:
  - 1.) Function of cranes operation
  - 2.) Direction, approximate distance and / or speed
  - 3.) Stop command

## Excavation and Trenching

- Underground utilities and other hazards that may be encountered during excavation should be located prior to an excavation. The methods may include a combination of:
  - Utility location services
  - Location plot plans and or other documentation
  - Line-finding equipment
  - Daylighting or other digging techniques to safely identify potential hazards
- The potential location of underground utilities or other hazards shall be marked with paint or flagging prior to starting the excavation.
- All exposed utilities or other hazards shall be secured, protected, or removed to prevent personnel from contacting the hazards.
- Surface hazards or other encumbrances that that may impact the excavation shall be removed or secured by shoring, bracing, underpinning, or other methods to maintain the integrity of the excavation.
- Spoil piles or other material shall be stored more than two feet from the edge of the excavation. If two feet is not available, an alternative retaining device to prevent material from falling back into the excavation may be used.
- Atmospheric monitoring shall be conducted on excavations with the potential for oxygen deficiency, combustible gases, or other toxic exposure.
- Rescue equipment shall be available and attended on excavation entries that have the potential for hazardous atmospheres. Rescue equipment shall include: a breathing apparatus, retrieval equipment, a basket stretcher, safety harness, and lifeline (independent of any material handling lines).
- All lifelines of personnel entering an excavation with a lifeline and safety harness shall be attended by a person outside of the excavation who is in communication with the personnel working within the excavation.
- All personnel working in trenches or other excavations deeper than four feet shall have an egress point available no more than 25 feet away.
- Excavations, trenches, and manholes or other similar hazards near traffic shall be delineated or barricaded. If these hazards are in a roadway, they shall be covered when unattended. The cover shall withstand at least 2 times the maximum intended weight of the vehicle.
- High-visibility vests, shirts, or jackets shall be worn by all personnel working in locations that expose them to being struck by vehicle traffic or heavy equipment, including personnel assigned as flaggers, spotters, or working in proximity to traffic.
- ANSI Class 2 high visibility safety vests will be provided to meet the requirements of fluorescent backgrounds, retroreflective material, and visibility up to 1,000 feet.
- No personnel shall be permitted under excavation equipment or other suspended loads.

- Vehicle operators may remain in their cabs during loading and unloading to provide additional protection from spillage or dropped loads.
- Accumulated water in excavations that poses a risk to personnel in the trench shall be removed or mitigated before work may proceed.
- Excavations that may impact existing natural drainages or surface runoff, the site should be configured with berms, damming, or drainage that prevents the accumulation of water into the excavation or unsafe drainage points.
- All excavations impacted by rain or other water accumulation shall be inspected by an excavation competent person before work may proceed.
- An excavation competent person must also conduct daily inspections of excavations, adjacent areas, shoring, or other controls if there is potential for a cave-in, hazardous atmosphere, or other hazards that may impact personnel.
- Personnel potentially exposed to excavation hazards shall be temporarily removed from the area of the hazard until it may be removed or mitigated.
- If personnel must cross an excavation, walkways over the excavation shall be installed, including guardrails if the walkway is more than 6 feet above the next lower level.
- Soil shall be classified by an excavation competent person.
- The appropriate system for stabilizing soil and the excavation shall be determined by an excavation competent person based on the soil classification or configuration of the excavation.

### Driving Safety

All traffic laws shall apply to personnel driving vehicles for HPS, as well as the following requirements:

- Employees with driving responsibilities shall have a driver's license for the class of the vehicle.
- The speed limit on the worksite shall be limited to less than 5 miles per hour when not driving on a road or path established in a traffic control plan.
- Do not drive over five MPH in HPS' facilities
- All vehicles shall be roadworthy with functioning, steering, brakes, lights and safety devices.
- Vehicles should be parked "first move forward" whenever possible to minimize the frequency of having to drive in reverse.
- If a vehicle does have to be placed in reverse, the driver will verify no hazards are in their path.
- All heavy equipment operating on the worksite shall have a functioning backup alarm.
- Seat belts are mandatory for the driver and all passengers.
- Cellphone use is prohibited while operating a vehicle, unless using a qualified hands-free device.
- Employees shall not drive under the influence of drugs or alcohol.
- When leaving a vehicle unattended, the vehicle shall be secured with the engine off, parking brake set, and the transmission in "park" (or in gear if a manual transmission).

- All vehicles larger than one ton shall have their wheels chocked when parked.
- Walk behind the vehicle and remove any equipment, tools or other pathway obstructions before getting into the vehicle. Sound the horn to alert nearby coworkers before backing the vehicle.
- Tools and material shall be secured to prevent movement when transported in the same compartment with employees.
- No vehicle shall be fueled while the engine is running.
- If a fuel spill occurs it shall be washed away completely, evaporated, or equivalent action taken to control vapors before restarting the engine.
- All motor vehicle incidents and near misses shall be reported following the requirements in HPS' Injury and Illness Prevention Program.

***The "Cone Procedure" shall be followed when operating an HPS vehicle:***

- Before operating a HPS vehicle, you are required to perform a 360° inspection of the vehicle and its surroundings to locate any potential hazards.
- During the inspection, all toolbox bins and loads should be checked to ensure everything is properly secured.
- Once you have completed the 360° inspection, you may remove the safety cone from your vehicle and proceed with caution.
- Any time you exit a HPS vehicle, you are required to place the safety cone back on the hood of the vehicle, above the passenger headlight.

***When operating a trailer:***

- Set the parking brake in the towing vehicle removing any equipment from the trailer.
- Secure equipment and fuel tanks to vehicle with chains or straps to eliminate or minimize shifting of the load.
- No one is permitted to ride in the trailer.
- Take slow, wide turns when towing trailers.
- Do not exceed the load capacity as posted on the trailer.
- Do not place all the heavy equipment on one side of the trailer.

## **Traffic Control**

- Excavations, trenches, and manholes or other similar hazards near traffic shall be delineated or barricaded. If these hazards are in a roadway, they shall be covered when unattended. The cover shall withstand at least 2 times the maximum intended weight of the vehicle.
- If the work site has an increased exposure of traffic or movement of heavy equipment, a site traffic plan will be established to minimize potential for contact.
- All work locations with the potential hazard of personnel being struck by traffic or mobilize equipment shall be configured with barricading, delineation, signage, and spotters. The type

and configuration of the equipment shall follow the DOT Manual on Uniform Traffic Control Devices for Street and Highways (MUTCD).

- High-visibility vests, shirts, or jackets shall be worn by all personnel working in locations that expose them to being struck by vehicle traffic or heavy equipment, including personnel assigned as flaggers, spotters, or working in proximity to traffic.
- ANSI Class 2 high visibility safety vests will be provided to meet the requirements of fluorescent backgrounds, retroreflective material, and visibility up to 1,000 feet.
- Exposure for pedestrians shall be minimized by controlling access and routing away from the work location through barricades, signs, and spotters. Personnel shall still defer to the pedestrian's right-of-way unless their path puts them in direct and immediate danger (e.g., walking under a suspended load, towards an open trench, or in the path of moving equipment).
- Flaggers shall be utilized at locations on a work site where barricades and warning signs cannot control the moving traffic.
- Flaggers shall be provided appropriate Slow / Stop signs, handle extensions, and warning signs appropriate for the speed and configuration of the traffic.
- All personnel responsible for establishing traffic control systems and flagger responsibilities shall be trained for the assigned duties, including a minimum 4-hour training for traffic control and flagger certification. Projects requiring more complex traffic control systems and controls will be evaluated for additional technical support, training, or contracting.

#### **Forklifts and Powered Industrial Trucks**

- Only trained and competent operators shall be authorized to operate forklifts or other powered industrial trucks.
- Qualification by a certified instructor is completed through formal instruction, practical training, and operator observation.
- Retraining occurs every three years or if unsafe behaviors are observed or an incident occurs.
- Stunt driving and horseplay are prohibited.
- If seat belts are provided in the equipment, they shall be used.
- No additional riders shall be permitted on equipment.
- No one shall not ride on the forks of lift trucks.
- Personnel shall not place any part of their bodies outside the running lines of the equipment or other parts where shear or crushing hazards exist.
- Personnel shall not be under the elevated portion of any industrial truck, loaded or empty, unless it is physically blocked to prevent it from falling.
- Operators shall conduct an inspection at the beginning of each shift based on the checklist provided by the manufacturer. All issues are to be reported for repair. Safety equipment that is not functioning will require the equipment to be placed out of service until it can be repaired.

- Equipment shall not exceed the authorized or safe speed and maintain a safe distance from other vehicles.
- Equipment traveling in the same direction shall maintain a following distance of at least three seconds of distance from each other.
- If approaching an area where the operator's vision is obstructed, they shall slow down and sound the horn.
- If the load obstructs forward view, the operator shall travel with a trailing load.
- Operators shall look in the direction of travel and shall not move a vehicle until they confirm that no personnel are in the path of travel or have the potential to walk into the direction of travel.
- Operators shall not drive up to anyone in front of a fixed object that could cause the person to be caught between the equipment and object.
- The forks shall always be carried as low as possible, consistent with safe operations.
- If the operator is out of the equipment, but within 25 feet and has line-of-sight to the equipment, the load shall be fully lowered, controls placed in neutral, and the brakes set.
- The equipment is considered unattended when the operator is over 25 feet from the equipment, or out of line-of-sight.
- When unattended, the equipment shall be secured by ensuring the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the motor is off.
- Equipment parked on an incline must be chocked to prevent movement.
- Equipment shall not be loaded in excess of its rated capacity.

### **Hand Trucks and Pallet Jacks**

- Only pallet jack operators may operate pallet jacks.
- Keep your feet clear of wheels and suspended loads on hand trucks and pallet jacks.
- Verify manufacturer's load rating with capacity plate on the hand truck or pallet jack.
- Place the load so that it will not slip, shift or fall. Use straps, if they are provided, to secure the load.
- For bulky items, such as air-conditioning units or heating units, strap or chain the items to the hand truck.
- Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- Start and stop the pallet jack gradually to prevent the load from slipping.
- Push the load so that the axle and not the handles will carry the weight.
- If your view is obstructed, ask a spotter to assist in guiding the load.
- Do not walk backward with the hand truck unless going up stairs or ramps.

- When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- Pull manual pallet jacks; push them when going down an incline or passing close to walls or obstacles.
- Move hand trucks and pallet jacks at a walking pace.
- Store hand trucks with the tongue under a pallet, shelf or table.
- Do not ride on pallet jacks.

### **Manual Material Handling**

- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or assistance from a co-worker.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects with sharp corners or jagged edges (e.g., wire, metal edges).
- Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes, bags or sinks.
- Remove or bend nails and staples from crates before unpacking them.
- Remove one object at a time from shelves.
- Do not climb the racking to stock or retrieve merchandise; use a ladder.
- Do not try to kick objects out of pathways, push or carry them out of the way.
- Do not attempt to catch falling materials.

#### ***Use the following practices when lifting a load:***

- Face the load.
- Position your feet 6-12 inches apart with one foot slightly in front of the other.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- Perform lifting movements smoothly and gradually; do not jerk load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.

- Do not lift and object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

***When moving toolboxes, cabinets, or other storage equipment:***

- Use the handle when opening and closing a drawer or door of a toolbox, chest or cabinet.
- Do not stand on toolboxes, chest or cabinets to gain extra height.
- Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
- Push large chest, cabinets and toolboxes; do not pull them.
- Do not open more than one drawer of a toolbox at a time.
- Close and lock all drawers and doors before moving the toolbox to a new location.
- Do not use a toolbox or chest as a workbench.
- Do not move a toolbox, chest or cabinet if it has loose tools or parts on the top.

**Isolation of Hazardous Energy (Lockout / Tagout)**

- When working on equipment or systems with potential release of hazardous energy (e.g., kinetic, chemical, electrical, thermal), isolation of hazardous energy procedures must be followed.
- HPS' lockout / tagout requirements and related controls are reviewed annually as part of the IIPP Hazard Assessment element to ensure employees and contractors are following the requirements and identifying opportunities to improve the program.
- Each employee working on the system shall have individual locks for each lockout point, or an individual lock on a common "lockbox", that prevents accidental startup or release of energy when exposed to the hazard. They are the only ones authorized to apply their own individual locks and keys.
- Each lock and tag shall have a means of identifying the person who applied the lock or tag.
- Equipment must be shut down and isolated in a sequential sequence that safely dissipates or isolates hazardous energy in a controlled manner. Manufacturer's recommendations and manuals shall be used whenever available.
- All potential energy sources and the associated isolation points must be identified.
- Authorized personnel are responsible to verify a zero-energy-state of equipment before performing any work or maintenance on the isolated equipment.
- All personnel who will serve as an authorized or affected person on projects requiring lockout / tagout are trained on the Isolation of Hazardous Energy procedure and will be involved in the annual inspection. Personnel will be retrained annually, or if an incident or inspection indicates the need to retrain an individual to improve their understanding of the requirements.



## Electrical Safety Awareness

- All electrical equipment and systems shall be treated as energized until tested or otherwise proven to be deenergized.
- Operating voltage shall be determined before working on or near energized parts.
- All personnel involved shall be notified of prior to beginning work on an electrical system.
- Whenever possible, all work on electrical equipment and systems should be deenergized, locked-out, and tagged to prevent accidental exposure, also known as lockout / tagout.
- “Lockout” is placing the circuit “open” position with a physical lock or positive isolation device.
- “Tagout” is done by placing a “accident prevention tag” on the lockout or isolation point with the reason for placing the tag, name and phone number of the person who placed the tag, and the date the tag was placed.
- All residual energy must be dissipated and verified prior to starting work.
- After work is completed and ready to be reenergized, notify all affected personnel prior to removing all locks, tags, and verifying all personnel are clear of the circuit before reenergizing.
- If work must be done on energized equipment, only qualified personnel are allowed to perform the work. Qualifications will vary depending on the system and voltage.
- Temporary barriers or barricades shall be installed when energized electrical equipment are exposed by open enclosures and the location is not under the control of the authorized person.
- Insulated tools and gloves shall be used if personnel must install or remove energized fuses with exposed parts energized at more than 50 volts.
- Conductive measuring tapes, ropes or similar measuring devices shall not be used when working on or near exposed energized conductors or parts of equipment.
- Personnel working within reaching distance of exposed energized circuits, shall ensure all keychains, watches, jewelry, or other conductive material is removed.
- All extension cables, surge protectors, gang boxes, or other related equipment shall be free of exposed wires and have all ground prongs intact.
- All ladders used for electrical work shall be non-conductive.
- To prevent striking underground electrical lines, dig alerts and line finding must be completed prior to all excavations that have the potential for energized electrical power lines.
- Work locations shall be properly illuminated to prevent errors caused by poor visibility.
- Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.

## Ground Fault Protection (GFCI)

- All 120-volt receptacles used by personnel that are not part of the permanent wiring of the building shall have ground-fault circuit-interrupter (GFCI) protection.

- Connections on extension cords are considered a receptacle outlet if the cord is used for temporary electric power.
- Ground-fault circuit-interrupter should be connected as close as possible to the power source.

### Hot Work, Welding, and Cutting

- An assessment will be conducted for welding projects to assess hazards and identify mitigations (e.g., respiratory protection, ventilation, atmospheric monitoring).
- Depending on the identified risks, controls, and work method, training will be provided to personnel involved in the hot work job tasks.
- When welders are exposed to their own arc or to each other's arc, filter lenses shall be worn to protect against flashes and radiant energy.
- Personnel exposed to radiation shall have their skin covered completely to prevent ultraviolet burns. Helmets and face shields shall not have leaks, openings or highly reflective surfaces.
- When possible, welding should be completed in individual booths that are designed with low reflectivity finishes and siding.
- Cigarette lighters shall not be used to ignite torches, use friction lighters only.
- Contact lenses shall not be worn when welding.
- Workers or other persons adjacent to the welding areas shall be protected from the rays by screens or shields or shall be required to wear appropriate goggles.
- Welding areas shall provide air circulation to limit exposure to fumes, toxic gases, and accumulation of combustible gases.
- If proper ventilation cannot be achieved, respirators will be provided to the welder and any adjacent personnel with the potential for exposure beyond the action level.
- Welding machines shall not be placed in confined spaces, (permit required, or non-permit required).
- Welding equipment, cables, grounding straps, electrodes, and other related equipment that may create an ignition source shall be removed from a confined space when unoccupied.
- Electrodes shall be removed from holders in a manner to prevent unintended arcs or sparks.
- When operations are suspended for any substantial period of time, such as during lunch or overnight, welding machines shall be shut off.
- When personnel leave or stop work or when machines are moved, the power supply switch shall be kept in the off position.
- Equipment shall be secured with brakes and chocks on wheels to prevent movement.
- All combustible material shall be either removed from the vicinity of the work area, covered with a welding blanket, or continually kept wet with water (e.g., adjacent vegetation).
- A method to extinguish fires suitable for the combustible material shall be accessible.

- In damp or humid conditions, do not rest any parts of your body on the work piece. Use plywood, rubber mats or other dry insulation to stand or lie upon. Do not touch the electrode or any metal parts of the electrode holder with skin or wet clothing.
- A fire watch shall be assigned if the operation meets the requirements of a hot work permit (e.g., with 50 feet or process piping or equipment), or if other combustible material is in the area and cannot be moved or mitigated.
- A fire watch shall be in place for at least 30 minutes after welding and cutting has stopped to ensure fires do not occur after leaving the work area.
- Arc welding and cutting cables shall be insulated, flexible and capable of handling the maximum current required by the operations, taking into account the duty cycles.
- Welding and cutting machine frames shall be grounded, either through a third wire in the cable containing the circuit conductor or through a separate wire at the source of the current.
- Ground connections shall be clean and adequate to carry the required current for the weld.
- Equipment shall be inspected, and any defective equipment shall be placed out of service until repaired or replaced.
- Inert-gas metal-arc welding on stainless steel shall only be done if exposed personnel are protected either by local exhaust ventilation or by wearing supplied air respirators.
- When hot work is managed under a permit (e.g., required by a facility when working near process equipment), hot work will not commence until authorized by the permit issuer.

### Compressed Gas Cylinders

- Fuel gas and oxygen hoses shall be easily identified. Oxygen and fuel gas hoses shall not be interchangeable. Red is the accepted color for fuel gas, and green for oxygen.
- Prior to connecting a regulator to a cylinder, the valve shall be “cracked” to clear the connection point of any potential debris or material that may compromise the connection.
- All cylinders shall be stored and shipped with the valve end up.
- All hoses shall be inspected at the beginning of each working shift. If defects are found, they shall be placed out of service and replaced.
- Oil or grease shall not come in contact with oxygen cylinders, valves, regulators or other fittings. Do not handle oxygen cylinders and connections with oily hands or gloves. Do not allow oxygen discharges to contact oily surfaces, greasy clothes or other combustible material.
- Gas cylinders shall be kept outside of confined spaces or other locations where poor ventilation may create a hazardous atmosphere.
- Cylinders found to be defective shall be tagged and placed out of service until repaired or replaced.
- Do not transport cylinders without first removing the regulators and replacing the valve protection caps.

- Place valve protection caps on compressed gas cylinders that are in storage or are not being used.
- Compressed gas cylinders shall not be lifted by the valve protection cap.
- Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "corrosive".
- Hoist compressed gas cylinders on the cradle, sling board, pallet or compressed gas cylinder basket.
- Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
- Do not remove the valve wrench from the acetylene cylinders while the cylinder is being used.
- Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

### Fire Protection and Extinguishers

- All fire extinguishers shall be:
  - Accessible with a safe and unobstructed path;
  - Clearly visible or marked with signs of where to access (e.g., "Extinguisher Inside" sign);
  - Maintained in operating condition with defective equipment immediately replaced
- A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the floor area, with at least one extinguisher when the floor area is less than 3,000 square feet.
- Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.
- A 3/4-inch diameter garden hose no longer than 75 feet and has an adjustable nozzle, may be substituted for a 2A-rated fire extinguisher. They shall be mounted on conventional racks or reels. There should be enough locations so at least one hose stream can reach anywhere in the area.
- Portable fire extinguishers shall be inspected monthly and serviced (or replaced) annually.
- Monthly inspections will verify an extinguisher is available, fully charged (in the green range on the dial) and is in working condition.
- Only approved containers and portable tanks shall be used for storage and handling of flammable liquids.
- All safety containers for flammable liquids will be DOT approved and functioning emergency venting.
- Refueling of equipment and other transfer of flammable or combustible liquids shall be done in an area at least 50 feet from other combustible material in a well-ventilated area.
- Each fueling area shall be provided with at least one fire extinguisher having a rating of not less than 20-B:C located within 75 feet of the point of fueling.

- Spills shall be controlled to prevent runoff to environmental areas or other drains. Drainage or other means shall be provided to control spills.
- No equipment shall be filled while the motor is running and should be cooled prior to fueling.
- Any equipment with Internal combustion engines shall be so located that the exhausts are well away from combustible materials.
- Vehicles shall not be parked on dry grass or other combustible vegetation that may be ignited by the vehicle's exhaust.
- Each worksite shall have an emergency notification plan that includes the correct address and directions to provide the fire department.
- Fire hazards on the worksite will be continually evaluated as the project progresses to determine if additional fire protection needs to be provided, or if there is an opportunity to reduce fire risk on the site by removing unnecessary combustible material.

### Hand Tools and Power Tools

- Personnel shall ensure all tools are in safe and working condition, even tools that are supplied by an employee.
- All tools shall be only be used in the way they were intended.
- Unsafe tools shall be placed out of service until repaired or replaced.
- All hand-held circular saws with blades larger than 2 inches, chain saws, and percussion tools shall be equipped with a constant pressure switch or control that will shut off the power when the pressure is released.
- The following hand tools can have a lock-on switch as long as it can be disengaged with a single motion: All hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders with wheels greater than 2 inches in diameter, disc sanders with discs greater than 2 inches in diameter, belt sanders, reciprocating saws, saber, scroll, and jig saws with blade shanks greater than a nominal one-fourth inch, and other similarly operating powered tools.
- All other hand-held powered tools may be equipped with a positive "on-off" control.
- PPE recommended by the manufacture must be worn while tools are in use.
- Operating control shall be so located in a position to minimize accidental operation.
- Safety clips or retainers shall be installed on pneumatic impact tools to prevent attachments from being accidentally expelled from the barrel, or other effective means to prevent accidents from this source shall be used.
- All hand-held pneumatically powered tools used for driving nails, staples and similar fasteners which operate at 100 psig or more line pressure shall have a safety device at the muzzle to prevent the tool from discharging until the muzzle is in contact with a solid surface.
- Abrasive wheels shall be provided with protection hoods or safety guards which shall be of such design and construction as to effectively protect the employee from flying fragments of a bursting wheel insofar as the operation will permit.

- The maximum angular exposure of the grinding wheel periphery and sides for safety guards used on other portable grinding machines shall not exceed 180 degrees and the top half of the wheel shall be enclosed at all times.
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
- Cords on power tools shall not have exposed wires. If they are repaired, they must be reinsulated to meet or exceed the original insulation.
- Labels with manufacturer information and related standards must be present on power tools to ensure they meet applicable requirements.
- Safety devices shall not be bypassed or removed.
- Transport hand tools only in toolboxes or tool belts.
- Do not carry tools in your clothing.

***When using knives or other sharp cutting instruments:***

- Cut in the direction away from your body when using knives.
- Use knives that has been sharpened; do not use knives that have dull blades.
- Use knives for the purposes for which they are made.
- Do not use knives that have broken or loose handles.
- Do not use knives as screwdrivers or pry bars.
- Do not pick-up knives by their blades.
- Carry knives with their tips pointed towards the floor.
- Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
- Do not attempt to catch a falling knife.
- Store knives in knife blocks or in sheaths after use.
- When opening cartons, use safety box cutters and do not cut with the blade extended beyond the guard.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.

**Fixed Equipment and Point of Operations Hazards**

- Replace the guards before starting machines or after making adjustments or repairs to the machine.
- Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
- Do not wear loose clothing or jewelry around moving machinery.

- Long hair must be contained under a hat or hair net, regardless of gender.
- Read and obey safety warnings posted on or near any machinery.
- Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, unplug it before clearing the jam.
- Do not use equipment such as grinders, sanders or beveling machines if they do not have safety guards.
- Clamp work when using saws or cutting tools.

### **Compressed Air**

- Compressed air shall not be used for cleaning.
- All compressors and attachments shall be inspected prior to use and maintained as per the manufacturer's recommendations.
- All pressured equipment shall be equipped with a pressure safety valve set to relieve at no more than 10 percent of the maximum allowable working pressure and shall not be bypassed for any reason.
- Pressure safety valves shall be inspected and tested as per the manufacturer's recommendations.
- Compressors shall be equipped with pressure gauges indicating the storage and regulated pressure.
- Compressor vessels and tanks shall be drained of accumulated liquids based on the frequency recommended by the manufacturer.

### **Hazard Communication (HAZCOM)**

- All containers of hazardous chemicals in the workplace shall be labeled, tagged, or marked to identify the chemical.
- Labels on incoming containers of hazardous chemicals shall not be removed.
- Do not use chemicals from unlabeled containers or unmarked cylinders.
- Copies of any safety data sheets that are received hazardous chemicals shall be retained and provided to the site supervisor for retention.
- If a safety data sheet is not received with the chemical, the receiving employee is required to request a copy or request the supervisor to obtain a copy.
- Safety data sheets shall be reviewed with all affected personnel who will use or potentially could be exposed to the chemical.
- Safety data sheets will be readily accessible to all personnel either for chemicals on the work site. Copies can also be requested with the supervisor.

- A written hazard communication program shall be developed for multi-employer sites and include the methods employers will use to inform any employers sharing the same work area of the hazardous chemicals and any suggestions for appropriate protective measures, including the following:
  - How to access safety data sheets;
  - Precautionary measures to prevent exposure;
  - Expectations for reporting spills or exposure to the supervisor
- Portable containers are not required to be labeled when hazardous chemicals are transferred from labeled containers for the immediate use by the person who is transferring the chemical (e.g., measuring, mixing or applying chemicals).
- Copies of the required safety data sheets for each hazardous chemical in the workplace are retained by supervisors for specific worksites. An inventory of all chemicals, including those stored in HPS facilities are retained by HPS' Safety Administrator.
- Requests for safety data sheets can be submitted to the supervisor who shall have them readily available in their vehicle in the event of an exposure or emergency.
- A review of the safety data sheet and training on use of the chemical shall be provided prior to using a hazardous chemical, or when a new chemical is introduced to the project.
- If a new chemical creates a new risk or significant increase in exposure potential, the new or revised safety data sheet shall be provided to potentially exposed personnel within 30 days.
- Training for hazardous chemicals that may be encountered on a worksite is provided to all employees at the time of their initial assignment, then annually.
- Personnel who will perform a non-routine task that may expose them to chemical hazards will be trained on the hazard and required controls prior to starting the task.
- HAZCOM considerations will be included in project planning, including risk assessments to reasonable reduce the potential or consequence of exposure through elimination, substitution, engineering controls, procedures, or changes to personal protective equipment.
- Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eyewear, when using chemicals labeled "Flammable," "Corrosive" or "Caustic".

### **Silica Exposure Control**

- Projects and work activities will be assessed for potential exposure of respirable crystalline silica above 8-hour time weighted average (TWA) of 25µg/m<sup>3</sup> action level.
- All personnel who are exposed to the silica action level or are required to wear a respirator for 30 or more days per year will be placed on a medical surveillance program with a baseline medical assessment completed within 30 days of the assignment that triggered the exposure.
- OSHA's *Silica Table 1: Specified Exposure Control Methods When Working with Materials Containing Crystalline Silica* will be the primary means of tracking work activities with potential for silica exposure and the methods to maintain exposure below the action level.



- If an activity is not covered under Table 1, exposure assessments will be completed by individual monitoring or representative sampling of the work site.
- If personnel will be exposed above the action level for silica, they will be provided a respirator. This includes work activities with potential silica exposure that are not identified in Table 1.
- When assessing potential silica exposure and alternatives for mitigations, the hierarchy of controls will be used to identify opportunities for elimination, substitution, or engineered solutions to reduce and maintain exposure potential to the lowest feasible level.
- Below is a listing of the work activities with potential silica exposure above the action level and trigger a risk assessment and implementation of exposure control mitigations in Table 1.
  - Stationary masonry saws
  - Handheld power saws cutting masonry or other silica-containing material
  - Walk-behind saws
  - Drivable saws
  - Rig-mounted core saws or drills
  - Handheld and stand-mounted drills
  - Dowel drilling rigs for concrete
  - Jackhammers and handheld powered chipping tools
  - Handheld grinders
  - Milling machines (walk-behind or drivable)
  - Crushing machines
  - Heavy equipment to excavate, demolish, abrade or fracture silica-containing material
  - Material handling of silica-containing material in powder form (e.g., mixing cement)
- To prevent exposure during housekeeping activities, all personnel are to use a HEPA-filter vacuum and wet-sweeping methods when cleaning. Compressed air is not allowed as a cleaning method.
- All personnel are provided Silica training if they have the potential to be exposed above the action level. The training will include an overview of HPS' Silica Safe Work Practices, the hazards of silica exposure, work activities with the potential for exposure, assessment methods, mitigations, OSHA requirements for silica controls, and a summary of the medical surveillance program.

### Valley Fever Awareness

- All employees are provided Valley Fever Awareness training required by AB203.
- If the top 2-10 inches of soil is going to be distributed on a worksite the following exposure prevention method will be considered as potential mitigations:
  - Enclosed cabs of earthmoving equipment;

- Dust control through water trucks or available on site;
- Limiting the number of personnel down wind of the disturbed soil;
- Voluntary use of masks by personnel
- All personnel have been notified of the expectation for reporting potential exposures and development of Valley Fever symptoms to prevent delay in evaluation and treatment.

### **Protection from Wildfire Smoke**

- HPS' Safety Administrator will monitor the daily air quality forecasts through [airnow.gov](http://airnow.gov). If the AQI is above 150, the following mitigations will be considered:
  - Relocate work to an indoor area with proper isolation and ventilation to avoid exposure;
  - Reschedule work to minimize the total time exposed;
  - Provide respirators (N95 masks) to personnel for their voluntary use
- If the AQI is above 500, and outdoor work cannot be relocated or rescheduled, then N95 respirators will be required for all personnel on the worksite.
- All personnel will receive training on the hazards and expectations to report symptoms.

### **Heat Illness Prevention**

- The OSHA NIOSH Heat Safety Tool phone application will be the primary source of weather monitoring and all personnel will be trained to track the extended weather forecast.
- The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advanced planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.
- Prior to each workday, the Safety Administrator will monitor the weather for the worksite to determine if it is necessary to modify the work schedule.
- During a heat wave, all personnel shall be closely observed.
- Water provided is potable, fresh, pure, suitably cool, and provided to personnel free of charge.
- A fresh water supply is provided of at least one quart per hour, per individual, for personnel to refill their own personal water containers.
- Whenever the temperature exceeds 80°F or whenever an employee requests shade a source of shade will be provided. This may include the interior of vehicles or structures.
- Shade canopies are carried as needed and placed no more than 5-minutes from the worksite.
- Preventative cool-down rests in the shade will be encouraged to prevent overheating. These cool-down rests will be a minimum of 5 minutes and personnel taking a preventative cool-down rest will be monitored for symptoms of heat illness by another worker or supervisor.

- If the employee is at a site by themselves, they will notify others that they are taking a cool-down rest and monitoring will occur via frequent radio check-ins throughout the employee's rest period.
- When an employee displays symptom(s) of possible heat illness, it is critical that they report the start of their cool-down rest to all other personnel, emergency medical services can be called if needed, and steps can immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness.
- At remote locations, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vests or flashlights to direct emergency personnel to the sick employee's location, which may not be visible from the road or highway.
- When the temperature equals or exceeds 95 degrees Fahrenheit, High-Heat Procedures will be implemented:
  - Pre-shift meetings will be conducted before work to both encourage employees to drink plenty of water and reenforce their right to take a cool-down rest when necessary.
  - The number of water breaks will be increased. The supervisor will lead by example and remind employees throughout the work shift to drink water.
  - Personnel will be required to take one 10-minute cool-down break every two hours.
  - During the first eight hours of a shift, the cool-down periods may be provided at the same time as the rest periods.
- When working outside, keep shirts on to avoid dehydration and sunburn.
- All HPS employees, including supervisors, are trained on the Heat Illness Prevention Plan as part of their initial onboarding, as well as annually each spring for refresher training. The training includes:
  - Environmental and personal risk factors for heat illness
  - Procedures to comply with the requirements and the CalOSHA standard
  - Importance of drinking up to four cups of water, per hour
  - Importance of acclimatation
  - How to identify the different types of heat illness
  - Expectations for immediate reporting of signs or symptoms
  - Procedures for responding to a heat-related emergency
  - Emergency notification procedures
  - Directing first responders to the work location

### **Biological Hazards (Insects, Spiders, Snakes)**

- If a wasp nest or beehive is present while installing or servicing equipment, use the long-distance aerosol insecticide labeled "wasp and bee insecticide" to spray the nest. Test with the stick or pole again to ensure that all bees/wasps are gone before continuing work.
- Seek first aid immediately if bitten or stung by insects, spiders, or animals.

### **First Aid, CPR, AED and Emergency Response**

- If the job scope has the potential for personnel to have their eyes exposed to injurious or corrosive materials, there must be a location identified for personnel to flush their eyes with clean water. This can be achieved by providing:
  - A sink with enough space under the faucet to flush both eyes at the same time;
  - An available hose cleared of hot residual water and sediment before use; or
  - If no facilities are available on site, a portable eye wash station will be provided.
- Each site must have access to at least one first-aid kit in a weatherproof container.
- The contents of the first-aid kit shall be inspected regularly to ensure:
  - Expired items are replaced;
  - Items are organized to be quickly found;
  - The contents are clean and sanitary;
  - First-aid dressings and bandages are in individually sealed packages;
  - Used items are immediately replaced
- Each site must have at least one person available with a phone to call 911 and notify the supervisor of an emergency (e.g., fire, medical emergency, vehicle accident).
- If the site does not have cell phone service, access to cell service a phone line will be identified and known by all personnel.
- Project-specific emergency notification, response, and transportation plans shall be developed for multi-employer sites managed by HPS and the plans shall be provided to HPS Employees and contractors working on the site.
- Facility Emergency Action Plans and evacuation routes for worksites shall be obtained and coordinated by the supervisor.
- A muster point for emergency evacuations will be identified for work sites.
- The most-senior employee on site will be responsible to account for all HPS personnel after an evacuation.
- HPS work sites shall use three long, consecutive honks on the vehicle horn as an emergency notification. This may be replaced to supplemented with direct voice communication when unable to access a vehicle horn, or less than 10 employees are on site.
- A First Aid Log is to be used when personnel administer first aid treatment to employees.

## Housekeeping

- Use caution signs/cones to barricade slippery areas.
- Do not store or leave items on stairways.
- Return tools to their storage places after using them.
- Do not block or obstruct stairwells, exits, or accesses to safety and emergency equipment such as fire extinguisher, fire alarms or eye wash stations.
- Do not place materials such as boxes or trash in walkways and passageways.
- Mop up water around drinking fountains, drink dispensing machines, and ice machines.

## Disposal of Waste Material

- All scrap material, and waste shall be removed from the immediate work area as the work progresses.
- All solvent waste, oily rags, and flammable liquids shall be kept in fire resistant covered containers until removed from the work site.
- Only legal sites and methods will be used to dispose of waste. The method for disposal shall be verified with the supervisor if unclear of how to dispose of a material.
- Locations to separate recyclable material shall be designated on site and every attempt should be made to recycle waste material.
- Universal wastes shall be sorted in a separate container located on site labeled "Universal Waste" and a list of the following items that must be disposed of in that container:
  - Non-empty aerosol cans
  - Electronic Devices
  - Batteries
  - Lamps
  - Mercury-containing equipment
  - Cathode ray tubes (CRTs)
- A collection service or destination facility will be identified by the supervisor for the final disposal.
- Run-off from the worksite will be evaluated to ensure wastes or hazardous materials are not discharged to drainages or sewers.
- Spill pads and containment material shall be available on site if hazardous waste material transfers are occurring on site.
- A waste management plan shall be created during the project planning phase and provided to site workers at the start of the project.
- If chutes are used on site to dispose of waste from elevated locations, they shall be:

- Barricaded to prevent falls from exposed edges;
- Exclusion zones below the work location will be controls with signs and barricades;
- Fully enclosed to prevent spillover if at an angle greater than 45 degrees
- The discharge end of the chute shall be closed when not in use.
- If an enclosed chute becomes clogged, personnel shall not use their hands to clear the blockage. Hand tools shall be used to clear the blockage.
- If the material is dumped from wheelbarrows, a toe board or bumper at least 6"x6" shall be placed at the chute opening.

### Office Safety

- Do not place material such as boxes or trash in walkways or passageways.
- Do not throw matches, cigarettes or other smoking materials into trash baskets.
- Do not kick objects out of your pathway; pick them up or push them out of the way.
- Keep floors clear of items such as paper clips, pencils, tacks or staples.
- Straighten or remove rugs and mats that do not lie flat on the floor.
- Mop up water around drinking fountains and drink dispensing machines.
- Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
- Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
- Carry pencils, scissors and other sharp objects with the tips pointing down.
- Do not run on stairs or take more than one-step at a time.
- Keep doors in hallways fully open or fully closed.
- Use handrails when ascending or descending stairs or ramps.
- Obey all posted safety and danger signs.
- Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
- Use the handle when closing doors, drawers and files.
- Do not tilt the chair you are sitting in on its back two legs.
- Do not stand on furniture to reach high places.
- Turn the power switch of the local exhaust fans to "on" when operating the blueprint machine.
- Do not use lighting fluid to clean drafting equipment, use soap and water

## Personal Protective Equipment (PPE)

- All employees shall be provided the following as minimum personal protective equipment:
  - Hard hat
  - High-visibility vest
  - Safety glasses
  - Gloves
  - Ear plugs
- All PPE listed shall be available at all times and worn when the related hazard is present.
- Manufacturer's instructions shall be followed for proper sizing and use of PPE.
- Additional PPE may be required based on the work activity and related hazard assessment (e.g., fall protection when working at heights).
- Employees will be trained on all new PPE and retrained when unsafe behaviors are observed, or incidents occur.
- Employees are responsible for the inspection and maintenance of their PPE and defective PPE will be immediately removed from service and replaced.
- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
- Do not wear long sleeve shirts that do not have tight cuffs.
- Wear the dielectric gloves when working on electric current.

## Appendix

The following plans have been developed to provide additional procedures for supervisors, safety specialists, and HPS Management to support the Safety Manual followed by HPS employees.

- Hazard Communication Plan
- Personal Protective Equipment Plan
- Respiratory Protection Plan
- Power and Hand Tool Plan
- Fall Protection, Ladder, and Scaffold Safety Plan
- Equipment Operations Plan
- Vehicle Safety Plan
- Excavation and Trenching Plan
- Isolation of Hazardous Energy (Lockout / Tagout) Plan
- Fire Protection Plan
- Bloodborne Pathogen Plan

- Confined Space Entry Plan
- Electrical Safety Plan
- First Aid / PCR Plan
- Drug-Free Workplace Program
- Emergency Response and Evacuation Plan
- Heat Illness Prevention Plan
- Crane and Rigging Plan
- Silica Exposure Plan
- Asbestos Awareness Plan
- Lead Awareness Plan
- Wildfire Smoke Plan



**REVIEW AND ACKNOWLEDGEMENT**

Below is the documentation for the review and acknowledgement of HPS Safety Manual updates by HPS' Management and Safety Personnel.

Title	Name	Date	Signature